



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: <u>Nathan Charles</u>
Applicant's Address: <u>43 Hagford St Farmingdale, ME 04344</u>
Applicant's Phone Number(s): <u>207-578-7920</u>
Applicant's Email Address: <u>thecharlesfamilyministy@gmail.com</u>
Event Name: <u>Music in the Park</u>
Date(s): <u>July 5th, 19th + August 2nd, 16th + 30th 6:00p- 7pm</u>
Location: <u>Gardiner Common</u>
Event Description: <u>Live music at Gardiner Common - Introducing a new</u> <u>chuck to the community</u>

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



Special Event Application

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

Date of Event July 5th, 19th + August 2nd, 16th, 30th 6pm-7pm
 Name of Event Musice In The Park

	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:

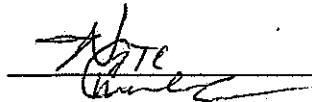
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Special Event Application

- ☒ 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.
- ☒ 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

6/8/2026
Date

Office use only:

Received in Clerk's Office by Beth White

Date 6/8/26

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

Alyssa Landes

From: Kristopher McNeill
Sent: Tuesday, June 9, 2026 11:22 AM
To: Dawn Thistle; Alyssa Landes; departmentheads
Subject: Re: Special Event Application

No issues Alyssa

From: Dawn Thistle <DThistle@gardinermaine.com>
Sent: Tuesday, June 9, 2026 10:33 AM
To: Alyssa Landes <ALandes@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: RE: Special Event Application

Okay with the library.

From: Alyssa Landes <ALandes@gardinermaine.com>
Sent: Monday, June 8, 2026 4:03 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Special Event Application

Attached is a special event permit for Music In The Park, July 5th and 19th August 2nd, 16th and 30th all from 6-7pm at the Gardiner Common.

Thank you!



Alyssa Landes

Deputy City Clerk ~Public Works Admin

6 Church Street

Gardiner, ME 04345

alandes@gardinermaine.com

Alyssa Landes

From: Rick Sieberg
Sent: Monday, June 8, 2026 4:08 PM
To: Alyssa Landes; departmentheads; Kristopher McNeill
Subject: RE: Special Event Application

Alyssa,

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

From: Alyssa Landes <ALandes@gardinermaine.com>
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To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Alyssa Landes
Deputy City Clerk ~Public Works Admin
6 Church Street
Gardiner, ME 04345
alandes@gardinermaine.com

Alyssa Landes

From: Melissa Lindley
Sent: Monday, June 8, 2026 4:10 PM
To: Rick Sieberg; Alyssa Landes; departmentheads; Kristopher McNeill
Subject: RE: Special Event Application

No concerns for economic development. The GMS event is earlier that day so it should be a conflict.

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: Rick Sieberg <rick.sieberg@gardinermaine.com>
Sent: Monday, June 8, 2026 4:08 PM
To: Alyssa Landes <ALandes@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>;
Kristopher McNeill <kmcneill@gardinermaine.com>
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Fire Chief | City of Gardiner
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Thank you!



Alyssa Landes

From: John Cameron
Sent: Monday, June 8, 2026 5:29 PM
To: Alyssa Landes
Cc: departmentheads; Kristopher McNeill
Subject: Re: Special Event Application

Good with pw
Sent from my iPhone

On Jun 8, 2026, at 4:03 PM, Alyssa Landes <ALandes@gardinermaine.com> wrote:

Attached is a special event permit for Music In The Park, July 5th and 19th August 2nd, 16th and 30th all from 6-7pm at the Gardiner Common.

Thank you!

<image001.png>

Alyssa Landes

Deputy City Clerk ~Public Works Admin

6 Church Street

Gardiner, ME 04345

alandes@gardinermaine.com

<Music In The Park.pdf>

Alyssa Landes

From: Denise Brown
Sent: Tuesday, June 9, 2026 7:22 AM
To: Alyssa Landes
Subject: RE: Special Event Application

No issues with Finance Director

Denise M. Brown
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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Gardiner, ME 04345
alandes@gardinermaine.com

Alyssa Landes

From: Todd Pilsbury
Sent: Tuesday, June 9, 2026 10:37 AM
To: Alyssa Landes
Subject: RE: Special Event Application

All set with PD.

Chief Todd H. Pilsbury

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

From: Alyssa Landes <ALandes@gardinermaine.com>
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