



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	

<i>City Clerk Use Only</i>	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: Kim Nixon
Applicant's Address: 41 Burke St, Farmingdale, ME 04344
Applicant's Phone Number(s): 207-242-7338
Applicant's Email Address: kimnixonyoga@gmail.com
Event Name: Yoga on the Boardwalk 2026
Date(s): 6/12/26 - 9/11/26 -- Fridays at 9:00 am
Location: Gardiner Waterfront Park — on the Boardwalk
Event Description: Weekly yoga class, Friday mornings at 9:00. *I've been offering these annual summer classes since 2014. 30% of the proceeds for all classes will be donated to Kennebec Valley Humane Society

Minor Event: \$50.00 / Major Event: \$100.00

Applicant has requested fees be waived/reduced for the following reason:

- Non-profit charitable cause X
- 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?		N/A
Have you addressed parking?		N/A
Have you made arrangements for clean-up and/or trash removal?		N/A
Will you be providing port-a-potties?		N/A
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)	X	
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 6/12/20 - 9/11/20 Fridays @ 9am

Name of Event Yoga On the Boardwalk

	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.

★ This is actually a "weather permitting" event. All attendees will be preregistered. In case of rain, cancellation notices will be emailed to registered attendees at least an hour before the event. Cancellations will also be posted on Facebook. Any cancelled classes will be rescheduled to rain dates — factored into my date request.

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.

Kim Nixon
Applicant's Signature

4/10/26
Date

Office use only:

Received in Clerk's Office by Kathy Cutler Date 4/13/26

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



Certificate of Insurance

OCCURRENCE COVERAGE

ABMP In-Dues Liability Program

ABMP MAILING ADDRESS:

Associated Bodywork & Massage Professionals
25188 Genesee Trail Road
Suite 200
Golden, CO 80401

MASTER POLICY HOLDER

Allied Professionals Insurance RPG
AGENT/BROKER
Allied Professionals' Insurance Services
ISSUED BY:

Allied Professionals Insurance Company, A
Risk Retention Group, Inc.

POLICY #: API-ABMP-26**LIABILITY LIMITS***(per member)***COMMERCIAL GENERAL LIABILITY**

ANNUAL AGGREGATE	\$6,000,000
PER OCCURRENCE LIMIT	\$2,000,000
PRODUCTS-COMP/OP	Included
PROFESSIONAL LIABILITY	Included
GENERAL LIABILITY	Included
FIRE LIABILITY LIMIT	\$100,000

To verify information, contact ABMP. Tel: 303-674-8478 Fax: 303-674-0859

This Policy is issued by your risk retention group. Your risk retention group may not be subject to all of the insurance laws and regulations of your State. State insurance insolvency guaranty funds are not available for your risk retention group. Coverage is afforded to person(s) named herein as Named Insureds according to the terms and conditions of the Policy to which this Certificate refers, subject to limitation by any applicable state licensing laws. No other rights or conditions, except as specifically stated herein, are granted or inferred.

COVERAGES

THIS IS TO CERTIFY THAT THE POLICY OF INSURANCE LISTED ABOVE HAS BEEN ISSUED TO THE INSURED NAMED BELOW. THE INSURED ACTIVE DATE LISTED BELOW APPLIES ONLY TO ELEMENTS OF COVERAGE CONTINUOUSLY IN PLACE SINCE THE INCEPTION OF THE NAMED INSURED'S POLICY. CHANGES TO COVERAGE ARE EFFECTIVE RETROACTIVELY ONLY TO THE DATE THE CHANGE WAS MADE. REPORT IN WRITING WITHIN 48 HOURS ANY & ALL CLAIMS, OR INCIDENTS THAT YOU BELIEVE MAY RESULT IN A CLAIM, EVEN IF GROUNDLESS.

This Certificate, along with the Policy to which it refers, is valid evidence of coverage extended to the Certificate Holder listed below.

CERTIFICATE HOLDER

(Active Registered Members are on file with the ABMP Membership Director.)

Member/Named Insured: Kim Nixon
 Membership I.D. #: 804476
 Member/Policy Term Active: Apr-06-2026
 Member/Policy Term Expires: Apr-05-2027
 Total Member Cost: \$ 199 (ABMP Membership, including Member Liability Coverage)

Plut 87

Authorized Representative

CANCELLATION: Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 10 days written notice for non-payment or 90 days written notice for any other reason to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

ADDITIONAL INSURED:*(with inception date)*

Downtown Yoga & Healing Arts	Apr 06, 2026
City of Gardiner	Apr 06, 2026
Ebb & Flow Massage & Therapeutic Arts Center	Apr 06, 2026

Coverage is extended subject to all terms and conditions of the Policy.

Kathleen Cutler

From: Todd Pilsbury
Sent: Tuesday, April 14, 2026 9:06 AM
To: Kathleen Cutler
Subject: Re: Yoga on the Boardwalk event app

All set with PD
Sent from my iPhone
Todd Pilsbury

On Apr 14, 2026, at 8:55 AM, Kathleen Cutler <KCutler@gardinermaine.com> wrote:

Attached is the special event permit app for Yoga on the Boardwalk.

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

<Yoga on the Boardwalk2026.pdf>

Kathleen Cutler

From: Rick Sieberg
Sent: Tuesday, April 14, 2026 9:12 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: Yoga on the Boardwalk event 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: Tuesday, April 14, 2026 8:55 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Yoga on the Boardwalk event app

Attached is the special event permit app for Yoga on the Boardwalk.

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

Kathleen Cutler

From: Dawn Thistle
Sent: Tuesday, April 14, 2026 9:47 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: Yoga on the Boardwalk event app

Good with the library.

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Tuesday, April 14, 2026 8:55 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Yoga on the Boardwalk event app

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Kathleen Cutler

From: Denise Brown
Sent: Tuesday, April 14, 2026 3:15 PM
To: Kathleen Cutler
Subject: RE: Yoga on the Boardwalk event 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: Tuesday, April 14, 2026 8:55 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Yoga on the Boardwalk event app

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

Kathleen Cutler

From: John Cameron
Sent: Wednesday, April 15, 2026 8:09 AM
To: Kathleen Cutler
Cc: departmentheads; Kristopher McNeill
Subject: Re: Yoga on the Boardwalk event app

Good with pw
Sent from my iPhone

On Apr 14, 2026, at 8:55 AM, Kathleen Cutler <KCutler@gardinermaine.com> wrote:

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

<Yoga on the Boardwalk2026.pdf>

Kathleen Cutler

From: Melissa Lindley
Sent: Wednesday, April 15, 2026 7:23 AM
To: Kathleen Cutler
Cc: departmentheads; Kristopher McNeill
Subject: Re: Yoga on the Boardwalk event app

No issues for economic development

Melissa

On Apr 14, 2026, at 7:55 AM, Kathleen Cutler <KCutler@gardinermaine.com> wrote:

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

<Yoga on the Boardwalk2026.pdf>

Kathleen Cutler

From: WWGroup
Sent: Wednesday, April 15, 2026 11:07 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: Yoga on the Boardwalk event app

All good WW

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Tuesday, April 14, 2026 8:55 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Yoga on the Boardwalk event app

Attached is the special event permit app for Yoga on the Boardwalk.

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

Kathleen Cutler

From: Kristopher McNeill
Sent: Tuesday, April 21, 2026 11:24 AM
To: Kathleen Cutler; departmentheads
Subject: RE: Yoga on the Boardwalk event app

No issues KATHY

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Tuesday, April 14, 2026 8:55 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Yoga on the Boardwalk event app

Attached is the special event permit app for Yoga on the Boardwalk.

Kathleen L Cutler
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Fax: (207) 582-6895