



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







3/27/25

Date

Office use only:

Received in Clerk's Office by Kathy Carter Date 4/7/25

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



Special Event Application

Applicant's Name:	American Legion Smithville 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 26, 2025
Location:	Brunswick Ave - Gardiner Common
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?		<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)	<input checked="" type="checkbox"/>	



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 26, 2025

Name of Event Memorial Day Parade - 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:

Alyssa Jones

From: Rick Sieberg
Sent: Tuesday, April 8, 2025 8:42 AM
To: Alyssa Jones
Subject: Re: Special Event Application

Follow Up Flag: Follow up
Flag Status: Flagged

Alyssa,

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: Alyssa Jones <AJones@gardinermaine.com>
Sent: Tuesday, April 8, 2025 8:40 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Special Event Application

Attached you will find a special event application for the American Legion to host a Memorial Day Parade on May 26th 2025, Brunswick Ave to the Gardiner Common.

Thank you!



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

Alyssa Jones

From: Kristopher McNeill
Sent: Tuesday, April 8, 2025 8:45 AM
To: Alyssa Jones; departmentheads
Subject: Re: Special Event Application

Follow Up Flag: Follow up
Flag Status: Flagged

No issues Alyssa

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

From: Alyssa Jones <AJones@gardinermaine.com>
Sent: Tuesday, April 8, 2025 8:40:16 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Special Event Application

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Thank you!



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ajones@gardinermaine.com
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Alyssa Jones

From: Robert Peabody
Sent: Tuesday, April 8, 2025 8:47 AM
To: Alyssa Jones
Subject: Re: Special Event Application

Follow Up Flag: Follow up
Flag Status: Flagged

I have no issues with the application.

Bob

Robert A. Peabody, Jr.
City Manager
City of Gardiner
6 Church Street
Gardiner, ME 04345
(207) 582-4200
rpeabody@gardinermaine.com
www.gardinermaine.com

From: Alyssa Jones <AJones@gardinermaine.com>
Sent: Tuesday, April 8, 2025 8:40 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Alyssa Jones

From: Denise Brown
Sent: Tuesday, April 8, 2025 8:53 AM
To: Alyssa Jones
Subject: RE: Special Event Application

Follow Up Flag: Follow up
Flag Status: Flagged

No issue with Finance.

Denise M. Brown
Finance/HR Director | City of Gardiner
6 Church Street
Gardiner, ME 04345
207-582-4200
dbrown@gardinermaine.com
www.gardinermaine.com

From: Alyssa Jones <AJones@gardinermaine.com>
Sent: Tuesday, April 8, 2025 8:40 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Alyssa Jones

From: Todd Pilsbury
Sent: Tuesday, April 8, 2025 12:46 PM
To: Alyssa Jones
Subject: Re: Special Event Application

No issues with PD.
Sent from my iPhone
Todd Pilsbury

On Apr 8, 2025, at 8:40 AM, Alyssa Jones <AJones@gardinermaine.com> wrote:

Attached you will find a special event application for the American Legion to host a Memorial Day Parade on May 26th 2025, Brunswick Ave to the Gardiner Common.

Thank you!

<image001.png>

Alyssa Jones

Deputy City Clerk ~Public Works Admin

6 Church Street

Gardiner, ME 04345

ajones@gardinermaine.com

(207)582-4200 Ext: 1101

<Memorial Day Parade 2025.pdf>

Alyssa Jones

From: John Cameron
Sent: Tuesday, April 8, 2025 12:11 PM
To: Melissa Lindley
Cc: Dawn Thistle; Alyssa Jones; departmentheads; Kristopher McNeill
Subject: Re: Special Event Application

Good with PW
Sent from my iPhone

On Apr 8, 2025, at 11:16 AM, Melissa Lindley <MLindley@gardinermaine.com> wrote:

No issues
Melissa

On Apr 8, 2025, at 11:14 AM, Dawn Thistle <DThistle@gardinermaine.com> wrote:

Good with the library.

Dawn Thistle
Library Director
Gardiner Public Library
152 Water Street
Gardiner ME 04345
207-582-6893

From: Alyssa Jones <AJones@gardinermaine.com>
Sent: Tuesday, April 8, 2025 8:40 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Special Event Application

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Thank you!

<image001.png>

Alyssa Jones
Deputy City Clerk ~Public Works Admin
6 Church Street

Alyssa Jones

From: Melissa Lindley
Sent: Tuesday, April 8, 2025 11:16 AM
To: Dawn Thistle
Cc: Alyssa Jones; departmentheads; Kristopher McNeill
Subject: Re: Special Event Application

No issues
Melissa

On Apr 8, 2025, at 11:14 AM, Dawn Thistle <DThistle@gardinermaine.com> wrote:

Good with the library.

Dawn Thistle
Library Director
Gardiner Public Library
152 Water Street
Gardiner ME 04345
207-582-6893

From: Alyssa Jones <AJones@gardinermaine.com>
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