



# 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 <sup>st</sup> Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 <sup>nd</sup> Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____



# Gardiner

Meacham

## Special Event Application

Applicant's Name:	Central Church
Applicant's Address:	20 Mission Ave
Applicant's Phone Number(s):	207-649-3009
Applicant's Email Address:	amy@centralchurch.me
Event Name:	Gardiner Worship Night
Date(s):	Sunday August 20 <sup>th</sup>
Location:	Gardiner Waterfront
Event Description:	Central Church will host a night of worship, a message of hope. Open to the community. Drinks & snacks provided

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.	✓	
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



# CITY OF Gardiner

*Moving forward*

## Special Event Application

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

Date of Event Sunday August 2nd

Name of Event Gardiner Worship Night: Name could change

	City Services Contacted	Estimate of Department Cost	Department Head Initials
<b>Police:</b>  207-582-5150			
<b>Fire:</b>  207-582-4535			
<b>Public Works/ Buildings &amp; Grounds:</b>  207-582-4408			
<b>Economic Development:</b>  207-582-6892			
<b>Code Enforcement Office:</b>  207-582-6892			
	<b>Total Amount Invoiced</b>		

Additional comments:

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**City of Gardiner**  
Maine

## 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

5/20/2016  
Date

### Office use only:

Received in Clerk's Office by 

Date 5/20/2016

### 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 3 day of June, 2020.   
Municipal Officer of the City of Gardiner

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## Kathleen Cutler

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**From:** John Cameron  
**Sent:** Tuesday, May 26, 2026 1:54 PM  
**To:** Kathleen Cutler; departmentheads; Kristopher McNeill  
**Subject:** Re: Central Church app

Good with PW, just let them know to work out any power details the Thursday prior to the event.

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**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Tuesday, May 26, 2026 1:40 PM  
**To:** departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** Central Church app

Attached is the special event permit application for Central Church.

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

## Kathleen Cutler

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**From:** Melissa Lindley  
**Sent:** Wednesday, May 27, 2026 12:59 PM  
**To:** Kathleen Cutler  
**Subject:** RE: Central Church app

I have no issues with this event.

**Melissa Lindley**  
Economic Development Director  
City of Gardiner  
6 Church Street, Gardiner, ME 04345  
office/cell: 207-582-6888  
[mlindley@gardinermaine.com](mailto:mlindley@gardinermaine.com)  
[www.gardinermaine.gov](http://www.gardinermaine.gov)

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**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Tuesday, May 26, 2026 1:40 PM  
**To:** departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
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## Kathleen Cutler

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**From:** Dawn Thistle  
**Sent:** Wednesday, May 27, 2026 11:43 AM  
**To:** Kathleen Cutler; departmentheads; Kristopher McNeill  
**Subject:** RE: Central Church app

Good with the library.

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**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Tuesday, May 26, 2026 1:40 PM  
**To:** departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** Central Church app

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## Kathleen Cutler

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**From:** Rick Sieberg  
**Sent:** Thursday, May 28, 2026 1:19 PM  
**To:** Kathleen Cutler; departmentheads; Kristopher McNeill  
**Subject:** RE: Central Church app

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](mailto:rick.sieberg@gardinermaine.com)

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**From:** Kathleen Cutler <[KCutler@gardinermaine.com](mailto:KCutler@gardinermaine.com)>  
**Sent:** Tuesday, May 26, 2026 1:40 PM  
**To:** departmentheads <[departmentheads@gardinermaine.com](mailto:departmentheads@gardinermaine.com)>; Kristopher McNeill <[kmcneill@gardinermaine.com](mailto:kmcneill@gardinermaine.com)>  
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## Kathleen Cutler

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**From:** Denise Brown  
**Sent:** Tuesday, June 2, 2026 2:13 PM  
**To:** Kathleen Cutler; Dawn Thistle; Denise Brown; John Cameron; Kathleen Cutler; Melissa Lindley; Rick Sieberg; Todd Pilsbury; Kristopher McNeill  
**Subject:** RE: Central Church 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

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**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Tuesday, May 26, 2026 1:40 PM  
**To:** departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
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## Kathleen Cutler

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**From:** Todd Pilsbury  
**Sent:** Tuesday, June 2, 2026 3:30 PM  
**To:** Kathleen Cutler  
**Subject:** RE: Central Church.

All good with PD.

*Chief Todd H. Pilsbury*

City of Gardiner Police Department  
(207)582-3211 (office)  
(207)215-5430 (cell)

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**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Tuesday, June 2, 2026 2:11 PM  
**To:** departmentheads <departmentheads@gardinermaine.com>  
**Subject:** Central Church.

I have only heard back from Fire, PW and the Ed on this one. I need to get it on an agenda so if you guys could ask the questions that you need to and get this back to me soon, it would be greatly appreciated.

*Kathleen L. Cutler*

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

## Kathleen Cutler

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**From:** Kristopher McNeill  
**Sent:** Tuesday, June 2, 2026 2:29 PM  
**To:** Denise Brown; Kathleen Cutler; Dawn Thistle; John Cameron; Melissa Lindley; Rick Sieberg; Todd Pilsbury  
**Subject:** Re: Central Church app

No issues Kathy

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

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**From:** Denise Brown <DBrown@gardinermaine.com>  
**Sent:** Tuesday, June 2, 2026 2:13:26 PM  
**To:** Kathleen Cutler <KCutler@gardinermaine.com>; Dawn Thistle <DThistle@gardinermaine.com>; Denise Brown <DBrown@gardinermaine.com>; John Cameron <JCameron@gardinermaine.com>; Kathleen Cutler <KCutler@gardinermaine.com>; Melissa Lindley <MLindley@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>; Todd Pilsbury <TPilsbury@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** RE: Central Church app

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**Subject:** Central Church app

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Fax: (207) 582-6895

## Kathleen Cutler

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**From:** Dawn Thistle  
**Sent:** Tuesday, June 2, 2026 8:02 PM  
**To:** Kathleen Cutler  
**Subject:** RE: Central Church.

Good with the library.

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**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Tuesday, June 2, 2026 2:11 PM  
**To:** departmentheads <departmentheads@gardinermaine.com>  
**Subject:** Central Church.

I have only heard back from Fire, PW and the Ed on this one. I need to get it on an agenda so if you guys could ask the questions that you need to and get this back to me soon, it would be greatly appreciated.

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