



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): 207 582-3100 or 207 380-2699
 Applicant's Email Address: tamara@gardinermainstreet.org
 Event Name: Classic Car Cruise In @ the Gardiner Waterfront
 Date(s): Thursdays May through September 2021 3:00-8:00pm
 Location: Waterfront Park and Parking lot (back 2 sections)
 Event Description: Classic Car enthusiasts from around Central Maine gather at the waterfront to display cars for onlookers and other participants to view. Event Coordinator (volunteer)

Minor Event: \$50.00 / Major Event: \$100.00 Jason Everett oversees

Applicant has requested fees be waived/reduced for the following reason: the parking w/other volunteers.

- 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?	<input checked="" type="checkbox"/>	
Have you addressed parking?	<input checked="" type="checkbox"/>	
Have you made arrangements for clean-up and/or trash removal?	<input checked="" type="checkbox"/>	
Will you be providing port-a-potties?	<input checked="" type="checkbox"/>	
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.		<input checked="" type="checkbox"/>
Will there be a parade associated with the event? If yes, have you contacted the Chief of Police?		<input checked="" type="checkbox"/>
Will you be posting a banner? If yes, you must contact the Code Enforcement Officer with details and for approval.	<input checked="" type="checkbox"/>	
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director. <u>~ 3 hours</u>	<input checked="" type="checkbox"/>	
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)	<input checked="" type="checkbox"/>	

only day of events and remove

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 Thursdays May through September 2026

Name of Event Classic Car Cruise In @ the Gardiner Waterfront

	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 mlindlev@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.

Lamara Whitmore

Applicant's Signature

09/01/20

Date

Office use only:

Received in Clerk's Office by *Kathy Carter*

Date 4/2/24

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, May 6, 2026 5:49 PM
To: Kathleen Cutler; departmentheads
Subject: RE: classic car cruise in app

No issues Kathy

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, May 6, 2026 5:27 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: classic car cruise in app

Tamara submitted this app April 4 and I dropped the ball. Once approved I will add it to the agenda for next Wednesday if that is ok. My apologies for the late submission.

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

Kathleen Cutler

From: John Cameron
Sent: Wednesday, May 6, 2026 9:00 PM
To: Kristopher McNeill
Cc: Kathleen Cutler; departmentheads
Subject: Re: classic car cruise in app

Good with pw
Sent from my iPhone

On May 6, 2026, at 5:48 PM, Kristopher McNeill <kmcneill@gardinermaine.com> wrote:

No issues Kathy

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, May 6, 2026 5:27 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: classic car cruise in app

Tamara submitted this app April 4 and I dropped the ball. Once approved I will add it to the agenda for next Wednesday if that is ok. My apologies for the late submission.

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

Kathleen Cutler

From: Denise Brown
Sent: Thursday, May 7, 2026 7:18 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: classic car cruise in 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: Wednesday, May 6, 2026 5:27 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: classic car cruise in app

Tamara submitted this app April 4 and I dropped the ball. Once approved I will add it to the agenda for next Wednesday if that is ok. My apologies for the late submission.

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

Kathleen Cutler

From: Rick Sieberg
Sent: Thursday, May 7, 2026 7:29 AM
To: Denise Brown; Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: Re: classic car cruise in app

Kathy,

No concerns for the FD.

Rick

Get [Outlook for Android](#)

From: Denise Brown <DBrown@gardinermaine.com>
Sent: Thursday, May 7, 2026 7:17:34 AM
To: Kathleen Cutler <KCutler@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: RE: classic car cruise in 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: Wednesday, May 6, 2026 5:27 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: classic car cruise in app

Tamara submitted this app April 4 and I dropped the ball. Once approved I will add it to the agenda for next Wednesday if that is ok. My apologies for the late submission.

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

Kathleen Cutler

From: Todd Pilsbury
Sent: Thursday, May 7, 2026 7:54 AM
To: Kathleen Cutler
Subject: RE: classic car cruise in app

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, May 6, 2026 5:27 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: classic car cruise in app

Tamara submitted this app April 4 and I dropped the ball. Once approved I will add it to the agenda for next Wednesday if that is ok. My apologies for the late submission.

Kathleen L Cutler

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

Kathleen Cutler

From: Melissa Lindley
Sent: Thursday, May 7, 2026 8:16 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: classic car cruise in app

No issues for me

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, May 6, 2026 5:27 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: classic car cruise in app

Tamara submitted this app April 4 and I dropped the ball. Once approved I will add it to the agenda for next Wednesday if that is ok. My apologies for the late submission.

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