



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			

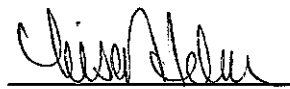
City Clerk Use Only	1 st Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____



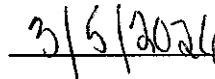
Special Event Application

- ☒ 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.

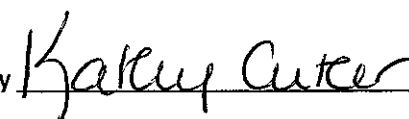


Applicant's Signature



Date

Office use only:

Received in Clerk's Office by  Date 

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



Special Event Application

Applicant's Name:	Smith Wiley American Legion Post 4
Applicant's Address:	46 Griffin Street Gardiner, ME 04345
Applicant's Phone Number(s):	(207) 582-9868
Applicant's Email Address:	swpost4@yahoo.com
Event Name:	Memorial Day Parade + Ceremony
Date(s):	May 25, 2016
Location:	Brunswick Ave - Gardiner Commons
Event Description:	Memorial Day

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?	☐	☐
Have you addressed parking?	☐	☐
Have you made arrangements for clean-up and/or trash removal?	☐	☐
Will you be providing port-a-potties?	☐	☒
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. <i>approx 2 hrs at the Commons</i>	☒	☐
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)	☒	☐

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Special Event Application

*Applicant is responsible for contacting the Departments below if you require any services and/or assistance from them.

Date of Event May 25, 2020

Name of Event Memorial Day Parade - Gardiner Commons Ceremony

	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:
City Clerk's Office, 6 Church Street, Gardiner, ME 04345

Kathleen Cutler

From: Rick Sieberg
Sent: Wednesday, March 18, 2026 2:16 PM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: American Legion Parade

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: Wednesday, March 18, 2026 2:14 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: American Legion Parade

Attached please find the special event permit application for Smith Wiley American Legion Post 4, for the annual Memorial Day parade. Once approved, I will add the to the agenda for the 04/04/26 meeting.

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

Kathleen Cutler

From: Denise Brown
Sent: Wednesday, March 18, 2026 2:26 PM
To: Kathleen Cutler
Subject: RE: American Legion Parade

No issues 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, March 18, 2026 2:14 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Fax: (207) 582-6895

Kathleen Cutler

From: Dawn Thistle
Sent: Wednesday, March 18, 2026 2:44 PM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: American Legion Parade

Good with the library.

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, March 18, 2026 2:14 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Fax: (207) 582-6895

Kathleen Cutler

From: John Cameron
Sent: Wednesday, March 18, 2026 2:46 PM
To: Kathleen Cutler
Cc: departmentheads; Kristopher McNeill
Subject: Re: American Legion Parade

Good with PW
Sent from my iPhone

On Mar 18, 2026, at 2:13 PM, Kathleen Cutler <KCutler@gardinermaine.com> wrote:

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Fax: (207) 582-6895

<SMITH WILEY AMERICAN LEGION POST 4.pdf>

Kathleen Cutler

From: Melissa Lindley
Sent: Wednesday, March 18, 2026 5:37 PM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: American Legion Parade

I have no issues

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, March 18, 2026 2:14 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Fax: (207) 582-6895

Kathleen Cutler

From: Melissa Lindley
Sent: Wednesday, March 18, 2026 5:37 PM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: American Legion Parade

I have no issues

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>
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Fax: (207) 582-6895

Kathleen Cutler

From: Todd Pilsbury
Sent: Monday, March 23, 2026 9:39 AM
To: Kathleen Cutler
Subject: RE: American Legion Parade

All set with PD. Found it.

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, March 18, 2026 2:14 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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