



GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET

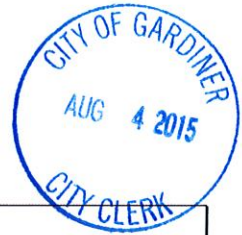


Meeting Date Requested:	August 19, 2015	Department:	City Clerk
Agenda Item:	Special Event Permit - Gardiner Carnival		
Background Information: Attached you will find a Special Event Permit from Andrew Kavanaugh of Kavanaugh Amusements who would like to host the Gardiner Carnival at the Waterfront. The dates for the Gardiner Carnival would be from August 24th to 30th and they will be offering rides, games and food; this event will also be used to raise funds for the Gardiner Fire Relief.			
Estimated Cost: \$ 0.00			
Requested Action: Approval of Special Event Permit for the Gardiner Carnival			
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 _____



CITY OF GARDINER
SPECIAL EVENT PERMIT APPLICATION



Applicant's Name: Andrew Kavarough - Kavarough Amusements

Applicant's Address: 995 E. Pittston Rd. Pittston, ME

Applicant's Phone: (H) _____ (W) _____ (Cell) 978-853-2410

Applicant's E-mail Address: cobra250@comcast.net

Event Name: Gardiner Carnival

Date(s): Aug 24-30 or after Labor Day Time (s): _____

Location: Gardiner Waterfront Parking Lot

Event Description

Carnival consisting of rides games + food
Operating on Thurs - Sunday

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?		<input checked="" type="checkbox"/>
Have you addressed 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 the applicant provide proof of insurance to the City, with the City of Gardiner being named as additionally insured?	<input checked="" type="checkbox"/>	
Will there be any use of fire, i.e. tiki torches, grills, barbecues, bonfires, etc? NOTE: 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?		<input checked="" type="checkbox"/>
Will you need electricity? If so, how man hours?		<input checked="" type="checkbox"/>

Additional event information:

We have provided rides in past years for Riverfest.
This event would be used to raise funds for Gardiner Fire Relief Fund



CITY OF GARDINER

SPECIAL EVENT PERMIT 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.
- ☐ 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

8/3/15
Date

Received in Clerk's Office by <u></u>	Date <u>8/4/15</u>
CM _____ Police _____ Fire _____ PW _____ B&G _____ Cal _____	

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



CITY OF GARDINER
SPECIAL EVENT PERMIT APPLICATION

EVENT ESTIMATE

Date of Event Aug. 24-30, Name of Event Gardiner Carnival
2015

	City Services Requested	Estimate of Dept Cost	Dept Head Initial
Police	<i>n/a</i>		
Fire	<i>n/a</i>		
PW	<i>n/a</i>		
B&G	<i>n/a</i>		
City Hall	<i>n/a</i>		
	Total Amount Invoiced		

Additional comments:

- Owner said he does not need the police for crowd control.
- Owner said they will have trash barrels that they will be responsible for.
- Owner said there will be no banners, only posters placed in businesses around town.

Lisa Gilliam

From: Lisa Gilliam
Sent: Tuesday, August 11, 2015 11:22 AM
To: Jim Toman; Al Nelson; CEO; Tony LaPlante; building
Cc: Scott Morelli
Subject: Special Event Permit - Gardiner Carnival
Attachments: 2015 Special Event - Gardiner Carnival - PENDING.pdf

Hello –

Attached you will find a Special Event Permit from Andrew Kavanaugh of Kavanaugh Amusements who would like to host the Gardiner Carnival at the Waterfront. Mr. Kavanaugh said his company had provided carnival rides for the Gardiner Riverfest in the past. The dates for the Gardiner Carnival would be from August 24th to 30th and they will be offering rides, games and food; this event will also be used to raise funds for the Gardiner Fire Relief.

When speaking with Mr. Kavanaugh about the permit he said he would not require the police department to assist with crowd control even though the event will more than likely exceed 100 people in attendance; I informed him to make contact with the Police Department to discuss this further. He said they have their own trash barrels that they will be responsible for. He also said there will be no signs or banners; there will only be posters placed in businesses around town.

Please let me know whether or not you approve of this event.

Thank you,
Lisa

Lisa J. Gilliam
City Clerk & Registrar of Voters
City of Gardiner
6 Church Street
Gardiner, ME 04345

Phone: 207-582-4200 x 1104
Fax: 207-582-6895
www.gardinermaine.com



Lisa Gilliam

From: Al Nelson
Sent: Tuesday, August 11, 2015 11:38 AM
To: Lisa Gilliam
Cc: Jim Toman; CEO; Tony LaPlante; building; Scott Morelli
Subject: Re: Special Event Permit - Gardiner Carnival
Attachments: image001.jpg

I would need to see his plan for safety inspection that would be performed after the rides have been set up

Sent from my iPhone

> On Aug 11, 2015, at 11:22 AM, "Lisa Gilliam" <lgilliam@gardinermaine.com> wrote:

>

> Hello –

>

> Attached you will find a Special Event Permit from Andrew Kavanaugh of Kavanaugh Amusements who would like to host the Gardiner Carnival at the Waterfront. Mr. Kavanaugh said his company had provided carnival rides for the Gardiner Riverfest in the past. The dates for the Gardiner Carnival would be from August 24th to 30th and they will be offering rides, games and food; this event will also be used to raise funds for the Gardiner Fire Relief.

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>

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>

> Thank you,

> Lisa

>

> Lisa J. Gilliam

> City Clerk & Registrar of Voters

> City of Gardiner

> 6 Church Street

> Gardiner, ME 04345

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> Phone: 207-582-4200 x 1104

> Fax: 207-582-6895

> www.gardinermaine.com<<http://www.gardinermaine.com/>>

>

> [cid:image001.jpg@01D0819E.20902D80]<<http://www.gardinermaine.com/>>

>

> <image001.jpg>

> <2015 Special Event - Gardiner Carnival - PENDING.pdf>

Lisa Gilliam

From: Lisa Gilliam
Sent: Tuesday, August 11, 2015 12:09 PM
To: Jim Toman; Al Nelson; CEO; Tony LaPlante; building
Cc: Scott Morelli
Subject: RE: Special Event Permit - Gardiner Carnival

I forgot to mention that I am also expecting to receive a copy of the insurance waiver for the Gardiner Carnival. When that is received I will update their file and forward a copy to all of you.

Thanks,
Lisa

From: Lisa Gilliam
Sent: Tuesday, August 11, 2015 11:22 AM
To: Jim Toman; Al Nelson; CEO; Tony LaPlante; building
Cc: Scott Morelli
Subject: Special Event Permit - Gardiner Carnival

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Thank you,
Lisa

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Fax: 207-582-6895
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Lisa Gilliam

From: CEO
Sent: Tuesday, August 11, 2015 3:52 PM
To: Lisa Gilliam; Jim Toman; Al Nelson; Tony LaPlante; building
Cc: Scott Morelli; Denise Brown
Subject: RE: Special Event Permit - Gardiner Carnival

Hi Lisa,

If the applicant is providing their own trash barrels, we should know how they will be, legally, disposing of the trash.

Barb

Barbara E. Skelton
Code Enforcement Officer/Assistant Planner
City of Gardiner

FIRST PREVENTERS: A First Preventer may go under the title of building inspector, building official, code enforcement officer, fire chief, fire marshal, building safety official, electrical inspector, plumbing inspector, plan reviewer or health officer. But the labels merely obscure their common mission: to prevent harm by ensuring compliance with building safety codes before a disaster occurs. From hurricanes to tornados, floods, wildfires and earthquakes, building safety codes administered by First Preventers play a major role in saving lives, protecting property and reducing recovery costs often paid for by taxpayer dollars.

From: Lisa Gilliam
Sent: Tuesday, August 11, 2015 11:22 AM
To: Jim Toman; Al Nelson; CEO; Tony LaPlante; building
Cc: Scott Morelli
Subject: Special Event Permit - Gardiner Carnival

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Please let me know whether or not you approve of this event.

Thank you,
Lisa

Lisa J. Gilliam
City Clerk & Registrar of Voters
City of Gardiner

Lisa Gilliam

From: Lisa Gilliam
Sent: Wednesday, August 12, 2015 5:07 PM
To: 'cobra250@comcast.net'
Cc: CEO; Al Nelson; Jim Toman
Subject: Special Event Permit - Gardiner Carnival

Hi Andrew –

After reviewing your Special Event Permit for the Gardiner Carnival I have a few questions and reminders for you:

- Please contact the Gardiner Police Department to discuss public safety and crowd control for the event. They can be reached at 582-5150.
- Please contact Fire Chief Al Nelson to schedule a plan for safety inspection that would be performed after the rides have been set up. The Fire Chief can be reached at 582-4535.
- Our Code Enforcement Officer has a concern about trash collection at the carnival and wanted to know where it will be legally disposed of once it's removed from the waterfront.
- I still haven't received a copy of your insurance waiver, I will need to present that along with your permit to the City Council. If it's more convenient you can email or fax the waiver to me.

Please let me know if you have any questions.

Thanks,
Lisa

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City of Gardiner
6 Church Street
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Phone: 207-582-4200 x 1104
Fax: 207-582-6895
www.gardinermaine.com



Lisa Gilliam

From: cobra250@comcast.net
Sent: Thursday, August 13, 2015 8:19 AM
To: Lisa Gilliam
Subject: Carnival Insurance
Attachments: Gardiner, ME (Gardiner Waterfront).pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Lisa,

I have attached a copy of the insurance policy which includes the city of Gardiner.
I did not have them include the dates until we finalize them.

Andrew Kavanaugh

Sent from my Verizon 4G LTE Smartphone

PRODUCER

203-931-7095

Specialty Insurance, LTD-Tom Plouffe
P.O. Box 16901
West Haven, CT 06516

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY A United States Fire Insurance Co. NAIC # 21113

COMPANY B Maine Employers Mutual Insurance Co

COMPANY C

COMPANY D

INSURED

Kavanaugh Amusements USA
45 Twinbrook Drive
Bridgewater, MA 02324

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	USP184815	6/19/15	6/19/16	GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE \$ 1,000,000
					FIRE DAMAGE (Any one fire) \$ 300,000
					MED EXP (Any one person) \$ 5,000
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE \$
	<input type="checkbox"/> HIRED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY:
					EACH ACCIDENT \$
					AGGREGATE \$
	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE \$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				\$
b	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	29873	7/1/15	7/1/16	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$ 1,000,000
	THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input checked="" type="checkbox"/> EXCL				EL EACH ACCIDENT \$ 1,000,000
					EL DISEASE - POLICY LIMIT \$ 1,000,000
					EL DISEASE - EA EMPLOYEE \$ 1,000,000
	OTHER				Event Date: TBD
	Interest: Sponsor				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

The Certificate Holder is added as an additional insured but only with respects to the operations of the named insured during the policy period.
Event location: Gardiner Waterfront.

CERTIFICATE HOLDER

City of Gardiner
Gardiner, ME

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Thomas A. Plouffe

Lisa Gilliam

From: cobra250@comcast.net
Sent: Thursday, August 13, 2015 8:25 AM
To: Lisa Gilliam
Subject: Re: Special Event Permit - Gardiner Carnival

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Lisa,

We will be disposing of our trash in our dumpster at our storage facility in Pittston. This is also where we will have our travel trailers. We will only need to have one trailer at the waterfront.. This acts as our office.

As far as the police goes, are we required to have a police detail?

Andrew

Sent from my Verizon 4G LTE Smartphone

----- Original message-----

From: Lisa Gilliam
Date: Wed, Aug 12, 2015 5:07 PM
To: 'cobra250@comcast.net';
Cc: CEO; Al Nelson; Jim Toman;
Subject: Special Event Permit - Gardiner Carnival

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- Φ0B7 I still haven't received a copy of your insurance waiver, I will need to present that along with your permit to the City Council. If it's more convenient you can email or fax the waiver to me.

Please let me know if you have any questions.

Thanks,
Lisa

Lisa J. Gilliam
City Clerk & Registrar of Voters
City of Gardiner
6 Church Street
Gardiner, ME 04345

Phone: 207-582-4200 x 1104
Fax: 207-582-6895

Lisa Gilliam

From: Lisa Gilliam
Sent: Thursday, August 13, 2015 11:17 AM
To: 'cobra250@comcast.net'
Subject: RE: Special Event Permit - Gardiner Carnival

Thank you, Andrew. And yes, I would recommend that you speak with the Police Department in case they feel that they need to have any extra officers on duty.

Lisa

From: cobra250@comcast.net [mailto:cobra250@comcast.net]
Sent: Thursday, August 13, 2015 8:25 AM
To: Lisa Gilliam
Subject: Re: Special Event Permit - Gardiner Carnival

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Please let me know if you have any questions.

Thanks,
Lisa

Lisa Gilliam

From: Jim Toman
Sent: Tuesday, August 18, 2015 9:31 AM
To: Lisa Gilliam; 'cobra250@comcast.net'
Cc: CEO; Al Nelson
Subject: RE: Special Event Permit - Gardiner Carnival

At this point in time, I will not be signing off on this event application. Do to the nature of the attractions, I do believe that at least 1 officer needs to be assigned for crowd control to the event during the evening hours of operation.

Chief James M. Toman

Gardiner Police Department
6 Church Street
Gardiner, Maine 04345
207-582-5150

The mission of the Gardiner Police Department is to enhance the quality of life and provide a sense of safety and security within the City of Gardiner. Through highly dedicated employees, we are committed to the protection of constitutional guarantees, maintenance of order and safeguarding of life and property.

Like us on facebook - <https://www.facebook.com/pages/Gardiner-Police-Department-Maine-/62769587812?ref=hl>

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Lisa Gilliam

From: Jim Toman
Sent: Tuesday, August 18, 2015 10:43 AM
To: Lisa Gilliam
Subject: FW: Special Event Permit - Gardiner Carnival

FYI

From: cobra250@comcast.net [mailto:cobra250@comcast.net]
Sent: Tuesday, August 18, 2015 10:39 AM
To: Jim Toman
Subject: Re: Special Event Permit - Gardiner Carnival

Thank you for informing me of your decision.
Unfortunately, the fees associated with a police detail are cost prohibitive for this event.
If we were part of a larger event, such as, Riverfest it would be more reasonable.

Thank you for your time,

Andrew Kavanaugh
Kavanaugh Amusements

Sent from my Verizon 4G LTE Smartphone

----- Original message-----

From: Jim Toman
Date: Tue, Aug 18, 2015 9:31 AM
To: Lisa Gilliam; 'cobra250@comcast.net';
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