

MINUTES

A special meeting of the officers and directors of Havre de Grace Seafood Festival, Inc., was held at the office of the corporation on December 3, 2015 after due notice and with all officers in attendance, and a majority of the Board of Directors in attendance.

Lori H. Maslin acted as recording secretary.

The special meeting was called in order to address the future of the company and its sole purpose, to manage and promote the annual event known as the Havre de Grace Seafood Festival as held in Tydings Park, Havre de Grace, MD on the second full weekend of August each year and to then donate proceeds from the event to community based and other non-profit organizations.

Initially it was noted that Board Member Amy Conwell had moved from the area and had not, for a significant period of time, been able to participate in the activities of the Board. Accordingly, Ms. Conwell tendered her resignation as director.

Upon motion made, seconded and passed unanimously, the officers and remaining board members accepted the tender of Amy Conwell.

Lori Maslin, President and Secretary of the company, then nominated Brian Singleton of Havre de Grace to replace Ms. Conwell on the Board. Said nomination was seconded by Charles Maslin. Discussion ensued as to Mr. Singleton having volunteered and worked with the festival for the past five (5) years and has expressed an interest in offering his time to the organization and its endeavor.

Upon motion made, seconded and passed unanimously, Brian Singleton was elected to the Board of Directors of the company.

Charles Maslin, director, then tendered his resignation from the Board due to the increased responsibilities and expanded travel in his position at Laughing Crab Catering, Inc. Mr. Maslin indicated that due to the extensive travel with Laughing Crab, he was no longer able to devote time to the Havre de Grace Seafood Festival, particularly during the event itself. He further indicated that the months of July and August are significant to the Laughing Crab business and will require him to be out of the area most of the weekends of the summer season, and in particular, the weekend of the company's only event on the second full weekend of August. As Mr. Maslin will not be able to attend or assist with the actual annual event, he felt his resignation was required and appropriate. The officer and directors of the company expressed their gratitude to Mr. Maslin for his service over the years in helping the event become a nationally recognized festival.

Upon motion made, seconded and passed unanimously, the officers and remaining board members accepted the tender of Charles Maslin.

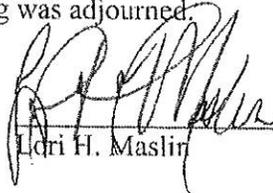
Lori Maslin, President and Secretary of the company, then nominated Jonathon Davenport of Havre de Grace to replace Mr. Maslin on the Board. Said nomination was seconded by Brian Singleton. Discussion ensued as to Mr. Davenport having volunteered and worked with the festival for the past two (2) years, particularly in assisting with the extensive paperwork associated with the event, and week-long set up requirements. Mr. Davenport expressed an interest in offering more of his time to the organization and its endeavor.

Upon motion made, seconded and passed unanimously, Jonathon Davenport was elected to the Board of Directors of the company.

Finally, the issue was raised that the company would be required to submit an Amended Application to the City of Havre de Grace. It has been indicated that the presence of Mr. Maslin at the event in any capacity has caused, whether justly or unjustly, criticism of the event itself and the City of Havre de Grace and has resulted in reluctance on the part of City Council to approve the event for 2016. Accordingly, as Mr. Maslin has resigned from this Board, and personal business concerns require his future absence from the event, it was felt by the Board that an Amended Application for the use of Tydings Park and the adjacent areas requested, was appropriate; said Amended Application will include a signed copy of these Minutes and attendant Resolution, as well as a copy of the resignation letter of Mr. Maslin.

Upon motion made, seconded and passed unanimously, it was resolved that the company will submit the Amended Application to the City of Havre de Grace expeditiously to enable the request to be approved for 2016 and to allow the extensive planning for the event remain on track.

There being no further business, the meeting was adjourned.



Lori H. Maslin

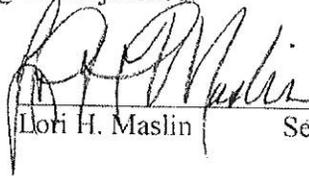
Secretary

RESOLUTION

A special meeting of the officers and directors of Havre de Grace Seafood Festival, Inc., was held at the office of the corporation on December 3, 2015 after due notice and with all officers in attendance and a majority of directors in attendance.

It was resolved that the company will submit the Amended Application to the City of Havre de Grace expeditiously to enable the request to be approved for 2016 and to allow the extensive planning for the event remain on track.

There being no further business, the meeting was adjourned.



Lori H. Maslin

Secretary



**Laughing Crab Catering
The Snowball Experience
The Ice Cream Experiment**

100 S. Washington Street
Havre de Grace, MD 21078
(410)939-1525 / (410)459-6463
www.LaughingCrabCatering.com
e-mail: LaughingCrab@aol.com

December 2, 2015

Lori H. Maslin, Chairwoman of the Board of Directors
Havre de Grace Seafood Festival
P.O. Box 391
Havre de Grace, MD 21078

Dear Lori,

Thirty years ago, I was asked to assist with the management of the Havre de Grace Seafood Festival. During that time the event has grown from a nice community event to a Nationally Recognized Festival. I am proud to have been a small part of that accomplishment.

Over the past several years my involvement with the Festival has put increasing demands on my time while Laughing Crab Catering has grown into a business working Nationwide and requiring my undivided attention. August is a big month for Festivals around the Country.

I will be working another event the Second Weekend of August this year. I will personally be out of town during the actual days of the 2016 Havre de Grace Seafood Festival with one of our Crab Cake units.

Since I will not be attending your Event, I feel that I can no longer fulfill my obligations as a Member of the Board of Directors of the Havre de Grace Seafood Festival. I am resigning as a Board Member effective immediately.

My commitment to the City of Havre de Grace remains strong. I wish the Havre de Grace Seafood Festival continued growth and success.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles A. Maslin". The signature is fluid and cursive, written over a light-colored background.

Charles A. Maslin

Our Crab Cakes have won 24 Awards!



★ AMENDED ★
SPECIAL EVENTS & ACTIVITIES APPLICATION

**To ensure time for the Mayor and Council to
evaluate your application
THIS FORM MUST BE SUBMITTED 60 DAYS
IN ADVANCE OF YOUR EVENT**

CITY SERVICES REQUESTED YES (PLEASE CIRCLE ONE)

This form is ONLY A REQUEST for events to take place on City property, or events that require City services.

Following conditions that may apply:

- NO events/activities before 10:00 a.m. or later than 6:00 p.m. on SUNDAY
- NO audio equipment used before 10:00 a.m. or after 10:00 p.m.
- NO vehicles permitted on grounds except for deliveries
- ALCOHOLIC BEVERAGES ARE NOT PERMITTED AT CITY PARKS, unless you are a non-profit, receive permission from the Mayor and City Council and you apply for and receive a Liquor license from the Harford County Liquor Board. The Liquor Board requires a permit if alcohol is to be served – please note new rules and regulations <http://www.harfordcountymd.gov/lcb/Downloads.cfm>
- NO AMPLIFIED NOISE OR MUSIC PER CITY ORDINANCE # 756
- NO nails, screws, ropes or wires attached to any tree
- NO cooking devices closer than 10 feet from the base of a tree
- NO photocopies of prior year's events will be accepted
- Please note: other conditions may be applied by the City Council at their discretion
- If you are planning to mark spaces on City property, you MUST purchase washable paint from the City. No other paint is allowed.

Application must be submitted to the Office of the Director of Administration at least sixty (60) days prior to the event. A copy of your non-profit tax exempt certification must be provided.

All information must be typed or clearly printed

1. Event:

- Title: 36th Annual Havre de Grace Seafood Festival
- Sponsor: Havre de Grace Seafood Festival, Inc.
- 501(c)3 tax designation: Please attach to this form

12/03/2015

- d. Recipient of funds to be raised if different from the sponsor: See Attached
2. Date(s) & Hours of Events:
- a. Set up: See Attached Addendum
 - b. Event: See Attached Addendum
 - c. Take down: See Attached Addendum

3. Location of Event: Tydings Memorial Park

4. Type/Purpose of Event (Community Event? Fundraiser/Private event?):
Seafood Festival, Concert, Community Event and Fundraiser

5. Anticipated Number of Participants: 50,000 + over 3 days

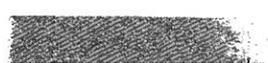
6. Will alcohol be served or sold? **Yes**
 Liquor Board Application must be signed by the City and a copy of the approved application must be provided to the DPW/Special Events Coordinator 3 working days prior to the scheduled event.
 Harford co. Liquor Board --
<http://www.harfordcountymd.gov/lcb/Downloads.cfm>

7. Explain DPW City Services Requested

See Attached Addendum

Please note: the City's Police Department will determine the level of service needed based on the type and duration of your event.

8. Road Closures require Mayor/City Council approval:
- a. List City Roadways Affected by the Event (Name, block(s), and numbers of roads within proximity of the event):
 - i. See Attached Addendum
 - ii. _____
 - b. List Roads you wish to have closed
 - i. See Attached Addendum
 - ii. _____
 - c. Please enclose a map of the routes affected and of the streets you plan to close. A 12 foot right-of-way for use of emergency vehicles is required.



9. Event Sponsor's Contact/ Designated Liaison :

Name Lori H. Maslin

Address 100 S. Washington Street, Havre de Grace, MD 21078.

Phone#: Day (610)668-0818 Evening (410)939-1525 Cell (410)459-5098

Please note: Do not provide a work phone number unless it is permissible to call you at work.

12. **Additional Permits:** You may be required to apply for additional permits from County or State authorities depending on the nature of your Event(s). i.e: **gambling, fireworks, etc. An approval letter will not be issued until all additional permits have been submitted to the Office of the Director of Administration. All permits are the responsibility of the Event Sponsor, and copies of each permit must be submitted prior to the Event.**

(For alcohol permit – see item #6)

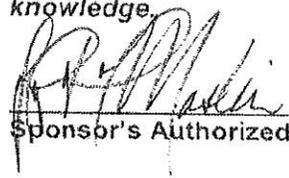
16. **Banner Deposit:** One hundred twenty five (\$125.00) per banner. (Non-Refundable if the City installs and removes the banner)

AGREEMENT:

By checking this box, I hereby agree and acknowledge that the event sponsor and the participants will comply with all applicable City Ordinances and Maryland laws, and will adhere to the conditions granted by approval of this application. By typing in my signature on this form, the sponsor and/or the individual participants agree to hold the City departments and agencies, and the City of Havre de Grace, harmless from any liability incurred by them or to others associated with this event.

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.

The City of Havre de Grace reserves the right to deny permission to hold an event upon its sole discretion. The City of Havre de Grace provides no exclusive use of Public Domain. The information provided in this application is true to the best of my knowledge.



Sponsor's Authorized Representative

Amended
12/3/15
Date

DO NOT WRITE BELOW THIS LINE

Approval for the requested Event has been granted by an authorized officer for the City of Havre de Grace.

Authorized Signature

Date

12/03/2015

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SPECIAL EVENTS & ACTIVITIES APPLICATION

2016 - AMENDED ADDENDUM

Question 2. Date(s) & Hours of Events:

a. Event Hours:

Friday, August 12, 2016

Festival Hours 3:00 pm – 9:00 pm

Concert 7:00 pm – 10:15 pm

Saturday, August 13, 2016

Festival Hours 10:00 am – 9:00 pm

Sunday, August 14, 2016

Festival Hours 10:00 am – 6:00 pm

b. **Infrastructure:** The Havre de Grace Seafood Festival, Inc. is a 501(c)(3) non-profit tasked with producing the premiere summer event in the City of Havre de Grace. The temporary infrastructure required for this event is substantial. The Festival area will be fenced, however, the Festival is aware that Tydings Park is a Public Park and will make every effort to minimize the interference with the Public's continued use of the Park. With minor exceptions during the Concert, all areas of Tydings Park and the Playground will remain open to the Public during set up, Festival hours and tear down.

c. **Set up:** Set up is scheduled the same as for the 2013, 2014 and 2015 Festival. Early set up will begin Monday, August 8, 2016 with the placement of snow fencing required by the Harford County Liquor Board, Concert security fencing, and electrical hook ups. Portable toilets, Dumpsters, Grease cans, Tents, and other items required to produce a successful event are placed during the remainder of the week. The Committee schedules delivery and pick up of materials to minimize the impact on the Public's use of Tydings Park. None of these items will interfere with the public's ability to access the park.

Placement of the security fencing for the Concert will be similar to 2014 and 2015. The Festival will work with the Police Department and Harbor Master to minimize the impact on Parking, Boaters and the Public. We will again work to assure minimal disruption of access to the Boat Ramp for the Public, Police and SHC.

- d. **Concert:** The Seafood Festival expects to again present a limited seating concert on Friday evening. The set up and logistics for the Concert will be similar to that utilized for the past five years. Although the Festival is free to the public, the Concert requires a paid ticket. The Festival plans to announce the Headliner for our 2016 event in January. The concert will start with 1-2 opening acts beginning at approximately 6:45 pm. The headline act will perform approximately between 8:00 pm to 10:00 pm. Amplified music will end when the Headliner completes their performance. As noted below, some street closures and restricted access areas would be required beginning at approximately 1:00 pm on that day.

The Seafood Festival again requests use of the "swale" area of Tydings Park for the major National concert. The event requests that parking in the swale itself be prohibited beginning at 6 AM, Thursday, August 11, 2016 so that preliminary set-up for the concert will have no obstructions. Use of the swale area will, beginning on Friday, August 12, 2016, include a portion of the parking lot from the steps leading from the Yacht Basin to the park to the Harbor Master's office building which will be fenced for security and backstage requirements, the entire swale area at the foot of Union Avenue and the area that once had the City Tennis Courts which will be fenced for crowd control and security and use of the Harbor Master's Building as a dressing/meet & greet area for the headline performer(s). Seating will again be placed in the swale up to the street level (Commerce St. & S. Union Ave). Seating is limited to be between 1,750 and 2,500. Public access to the "swale" will be available until 3:00 am on Friday, August 12, 2016 at which time it will become a secure area.

Tear down of the Concert stage and seating will begin immediately following the Concert and is expected to be completed on Saturday, August 13, 2016. The security fence will remain in place until vendor is able to remove on or about Sunday, August 14, 2016, but the fencing of the back stage area will be removed to free up parking and access to the City Yacht Basin and launch ramp.

- e. **Vendor Set up:** The Havre de Grace Seafood Festival hosts a minimum of 140 professional vendors from as far away as Alabama, Florida, California, and New York. To smoothly place vendors we must stagger the arrival and set up of vendors. Early vendor set up will be available from 8:00 am to 6:00 pm on Thursday, August 11, 2016 for those vendors having trailers or large trucks requiring special access for unloading. Some trailers may be placed in Tydings Park on Wednesday August 10, 2016. Food vendors with trailers are required to

be in place and/or unload on Thursday. All other vendors will be permitted to set up beginning at 7:00 am on Friday, August 12, 2016.

- f. **Vendor Tear Down:** Vendors will begin tear down immediately at the close of the Festival on Sunday at 6:00 pm. With few exceptions, all vendors are expected to be gone by 9:00 pm on Sunday, August 14, 2016. Vendors will be required to be ready to load before their vehicle will be permitted in the enclosed festival area.
- g. **Festival Clean up:** Tear down of the event will occur primarily on Sunday evening. We request that all suppliers remove their property as soon as possible. Most of these items are expected to be removed before 12:00 pm on Monday, August 15, 2016. Pick-up of items such as snow fencing (by the County), ice freezer, dumpsters and trash can totes, portable rest rooms, and grease disposal bins are expected to be removed no later than 5:00 pm on Monday, August 15, 2016. We are at the mercy of our suppliers but they are aware of the importance of removing their equipment in a timely manner.

1D. The Havre de Grace Seafood Festival is a 501(c)(3). In accordance with our charter, funds raised are disbursed to various local and regional organizations to assist in their core activities. The Havre de Grace Seafood Festival welcomes requests for assistance from local organizations. Severe weather had a negative impact on our donations this year. We were able to contribute to numerous organizations with funding and in kind donations. Some of the organizations that received contributions in 2013 or 2014 included:

- Haven House
- City of Havre de Grace
- Susquehanna Museum at the Lockhouse
- Havre de Grace Maritime Museum
- Havre de Grace Decoy Museum
- Level Volunteer Fire Company
- Havre de Grace Arts Commission
- Havre de Grace Main Street – First Fridays
- Havre de Grace Main Street – Graw Days
- Havre de Grace Chamber of Commerce
- Good Shepherd Catholic School
- Saint Patrick Church
- Red Pump Ball
- Ducks Unlimited
- Mitchell Endowment
- Wounded Warrior Project
- Havre de Grace Decoy Festival
- Upper Bay Counseling & Support Services

- Havre de Grace Independence Celebration
- Community Projects of Havre de Grace
- Toys for Tots
- Friends of the Concord Point Lighthouse
- Maryland Green
- Tuckerton Seaport
- War of 1812 Celebration
- Havre de Grace Tourism
- Harford Co Parks and Recreation
- Tuckerton Maritime Museum
- Linthicum 4-H High Riders
- SARC of Harford County
- St. George's Parish Food Pantry
- Chesapeake Heritage Conservancy, Inc.
- Havre de Grace Opera House Foundation
- Aberdeen Rotary
- Aberdeen Chamber of Commerce
- Snow Flake Ball
- Concord Point Legacy Pathway Project
- Veterans of Foreign Wars
- Good Cause Ministry
- Habitat for Humanity Dream Builders Ball
- Harford County Community College

6. Will Alcohol be Sold or Served:

The Seafood Festival will again request permission of the Harford County Liquor Control Board for permission to sell and serve beer and wine during the Festival. The Festival will meet all requirements imposed by the Liquor Board, including the use of a minimum of ten (10) Alcohol Compliance Staff that will be utilized solely for the enforcement of the liquor laws of the State and County. These Alcohol Compliance Staff will be posted as follows: 2 at each of the three entrance/exit gates; 3 at the beer truck, and at least one "roaming" staff member used solely to enforce the fence lines and provide support to the gates and beer truck, if needed.

7. Explain DPW City Services Requested:

Limited DPW services are required. We hope to again have a DPW liaison to the event. The work of DPW, City Staff and the Havre de Grace Police Department were invaluable to the event in past years.

We ask that access to water and electricity be provided, as in the past. We would also ask assistance in placement of parking control signage to ensure sufficient handicap parking

including signage and signage maintenance on both sides of the 800 & 900 blocks of S. Union Avenue. Buses will be directed to off-load and then park at Hutchins Park. To minimize the impact on City services, the event has, and will continue, to provide trash receptacles, personnel, and removal via independent trash contractor at substantial expense to the event.

Placement of two to three 40-yard dumpsters is requested; the dumpsters will again be placed in the Yacht Basin. Trash personnel will be instructed and required to tie off all trash bags to minimize trash odor to the greatest extent possible.

In the secured area of the 900 block of S. Washington Street will be the Ice Machines, and a large trailer for storage and securing of festival merchandise and support equipment. The 900 block of South Washington Street is a general staging area for the Festival. The event staff is aware of the extensive rehabilitation of the "Hattem" property and home at this corner and is working with the new owners to configure fencing and staging to have minimal impact on to the property by the event or its patrons.

Portable Rest Rooms will be placed on Commerce Street next to the vacant lot. A full time Rest Room Attendant will be utilized to assure Portable Restrooms remain clean and as pleasant as possible at all times.

Vendor parking will again be in the City owned lot between the Maritime Museum and the Decoy Museum. Vendors are instructed not to park in the Yacht Basin or on City Streets, these areas are for the patrons that attend the Festival. Should it become necessary, overflow parking for Vendors will be in the City owned lot at Hutchins Park.

For the Friday evening concert, additional parking restrictions may be required for safety or security. We expect to work closely with The Havre de Grace Police and our City Liaison on this matter.

8a. List of Roadways Affected by Event:

a. Entire Festival

Commerce Avenue between South Union Avenue and Yacht Basin Road
900 Block South Washington Street.

Residents of these two blocks will be offered two (2) complimentary tickets to the Friday night concert.

Concert only

Commerce Avenue from Adams Street to Chesapeake Drive
Entire 900 block of South Union Avenue
Commerce Avenue from Lafayette Street to Yacht Basin Road

8b. List of Roads to be Closed

a. Vendor Set up Staging Area - Friday, August 12, 2016 – 6:00 am to 2:00 pm:

Limited access to vendors only, closed to public.

- Commerce Street from the junction of South Union Avenue to Yacht Basin Drive
- b. Tear Down Staging Area - Sunday, August 14, 2016 -- 6:30 pm to 9:00 pm:**
Limited access to vendors only, closed to public.

Commerce Street from the junction of South Union Avenue to Yacht Basin Drive

The 900 Block of South Washington reopens at 6:00 pm on Sunday August 14, 2016 for vendor regress and exit.

- c. Concert Security and Safety - Friday, August 12, 2016:**

– 3:00 pm to 10:30 pm

Commerce Avenue from Adams and Chesapeake Drive to Lafayette Street

Yacht Basin Road and portions of the Yacht Basin parking area;

900 Block of S. Union Avenue

– 5:00 am to 10:30 pm

West end of parking lot in yacht basin, from steps that lead to the park (adjacent to play ground) closed and free of vehicles

Other closures may be requested on Friday August 12, 2016 from 3:00 pm to 10:30 pm for concert crowd control and logistics as required or determined necessary by the Havre de Grace Police.

Additional Request(s):

- a. Classic Car Show**

Again this year, we will offer a Classic Car and Motorcycle show during Festival hours beginning at 10:00 am on Saturday and Sunday, August 13 and 14, 2016. The Car show will be on Commerce Street between Washington St and the entrance to the Yacht Basin, no longer in the "swale" area of the Park.

- b. Signage**

The Havre de Grace Seafood Festival, Inc. is tasked with producing the premiere Summer event in the City of Havre de Grace. An event of this magnitude requires year-long promotion.

The Havre de Grace Seafood Festival will continue to have up to 2 Festival banners year round on the fence at our office at 100 S. Washington Street. In addition the Festival will be permitted to install an electronic LED billboard up to 4' high x 6' wide on the corner of the fence on Congress Avenue at Washington St.

The Havre de Grace Seafood Festival expects to display up to 5 light post banners on BGE poles with BGE permission. These 5 banners will be 2' x 4' and will be permitted on the following poles that currently have banner hardware but no banners. These poles are not utilized for Havre de Grace City Seasonal Banners:

Southwest corner of S. Washington St. and Congress Avenue

Southeast corner of Union Avenue and Congress Avenue
Northeast corner of St. John Street and Franklin Street
Southeast corner of St. Johns and Green Street
Southwest corner of Congress Avenue and Market Street

Havre de Grace currently hangs about 18-24 Seasonal banners on City owned light posts in the downtown area. The Seafood Festival once again will hang street banners and will coordinate with the Havre de Grace Tourism Advisory Board for use of the City of Havre de Grace light poles for placement of up to 24 Festival banners for 60-90 days prior to the event. These banners will be similar in size to the existing event banners. Should the Seafood Festival obtain a major attraction, i.e. a concert, these banners may be installed up to 90 days before the event. Should this happen, it will in no way increase the total of 24 banners allowed under this provision. On poles containing 2 banners, only one Seafood Festival banner will be displayed. All of these poles are currently used to display City seasonal banners.

In 2013, 2014 and 2015 these banners were displayed on the following poles:

Otsego St. at Union Avenue, South Side, 1st Pole, Left Banner
Otsego St. at Union Avenue, North Side, 1st Pole, Right Banner
David Craig Park, North Entrance, Right Banner
Union Avenue at American Legion, Light post at telephone pole, Right Banner
Union Avenue at Weber St, Southeast corner, Right Banner
St. Johns Street at Warren St. Northwest corner, 1st post, Left banner
St. Johns at Franklin Street, 1st Pole, Southwest Corner perpendicular to road
St. Johns at Franklin Street, 1st Pole, Northwest Corner perpendicular to road
300 Block of St. Johns St., 2nd pole from South, West Side, perpendicular to road
300 Block of St. Johns St., 2nd pole from South, East Side, perpendicular to road
Green Street and North Washington St, 1st pole, Southwest side, perpendicular to road
200 Block North Washington St., East side, 1st pole from Green Street
North Washington St. at Congress Avenue, 1st pole, Northeast side, perpendicular to road
North Washington St. at Congress Avenue, 1st pole, Northwest side, perpendicular to road
Pennington Avenue and North Washington Street, Southwest corner
Pennington Avenue and North Washington Street, Southeast corner
St. Johns Street at Green Street, 2nd pole, Northeast corner, perpendicular to road
Northeast corner of Union Avenue and Congress Avenue (currently brackets but no banner)

The above locations may be adjusted by agreement with the Havre de Grace Seafood Festival and the Havre de Grace Tourism Advisory Board. This permission only applies to these 24 banners.

The Festival also requests the use of the Solar Traffic Control trailer as donated to the City by the Seafood Festival for up to 3 weeks prior to the event for use to alert the public as to the upcoming event dates, location, etc. The sign will be placed on private property and in no way impede traffic or infringe upon the state road way. Note: This sign was purchased by the Havre de Grace Seafood Festival and donated to the City with the understanding that it would be available for annual use by the Festival.

The Havre de Grace Seafood Festival will be doing other promotions throughout the City that will be governed by other regulations and agreements. This agreement in no way restricts or limits other promotional activities. It is understood that there may be requirements for other permissions from Landowners, Business Owners, the City of Havre de Grace, or others for those activities.

Event:	Seafood Festival 2016
Dates:	August 12, 13, 14 2016
Time of set up:	
Take down time:	
Time of actual event	
Location:	

	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	16		156	\$75.74					\$11,815.41

Notes The Havre de Grace Police opposes the closures of the city streets unless closed at the direction of the Chief of Police or designated representative for public safety. The closure of the streets poses numerous public safety issues for police, fire, and ambulance with the services we provide.

	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	4	16	\$53.75		\$1,505.00	\$0.00		\$1,505.00

Notes NO PARKING/HC PARKING SIGNS, BARRICADES, DPW LIASON FOR BOTH DAYS

Grand Total	18	4	172	\$5.74	0	\$1,505.00	\$0.00	See above	\$13,320.41
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10/1/15 ***Note: Normal salary includes fringe benefits; OT salary is 1.5 times average salary**