



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:	Johnson Hall INC
Applicant's Address:	280 Water Street / P.O. Box 777
Applicant's Phone Number(s):	582-7144
Applicant's Email Address:	mike@johnsonhall.org
Event Name:	Johnson Hall Free Waterfront Concert Series
Date(s):	
Location:	6/26/7/3/7/10/7/17/7/24/7/31/8/7/8/14/8/21/8/28
Event Description:	Weekly Free Waterfront Music Concerts

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)	✓	

w/ Garden main st.

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 June 26 / July 3, 10, 17, 24, 31 / August 7, 14 / 21, 28

Name of Event Johnson Hall Free Waterfront Concert Series

	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.

Applicant's Signature

3/18/26

Date

Office use only:

Received in Clerk's Office by Katey Coker Date 3/23/26

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: Denise Brown
Sent: Monday, March 23, 2026 8:36 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: Johnson Hall Summer Concert Permit App

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: Monday, March 23, 2026 8:27 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Johnson Hall Summer Concert Permit App

Attached is the special event permit for Johnson Hall Summer Concert Series. Once approved I will add it to the agenda for 04/01/26 meeting.

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

Kathleen Cutler

From: Melissa Lindley
Sent: Monday, March 23, 2026 8:42 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: Johnson Hall Summer Concert Permit App

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: Monday, March 23, 2026 8:27 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Kathleen L Cutler

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

Kathleen Cutler

From: John Cameron
Sent: Monday, March 23, 2026 8:43 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: Re: Johnson Hall Summer Concert Permit App

good with pw

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Monday, March 23, 2026 8:27 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Kathleen Cutler

From: Kristopher McNeill
Sent: Monday, March 23, 2026 8:53 AM
To: John Cameron; Kathleen Cutler; departmentheads
Subject: Re: Johnson Hall Summer Concert Permit App

No issues Kathy

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

From: John Cameron <JCameron@gardinermaine.com>
Sent: Monday, March 23, 2026 8:42:32 AM
To: Kathleen Cutler <KCutler@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Re: Johnson Hall Summer Concert Permit App

good with pw

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Monday, March 23, 2026 8:27 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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City Clerk/Tax Collector/Deputy Treasurer

(207) 582-2223

Fax: (207) 582-6895

Kathleen Cutler

From: Todd Pilsbury
Sent: Monday, March 23, 2026 9:06 AM
To: Kathleen Cutler
Subject: RE: Johnson Hall Summer Concert Permit App

All good 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: Monday, March 23, 2026 8:27 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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City Clerk/Tax Collector/Deputy Treasurer
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Fax: (207) 582-6895

Kathleen Cutler

From: Rick Sieberg
Sent: Monday, March 23, 2026 9:11 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: Johnson Hall Summer Concert Permit App

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: Monday, March 23, 2026 8:27 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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