



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, 192 Water Street Gardiner
 Applicant's Phone Number(s): 207-380-2699 207-380-3100
 Applicant's Email Address: tamara@gardinermainstreet.org
 Event Name: Gardiner Poetry Festival
 Date(s): May 29th & 30th 2026
 Location: Gazebo - The Common (plus various places downtown -
 Event Description: Spindleworks Library, Alan Claude Gallery, Table Bar

Gardiner Poet Laureate Meghan Sterling is organizing a celebration of Poetry including a reading by Richard Blanco and a variety of workshops for participants to learn and share.

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? <u>Gms will put out pedestrian signs</u>	✓	
Have you addressed parking?	✓	
Have you made arrangements for clean-up and/or trash removal?	✓	
Will you be providing port-a-potties? <u>Waterfront port a pottie will be open</u>	✓	
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. <u>3:00 - 4:00 At Gazebo on Sat May 30th</u>		✓
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 Friday May 29 and Saturday May 30 2026

Name of Event Gardiner Poetry Festival

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: 207-582-5150 toilsbury@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.

Namara Whitmore

Applicant's Signature

04/28/2020

Date

Office use only:

Received in Clerk's Office by Haley Aiken Date 4/28/20

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

Gardiner Poetry Festival Schedule and Information

Gardiner Poetry Festival Friday May 29th-Saturday May 30th

Friday

6-7:30 PM

Opening Reception/Reading with Richard Blanco at Gardiner Public Library

Saturday

Bake Sale

Typewriter poetry—John Reinhart

Gardiner Library:

Welcome from Gardiner Poet Laureate and Gardiner High School Poet Laureate

11:15–12:15 6th-12th Grade Poetry Contest Winners Reading

FREE Workshops ALL DAY!

9-9:45 AM Found/Blackout Poetry—Spindleworks, run by Nick McMillan

10-11:00 AM Children's Poetry—Public Library, run by Meghan Sterling

12:30 PM–1:30 PM Concrete Poetry—Stone Broke Bread & Books, run by owner Rachael M. Rollson

1:45–2:45 PM Poetry Slam—Allan Claude, run by Melissa Cheeseman

3-3:45 PM Open Mike—Green Park Gazebo, run by TBA

4-5—Table Bar Maine Poets Reading: Stuart Kestenbaum, Betsy Sholl, Julia Bouwsma, Arisa White, T Love Smith, Samaa Abduraqib

To donate money go to https://www.patronicity.com/project/gardiner_poetry_festival#!/

For more information, please email Meghan at meghansterling36@gmail.com

Kathleen Cutler

From: Denise Brown
Sent: Tuesday, April 28, 2026 3:09 PM
To: Kathleen Cutler
Subject: RE: special event app GMS Poetry Festival

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: Tuesday, April 28, 2026 3:02 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: special event app GMS Poetry Festival

Attached, please find a permit application to utilize the Gazebo at The Common on Saturday, May 30, 2026 from 3:00 - 4:00 pm for an Open Mic Poetry event as part of the upcoming Gardiner Poetry Festival.

The other events, listed on the schedule, are predominantly at private spaces, including Table Bar, Spindle Works, and Stone Broke Bread. But we wanted you to have the schedule so that City Staff were aware of what is being planned downtown

The lead organizer of the event is Mehan Sterling - meghansterling36@gmail.com Gardiner Main Street is a supporter of the event

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

Kathleen Cutler

From: Todd Pilsbury
Sent: Tuesday, April 28, 2026 3:24 PM
To: Kathleen Cutler
Subject: RE: special event app GMS Poetry Festival

All set 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: Tuesday, April 28, 2026 3:02 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Kathleen Cutler

From: John Cameron
Sent: Wednesday, April 29, 2026 12:07 PM
To: Dawn Thistle; Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: Re: special event app GMS Poetry Festival

good with pw

From: Dawn Thistle <DThistle@gardinermaine.com>
Sent: Wednesday, April 29, 2026 10:01 AM
To: Kathleen Cutler <KCutler@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: RE: special event app GMS Poetry Festival

All good with the library.

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Tuesday, April 28, 2026 3:02 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Kathleen Cutler

From: Melissa Lindley
Sent: Wednesday, April 29, 2026 9:01 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: special event app GMS Poetry Festival

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: Tuesday, April 28, 2026 3:02 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Kathleen Cutler

From: Rick Sieberg
Sent: Wednesday, April 29, 2026 9:48 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: special event app GMS Poetry Festival

Kathy,

No concerns 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: Tuesday, April 28, 2026 3:02 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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