



# 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:	Art walk Gardiner / Gardiner main Street
Applicant's Address:	PO Box 194 Gardiner ME 04345
Applicant's Phone Number(s):	207-380-2699 Tbw cell 207-582-3100 office
Applicant's Email Address:	tamara@gardinermainstreet.org
Event Name:	Art Walk Gardiner
Date(s):	May 16 Aug 15 Dec 5 2025
Location:	downtown Gardiner - mostly Waterstreet from
Event Description:	In its 20th year! Businesses host maine artists who display their art for viewing and purchase. The event draws in people to town and gets them to enter businesses.

**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)

Bridge street to Library leading to potential sales that night and in the future.

	YES	NO
Have you made arrangements with Public Safety to ensure public safety, crowd control and noise levels?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have you addressed parking?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have you made arrangements for clean-up and/or trash removal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will you be providing port-a-potties?	<input type="checkbox"/>	<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 type="checkbox"/>	<input checked="" type="checkbox"/>
Will there be a parade associated with the event? If yes, have you contacted the Chief of Police?	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director.	<input type="checkbox"/>	<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 type="checkbox"/>	<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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

maybe at mckay for more?

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 May 16 August 15 December 5 2025

Name of Event Gardiner Art Walk

	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>	4/1/25		
<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:

Art Walk / Gardiner Main Street will place (8) pedestrian crossing signs at the busiest crosswalks downtown during the event.

No need to close Water Street to traffic. Event 5-8:00 pm

Please send application and payment (payable to City of Gardiner) to:  
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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.

Lamara Whitmore

Applicant's Signature

03/31/25

Date

### Office use only:

Received in Clerk's Office by

A Jones

Date

4/2/2025

Approved by

CM

Y

Police

Y

Fire

Y

PW/B&G

Y

CEO

Y

ED

Y

### 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 Jones

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**From:** Melissa Lindley  
**Sent:** Wednesday, April 2, 2025 4:24 PM  
**To:** Alyssa Jones  
**Cc:** Kristopher McNeill; departmentheads  
**Subject:** RE: Special Event Applications for Classic Car Cruise In and Art Walks

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

I have no issues with either of the events

### Melissa Lindley

Economic Development Director & Public Information Officer  
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 Jones <AJones@gardinermaine.com>  
**Sent:** Wednesday, April 2, 2025 11:16 AM  
**To:** Tamara Whitmore <tamara@gardinermainstreet.org>  
**Cc:** Todd Pilsbury <TPilsbury@gardinermaine.com>; Melissa Lindley <MLindley@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; John Cameron <JCameron@gardinermaine.com>  
**Subject:** RE: Special Event Applications for Classic Car Cruise In and Art Walks

Thank you Tamara,

Department heads there are two separate event permits here, please respond to me with your approval, looking to get these on the April 16<sup>th</sup> Council Meeting!

Thank you!



### Alyssa Jones

Deputy City Clerk ~Public Works Admin  
6 Church Street  
Gardiner, ME 04345  
[ajones@gardinermaine.com](mailto:ajones@gardinermaine.com)  
(207)582-4200 Ext: 1101

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**From:** Tamara Whitmore <tamara@gardinermainstreet.org>  
**Sent:** Wednesday, April 2, 2025 11:07 AM

## Alyssa Jones

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**From:** Rick Sieberg  
**Sent:** Wednesday, April 2, 2025 2:41 PM  
**To:** Alyssa Jones  
**Subject:** RE: Special Event Applications for Classic Car Cruise In and Art Walks

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Alyssa,

No problem for either event.

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:** Alyssa Jones <[AJones@gardinermaine.com](mailto:AJones@gardinermaine.com)>  
**Sent:** Wednesday, April 2, 2025 11:16 AM  
**To:** Tamara Whitmore <[tamara@gardinermainstreet.org](mailto:tamara@gardinermainstreet.org)>  
**Cc:** Todd Pilsbury <[TPilsbury@gardinermaine.com](mailto:TPilsbury@gardinermaine.com)>; Melissa Lindley <[MLindley@gardinermaine.com](mailto:MLindley@gardinermaine.com)>; Rick Sieberg <[rick.sieberg@gardinermaine.com](mailto:rick.sieberg@gardinermaine.com)>; Kristopher McNeill <[kmcneill@gardinermaine.com](mailto:kmcneill@gardinermaine.com)>; John Cameron <[JCameron@gardinermaine.com](mailto:JCameron@gardinermaine.com)>  
**Subject:** RE: Special Event Applications for Classic Car Cruise In and Art Walks

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Thank you!



**Alyssa Jones**  
*Deputy City Clerk ~Public Works Admin*  
6 Church Street  
Gardiner, ME 04345  
[ajones@gardinermaine.com](mailto:ajones@gardinermaine.com)  
(207)582-4200 Ext: 1101

## Alyssa Jones

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**From:** Robert Peabody  
**Sent:** Wednesday, April 2, 2025 11:19 AM  
**To:** Alyssa Jones  
**Subject:** Re: Special Event Applications for Classic Car Cruise In and Art Walks

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

I see no issues with either application.

Bob

**Robert A. Peabody, Jr.**  
City Manager  
City of Gardiner  
6 Church Street  
Gardiner, ME 04345  
(207) 582-4200  
[rpeabody@gardinermaine.com](mailto:rpeabody@gardinermaine.com)  
[www.gardinermaine.com](http://www.gardinermaine.com)

---

**From:** Alyssa Jones <[AJones@gardinermaine.com](mailto:AJones@gardinermaine.com)>  
**Sent:** Wednesday, April 2, 2025 11:14 AM  
**To:** Robert Peabody <[RPeabody@gardinermaine.com](mailto:RPeabody@gardinermaine.com)>  
**Subject:** FW: Special Event Applications for Classic Car Cruise In and Art Walks

Forwarding an email received by Tamara at Gardiner Maine Street, realized you were not listed. There are two separate events here to respond to!

Thank you!



**Alyssa Jones**  
Deputy City Clerk ~Public Works Admin  
6 Church Street  
Gardiner, ME 04345  
[ajones@gardinermaine.com](mailto:ajones@gardinermaine.com)  
(207)582-4200 Ext: 1101

---

**From:** Tamara Whitmore <[tamara@gardinermainstreet.org](mailto:tamara@gardinermainstreet.org)>  
**Sent:** Wednesday, April 2, 2025 11:07 AM  
**To:** Alyssa Jones <[AJones@gardinermaine.com](mailto:AJones@gardinermaine.com)>  
**Cc:** Todd Pilsbury <[TPilsbury@gardinermaine.com](mailto:TPilsbury@gardinermaine.com)>; Melissa Lindley <[MLindley@gardinermaine.com](mailto:MLindley@gardinermaine.com)>; Rick Sieberg

## Alyssa Jones

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**From:** Kristopher McNeill  
**Sent:** Wednesday, April 2, 2025 11:19 AM  
**To:** Alyssa Jones; Tamara Whitmore  
**Cc:** Todd Pilsbury; Melissa Lindley; Rick Sieberg; John Cameron  
**Subject:** Re: Special Event Applications for Classic Car Cruise In and Art Walks

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

No issues with Code Enforcement Alyssa

Kris McNeill  
Code Enforcement Officer  
City of Gardiner, Maine  
207-620-4853

---

**From:** Alyssa Jones <AJones@gardinermaine.com>  
**Sent:** Wednesday, April 2, 2025 11:16:06 AM  
**To:** Tamara Whitmore <tamara@gardinermainstreet.org>  
**Cc:** Todd Pilsbury <TPilsbury@gardinermaine.com>; Melissa Lindley <MLindley@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; John Cameron <JCameron@gardinermaine.com>  
**Subject:** RE: Special Event Applications for Classic Car Cruise In and Art Walks

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Thank you!



### Alyssa Jones

*Deputy City Clerk ~Public Works Admin*  
6 Church Street  
Gardiner, ME 04345  
[ajones@gardinermaine.com](mailto:ajones@gardinermaine.com)  
(207)582-4200 Ext: 1101

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**From:** Tamara Whitmore <tamara@gardinermainstreet.org>  
**Sent:** Wednesday, April 2, 2025 11:07 AM  
**To:** Alyssa Jones <AJones@gardinermaine.com>  
**Cc:** Todd Pilsbury <TPilsbury@gardinermaine.com>; Melissa Lindley <MLindley@gardinermaine.com>; Rick Sieberg



## Alyssa Jones

---

**From:** John Cameron  
**Sent:** Monday, April 7, 2025 8:47 AM  
**To:** Alyssa Jones; Tamara Whitmore  
**Cc:** Todd Pilsbury; Melissa Lindley; Rick Sieberg; Kristopher McNeill  
**Subject:** RE: Special Event Applications for Classic Car Cruise In and Art Walks

**Follow Up Flag:** Follow up  
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The art walk application no issues with public works  
the classic car cruising the only issue is with the use of the grass area will have to be a week to week review to see the condition of the lawn before we allow any vehicles on that area

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**Sent:** Wednesday, April 2, 2025 11:16 AM  
**To:** Tamara Whitmore <tamara@gardinermainstreet.org>  
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**Subject:** Special Event Applications for Classic Car Cruise In and Art Walks

## Alyssa Jones

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**From:** Todd Pilsbury  
**Sent:** Wednesday, April 9, 2025 8:39 AM  
**To:** Alyssa Jones  
**Subject:** RE: Special Event Applications for Classic Car Cruise In and Art Walks

All set with PD.

*Chief Todd H. Pilsbury*

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

---

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**Sent:** Wednesday, April 2, 2025 11:16 AM  
**To:** Tamara Whitmore <tamara@gardinermainstreet.org>  
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