



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: Ramsey Tripp
Applicant's Address: 259 Brunswick Ave
Applicant's Phone Number(s): Gardiner, ME 04345
Applicant's Email Address: RT@TRADEMARKR.TV
Event Name: Prayer Night
Date(s): June 10th
Location: Gardiner Waterfront Park
Event Description: A small gathering for prayer for our state and community we will include a small worship time and food

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?		X
Have you addressed parking?	✓	
Have you made arrangements for clean-up and/or trash removal?	✓	
Will you be providing port-a-potties?		X
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. 1 hour	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 June 10th from 6-8pm

Name of Event Prayer Night

	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	Type text here I will contact Chief Sieberg for a permit and have mentioned the event to him already		
Public Works/ Buildings & Grounds: 207-582-4408 jcameron@gardinermaine.com	we only need one small outlet as we only have one speaker for the worship time		
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:
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.

Ramsey Tripp

June 3, 2026

Applicant's Signature

Date

Office use only:

Received in Clerk's Office by

Karen Cullen

Date

6/3/26

Approved by

CM

☒

Police

☒

Fire

☒

PW/B&G

☒

CEO

not available today

ED

not available today

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: Wednesday, June 3, 2026 11:43 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: prayer night 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: Wednesday, June 3, 2026 11:42 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: prayer night event app

Attached is the special event permit application form Life Church for a prayer night at the Common. While this is a minor event, I am still asking council to approve as it is on city property and I believe they want to be aware of any/all events which take place on city property, so if you could make it a priority to respond it would be appreciated. Due to the timing and short notice, Denise is going to ask council if they will consider this permit at tonight's meeting.

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

Kathleen Cutler

From: Rick Sieberg
Sent: Wednesday, June 3, 2026 11:45 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: prayer night event app

Kathy,

No issues for the FD. I spoke with Pastor Ramsey regarding the grill. He said they will just be using a Black Stone style grill.

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

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Kathleen Cutler

From: John Cameron
Sent: Wednesday, June 3, 2026 11:48 AM
To: Rick Sieberg; Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: Re: prayer night event app

good with pw

From: Rick Sieberg <rick.sieberg@gardinermaine.com>
Sent: Wednesday, June 3, 2026 11:44 AM
To: Kathleen Cutler <KCutler@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: RE: prayer night event app

Kathy,

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Fire Chief | City of Gardiner
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Gardiner, ME 04345
C: 207-620-0217
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e: rick.sieberg@gardinermaine.com

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Kathleen Cutler

From: Dawn Thistle
Sent: Wednesday, June 3, 2026 11:56 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: prayer night event app

Good with the library.

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, June 3, 2026 11:42 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Kathleen Cutler

From: Todd Pilsbury
Sent: Wednesday, June 3, 2026 12:53 PM
To: Kathleen Cutler
Subject: RE: prayer night event app

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: Wednesday, June 3, 2026 11:42 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: prayer night event app

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