



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	

<i>City Clerk Use Only</i>	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>Halie Money</u>
Applicant's Address: <u>3 George St Augusta ME 04330</u>
Applicant's Phone Number(s): <u>(207) 660-5874</u>
Applicant's Email Address: <u>theritualmarket@gmail.com</u>
Event Name: <u>The Ritual Market</u>
Date(s): <u>Sunday July 13th 10-4 (rain date 7/20 same time)</u>
Location: <u>Gardiner Waterfront Park</u>
Event Description: <u>A 50 vendor eclectic artisan market featuring maine small businesses. Food trucks, music, and yoga as well!</u>

Minor Event: \$50.00 / Major Event: \$100.00

Applicant has requested fees be waived/reduced for the following reason:

Check #
40368897

- Non-profit charitable cause
- Gardiner River Fest, LLC sponsored
- 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



**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 13th 10-4

Name of Event The Ritual market

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: 207-582-5150 ilomari@gardinermaine.com	Yes	/	/
Fire: 207-582-4535 rick.smith@gardinermaine.com	Yes	/	/
Public Works/ Buildings & Grounds: 207-582-4408 Douglass@gardinermaine.com	Yes	/	/
Economic Development: 207-582-6892 maryslarsen@gardinermaine.com	Yes	/	/
Code Enforcement Office: 207-582-6892 cec@gardinermaine.com	Yes	/	/
	Total Amount Invoiced		

Additional comments:

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.

Halie Momey
Applicant's Signature

1-14-2025
Date

Office use only:

Received in Clerk's Office by Alyssa Jones Date 1/27/25

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

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

From: Denise Brown
Sent: Monday, January 27, 2025 4:16 PM
To: Alyssa Jones; Anthony Soucy; Dawn Thistle; John Cameron; Kathleen Cutler; Melissa Lindley; Rick Sieberg; Todd Pilsbury; WWGRP; Kristopher McNeill
Subject: RE: Major Events Permit

No issues with ICM.

Alyssa – be sure to put a copy of these in the appropriate council packet please.

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.com

From: Alyssa Jones <AJones@gardinermaine.com>
Sent: Monday, January 27, 2025 3:43 PM
To: Anthony Soucy <asoucy@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>; WWGRP <wwgrp@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Major Events Permit

Above you will find a major event permit for Ritual Market by Halie Money. Once all have approved, I am hoping to get it on the agenda for February 12th.



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: Monday, January 27, 2025 4:23 PM
To: Denise Brown; Alyssa Jones; Anthony Soucy; Dawn Thistle; John Cameron; Kathleen Cutler; Melissa Lindley; Rick Sieberg; Todd Pilsbury; WWGRP
Subject: Re: Major Events Permit

No issues Alyssa

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

From: Denise Brown <DBrown@gardinermaine.com>
Sent: Monday, January 27, 2025 4:16:13 PM
To: Alyssa Jones <AJones@gardinermaine.com>; Anthony Soucy <asoucy@gardinermaine.com>; Dawn Thistle <DThistle@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>; WWGRP <wwgrp@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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From: Dawn Thistle
Sent: Monday, January 27, 2025 3:44 PM
To: Alyssa Jones; Anthony Soucy; Denise Brown; John Cameron; Kathleen Cutler; Melissa Lindley; Rick Sieberg; Todd Pilsbury; WWGRP; Kristopher McNeill
Subject: RE: Major Events Permit

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: Monday, January 27, 2025 3:43 PM
To: Anthony Soucy <asoucy@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>; WWGRP <wwgrp@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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ajones@gardinermaine.com
(207)582-4200 Ext: 1101

Alyssa Jones

From: Todd Pilsbury
Sent: Tuesday, January 28, 2025 7:49 AM
To: Alyssa Jones
Subject: RE: Major Events Permit

No issue but would like another meeting at some point with the organizer like previous years.

Chief Todd H. Pilsbury

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

From: Alyssa Jones <AJones@gardinermaine.com>
Sent: Monday, January 27, 2025 3:43 PM
To: Anthony Soucy <asoucy@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>; WWGRP <wwgrp@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Alyssa Jones

From: Melissa Lindley
Sent: Tuesday, January 28, 2025 7:54 AM
To: Alyssa Jones; Anthony Soucy; Dawn Thistle; Denise Brown; John Cameron; Kathleen Cutler; Rick Sieberg; Todd Pilsbury; WWGRP; Kristopher McNeill
Subject: RE: Major Events Permit

No issues. Once it gets approved, we should set a date to review the setup and plan with them.

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
www.gardinermaine.com

From: Alyssa Jones <AJones@gardinermaine.com>
Sent: Monday, January 27, 2025 3:43 PM
To: Anthony Soucy <asoucy@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>; WWGRP <wwgrp@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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ajones@gardinermaine.com
(207)582-4200 Ext: 1101

Alyssa Jones

From: Rick Sieberg
Sent: Tuesday, January 28, 2025 8:58 AM
To: Alyssa Jones
Subject: RE: Major Events Permit

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: Monday, January 27, 2025 3:43 PM
To: Anthony Soucy <asoucy@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>; WWGRP <wwgrp@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Alyssa Jones

From: John Cameron
Sent: Tuesday, February 18, 2025 4:59 PM
To: Alyssa Jones
Subject: Re: Major Events Permit

PW is good with this
Sent from my iPhone

On Feb 18, 2025, at 2:31 PM, Alyssa Jones <AJones@gardinermaine.com> wrote:

Will you please look over this and respond, You're the only one I'm waiting on. Once approved there will be a meeting with her to go over everything!

<image001.png>

Alyssa Jones

Deputy City Clerk ~Public Works Admin

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ajones@gardinermaine.com

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<image001.png>

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<Ritual Market Major Event Permit.pdf>