



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:	Gardiner Main Street
Applicant's Address:	PO Box 194 Gardiner ME 04345
Applicant's Phone Number(s):	office 207-582-3100 mobile 207-380-2699
Applicant's Email Address:	tamara@gardinermainstreet.org
Event Name:	Tree Lighting
Date(s):	Saturday November 29 2025 4:00 - 5:00pm
Location:	Dearborn Park
Event Description:	Kicking off the official holiday season with the lighting of the City tree. Community Caroling and the arrival of Santa Claus.

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?	✓	
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.		✓
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)	✓	

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 November 29 2025

Name of Event Tree Lighting

	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:

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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.

Damara Whitmore

Applicant's Signature

10/27/25

Date

Office use only:

Received in Clerk's Office by

A Landes

Date

10/29/25

Approved by

CM _____ Police _____ Fire _____ PW/B&G _____ CEO _____ ED _____

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 _____ day of _____, 20____.

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



City of Gardiner
6 Church Street
Gardiner, ME 04345

Dear Gardiner City Council,

In an effort to attract residents and visitors alike to Gardiner's downtown to support our local businesses during a challenging holiday season, Gardiner Main Street is organizing an increased number of activities and events in November and December, with a theme of "Magical Holiday Village". Three of the events so far require a special event permit: the first annual "Magic Mutt Holiday Strutt" dog parade on Saturday, November 15, 2025, the annual Tree Lighting on Saturday, November 29, 2025, and the Parade of Lights on Saturday, December 6, 2025.

The **Magic Mutt Holiday Strutt** will take part at the Waterfront Park. Dog owners are encouraged to register ahead of time, although day of registration will also be available. Day of Registration will start at 3:00 pm and we anticipate the "parade" around the Waterfront Park to begin about 3:30 pm. We will provide some music via a simple bluetooth speaker and a dog-themed playlist. Volunteers will be on hand to make sure that doggie etiquette is observed and those who show aggression will be asked to leave the parade and view from a safe distance. We may have a vendor or two, if we find local businesses who cater to dog supplies.

The **Tree Lighting** will be held on Shop Small Saturday this year, to spread out activities a bit more than in the past, when the tree was lit during the December Artwalk and Johnson Hall's "Festival of Trees". Gardiner Main Street is arranging for a *local celebrity* singer and musical accompaniment to lead the crowd in carols, ending with the arrival of Jolly St. Nicholas to light the City's tree. This event will begin at 4:00 pm, with the tree lighting happening at approximately 4:30. Santa Claus will then be available for photos, with the conclusion of the event to be by approximately 5:30 pm. If the weather is nice, we have a volunteer who has a vintage old red truck to deliver Santa to Dearborn Park. We plan to hold a parking space near Dearborn park for the truck to park, offering another photo opportunity.

The **Parade of Lights** will start at 4:30pm from 26 Winter Street, turn left onto Water Street and proceed through downtown to the Library, turning left down Wright Way to conclude at Waterfront Park. (Larger vehicles will be directed to continue on Water Street to make a right onto Vine Street.) Depending on the number of entries, the parade usually lasts about thirty to forty minutes. In the event of rain or snow, we would plan to postpone the event until December 13th, the decision on such a change would be made by 10am on the day of the event. Please see the included parade route map along with a draft of volunteer and police stations during the parade.



We will work with the police department in advance of the event to coordinate public safety measures for the roads and intersections which will be temporarily closed. Gardiner Police officers on-duty will support our team of volunteers posted in several locations to assist with the temporary road closures during the parade. Gardiner PD will also participate by using a police cruiser to lead the parade. Gardiner Main Street will post no parking notices along the Water Street parade route in advance of the event, and we will help to communicate the traffic impacts caused by the parade.

We look forward to working out the details to cooperatively plan and execute these activities with the City's Departments. We respectfully request that the Council consider approval of these activities and would be very appreciative if the costs of City Services for these events would be waived, as the events are for the Gardiner Community and in support of our Downtown Businesses.

Thank you for your consideration of these events,

Tamara Whitmore

Tamara Whitmore
Executive Director
Gardiner Main Street