



COMMISSIONERS OF LEONARDTOWN
P. O. BOX 1, 41660 COURTHOUSE DRIVE
LEONARDTOWN, MD 20650
PHONE: 301-475-9791 FAX: 301-475-5350
www.leonardtown.somd.com

SPECIAL EVENT PERMIT APPLICATION AND AGREEMENT

Event Title: _____

Event Date: _____

Event Time: _____ to _____ (Open to the public)

Total Time: _____ to _____ (Including Set-Up and Take-Down)

Event Location Requested: _____

_____ Street Closure Requested – Specify Streets/Intersections _____

Name of Sponsoring Organization: _____

Organization's Website URL: _____

Brief Description and Purpose of Event: _____

Estimated Attendance: Spectators: _____ Participants: _____ Vehicles: _____

Applicant/Chairperson Contact Information:

Name: _____ Today's Date: _____

Address: _____

City, State, Zip: _____

E-Mail Address: _____

Phone Numbers: _____

Cell

Work

Home

FOR OFFICE USE ONLY

Form filed with COL ___/___/___

check # _____ enclosed

Event Approved ___/___/___ Initials _____

COI attached

CC: LVFD _____

Route Map/Site plan attached

LVRS _____

Traffic Control Plan attached

SMCSO _____

Event added to Master Calendar

EVENT ORGANIZER _____

Event Information:

1. **Equipment:** The Applicant is responsible for providing all furnishings required by your event. This includes advertising, tents, umbrellas, tables, chairs, sound equipment, DJ, band, music/CD's, CD player, food, ice, decorations, extension cords, advertising, signage, fans, heaters, trash bags, etc.

2. **Tents:** Not using tents _____ Number of Tents _____ Sizes _____

Number of tents with walls/enclosed sides _____

Tents must be provided by the Applicant. The size and location(s) of tents, canopies or other structures must be indicated on the site plan. **Stakes should not be used due to possible underground lines. A certificate of flame resistance for tents larger than 200 sq. ft. must be provided by Applicant.**

3. **Electricity:** Not using electricity _____ Town outlets (110V- limited availability) _____
Bringing generator(s) _____ Combination Town outlets and generators (recommended) _____

4. **Music:** No Music _____ Live music _____ DJ _____ CD's on Town system _____

Name of Band/Type of music _____

Providing an Amplified Sound System _____ Requesting use of the Town system _____

The Town's Sound System broadcasts throughout the Square and is mainly used for announcements, rather than music. There is only 1 microphone with limited range and does not include a mixing board or monitors.

5. **Stage:** Not using a stage _____ Bringing a _____ x _____ platform/stage _____

Requesting Town stage (16'x16' black metal mobile trailer) _____ Stage lights _____
(Stage may only be used in certain locations; put up, moved and taken down by authorized personnel and incurs an additional fee. Placement of stage will be designated on the Site Plan.)

6. **Restrooms/hand washing stations:** No restrooms needed _____ Park Restrooms _____

Number of restrooms with hand sanitizer being ordered: Reg ____ ADA ____ Family ____ Sinks ____
A sufficient number of port-o-lets, with hand sanitizer, must be provided by the Applicant, including at a minimum, one ADA Compliant Unit. Applicant must also provide a hand washing station if providing food or using animals of any kind during the event.

7. **Trash:** No trash bins needed _____ Town trash cans _____

Number of trash barrels and/or recycling bins being provided: _____ Trash _____ Recycle _____

Current Maryland State law requires special event organizers using public property, hosting 200 or more people and serving food and/or drink of any kind to (1) provide a recycling receptacle immediately adjacent to each trash receptacle (2) to ensure that all recycling receptacles are clearly distinguished by color and/or signage (3) and to ensure that all collected recyclables are picked up or delivered to a recycling facility. Failure to comply with this mandate could result in fines up to \$300 per day.

- 8. Food:** If at all possible, applicants are encouraged to cooperate with Leonardtown food establishments - including restaurants, caterers and LBA-approved food truck vendors.
- Outsourcing food to vendors from outside St. Mary's County requires special permission from the Commissioners of Leonardtown and the Leonardtown Business Association.
 - Outside food vendors must offer products or services that are not already conveniently and reasonably offered by an existing Town establishment.
 - Outside food vendors may not be set up within 30' of an established restaurant unless granted special permission from the Commissioners of Leonardtown, the Leonardtown Business Association and business.
 - Food trucks may not be placed in front of or block the view of any establishment, unless that establishment is closed during the entirety of the event or grants special permission to the event organizer.

_____ We are cooperating with Leonardtown businesses. No outside food will be sold or given away at the event
 _____ Pre-packaged/sponsored food will be given to event participants
 _____ Vendors/organizations will be selling or giving away food/drink or samples of food/drink

Vendors/organizations giving away food/drink or samples or selling food/drink must be approved/licensed by the St. Mary's County Health Department Environmental Section. A hand washing station must be provided by Applicant and indicated on the site plan. Food vendor's Certificate of Insurance including product liability must be obtained no later than 14 business days before event.

Food providers/vendors _____

Type of food provided _____

- 9. Alcohol:** Not serving/selling alcohol _____ Serving/selling alcohol during the event _____
 To serve or sell alcoholic beverages, Applicant must obtain all necessary permits as required by the Commissioners of Leonardtown and the St. Mary's County Alcohol Beverage Board. Applicant is responsible for enforcing the rules and boundaries for Alcohol Consumption provided by the ABB.

Alcohol providers/vendors _____

Type of alcohol provided _____

- 10. Animals:** No animals _____ Type(s) of animal(s) _____ How many? _____
 Indicate the location of animals on the site plan. A hand washing station must be provided by Applicant and indicated on the site plan. Applicant or animal owner(s) must provide Certificate of Veterinary Inspection and Certificate of Insurance.

- 11. Amusements:** No inflatables or rides _____ Moon Bounce _____

Other _____ Name of Provider _____

Please indicate the location(s) of amusements on the site plan. For Public Events, Provider and Amusement must be insured and registered with the MD State Inspector. Applicant must provide Certificate of Inspection, a Certificate of Insurance and a sufficient number of volunteers to man the amusements.

Number of **STATE** Troopers Requested _____

12. **Police Support:** No Support Needed _____ Number of **COUNTY** Deputies Requested _____

The Applicant will be responsible for paying any charges for the presence of police personnel required for the event. Events over 300 estimated participants or that cross or close streets or intersections require Police Assistance. It is highly recommended that events involving alcohol of any kind also request police assistance. The St. Mary's County Sheriff's Office has final approval of the number of officers needed for each event. The organizer will be charged \$50/hour, per COUNTY Deputy. The fee, made payable to the St. Mary's County Sherrif's Office, will be due before the date of the event.

13. **Parking:** Parking area is sufficient _____ Overflow parking requested _____
We will be running a shuttle/golf carts from auxiliary lots to event site _____

The Applicant is responsible for requesting use of auxiliary lots, as well as volunteers, signs and cones to help with parking. If at all possible, event staff and participants should park in public lots and leave parking closest to the Square available for local business patrons.

14. **Staffing:** Number of volunteers/paid staff from Sponsoring Organization _____
Number of Community Service Volunteers Requested _____

The Applicant is responsible for supplying the necessary number of volunteers, including making application to the State's Attorney's Office for community service volunteers. Using the form provided, please fax your request for Community Service to Cathy Conlon @ 301-475-4956 at least 2 months before your event.

15. **Town Assistance**

- _____ Orange traffic cones (up to 200 - Quantities over 200 must be provided by applicant)
- _____ Yellow Safety vests for volunteers
- _____ Event Parking signs (Town will provide signs and placement map)
- _____ No Parking signs - Town will place signs 2 days prior to event - weather permitting (minimum order 35, or price per sign + \$10 setup fee)
- _____ Request on-site emergency services (LVRS and/or LVFD, and/or Command Post)

List any special needs or requests: _____

16. **Attachments:** The following attachments should be submitted with this signed Application, as applicable:

- _____ Site Plan, including placement of tents, stage, restrooms, amusements, animals, etc.
- _____ Traffic Control Plan, including road closures, detours and parking map
- _____ Mapped route for Walk or Run
- _____ Mapped route for Parade
- _____ \$1,000,000 General Liability Certificate of Insurance naming the Commissioners of Leonardtown as Additional Insured
- _____ Check # _____ for \$ _____ Reservation Fee + \$ _____ Additional fees except those to be billed after the event. **We are unable to guarantee the requested event date until the Reservation Fee and the Event and Permit Applications are received by our Office.**

17. Fees:

Reservation Fee \$75.00 (up to 75 people) _____ \$150.00 (over 75 people) _____

Stage fee _____ Vests _____ Skirting _____ Lights _____

Additional trash cans _____ x \$ _____ = \$ _____

Additional recycle bins _____ x \$ _____ = \$ _____

Portable restrooms _____ ADA @ \$ _____ ea = \$ _____

_____ Regular @ \$ _____ ea = \$ _____ Family size @ \$ _____ ea = \$ _____

_____ Sinks @ \$ _____ ea = \$ _____

Signs _____ X \$ _____ = _____ Deputies \$50.00/per officer, per hour Qty _____ x Hours _____ x \$50 = \$ _____

18. Term and Conditions

- a) This event shall **adhere** to the route, number of participants and vehicles (not more than 10% higher than the numbers on this permit), dates and times shown on the attached sheets.
- b) The Organizer shall **ensure** that the approved Traffic Control Plan is followed
- c) In the event of inclement weather or other emergency requiring access to the requested area of use, the event may be postponed or cancelled by the event Organizers, the Commissioners of Leonardtown, or the St. Mary's County Sheriff's Department.
- d) Immediately following the event, the Organizer shall **clean up** all litter, temporary signs and other event materials and return the requested and surrounding areas to a condition equal to or better than its condition before the event
- e) **Any changes** to this contract or the scope, scale, location, purpose or content of the event should be filed with the Leonardtown Event Coordinator no less than 2 weeks prior to the event or risk cancellation and forfeiture of reservation fees.
- f) Effective May 2011, The Commissioners of Leonardtown established a **reservation fee** of \$75 for events expecting less than 75 people and \$150 for events expecting more than 75 people. This fee includes the reservation of the park grounds and facilities for the event, as well as administrative assistance by Town staff. The Commissioners of Leonardtown reserves the right to amend Reservation Fees and/or establish rental fees for the use of Town services or equipment. This includes reimbursement for signs, portable restrooms, trash service and recycling units.

g) **Additional stipulations:** _____

Organizer (please print name): _____

Representative (please print name): _____

Representative Signature: _____

19. Organizer’s Acknowledgement

By signing below, the Event Organizers and their representatives agree to the following:

- a) I/We hereby affirm that the Organizer of the Event and all Participants **will comply** with the Laws of the State of Maryland and the Statutes and Ordinances of St. Mary’s County and the Town of Leonardtown.
- b) I/We will also **adhere to** the Terms and Conditions set forth in this Permit.
- c) The Organizer **will obtain** Liability and Property Damage Insurance with the limits of \$1,000,000 per incident and provide a Certificate of Liability Insurance for said policy, specifying the Commissioners of Leonardtown as Additional Insured for this Event.
- d) My/Our signatures below **confirm** that the Organizer and all Participants agree to **indemnify** and **hold harmless** The Commissioners of Leonardtown and its officials, employees, and agents from and against and all liabilities, judgments, settlements, losses, costs, or charges (including attorneys’ fees), incurred by the Commissioners of Leonardtown or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss of property, damage caused by, arising out of, related to, or associated with the use of the Property by the User or by the User’s members, employees, agents or invitees.
- e) I/We **waive any and all claims** against the Commissioners of Leonardtown for any and all physical loss or damage to the property, including the cost to repair or replace the property caused by, arising out of, relating to, or associated with the use of the property by the user of by the user’s members, employees, agents, or invitees.

Organizer (please print name): _____

Representative (please print name): _____

Representative Signature: _____

20. Agency Approvals

Before signing and giving your approval for your agency, consider the following:

- a) **Ensure you have the approval authority to sign for your agency to commit manpower and resources.**
- b) **Ensure you have looked over the entire application package, including the Route Map and Traffic Control Plan. If you identify any problems, have the event organizer address them prior to signing.**
- c) **If reimbursement is required, ensure you have a mutually agreed upon amount (in writing) and terms under which payment will be made.**

Commissioners of Leonardtown Event Coordinator

Date

Commissioners of Leonardtown Town Administrator

Date

St. Mary’s County Sheriff’s Office

Date