



# GARDINER CITY COUNCIL AGENDA ITEM INFORMATION SHEET



Meeting Date		Department	
Agenda Item			
Est. Cost			
<b>Background Information</b>			
Requested Action			
City Manager and/or Finance Review			
Council Vote/ Action Taken			
Departmental Follow-Up			

<b>City Clerk Use Only</b>	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 Main Street
Applicant's Address:	192 Water St. Gardiner, ME PO Box 194 Gardiner ME 04345
Applicant's Phone Number(s):	207 380-2699 (c) 207-582-3100 (o)
Applicant's Email Address:	tamara@gardinermainstreet.org
Event Name:	Strawberry Shortcake Social in celebration of 250 <sup>th</sup>
Date(s):	Sunday, July 5 <sup>th</sup> 2:00 - 4:00 pm
Location:	The Gardiner Common, including the Gazebo
Event Description:	Community gathering at the Common with music by the Half Moon Jug Band (Gazebo), free strawberry shortcake provided by GMS (donations accepted), free lemonade by Christ Church 1776 era appropriate games.

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?		Not yet
Have you addressed parking? Christ Church, street 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. 2 hours at Gazebo		<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 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) ? Not really sure how many will	<input checked="" type="checkbox"/>	

Christ Church will be open

Show up. Would be thrilled if it is 100 but may be less.

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 Sunday, July 5<sup>th</sup>, 2026 2:00 - 4:00 pm  
 Name of Event Strawberry Shortcake ~~Shrimp~~ Social

	City Services Contacted	Estimate of Department Cost	Department Head Initials
<b>Police:</b>  207-582-5150 <a href="mailto:tpilsbury@gardinermaine.com">tpilsbury@gardinermaine.com</a>			
<b>Fire:</b>  207-582-4535 <a href="mailto:rick.sieberg@gardinermaine.com">rick.sieberg@gardinermaine.com</a>			
<b>Public Works/ Buildings &amp; Grounds:</b>  207-582-4408 <a href="mailto:jcameron@gardinermaine.com">jcameron@gardinermaine.com</a>			
<b>Economic Development:</b>  207-582-6892 <a href="mailto:mlindley@gardinermaine.com">mlindley@gardinermaine.com</a>			
<b>Code Enforcement Office:</b>  207-582-6892 <a href="mailto:ceo@gardinermaine.com">ceo@gardinermaine.com</a>			
Total Amount Invoiced			

Additional comments:

We will have helpers from Christ Church and other civic groups to set up/tear down/pick up trash and serve shortcake.

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.

Danana Whitmore

Applicant's Signature

6/5/2026

Date

### Office use only:

Received in Clerk's Office by [Signature]

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

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**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

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**From:** Dawn Thistle <DThistle@gardinermaine.com>  
**Sent:** Tuesday, June 9, 2026 10:34 AM  
**To:** Alyssa Landes <ALandes@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** RE: Special Event Application

Good with the library.

**From:** Alyssa Landes <ALandes@gardinermaine.com>  
**Sent:** Monday, June 8, 2026 4:05 PM  
**To:** departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** Special Event Application

Attached you will find an event application for Strawberry Shortcake Social, Sunday July 5<sup>th</sup> 2-4pm at the Gardiner Common.

Thank you!



## Alyssa Landes

*Deputy City Clerk ~Public Works Admin*  
6 Church Street  
Gardiner, ME 04345  
[alandes@gardinermaine.com](mailto:alandes@gardinermaine.com)

## Alyssa Landes

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**From:** Rick Sieberg  
**Sent:** Monday, June 8, 2026 4:09 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](mailto:rick.sieberg@gardinermaine.com)

**From:** Alyssa Landes <[ALandes@gardinermaine.com](mailto:ALandes@gardinermaine.com)>  
**Sent:** Monday, June 8, 2026 4:05 PM  
**To:** departmentheads <[departmentheads@gardinermaine.com](mailto:departmentheads@gardinermaine.com)>; Kristopher McNeill <[kmcneill@gardinermaine.com](mailto:kmcneill@gardinermaine.com)>  
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**Alyssa Landes**  
*Deputy City Clerk ~Public Works Admin*  
6 Church Street  
Gardiner, ME 04345  
[alandes@gardinermaine.com](mailto:alandes@gardinermaine.com)

## Alyssa Landes

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**From:** Melissa Lindley  
**Sent:** Monday, June 8, 2026 4:09 PM  
**To:** Alyssa Landes; departmentheads; Kristopher McNeill  
**Subject:** RE: Special Event Application

No issues for economic development

### **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)

**From:** Alyssa Landes <ALandes@gardinermaine.com>  
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*Deputy City Clerk ~Public Works Admin*  
6 Church Street  
Gardiner, ME 04345  
[alandes@gardinermaine.com](mailto:alandes@gardinermaine.com)

## Alyssa Landes

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**From:** John Cameron  
**Sent:** Monday, June 8, 2026 5:28 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 4:04 PM, Alyssa Landes <ALandes@gardinermaine.com> wrote:

Attached you will find an event application for Strawberry Shortcake Social, Sunday July 5<sup>th</sup> 2-4pm 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](mailto:alandes@gardinermaine.com)

<Strawberry Shortcake Social.pdf>



## Alyssa Landes

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**From:** Denise Brown  
**Sent:** Tuesday, June 9, 2026 7:25 AM  
**To:** Alyssa Landes  
**Subject:** RE: Special Event Application

No issue 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

**From:** Alyssa Landes <ALandes@gardinermaine.com>  
**Sent:** Monday, June 8, 2026 4:05 PM  
**To:** departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
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**Alyssa Landes**  
*Deputy City Clerk ~Public Works Admin*  
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Gardiner, ME 04345  
alandes@gardinermaine.com

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## Alyssa Landes

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**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>  
**Sent:** Monday, June 8, 2026 4:05 PM  
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alandes@gardinermaine.com