



# GARDINER CITY COUNCIL AGENDA ITEM INFORMATION SHEET



<b>Meeting Date</b>		<b>Department</b>	
<b>Agenda Item</b>			
<b>Est. Cost</b>			

Background Information

<b>Requested Action</b>	
<b>City Manager and/or Finance Review</b>	
<b>Council Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

<i>City Clerk Use Only</i>	1 <sup>st</sup> Reading _____	Advertised _____	<b>EFFECTIVE DATE</b> _____
	2 <sup>nd</sup> Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____



**Special Event  
Application**

Applicant's Name:	Gardiner Area High School (Nate Stubbert)
Applicant's Address:	40 West Hill Rd.
Applicant's Phone Number(s):	(207) 582-3150
Applicant's Email Address:	nstubbert@msad11.org
Event Name:	Homecoming Parade
Date(s):	Monday, 9/21/2026 6:30p
Location:	Starting at Middle School - Ending at High School
Event Description:	Homecoming parade starting at the middle school and ending at the high school. Fall sports teams with decorated floats and emergency vehicles will be in parade as well.

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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you addressed parking?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you made arrangements for clean-up and/or trash removal?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you be providing port-a-potties?	<input type="checkbox"/>	<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 type="checkbox"/>	<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"/>	<input type="checkbox"/>
Will you be posting a banner? If yes, you must contact the Code Enforcement Officer with details and for approval.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is this a <b>Minor Event</b> – 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)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is this a <b>Major Event</b> – 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 type="checkbox"/>	<input checked="" type="checkbox"/>

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.

*Nancy P.*  
Applicant's Signature

5/21/2026  
Date

**Office use only:**

Received in Clerk's Office by *Kately Carter* Date 5/21/26

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

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