

To ensure time for the Mayor and Council to evaluate your application, this form must be submitted **60 days in advance** of your requested event.



City of Havre de Grace

SPECIAL EVENTS & ACTIVITIES APPLICATION

This form is Only a Request for Events to take place on City Property, or events that require City services: The City reserves the right to deny permission to hold an event upon its sole discretion. The City provides no exclusive use of Public Domain.

When form is completed, please submit to:
Havre de Grace City Hall Attn: Shyla Glassman
711 Pennington Avenue, Havre de Grace, MD 21078
shylas@havredegracemd.com
Ph. 410-939-1800 Fax: 410-939-5920

Title of Event: Relay For Life of Havre de Grace Date of Event: 5/20/17 Event Start Time: 12:00 pm / Event End Time: 11:00 pm

Set-up Date and Time: 5/19/17 / 6:00 pm Take-Down Date and Time: 5/21/17 / 10:00 am

Location of Event: Concord Point Description of Event: Fundraising Event for the American Cancer Society

Type/Purpose of Event (i.e. Community Event, Fundraiser) Fundraiser

Contact Person (on site during event): Jen Morris Phone (cell, preferably): 443-417-3386

Sponsor: American Cancer Society E-Mail: jbrandon89@gmail.com Phone: 410-931-6850

Mailing Address: 405 Williams Ct, Middle River, MD 21220

If City services are required please check the appropriate boxes below:
Please Note: **Only those services approved prior to the event will be provided.** Charges may apply.

- Traffic Control (use map provided to indicate streets affected and Road Closures)
- Parking - Explain needs for City support: Maritime Museum lot
- Trash Cans (in addition to existing containers) Indicate number needed: 5
- Electricity - Explain: Sound equipment for DJ
- Signage (example: No Parking Signs) NO Parking signs after 10 am

*Event Promotion signs: posted no earlier than 21 days prior, to be removed within 48 hours after event.

- Banner Placement on City Light Poles [Upon recommendation of Tourism Advisory Board; separate application required]
- Other: extension on noise ordinance

Permits will be required for Liquor, Food, Gambling & Fireworks
Event sponsor is responsible for securing all permits.

Please check box if the following is to be part of your event:

- Alcohol
- Food
- Gambling
- Fireworks

Your event may require the purchase of insurance up to \$1,000,000.00 (liability) and \$300,000.00 (property). Copies of insurance agreements, if required, will need to be filed with this application prior to final approval of your event. For further information visit: www.lgit.org/lcu/documents/TULIP.pdf.

Liability Insurance Information (if applicable)
Insurance Provider: Wells Fargo
Policy Number: 359434163
Phone: 404-923-3663

ATTACH
PROOF OF
INSURANCE
WITH
APPLICATION

By checking this box, I agree & acknowledge that the event sponsor and participants will comply with all applicable City Ordinances and Maryland laws, and will adhere to the conditions granted by approval of this application. My signature indicates that the sponsor and/or the individual participants agree to hold harmless the City of Havre de Grace from any liability incurred by them or to others associated with this event. Additionally, the event sponsor agrees to reimburse the City for damages (including settlements) and/or expenses (including attorney fees, court and expert witness fees, etc) regardless of which party is at fault.

ACKNOWLEDGEMENT SIGNATURES

Jen Morris 9/13/16
Applicant Signature DATE

Office of the Mayor DATE

Havre de Grace Police Department DATE

Department of Public Works DATE

Special Events Cost Sheet

Event:	Relay for Life
Dates:	5.19.17-5.20.17
Time of set up:	5.19 at 6pm
Take down time:	5.21 @ 10pm
Time of actual event	Actual event is all day Saturday starting noon- 11pm (No Overnight)
Location:	Concord Point Park

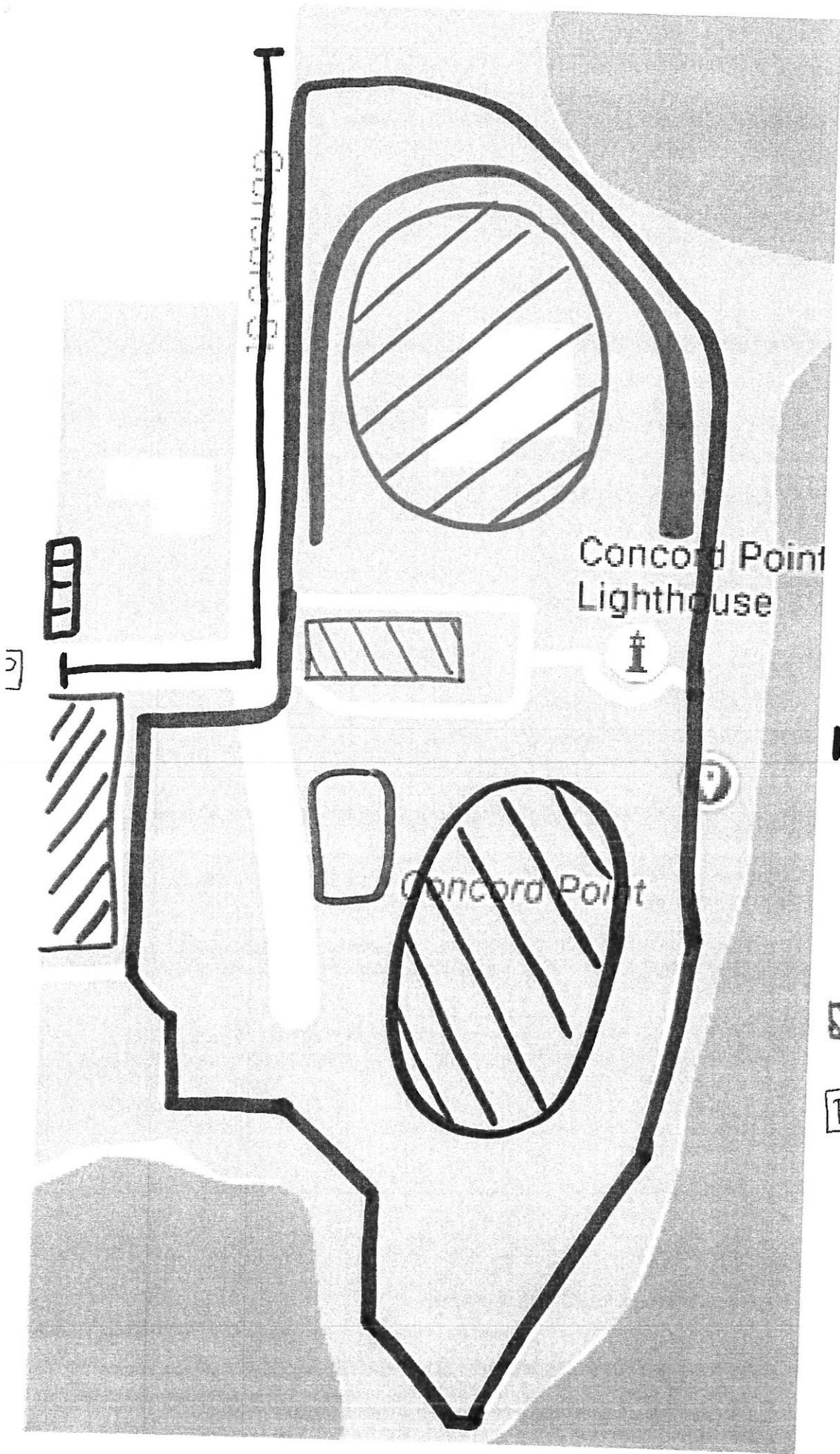
	Number of personnel	Regular Pay (Hours)*	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
PD	1		11	\$72.75	11	\$1,200.38	\$0.00		\$1,200.38
Notes									

	Number of personnel	Regular Pay (Hours)*	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
DPW	2	1		\$53.75	1 ?	\$53.75 ?	\$0.00		\$53.75
Notes	DROPP OFF BARRICADES 2? 107.50 ? 107.50 ?								

Grand Total	3	1	11	\$71.66	12	\$1,254.13	\$0.00	See above	\$1,254.13
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*Note: Normal salary includes fringe benefits; OT salary is 1.5 times average salary

1307.88



-  "track"
-  campsite
-  on-site fundrais
-  stage
-  Food vendors
-  Activities
-  Block stree for special event parkir
-  Public Restrooms
-  Event tent:
-  Parking in lot behind Maritime/Deco Museums

10/10/2016

City of Havre de Grace Mail - Fwd: Relay For Life 2017



The City
of
Havre de Grace

Shyla Scott <shylas@havredegracemd.com>

Fwd: Relay For Life 2017

1 message

Monica Worrell <monicaw@havredegracemd.com>
To: Shyla Scott <shylas@havredegracemd.com>

Sun, Oct 9, 2016 at 9:49 PM

FYI - Mo.

I wasn't sure if Jenn sent you the updated map. Would you please print a copy and put with the event application in the read file.

Thanks

Mo

----- Forwarded message -----

From: **Monica Worrell** <monicaw@havredegracemd.com>
Date: Sun, Oct 9, 2016 at 9:48 PM
Subject: Re: Relay For Life 2017
To: Jen Morris <jbrandon89@gmail.com>
Cc: Steve Gamatoria <steveg@havredegracemd.com>

Hi Jen,

Thank you for providing the additional information. This helps tremendously.

I am disappointed to learn that the Board of Ed charges \$ 2000 for the use of the stadium. I can understand the need to look at another location.

I am curious, did you ever consider Tydings or Hutchins Park as an option? If so, what ruled them out? If not, I am curious if either park would be a consideration?

The request to close Market Street appears to affect several home owners. Have you checked with them on their thoughts on the closure of the road? Has public safety (fire & police) weighed in?

Last but not least, my concern is the proximity to the water and use of the promenade with so many young adults (teen and kids). At the Council Meeting, you spoke about a plan to keep kids in check, Would you explain that portion again? I want to make sure I understand it correctly.

Jen, please know that I am very impressed by your commitment to such a worthwhile endeavor. Thank you for stepping up. While I don't want to make it harder, I do believe that a change in venue warrants the extra research and due diligence of all involved.

All my best,

Mo

On Sun, Oct 9, 2016 at 9:21 PM, Jen Morris <jbrandon89@gmail.com> wrote:
Hello,

I wanted to get in touch with you to see if I could answer any questions or address any concerns you may have regarding our application to hold Relay For Life at Concord Point. I am attaching a sketch of how we would like to set up the area. I hope that this helps you to see our vision for the event a little better. We certainly welcome any suggestions you may have, as we are new to this as well.

10/10/2016

City of Havre de Grace Mail - Fwd: Relay For Life 2017

As I stated at the Council meeting, we enjoyed using Harris Stadium because it had all the amenities we needed, however we need to make some kind of change this year to increase our participation and fundraising. It cost us nearly \$2,000 to rent the stadium last year - all of which goes to the County Board of Ed, rather than going directly back into our community. We would love for us to be able to hold this event in a more public area to bring more people into town and support our local businesses and museums. Concord Point will also allow us to hold more activities throughout the event, so that it has more of a festival atmosphere.

Please consider the attachment and contact me with your concerns. I look forward to hearing from you.

Thank you again for your time,
Jen Morris
443-417-3386

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Monica Worrell
Havre de Grace City Council
443-966-0781
"Committed to the Community"

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Monica Worrell
Havre de Grace City Council
443-966-0781
"Committed to the Community"