



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: Halie Landry
Applicant's Address: 3 George St Augusta ME 04330
Applicant's Phone Number(s): (207) 660-5874
Applicant's Email Address: theritualmarket@gmail.com
Event Name: Ritual Market
Date(s): Sunday July 12 10-4 / Rain Date July 19 same time
Location: Waterfront Park
Event Description: A 60 vendor artisan market featuring Maine businesses and food trucks!

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?	X	
Have you addressed parking?	X	
Have you made arrangements for clean-up and/or trash removal?	X	
Will you be providing port-a-potties?	X	
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.		X
Will there be a parade associated with the event? If yes, have you contacted the Chief of Police?		X
Will you be posting a banner? If yes, you must contact the Code Enforcement Officer with details and for approval.		X
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director.		X
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)	X	

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 7/12/26

Name of Event Ritual Market

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: 207-582-5150 tpilsbury@gardinermaine.com	will contact 		
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:
 City Clerk's Office, 6 Church Street, Gardiner, ME 04345



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.

Halle Landry
Applicant's Signature

2-24-26
Date

Office use only:

Received in Clerk's Office by Rakely Cutler Date 2/25/26

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

Kathleen Cutler

From: Kristopher McNeill
Sent: Wednesday, February 25, 2026 4:38 PM
To: Kathleen Cutler; departmentheads
Subject: Re: The Ritual Market

No issues Kathy

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

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, February 25, 2026 4:23:25 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: The Ritual Market

Attached please find the Special Event Permit application for the Ritual Market.

Kathleen L. Cutler
City Clerk/Tax Collector/Deputy Treasurer
(207) 582-2223
Fax: (207) 582-6895

Kathleen Cutler

From: Denise Brown
Sent: Wednesday, February 25, 2026 4:47 PM
To: Kathleen Cutler
Subject: RE: The Ritual Market

No issue 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

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, February 25, 2026 4:23 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: The Ritual Market

Attached please find the Special Event Permit application for the Ritual Market.

Kathleen L. Cutler
City Clerk/Tax Collector/Deputy Treasurer
(207) 582-2223
Fax: (207) 582-6895

Kathleen Cutler

From: John Cameron
Sent: Wednesday, February 25, 2026 5:56 PM
To: Kathleen Cutler
Cc: departmentheads; Kristopher McNeill
Subject: Re: The Ritual Market

Good with PW
Sent from my iPhone

On Feb 25, 2026, at 4:23 PM, Kathleen Cutler <KCutler@gardinermaine.com> wrote:

Attached please find the Special Event Permit application for the Ritual Market.

Kathleen L Cutler
City Clerk/Tax Collector/Deputy Treasurer
(207) 582-2223
Fax: (207) 582-6895

<TheRitualMarketeventapp.pdf>

Kathleen Cutler

From: Melissa Lindley
Sent: Wednesday, February 25, 2026 6:06 PM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: The Ritual Market

No issues for economic development.

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: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, February 25, 2026 4:23 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: The Ritual Market

Attached please find the Special Event Permit application for the Ritual Market.

Kathleen L. Cutler

City Clerk/Tax Collector/Deputy Treasurer
(207) 582-2223
Fax: (207) 582-6895

Kathleen Cutler

From: Stephen Aievoli
Sent: Wednesday, February 25, 2026 6:08 PM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: Re: The Ritual Market

No issue for Wastewater

Stephen Aievoli
Wastewater Superintendent
City of Gardiner
540 River Ave.
Gardiner, ME 04345
207-582-1351

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, February 25, 2026 4:23:25 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: The Ritual Market

Attached please find the Special Event Permit application for the Ritual Market.

Kathleen L. Cutler
City Clerk/Tax Collector/Deputy Treasurer
(207) 582-2223
Fax: (207) 582-6895

Kathleen Cutler

From: Rick Sieberg
Sent: Thursday, February 26, 2026 8:17 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: The Ritual Market

Kathy,

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: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, February 25, 2026 4:23 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: The Ritual Market

Attached please find the Special Event Permit application for the Ritual Market.

Kathleen L. Cutler
City Clerk/Tax Collector/Deputy Treasurer
(207) 582-2223
Fax: (207) 582-6895

Kathleen Cutler

From: Todd Pilsbury
Sent: Thursday, February 26, 2026 8:28 AM
To: Kathleen Cutler
Subject: RE: The Ritual Market

No issues with PD.

Chief Todd H. Pilsbury

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

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, February 25, 2026 4:23 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: The Ritual Market

Attached please find the Special Event Permit application for the Ritual Market.

Kathleen L. Cutler

City Clerk/Tax Collector/Deputy Treasurer
(207) 582-2223
Fax: (207) 582-6895