



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**

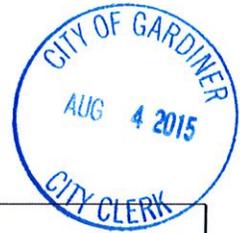


<b>Meeting Date Requested:</b>	August 19, 2015	<b>Department:</b>	City Clerk
<b>Agenda Item:</b>	Special Event Permit - Gardiner Carnival		
<b>Background Information:</b>	Attached you will find a Special Event Permit from Andrew Kavanaugh of Kavanaugh Amusements who would like to host the Gardiner Carnival 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.		
<b>Estimated Cost:</b>	\$ 0.00		
<b>Requested Action:</b>	Approval of Special Event Permit for the Gardiner Carnival		
<b>City Manager and/or Finance Review:</b>			
<b>Council Vote/Action Taken:</b>			
<b>Departmental Follow-Up:</b>			

<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 _____	



**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?		X
Have you addressed parking?		X
Have you made arrangements for clean-up and/or trash removal?	X	
Will you be providing port-a-potties?	X	
Will the applicant provide proof of insurance to the City, with the City of Gardiner being named as additionally insured?	X	
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>		X
Will there be a parade associated with the event? If yes, have you contacted the Chief of Police?		X
Will you be posting a banner?		X
Will you need electricity? If so, how man hours?		X

Additional event information:

We have provided rides in past years for River fest.  
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 [Signature] Date 8/4/15
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

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**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 24<sup>th</sup> to 30<sup>th</sup> 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](http://www.gardinermaine.com)



## Lisa Gilliam

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**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](mailto: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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>

> 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

>

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> [www.gardinermaine.com](http://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

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

Thank you,  
Lisa

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## Lisa Gilliam

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**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

**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](http://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

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)  
08/11/15

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

**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

Hi Andrew –

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- Φ0B7 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.
- 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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**Subject:** Special Event Permit - Gardiner Carnival

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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';  
**Cc:** CEO;Al Nelson;  
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