



GARDINER CITY COUNCIL AGENDA ITEM INFORMATION SHEET



Meeting Date		Department	
Agenda Item			
Est. Cost			
Background Information			
Requested Action			
City Manager and/or Finance Review			
Council Vote/ Action Taken			
Departmental Follow-Up			

City Clerk Use Only	1 st Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

**Special Event
Application**

Applicant's Name:	Loretta McNeil Maine General Hospice
Applicant's Address:	21 Enterprise Dr. Augusta ME 04330
Applicant's Phone Number(s):	207 248-0427
Applicant's Email Address:	loretta.mcneil@mainegeneral.org
Event Name:	Celebration of Lights - Luminaria
Date(s):	Saturday December 13, 2025
Location:	Gardiner Commons - Christ Episcopal Church
Event Description:	battery tea lights illuminate luminaries throughout the commons honoring loved ones whom we have lost.

Minor Event: \$50.00 / Major Event: \$100.00

Applicant has requested fees be waived/reduced for the following reason:

- Non-profit charitable cause ☒
- Gardiner Main Street sponsored ☐
- MSAD #11 ☐ (Clerk fees waived per council order)

	YES	NO
Have you made arrangements with Public Safety to ensure public safety, crowd control and noise levels?		N/A
Have you addressed parking?	✓	
Have you made arrangements for clean-up and/or trash removal?	✓	
Will you be providing port-a-potties?		✓
Will there be any use of fire, i.e. tiki torches, grills, barbeques, bonfires, etc.? If yes, a burn permit must also be obtained from the Fire Department for the date specified.		N/A
Will there be a parade associated with the event? If yes, have you contacted the Chief of Police?		✓
Will you be posting a banner? If yes, you must contact the Code Enforcement Officer with details and for approval.		✓
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director.	✓	
Is this a Minor Event – it will not exceed four hours in duration and fewer than 100 people will be affiliated – i.e. wedding ceremony, etc. (*30 day minimum requirement for the application process time)	✓	
Is this a Major Event – it will exceed four hours in duration and/or more than 100 people will be affiliated – i.e. community festival, carnival, street dance, etc. Major events involve additional City Services and fees for services apply – i.e. police protection, clean-up, electricity, etc. (*60 day minimum requirement for the application process time)		

church open/
available

Please send application and payment (payable to City of Gardiner) to:
City Clerk's Office, 6 Church Street, Gardiner, ME 04345



Special Event Application

*Applicant is responsible for contacting the Departments below if you require any services and/or assistance from them.

Date of Event Saturday December 13, 2025

Name of Event Maine General Celebration of Lights - Luminaria

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: 207-582-5150 tpilsbury@gardinermaine.com			
Fire: 207-582-4535 rick.sieberg@gardinermaine.com			
Public Works/ Buildings & Grounds: 207-582-4408 jcameron@gardinermaine.com			
Economic Development: 207-582-6892 mlindley@gardinermaine.com			
Code Enforcement Office: 207-582-6892 ceo@gardinermaine.com			
	Total Amount Invoiced		

Additional comments:

Please send application and payment (payable to City of Gardiner) to:
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Special Event Application

- ☒ I understand permits may be required before operating or conducting any activity on property owned by the City of Gardiner.
- ☒ As the applicant, I have the authority from the owner to apply for this license from the City of Gardiner.
- ☒ Events are considered rain or shine.
- ☒ This permit does not authorize alcohol on any public property, including but not limited to the Common, Waterfront, streets and sidewalks.
- ☒ The applicant will provide proof of insurance to the City of Gardiner with the City of Gardiner being named as additionally insured. (**Required**) (Tenant User Liability Insurance / TULIP insurance)

Failure to answer and comply with all the questions in this application may result in the application not being approved.

Lois McLaughlin
Applicant's Signature

10/2/25
Date

Office use only:

Received in Clerk's Office by A Landes Date 10/10/25

Approved by

CM *[initials]* Police *[initials]* Fire *[initials]* PW/B&G *[initials]* CEO *[initials]* ED *[initials]*

City Council Approval (If necessary)

City Council hereby finds that:

1. The proposed Special Event is consistent with the goal of promoting the use of City owned property for recreational, entertainment or charitable events; and
2. That the proposed Special Event can be conducted in the location proposed without endangering the public safety or disturbing the peace and order of the City of Gardiner; subject to the attached list of conditions:

Dated this 21 day of October, 2025 *Karen W. Carter*

Municipal Officer of the City of Gardiner

Please send application and payment (payable to City of Gardiner) to:
City Clerk's Office, 6 Church Street, Gardiner, ME 04345

Alyssa Landes

From: Todd Pilsbury
Sent: Tuesday, October 14, 2025 1:32 PM
To: Alyssa Landes
Subject: RE: Minor event application or celebration of lights

No issue with PD.

Chief Todd H. Pilsbury

City of Gardiner Police Department
(207)582-3211 (office)
(207)215-5430 (cell)

From: Alyssa Landes <ALandes@gardinermaine.com>
Sent: Tuesday, October 14, 2025 8:36 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Minor event application or celebration of lights

Attached you will find a minor event application for the Christ Episcopal Church Celebration of lights at the Gardiner Common on 12-13-2025.

Thank you!



Alyssa Landes

Deputy City Clerk ~Public Works Admin
6 Church Street
Gardiner, ME 04345
alandes@gardinermaine.com

Alyssa Landes

From: Melissa Lindley
Sent: Tuesday, October 14, 2025 10:26 AM
To: Alyssa Landes; departmentheads; Kristopher McNeill
Subject: RE: Minor event application or celebration of lights

No issues

Melissa Lindley

Economic Development Director
City of Gardiner
6 Church Street, Gardiner, ME 04345
office/cell: 207-582-6888
mlindley@gardinermaine.com
www.gardinermaine.gov

From: Alyssa Landes <ALandes@gardinermaine.com>

Sent: Tuesday, October 14, 2025 8:36 AM

To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>

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Deputy City Clerk ~Public Works Admin
6 Church Street
Gardiner, ME 04345
alandes@gardinermaine.com

Alyssa Landes

From: Stephen Aievoli
Sent: Tuesday, October 14, 2025 8:53 AM
To: Rick Sieberg; Alyssa Landes; departmentheads; Kristopher McNeill
Subject: Re: Minor event application or celebration of lights

No issue for WW

Steve Aievoli
Wastewater Superintendent
City of Gardiner
540 River Avenue
Gardiner, Maine 04345

From: Rick Sieberg <rick.sieberg@gardinermaine.com>
Sent: Tuesday, October 14, 2025 8:49:05 AM
To: Alyssa Landes <ALandes@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: RE: Minor event application or celebration of lights

Alyssa,

No problems for the FD.

Rick Sieberg
Fire Chief | City of Gardiner
6 Church Street
Gardiner, ME 04345
C: 207-620-0217
p: 207-582-4535
e: rick.sieberg@gardinermaine.com

From: Alyssa Landes <ALandes@gardinermaine.com>
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To: Alyssa Landes; departmentheads; Kristopher McNeill
Subject: RE: Minor event application or celebration of lights

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Fire Chief | City of Gardiner
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Gardiner, ME 04345
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6 Church Street
Gardiner, ME 04345
alandes@gardinermaine.com

Alyssa Landes

From: Kristopher McNeill
Sent: Tuesday, October 14, 2025 8:49 AM
To: John Cameron; Denise Brown
Cc: Alyssa Landes; departmentheads
Subject: Re: Minor event application or celebration of lights

No issues Alyssa

Sent from my Verizon, Samsung Galaxy smartphone
[Get Outlook for Android](#)

From: John Cameron <JCameron@gardinermaine.com>
Sent: Tuesday, October 14, 2025 8:48:13 AM
To: Denise Brown <DBrown@gardinermaine.com>
Cc: Alyssa Landes <ALandes@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Re: Minor event application or celebration of lights

Good with pw
Sent from my iPhone

On Oct 14, 2025, at 8:47 AM, Denise Brown <DBrown@gardinermaine.com> wrote:

No issues with ICM or FD.

Denise M. Brown
Interim City Manager
& Finance/HR Director | City of Gardiner
6 Church Street
Gardiner, ME 04345
207-582-4200
dbrown@gardinermaine.com
www.gardinermaine.gov

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To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Cc: Alyssa Landes; departmentheads; Kristopher McNeill
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No issues with ICM or FD.

Denise M. Brown
Interim City Manager
& Finance/HR Director | City of Gardiner
6 Church Street
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Thank you!

<image001.png>

Alyssa Landes

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6 Church Street
Gardiner, ME 04345
alandes@gardinermaine.com

Alyssa Landes

From: Denise Brown
Sent: Tuesday, October 14, 2025 8:47 AM
To: Alyssa Landes; departmentheads; Kristopher McNeill
Subject: RE: Minor event application or celebration of lights

No issues with ICM or FD.

Denise M. Brown
Interim City Manager
& Finance/HR Director | City of Gardiner
6 Church Street
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207-582-4200
dbrown@gardinermaine.com
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Deputy City Clerk ~Public Works Admin
6 Church Street
Gardiner, ME 04345
alandes@gardinermaine.com

Alyssa Landes

From: Dawn Thistle
Sent: Tuesday, October 14, 2025 11:02 AM
To: Alyssa Landes; departmentheads; Kristopher McNeill
Subject: RE: Minor event application or celebration of lights

Good with the library.

From: Alyssa Landes <ALandes@gardinermaine.com>
Sent: Tuesday, October 14, 2025 8:36 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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6 Church Street
Gardiner, ME 04345
alandes@gardinermaine.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/06/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER KENNEBEC RISK, LLC 463 MOUNTAIN VIEW DRIVE, SUITE 301 3RD FLOOR COLCHESTER, VT 05546 Attn: healthcare.accounts@marsh.com CN102081376-GL-25-26	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Kennebec Risk, LLC INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
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COVERAGES **CERTIFICATE NUMBER:** NYC-012423717-01 **REVISION NUMBER:** 2

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			KRLLC2025	07/01/2025	07/01/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 8,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRE AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: MaineGeneral Hospice event (MaineGeneral Celebration of Light - Luminaria) on December 13, 2025 to be held at Gardiner Commons & Christ Episcopal Church in the City of Gardiner, Maine for fewer than 100 participants.

The City of Gardiner is included as additional insured where required by written contract. TENANT USER LIABILITY INSURANCE

CERTIFICATE HOLDER City of Gardiner 6 Church Street Gardiner, ME 04345	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Marsh USA LLC</i>
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ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY KENNEBEC RISK, LLC		NAMED INSURED MaineGeneral Health 35 Medical Center Parkway Augusta, ME 04330
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

General Liability limits are shared with Hospital Professional Liability and Medical Professional Liability.

The General and Medical Malpractice coverage, policy number KRLLC2025 is a direct placement. Kennebec Risk, LLC manages the captive insurer indicated here. Marsh USA, Inc. has only acted in the role of a consultant to the client with respect to the placement, which is indicated here for your convenience.