



**CITY OF GARDINER  
SPECIAL EVENT PERMIT APPLICATION**

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Applicant's E-mail Address: \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_ **Time (s):** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Event Description**

\_\_\_\_\_  
\_\_\_\_\_

Applicant has requested any fee be waived for the following reason:

\_\_\_\_\_ non-profit charitable cause \_\_\_\_\_ sponsored Gardiner River Fest, LLC or Gardiner Main St

	Yes	No
Have you made arrangements with Public Safety to ensure public safety, crowd control, and noise level?		
Have you addressed parking?		
Have you made arrangements for clean-up and/or trash removal?		
Will you be providing port-a-potties?		
Will the applicant provide proof of insurance to the City, with the City of Gardiner being named as additionally insured?		
Will there be any use of fire, i.e. tiki torches, grills, barbecues, bonfires, etc? <b>NOTE: A burn permit must also be obtained from the fire department for the date specified</b>		
Will there be a parade associated with the event? If yes, have you contacted the Chief of Police?		
Will you be posting a banner?		
Will you need electricity? If so, how man hours?		
Additional event information:		



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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.
Failure to answer all the questions in this application may result in the application not being presented to the City Council.
Events are considered rain/shine.
This permit does not authorize alcohol on any public property, including, but not limited to the Common, Waterfront, streets and sidewalks.
This is a Minor Event - it will not exceed four hours in duration and fewer than 100 people will be affiliated -i.e., wedding ceremony, etc.
This is a Major Event - it will exceed four hours in duration and more than 100 people will attend- ie., community festival, carnival, street dance, etc. Major Events involve additional City Services and fees for services apply- ie., police protection, cleanup, electricity.

Applicant's Signature

Date

Received in Clerk's Office by \_\_\_\_\_ Date \_\_\_\_\_
CM \_\_\_\_\_ Police \_\_\_\_\_ Fire \_\_\_\_\_ PW \_\_\_\_\_ B&G \_\_\_\_\_ CEO \_\_\_\_\_

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 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



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**EVENT ESTIMATE**

Date of Event \_\_\_\_\_ Name of Event \_\_\_\_\_

	City Services Requested	Estimate of Dept Cost	Dept Head Initial
Police			
Fire			
PW			
B&G			
City Hall			
	Total Amount Invoiced		

Additional comments: