



COUNCIL MEETING AGENDA

January 21, 2020

7:00 p.m.

PUBLIC HEARING ORDINANCE NO. 1028

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY PROVIDED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34 AMENDING THE CITY CODE THROUGH THE ADDITION OF CHAPTER 204, GENERALLY RELATING TO ANNEXATION POLICY AND PROCEDURE.

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AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY PROVIDED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34 AMENDING THE CITY CODE CHAPTER 205: ZONING, ARTICLE VI RO RESIDENTIAL OFFICE DISTRICT, SECTION 205-24, ENTITLED "CONDITIONAL USES" BY REVISING THE LIST OF CONDITIONAL USES.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Pastor Norman Obenshain
5. Approval of the Minutes:
 - A. City Council Minutes January 6, 2020
6. Comments from Citizens on Agenda Items:
7. Recognitions: None
8. Presentations:
 - A. Green Team
 - B. Whiteford, Taylor & Preston L.L.P.
9. Appointments:
 - A. Board of Appeals - (CP Glenn)
 - i. Philip Powell - Re-Appointment
10. Oath of Office: None

11. Resolutions: None

12. Ordinances: None

13. Old Business: None

14. New Business:

- A. Budget Amendment 2020-06 - (CM Robertson)
- B. Budget Amendment 2020-07 - (CM Robertson)
- C. Special Events - (Patrick Sypolt)
 - i. 57th Annual HDG Art Show
 - ii. Mardi Gras Parade
 - iii. 39th Annual Decoy Festival
 - iv. Senator Bob Hooper Hospice Regatta
 - v. Children's Art Festival

15. Directors Report:

- A. Mr. Patrick Sypolt: Director of Administration
- B. Mr. Shane Grimm: Deputy Director of Planning
- C. Mrs. Erika Quesenbery Sturgill: Director of Economic Development
- D. Mr. George DeHority: Director of Finance
- E. Mr. Tim Whittie: Director of Public Works
- F. Chief Teresa Walter: Chief of Police

16. Business from Mayor Martin

17. Business from Council:

- A. Council Member Ringsaker
- B. Council Member Robertson
- C. Council Member Zinner
- D. Council Member Martin
- E. Council Member Boyer
- F. Business from Council President Glenn

18. Comments from Citizens

19. Adjournment



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.COM

410- 939-1800
410- 575-7043

DEPARTMENT OF PLANNING MEMORANDUM

November 5, 2019

TO: Steve Gamatoria
Chief of Staff

FROM: Shane P. Grimm, AICP
Deputy Director of Planning



Re: Chapter 204 – Annexation Policy and Procedure

I have prepared a new Chapter 204 which relates to annexation policies and procedures. The purpose of this new chapter is to codify a clear procedure and submittal requirements for future annexations to the City. The current policy (Resolution 97-7) is over 20 years old and is no longer relevant for the most part, which has caused some confusion with respect to the annexation of 1921 Pulaski Highway that is currently in process. I have also found conflicting documents regarding past procedures used by the City. Therefore, I believe it is beneficial to consider adoption of a new Chapter 204 that codifies the policy and procedure, and makes the process clear to landowners, developers, attorneys and citizens taking part in the process of annexation.

I was familiar with the City of Aberdeen's policies and procedures that are codified in their City Code. I talked with Ms. Phyllis Grover, Director of Planning and Community Development for Aberdeen about their procedures and felt comfortable that they would be a good model for Havre de Grace. The draft attached to this memo has only been slightly modified from Aberdeen's chapter. Since the corporate limits of Aberdeen and Havre de Grace now touch, I think it is wise to have similar policies and procedures rather than reinvent the wheel. Aberdeen's policies and procedures are essentially a fleshed out version of the State requirements for annexation found in Section 4-404 of Local Government Article of the Annotated Code of Maryland.

Another important component of the procedures is the requirement for a community informational meeting. This requirement makes the process transparent and gives the public ample opportunity to review and comment on the annexation. Requiring the landowner/developer to hold a community information meeting also gives them an opportunity to understand whether there will be opposition or support for the annexation. In turn, the City has a better understanding of the community's concerns with each annexation.

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2
3 **AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF**
4 **THE CITY OF HAVRE DE GRACE PURSUANT TO THE**
5 **AUTHORITY PROVIDED BY THE MARYLAND**
6 **CONSTITUTION ARTICLE XI-E, THE LOCAL**
7 **GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF**
8 **MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34**
9 **AMENDING THE CITY CODE THROUGH THE ADDITION**
10 **OF CHAPTER 204, GENERALLY RELATING TO**
11 **ANNEXATION POLICY AND PROCEDURE.**

12
13 **WHEREAS**, the Mayor and City Council desire to codify annexation policies and procedures for
14 future annexations by the City of Havre de Grace, and to establish specific requirements and
15 timeframes associated with the annexation process.

16
17 **WHEREAS**, the Mayor and City also desire to encourage public participation and input in the
18 annexation process through the requirement of community informational meetings.

19
20 **NOW THEREFORE, BE IT ORDAINED, AS FOLLOWS:**

21
22 1. Chapter 34 shall be added as follows;

23
24 **CHAPTER 34 - CODE OF THE CITY OF HAVRE DE GRACE. ANNEXATION POLICY**
25 **AND PROCEDURE.**

26
27 **A. Policy. The following principles shall govern annexation.**

- 28
29 (1) The City Council may consider and act upon a petition for the annexation of land
30 contiguous and adjacent to the corporate limits of the City in order to promote the health,
31 safety, welfare, and economic development of the City.
32
33 (2) The annexation may be appropriate when it promotes coordinated planning for the area
34 surrounding the land proposed for annexation, and where it is consistent with the plans for
35 the present and future development of the City, and where it will not result in isolated
36 development inconsistent with surrounding land uses.
37
38 (3) The annexation must contribute to the realization and/or furtherance of the goals and
39 objectives of the Comprehensive Plan and any other corridor or small area plan.
40
41 (4) The location relative to existing public facilities and a review of the City's ability to
42 provide public facilities to serve the annexation area.
43
44 (5) The development of relevant conditions for the protection and benefit of the residents of
45 the City.

- 92 (c) Certification that each owner of real property, both within the area of the proposed
93 annexation and contiguous to the annexation area, has either executed the petition or
94 has been sent by certified mail and first-class mail to the address listed in the
95 assessments records, within 10 days prior to filing of the petition, a summary in a
96 format provided by the City.
97
- 98 (d) The petitioner(s) shall submit a concept plan for the proposed annexation area if future
99 public roads are contemplated and/or significant infrastructure improvements will be
100 necessary to service the area to be annexed. The concept plan shall include the
101 following:
102
- 103 [1] The boundary of the area to be annexed.
104
- 105 [2] The general location of each proposed land use on the property and the percentage
106 of the whole for each use. General location of land uses may be shown as irregular
107 graphic shapes depicting the approximate size and relationship to adjacent land
108 uses.
109
- 110 [3] A table listing proposed densities and land use by type, including the area of each.
111
- 112 [4] The density of residential development, the maximum and minimum lot sizes, and
113 the anticipated square footage of commercial and industrial buildings.
114
- 115 [5] Existing and proposed arterial and collector streets adjoining (where applicable)
116 and their relationship to the principal land uses on the site.
117
- 118 [6] Existing and proposed major utility lines or facilities and their relationship to the
119 principal land uses on the site.
120
- 121 [7] Contour lines at a maximum of five-foot intervals.
122
- 123 [8] Sensitive environmental features on the site and contiguous to the property, as
124 available from current Harford County or other pertinent geographic information
125 system (GIS) databases. These features shall include streams, wetlands, other
126 water bodies and floodplains.
127
- 128 (e) Description of municipal services that may need to be upgraded, initiated, or extended,
129 together with a recommendation regarding the priority for accomplishing the
130 improvements and a recommendation as to possible sources of funding and
131 recoupment for any capital improvements.
132
- 133 (f) Fiscal impact of the proposed project.
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135

182 digital format copy of the completed petition package to the Director prior to this
183 submittal.

184
185 (b) The Planning Commission will review the petition for annexation and take public
186 comment during its scheduled meeting.

187
188 (c) The Planning Commission shall submit its recommendation to the City Council within
189 60 days of the Planning Commission meeting.

190
191 (5) Payment for processing and review.

192
193 (a) The petitioner shall be responsible for payment for all studies required by the Director
194 of Planning and reimbursement of all staff and Attorney time necessary for review of
195 the petition and all studies.

196
197 (b) City staff shall keep an accounting of their time spent on the annexation review
198 reflecting the hourly rate of each employee established by the City.

199
200 (6) Adoption of annexation plan. Consistent with § 4-415 of the Local Government Article
201 of the Annotated Code of Maryland, the City Council shall adopt an annexation plan
202 which shall be open to public review and discussion at a public hearing.

203
204 (7) Public Hearing.

205
206 (a) When the petitioner has complied with the requirements as specified by the Director
207 of Planning following the review and the annexation has been prepared and distributed,
208 the City Council shall introduce an annexation resolution and conduct a public hearing
209 with regard to the proposed annexation at the time and place as shall be established by
210 it.

211
212 (b) The hearing shall be conducted and a record of the proceedings shall be preserved in a
213 manner as the City Council prescribes.

214
215 (c) A description of the annexation and a notice of the time and place of the hearing shall
216 be published as specified in § 4-406 of the Local Government Article of the Annotated
217 Code of Maryland.

218
219 (d) At the hearing, the recommendation of any board, commission, or agency shall be
220 considered as evidence.

221
222 (8) Conditions. In acting favorably with regard to the petition, the City Council may include
223 in its resolution such conditions and restrictions as are deemed necessary for the
224 protection of the public interest, furtherance of the health, safety, and welfare of the
225 residents of the City and to secure compliance with any relevant legal standards or
226 requirements.

227

*economic
development
has A(1)
seconded by
EB*

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ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

PATRICK D. SYPOLT
DIRECTOR OF ADMINISTRATION

WILLIAM T. MARTIN, MAYOR

First Reading:
Public Hearing:
Second Reading/Adoption:

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY PROVIDED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34 AMENDING THE CITY CODE CHAPTER 205: ZONING, ARTICLE VI RO RESIDENTIAL OFFICE DISTRICT, SECTION 205-24, ENTITLED "CONDITIONAL USES" BY REVISING THE LIST OF CONDITIONAL USES.

WHEREAS, the Mayor and City Council desire to modify the list of conditional uses to remove multifamily dwellings and rooming houses as conditional uses in the RO district.

NOW THEREFORE, BE IT ORDAINED, AS FOLLOWS:

1. Article, II Section 205-24, entitled "Conditional uses", shall be amended as follows, with words shown **bold underlined** to be added and those shown [~~bracketed with strikeout~~] to be deleted;

The Board of Appeals may permit the following conditional uses:

- A. Health care facilities.
- B. Single-family detached dwellings meeting Lot Specification D, Table 1.
- C. Single-family attached dwellings.
- D. Townhouse dwellings meeting Lot Specification E, Table I, and the requirements of this chapter.
- E. Cottage dwellings meeting the requirements of this chapter.
- [F. ~~Multifamily dwellings.~~]
- [G.] **F.** Parking facilities not accessory to a principal permitted or approved conditional use.
- [H.] **G.** Churches meeting Lot Specification H, Table I.
- [I.] **H.** Schools.
- [J.] **I.** Public utility structures.

46 [K.] **J.** When located in a building that existed prior to March 15, 1982:

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(1) Flower shops.

(2) Art shops or art galleries.

(3) Gift shops.

(4) Antique shops.

(5) Arts and crafts shops.

(6) Restaurants.

(7) [~~Rooming houses, bed and breakfasts~~] **Bed-and-breakfasts** and corporate housing.

[L.] **K.** Home occupations, provided that:

2. The remainder of "Code Chapter 205: Zoning" shall be unchanged.

In accordance with the provisions of the Maryland Ann. Code, Land Use Article, §4-203 and the City Charter, and so long as this ordinance is not vetoed by the Mayor, these amendments shall become effective on the date of the approval by City Council after the second reading, except that if the date of the City Council approval is less than ten days after the close of the City Council's public hearing on these Zoning Code amendments, the effective date of the amendment shall be ten days after the close of the public hearing on the Zoning Code amendments.

ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

PATRICK D. SYPOLT
DIRECTOR OF ADMINISTRATION

WILLIAM T. MARTIN, MAYOR

First Reading:

Public Hearing:

Second Reading/Adoption:



**January 6, 2020
Council Meeting Minutes**

The regular meeting of the Mayor and City Council was called to order on January 6, 2020 at 7:00 pm with Mayor Martin presiding.

Council Members present: CP Glenn, CM Robertson, CM Ringsaker, CM Boyer, CM Martin and CM Zinner

The Pledge of Allegiance was recited, and opening prayer was given by Pastor Jim Sterner

CM Boyer moved to approve the Council Meeting minutes of December 16, 2019 Seconded by CM Zinner. Motion carries 6-0.

CM Martin moved to approve the Closed Session meeting minutes of December 16, 2019, concerning the reappointment of the Chief of Police. Seconded by CM Boyer. Motion carries 6-0

Comments were made by citizens on agenda items.

Charlie Mike – 1413 Superior Street, shared his opinion on the Water Purchase Agreement with Aberdeen.

Student of the Month was presented to:

Bradley Nelson of Havre de Grace Elementary School

Maci Alexander of Meadowvale Elementary School

Zoe Spry of Havre de Grace Middle School

Azhara Feliciano of Havre de Grace High School

Appointments: CM Zinner moved to appoint Christina Bracknell and Michael Bracknell to the Independence Day Commission. Second made by CM Robertson. Motion carries 6-0

A motion to introduce on first reading was made by CM Ringsaker with a second by CM Martin. Motion carries 6-0. Ordinance 1028 was read into the record. A motion to adopt Ordinance 1028 on first reading was made by CM Ringsaker with a second by CM Zinner. Motion carries 6-0. A Public hearing is scheduled for January 21, 2020.

A motion to introduce on first reading was made by CM Ringsaker with a second by CM Robertson. Motion carries 6-0. Ordinance 1029 was read into the record. A motion to adopt Ordinance 1029 on first reading was made by CM Ringsaker with a second by CM Robertson. Motion carries 6-0. A Public hearing is scheduled for January 21, 2020.

New Business: Summer Concerts in the Park- CM Zinner moved to approve. Second made by CM Ringsaker. Motion carries 6-0.

Lease agreement on 463 Franklin Street – A motion to approve was made by CM Ringsaker with a second by CP Glenn. Motion carries 6-0.

Water Purchase Agreement with Aberdeen – A motion to approve was made by CM Martin with a second by CM Robertson, which included friendly amendments accepted by CP Glenn that addressed a rate adjustment and several minor changes in language clarity. Motion carries 6-0.

Directors Report:

Patrick Sypolt Director of Administration: Provided dates of upcoming events in Havre de Grace which are available on the tourism website at www.explorehavredegrace.com.

Mr. Shane Grimm Deputy Director of Planning: Announced the screening of the film "Tidewater" at the Havre de Grace Maritime Museum this Wednesday, January the 8th at 7pm. Provided by the Havre de Grace Green Team. This movie offers a view of the Navy's response to sea level rise. Maps from the "Planning for Coastal Resiliency in the Northern Chesapeake Bay" for the City will be on display as well as the full copy of the study.

Mrs. Erika Quesenberg-Sturgill Director of Economic Development: The first Harford County Economic development Advisory Board meeting of 2020 will be Wednesday, January 9, at 220 S. Main Street, in Bel Air, starting at 8 a.m. The Havre de Grace Chamber of Commerce will hold their first luncheon of 2020 on Thursday, January 9, from 11:30 a.m. to 1 p.m., at The Bayou with Harford County State's Attorney Al Peisinger as the guest speaker. The luncheon is sponsored by APGFCU. The Havre de Grace Alliance Board of Directors will meet from 4 to 6 p.m., Thursday, January 9, at Seneca Cannery.

Mr. George DeHority Director of Finance: The current financial condition of General Fund 1, Water/Sewer Fund 9 and Marina Fund 8 were presented by Mr. DeHority. He encouraged citizens with questions on the Water Bond Bill Referendum, to please feel free to contact him with any questions they may have.

Mr. Tim Whittie Director of the Department of Public Works: Phase Three Project will be completed in the next two weeks as long as we have dry weather conditions. RFP seeking for the odor control mechanism at the Lafayette pumping station.

Chief Teresa Walter Havre de Grace PD: Please pay attention to pedestrians in the crosswalks. The recent stabbing of New Year's Eve did not take place within city limits. Having a city of Havre de Grace address does not mean it is within the city's limits. Please be aware of this when sharing information.

Business from Mayor Martin: The Duck Drop was held on New Year's Eve and well attended. A Special Election for a Water Bond Bill Referendum will be held on February 4, 2020 from 7am to 8pm here at 711 Pennington Ave. This will be for the purpose of a Special Referendum Ballot asking the registered voters of the City of Havre de Grace permission to solicit proposals and ascertain options to issue bonds, whether by public or private sale. More information is also available on the city's website. A Public Work Session will be held January 16, 2020 at 6pm in the Council Chambers to allow for interaction between the Council, Administration and the Boards, Commissions and Committees to facilitate the coordination of activities and other goals or concerns of the Mayor and Council. Havre de Grace High School Gymnasium & Auditorium. We have received three bids which are being reviewed at this time for the next phase of the project. Bob Ward has purchased the reaming properties in Bulle Rock and we look forward to working with him. Mayor Martin wanted to let all citizens know that the recent New Year's Eve stabbing occurred outside of the city's jurisdiction.

Business from Council:

Council Member Ringsaker: Congratulations to newly appointed Mike Griffith.

Council Member Robertson: The EDAB will meet the 15th at 3:30 here in the city hall conference room. January 17, 2020 at the Vandiver Inn a cocktail party will be held to kick off the Fire and Ice Festival.

Council Member Zinner: January 14th Historic Preservation Commission will meet here at city hall at 7pm. The 28st of January the Arts Commission at 6:30 here at city hall and The Independence Day Commission will meet the 27th of January at 6pm at Havre de Grace PD. United Way Project Homeless Connect will be held January 23, 2020. **Council Member Martin:** Water and Sewer Commission will not be meeting in January but will meet February 7th at 3pm in the city hall conference room. A celebration of Robert Burns will begin with a Whiskey tasting at 7:30pm on Thursday January the 23rd at the State Theatre. Friday January the 24th a Scottish Pub Crawl will take place at all downtown establishments. Saturday January the 25th The Havre de Grace Arts Collective will be showing a movie at the Opera House.

Council Member Boyer: Thanked the Susquehanna Hose Co. for a great New Year's Eve. The Tree Commission will meet January 13, at 7pm at the Maritime Museum. Street and Traffic Safety Board will meet January 27th at 6pm at city hall.

Council President Glenn: Congratulated our students of the month and always looks forward to this recognition each month because it in large part reinforces that our future is in great hands.

CP Glenn gave a shout out to our Elks Lodge, BPOE 1564, Frank and Debbie McFadden and their countless volunteer elves spearhead and put together over 120 Christmas baskets to help make Christmas a little brighter for local families. CP Glenn had the distinct opportunity to help deliver those baskets on Christmas Eve and it helped to reinforce that our local Elks Lodge is truly making a difference. It is those type of events that should be making the news headlines. CP Glenn also included in his comments Warrior Proud moments to include the Boys' Basketball Team finishing second in the Holiday Governor's challenge and the Football Team taking top honors at the Raven's Halftime Game.

Adjournment: A motion was made by CP Glenn and seconded by CM Ringsaker to adjourn at 8:59pm. Motion carried 6-0

Video recording of the City Council Meeting may be viewed online through Harford Cable Network.

Respectfully Submitted by,
Resa Laird



INTER-CITY MEMORANDUM

To: City Council President David W. Glenn
From: Mayor William T. Martin
Date: December 10, 2019
RE: Proposed Budget Amendment 2020-06

The City purchased 627 and 649 Water Street from the County in fiscal 2017. As part of the purchase, the City was awarded access to \$200,000 that was set aside by the former owner for land development. Of that amount, the City has already received \$101,450 for soil testing and for design of the parking lot area. Additionally, the fiscal 2020 budget has \$46,100 in anticipated reimbursements as a result of budget amendment 2020-01.

The City has contracted a professional engineer to design and permit a living shore line and a boat ramp on the water street property for \$98,550, see the attached proposal. This will exhaust the \$200,000 set aside and I am requesting that the Water Street capital project, Account #01-1251-7082, be increased to \$98,600, an increase of \$52,500.

To fund the increase, I am asking the Council to increase the Water Street Fund Grant, Account #01-0001-48-75. Please note that all the additional cost will be covered by the set aside and that the set aside expires during the current fiscal year.

Please contact George DeHority or Tim Whittie if you have any questions or require additional information regarding this amendment request.

BUDGET AMENDMENT

December 10, 2019

Amendment # 2020-06

SOURCE OF FUNDS

| Account Number | Account Title | Amount |
|----------------------|---|--------------------|
| | General Fund 1 | |
| 01-0001-48-75 | County Grants - Parks & Rec. (Water St) | \$52,500.00 |
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| Total Sources | | \$52,500.00 |

USE OF FUNDS

| Account Number | Account Title | Amount |
|-------------------|--------------------------|--------------------|
| | General Fund 1 | |
| 01-1251-7082 | Water Street Remediation | \$52,500.00 |
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| Total Uses | | \$52,500.00 |

REASON FOR ADJUSTMENT

To record County Grant for Water Street Living Shore Line and Boat Ramp

AUTHORITY

City Council on 1/20/20.

APPROVAL

| | | |
|----------------|-------|-------------|
| MAYOR | _____ | Date: _____ |
| ADMINISTRATION | _____ | Date: _____ |
| FINANCE | _____ | Date: _____ |

UNDERWOOD & ASSOCIATES, INC.

LANDSCAPE ARCHITECTURE

ECOLOGICAL RESTORATION

A DESIGN/BUILD Co.

November 15, 2019

Stephanie Noye
Department of Public Works
City of Havre de Grace
711 Pennington Avenue
Havre de Grace, MD 21078

Re: 649 Water Street Living Shoreline

Dear Ms. Noye,

Underwood & Associates (U&A) is pleased to submit this proposal for design and permitting services for a living shoreline and boat ramp on the Water Street parcel 472. We are excited for the opportunity to partner with the City of Havre de Grace on another restoration project.

The total amount for this project is \$98,550.00. Attached please find our invoice for design and permitting for the project. Please give us a call to set a meeting prior to moving forward.

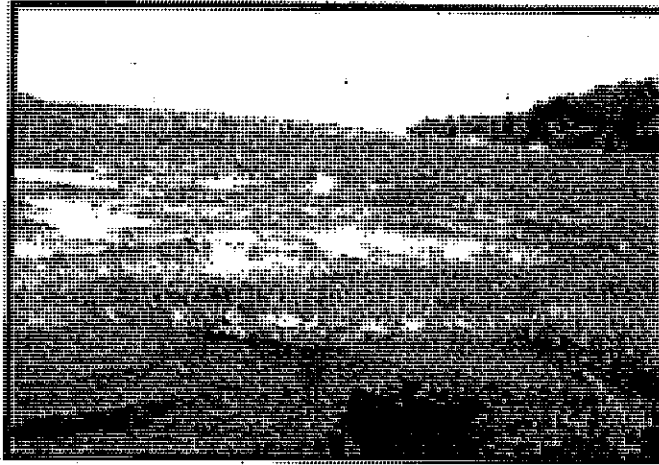
Sincerely,



Heather Johnson
Operations Manager

Design/Permitting Proposal

Water Street Living Shoreline

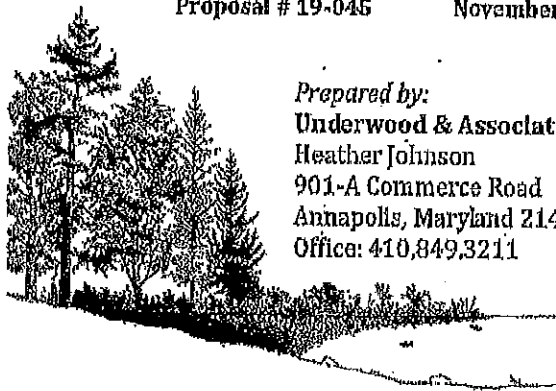


*Prepared for
City of Havre de Grace*

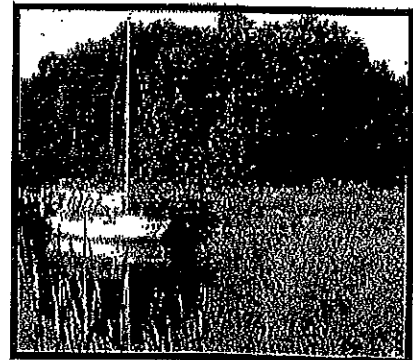


Proposal # 19-046

November 15, 2019



Prepared by:
Underwood & Associates, Inc.
Heather Johnson
901-A Commerce Road
Annapolis, Maryland 21401
Office: 410.849.3211



Firm Qualifications and Experience

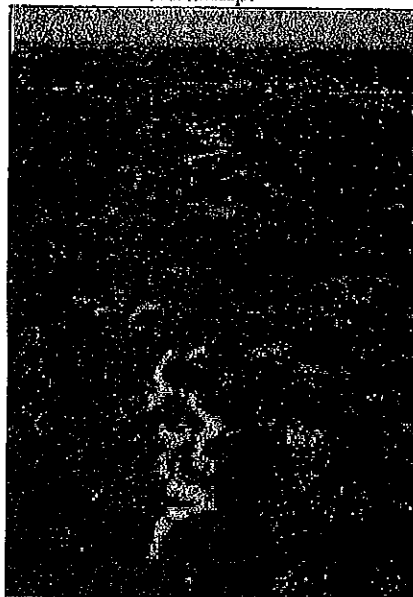


The impact of development and human interaction with the environment has degraded our stream systems and our estuaries. As a dedicated ecosystem restoration firm, Underwood & Associates, Inc. focused our efforts on working to recapture the environmental and ecological integrity for which the Chesapeake Bay drainage area was known.

Left Carriage Hills Coastal Plain Outfall (CPO) project six months post-construction, during Hurricane Lee

Since 1991, Underwood & Associates (U&A) has been developing methods and techniques to restore and re-integrate watershed ecosystems into the human occupied landscape. U&A has been the leader in research, development, education, and construction of Sand Seepage Wetlands, integrated streams and wetlands, Regenerative Stormwater Conveyance, Coastal Plain Outfalls, Step Pool Storm Conveyance, and Living Shoreline systems. We believe restoring native biomes requires putting water back on the landscape by reconnecting floodplains to streams and wetlands and recharging groundwater tables by infiltrating stormwater. We can simultaneously recover threatened ecosystems and restore populations of threatened species while restoring our streams and wetlands and promoting an ethic of environmental stewardship.

We have been recovering ecosystems along the eastern seaboard for more than 25 years. We studied high quality wetlands, specifically fens, bogs, Atlantic White Cedar swamps, and other sand seepage wetland systems, in order to develop design and construction techniques that synthesize and restore these highly efficient ecosystems within the human occupied landscape. Based on our first-hand experience and the latest science we have developed a regenerative and holistic approach to stream, wetland, and shoreline restoration. By integrating all aspects of our design and construction capabilities with our in-depth understanding of water cycles and ecosystem processes, we have developed a highly successful system for restoring degraded ecosystems, streams, wetlands, shorelines, and stormwater systems: Regenerative Stream Channel (RSC).



The Howards Branch project feed into the receiving waters of Brewers Creek and from there into the Severn River.

In 2007, we led the Coastal Plain Outfall Training Workshops at the request of the Anne Arundel County Department of Public Works which provided a platform for us to introduce and demonstrate these techniques to the broader design community. Additionally, we assembled the original series of formulae for sizing and designing RSC systems and provided these in an easy-to-use MS Excel-based worksheet for online dissemination.

As the originators of the RSC system we are uniquely qualified to design and construct these kinds of restoration projects. We have designed and/or constructed over 100 stream and ecosystem restoration projects, both independently and in conjunction with other firms. Our experience in stream restoration design informs our work on construction of these systems, and the new information we learn during construction informs our next RSC design iteration.

U&A strives to educate regulators and industry professionals on the benefits and techniques of Regenerative Design on various fronts, including presentations at conferences across the region and publication of peer reviewed papers. We are passionate about employing the best tool we have - Regenerative Design - to improve our streams, wetlands, and shorelines and provide resiliency to climate change. We work tirelessly to obtain support and approval for this proven technique, a technique which advances many of our societal goals: access to clean water, a healthy and robust environment, safe and aesthetically pleasing recreational areas, and safe harbor for many species in critical need of conservation (Rare, Threatened, and Endangered). And, as recent science has shown, RSC best imitates the historic configuration of our waterways.

All of our work is focus on getting world class projects in the ground; Once we are awarded a design or construction project our entire team works tirelessly to complete the best project possible in an efficient, timely fashion. And our work doesn't end after construction is completed. We are committed to the long-term success of our projects. We often conduct inspections after storm events post-construction to look for opportunities to adaptively manage the site, such as adding additional plants or adjusting cobble riffles or sand berms.

Researchers from a number of prominent universities (Smithsonian Environmental Research Center, University of Maryland Center for Environmental Studies, Johns Hopkins University, and others) have studied our stream and wetland installations. While living resources are complicated and dynamic, the efficiencies achieved by our projects outperform others; to date, pollutant removal efficiencies, habitat establishment, and the obvious aesthetic improvements have all been well documented.



Monitoring station at our stream restoration project at Smithsonian Environmental Education Center. SERC scientists continue to monitor the project post-construction to document significant water quality and ecologic improvements.

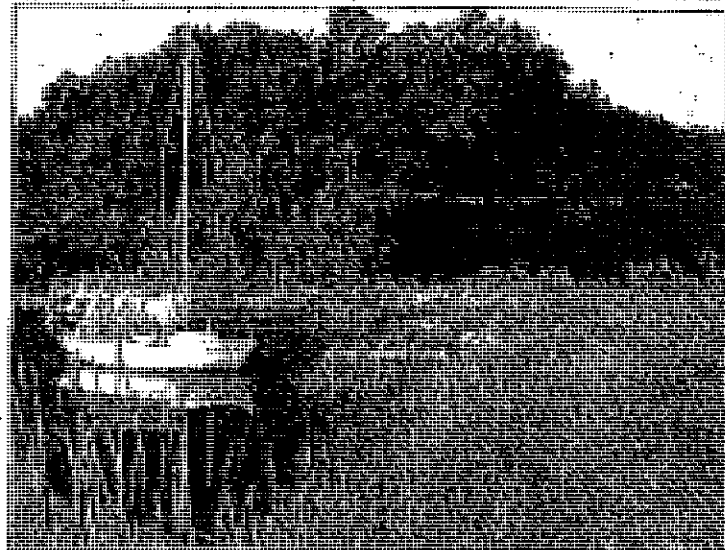
What is a "Living Shoreline"?

A Living Shoreline is a design and construction approach that stabilizes shorelines by mimicking natural shorelines through ecological engineering. It is a dynamic system that replicates the processes found along natural shorelines. Natural shorelines are not static; they shift in response to the energies delivered to that particular location. They are designed to work *with* the energies in a given setting instead of armoring *against* them, thereby providing resiliency to changing site conditions.

Living Shorelines are three-dimensional, consisting of a combination of shallow aquatic beds, tidal marsh, beach strand, tidal ponds or pools, non-tidal wetlands, and forests, and they integrate tidal, non-tidal, and terrestrial ecosystems. A Living Shoreline is biologically diverse; it reestablishes a complex natural, aesthetically pleasing, self-sustaining coastal ecosystem with a natural coastal plant community and is constructed using natural, native materials.

Another feature of this type of shore stabilization system is that it integrates the adjacent landscape by setting a slope of 10% where possible, enabling waves to break on the shoreline up to elevation 8. Adjacent sub-tidal, non-tidal, and terrestrial landscapes are all incorporated into the system. This maximizes riparian habitat by creating high value plant and wildlife habitat that is easily accessible for Bay organisms. The Living Shoreline approach to shoreline restoration minimizes blockages and obstructions to wildlife and retains existing tree cover. Finally, a Living Shoreline directs sediment deposits onshore, strengthening the system over time.

Traditional structural shoreline stabilization projects rely on hard, linear constructs (bulkhead, stone revetment, etc.) to stabilize the existing shorelines and protect them from the erosive energies generated by wind, tide, and waves. In reality these structures simply deflect water energy in another direction, ~~damaging other parts of the shoreline.~~ Traditional non-structural shoreline projects rely on low lying stone structures placed seaward of the shoreline parallel to the shore, forming a barrier against the erosive forces. Sand is placed behind this stone revetment and used to create a linear vegetative marsh fringe. Although this is a step in the right direction, this concept still relies on large static structures as the protective element of the design. These traditional approaches, both structural and non-structural, are as strong as they will ever be on the day they are installed.



Hidden Pond Living Shoreline designed and built by U&A

U&A's approach to combating shoreline erosion is based on 30 years of working along the land/water interface from the uplands to tidewater. Over that time we have developed a design strategy that reestablishes the link between upland areas and rivers and mimics the historically natural systems. Our regenerative approach is designed to be dynamic, not static; we expect some reformation of the area over time. A Living Shoreline designed and constructed by U&A simulates a natural shoreline which builds and retreats throughout the year while still maintaining its natural shape. Living Shorelines becoming stronger and stronger as the years go by, unlike traditional shoreline stabilization practices.



Drevar Park Living Shoreline designed and built by U&A

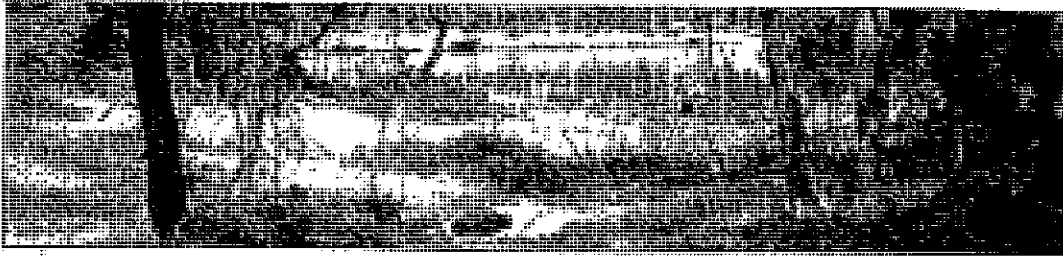
shoreline isn't just a line. True Living Shorelines extend out into the channel and back on to the terrestrial landscape, creating the proper angle of repose for stability. Runoff from the land is fully integrated into the system, as is tidal water energy.

Our designs utilize natural, native material and plants to create structures and shapes based on naturally occurring shoreline features that directs water energy toward beach *accretion* rather than beach *erosion*. Sand and sediment is carried up onto the beach with each incoming wave, accumulating over time to form and reinforce riverine dunes, beach strand, and tidal marsh. A Living Shoreline gradually flows from the land to the water and back, providing easy of movement for both Bay organisms and the human residents of the area. These dynamic Living Shorelines are home to a diverse inter-tidal community of wetland species which require this shifting environment to survive. Our approach creates a complete living ecosystem tying together the uplands and the tidal fringe.

Once plants begin to grow post-construction, a U&A Living Shoreline is almost indistinguishable from the natural beach formations found prior to human development. Our completed projects are community amenities, providing beauty and accessibility in an ecologically friendly and non-erosive manner.

Recent examples of our work that demonstrate our abilities include:

1. St. Luke's Restoration of Nature, Annapolis, MD



- a. The project included stream daylighting and restoration, stormwater management, and shoreline restoration.
- b. The design incorporated stormwater from adjacent streets into bioretention cells via creating curb cuts and pipe daylighting
- c. This project removed invasive plants and installed thousands of native plants in order to create an oasis of habitat surrounded by a highly urbanized city.

2. Pines on the Severn Living Shoreline, Arnold, MD



- a. We provided design and build services for this project, working closely with a representative from the community who served as liaison for the homeowner's association.
- b. Work included removal of 400 linear feet of failing bulkhead and creation of a living shoreline designed to provide marsh habitat as well as community recreational access.

More details on some of these projects can be found in the PAST PERFORMANCE section of this proposal.

Past Performance

We fully understand – and have experienced – the intricacies and dilemmas faced when dealing with stormwater management, living shorelines, and climate change. Our experience enables us to accurately and efficiently collect field data, interpret the results, and employ those results to make a better project. Our efficiency is enhanced by our innovative techniques and our comprehensive electronic library of specifications, details, and costs. On all our projects we strive to precisely replicate the conditions that maximize

the ecological and environmental potential of the project site. We pay close attention to critical design and construction features including the selection and proper placement of materials, and consider all available opportunities for ecosystem restoration and resiliency.



U&A designed and built this project at the Smithsonian Environmental Research Center.



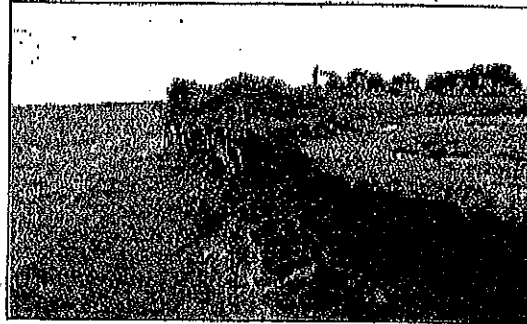
The Aurora Hills project, designed and built by U&A, one month post-construction.

U&A has devoted a substantial amount of time over the years to working out every detail of our approach to restoring streams, wetlands, and shorelines. We not only attend to the preliminary tasks, such as analyzing specific site conditions, but also propagate native plants to ensure availability of less common species. Our preferred method of construction utilizes the existing eroded channel as the base for the haul road,

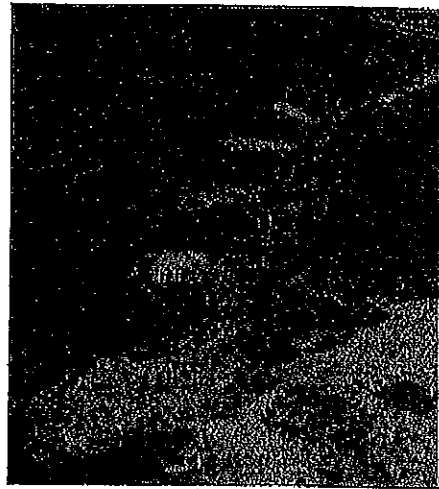
allowing riparian vegetation to remain undisturbed. As a result, once the water fills the designed surface elevations, it is difficult to tell that any construction work was ever done at the site.

Assateague State Park Shoreline Resiliency and Wetland Enhancement Project, Assateague Island

Kevin Smith, Director, Office of Restoration & Resiliency
Chesapeake and Coastal Service
Department of Natural Resources
580 Taylor Ave., E-2
Annapolis, Maryland 21401
410-260-8797
kevinm.smith@maryland.gov



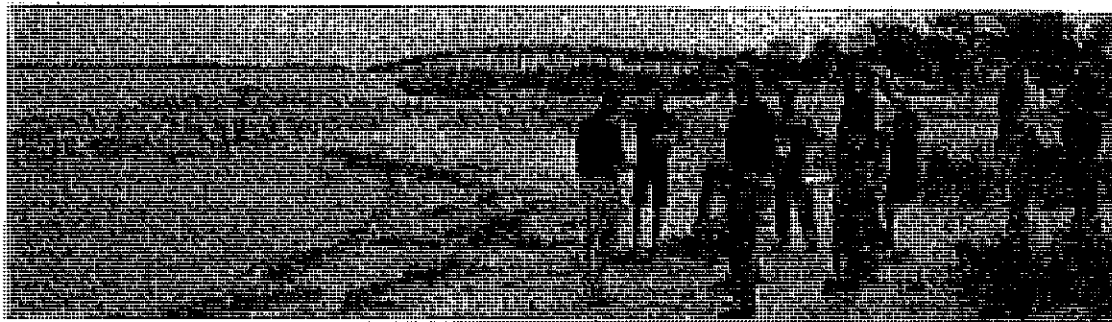
The tidal wetland complex adjacent to the Assateague State Park boat ramp facility had been actively eroding at a rate of 3' per year. This project was designed to utilize large boulders, cobble, clean sand fill, and native wetland vegetation to arrest erosion through a series of 10 headland vegetated breakwaters.



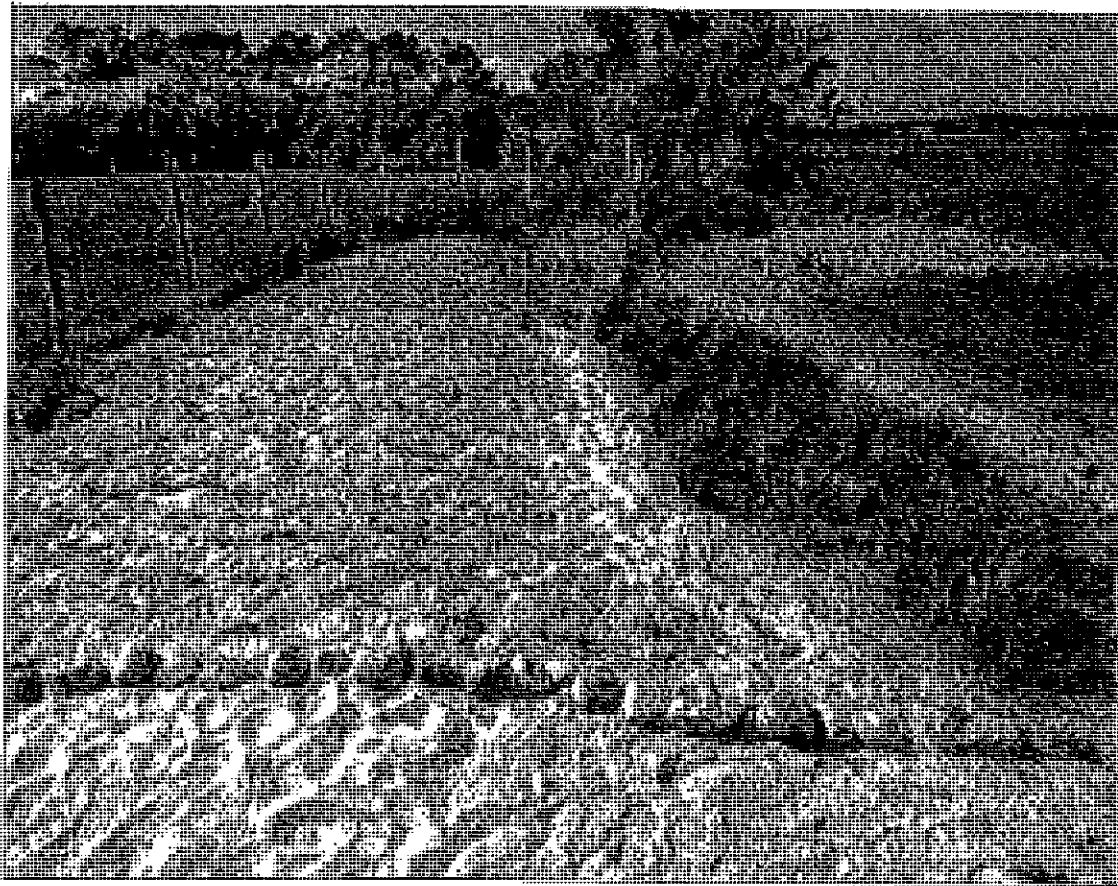
This innovative joint project with Coastal Bays and DNR sought to enhance habitat, improve public access and reduce erosion. The project drastically improved shoreline resiliency to large coastal storm events and other climate related impacts. Additionally the project provided habitat enhancement for creatures such as horseshoe crabs, terrapins and migratory shorebirds. The park also benefits from improved public access and outdoor living classroom space.

"This innovative project seeks to build up the park's resiliency to erosion and other climate and weather-related impacts while also providing essential habitat for coastal and migratory species. [...] Once complete, this interagency project will strengthen the park's capacity to deal with current and future risks and help educate the public on this new proven approach to shoreline protection and strengthening." - Maryland Natural Resources Secretary Mark Belton

This project received a personal visit from Maryland Lieutenant Governor Boyd Rutherford in August 2018 to celebrate the completion of construction.



Top: the beach before construction | Center: during construction | Bottom: Lt. Gov. Rutherford visits the project

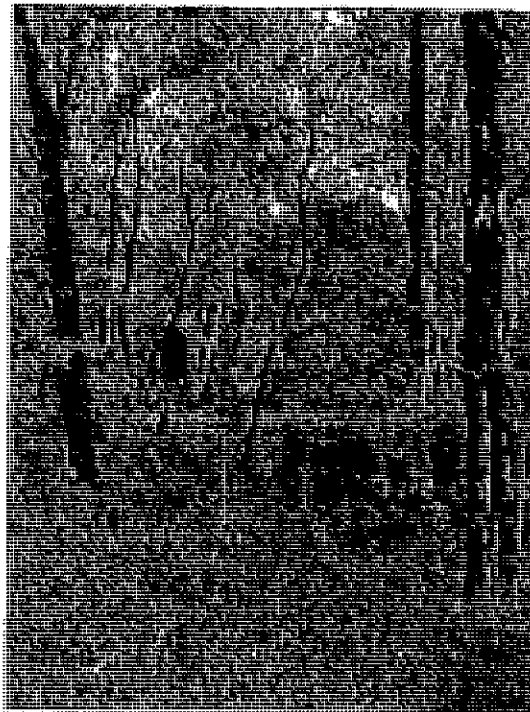


Cattail Creek Restoration & Living Shoreline, Severna Park, MD

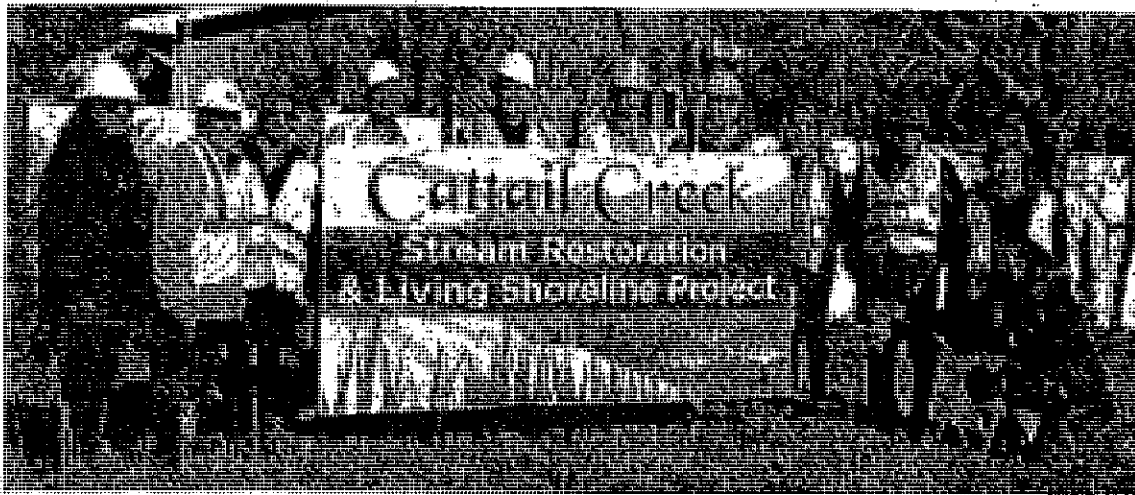
Suzanne Itgen, Executive Director
Anne Arundel Watershed Stewards Academy
975 Indian Landing Road, Millersville, MD 21108
443-871-0700, setgen@aacps.org

This project included a Regenerative Stream Channel (RSC) stream restoration to improve water quality, provide floodplain connectivity, raise the local groundwater table, and provide wildlife habitat, and, at the tidal interface, the existing bulkhead was replaced with a living shoreline to provide wave energy dissipation, tidal marsh habitat, other wildlife habitat

Underwood & Associates, Inc. has been working with the Berrywood Community since 2007 to help them obtain support and funding for this project. Our firm served as both the designer and construction contractor on this project.



The project stabilized and enhanced approximately 650 feet of stream channel, replaced 145 linear feet of bulkhead with living shoreline, and provided 0.18 acre-feet of water storage on site in surface bio-retention pools and subsurface sand filter bed area. This spring the project will be planted with native tree, shrub, herbaceous, submerged aquatic species, and tidal marsh grasses - each selected to meet the site conditions - which will provide additional stabilization and ecological uplift.



During construction Incoming Anne Arundel County Executive Stuart Pittman visited Berrywood with Maryland DNR, U&A, and Berrywood community members

St. Luke's Restoration of Nature, Annapolis, MD

Betsy Love, Master Watershed Steward
917-939-9409, truenorthingl@me.com

The St. Luke's Restoration of Nature is the keystone component of a comprehensive urban watershed improvement effort. The project includes 1,400 linear feet of stream creation, 320 linear feet of living shoreline, approximately 500 linear feet of bio-swale, 7 curb openings, and over 125,000 square feet of native plantings. Funding partners included St. Luke's Church, the Chesapeake Bay Trust and the Maryland Department of Natural Resources.



This project represents a combination of upland surface water treatment along with longitudinal wetland, aquatic habitat, stream creation, and shoreline restoration. Specific items constraining project potential at St. Luke's include: the desire to minimize impact on existing forest and native vegetation, mitigation for the potential of flooding to buildings and roads, and ensuring that no net loss to existing wetlands occur.

The primary goal of the St. Luke's Restoration of Nature project is to create additional and higher quality aquatic resources on site by achieving the following objectives:

- a. Physically Restoring Longitudinal Landscape Connectivity
- b. Providing Opportunity for Upland Infiltration and Treatment of Surface Waters
- c. Storm Drainage Diversion
- d. Invasive Species Removal
- e. Wetland Establishment
- f. Providing Structural Shoreline Habitat and Coverage

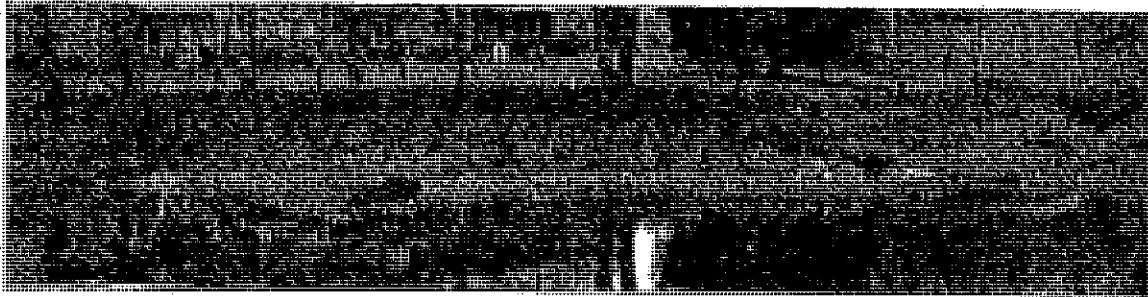
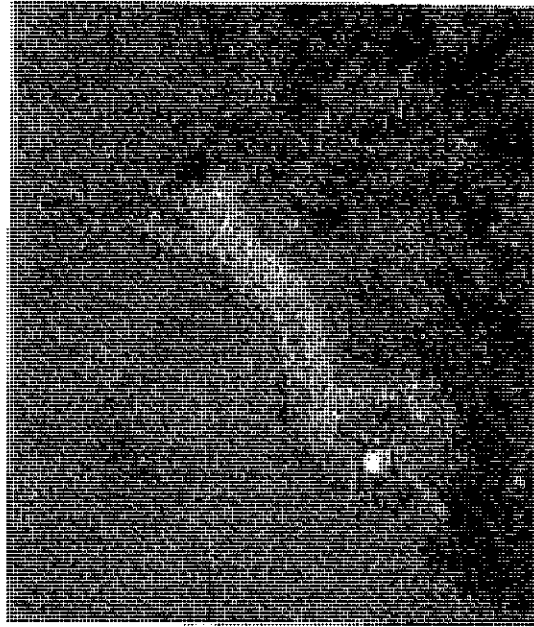
After construction was completed in 2018, U&A continued to work with the church on their goal of developing an educational campus. Work included installation of additional plants, a walking trail, educational signage, and additional invasive management. This project provided 26.8 acres of impervious area treated and is an excellent example of a shoreline resilience project.



In April 2017 this project was selected by the Mayor Gavin Buckley of the City of Annapolis as the location for his Earth Day press conference.



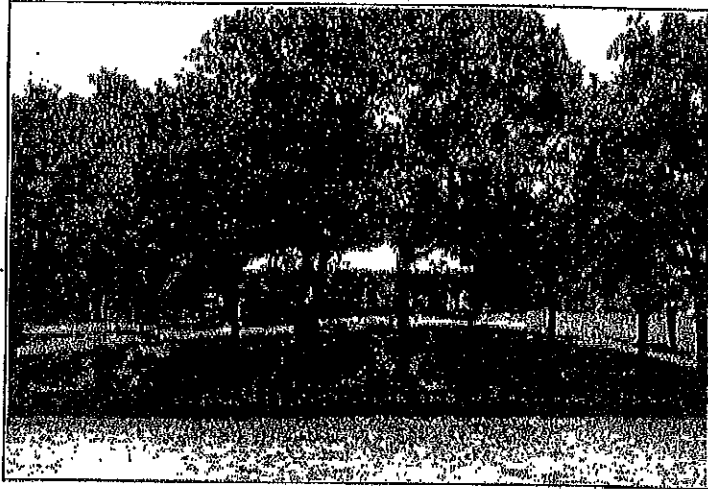
Views of the living shoreline at several points during the eighteen months post-construction



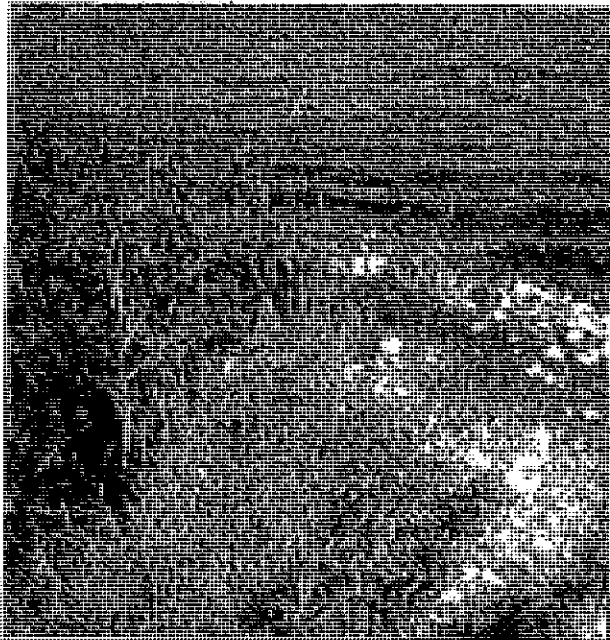
Windy Hill Farm Stream Restoration and Living Shoreline, Centerville, MD

Kevin Smith, Director, Office of Restoration & Resiliency
Chesapeake and Coastal Service
Department of Natural Resources
580 Taylor Ave., 11-2
Annapolis, Maryland 21401
410-260-8797
kevin.smith@maryland.gov

The RFP for this project requested a new, cost-effective, ecologically friendly shoreline stabilization design that was sustainable and replicable. Underwood & Associates, Inc. (U&A) won this design award and construction project based on our Living Shoreline approach.



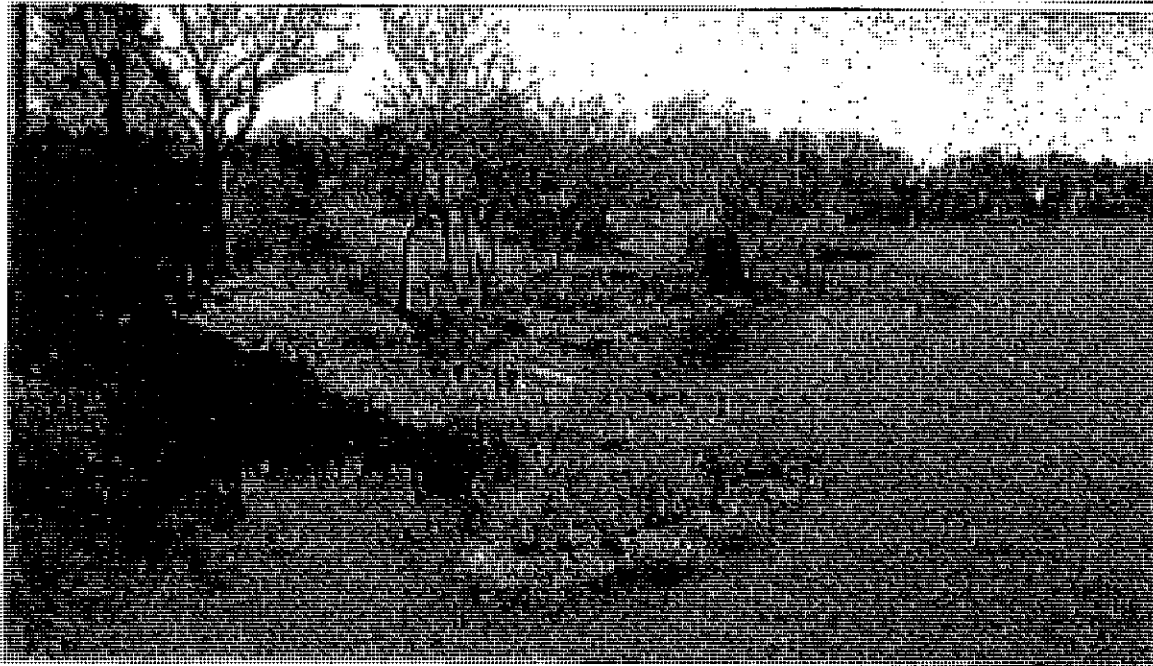
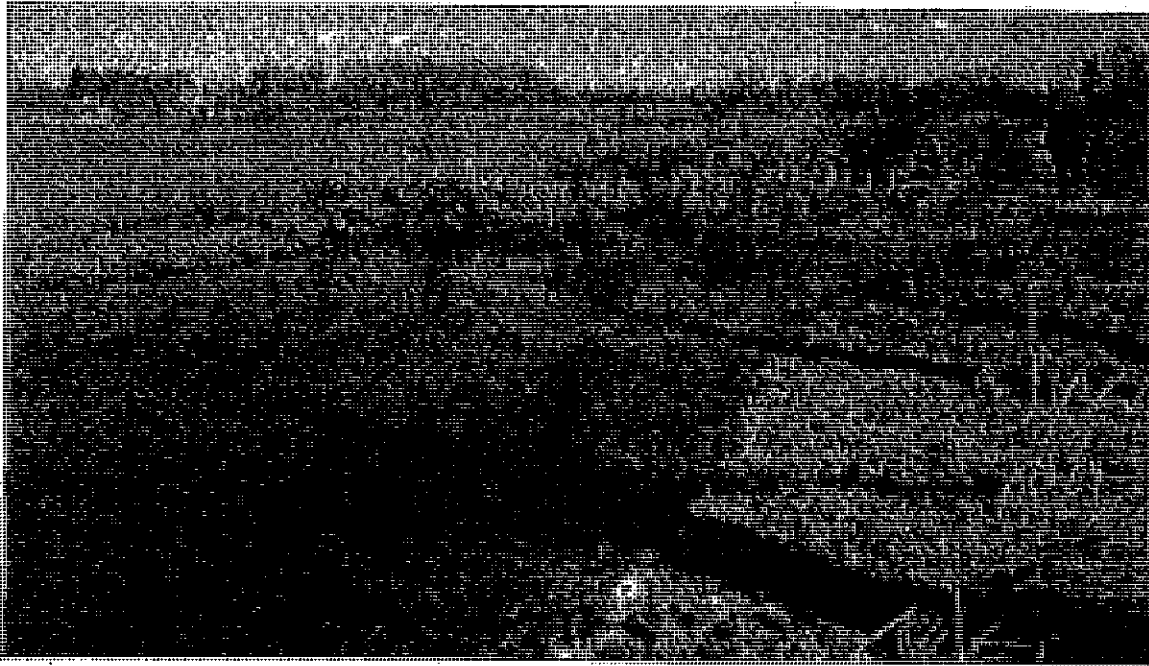
In place of 1,000 feet of failing bulkhead, we constructed three headland marshes and attendant tombolos in tidewater to function as breakwaters and create shallow lagoons. Wave and littoral energy was re-directed and sediment accretion continues to contribute to new beach strand development and the formation of a tidal marsh. Two regenerative stream channels were integrated in the upland valleys to capture surface water runoff and convert it to springhead seeps that emerge at the tidal interface. The reconnection of these historic valleys results in the



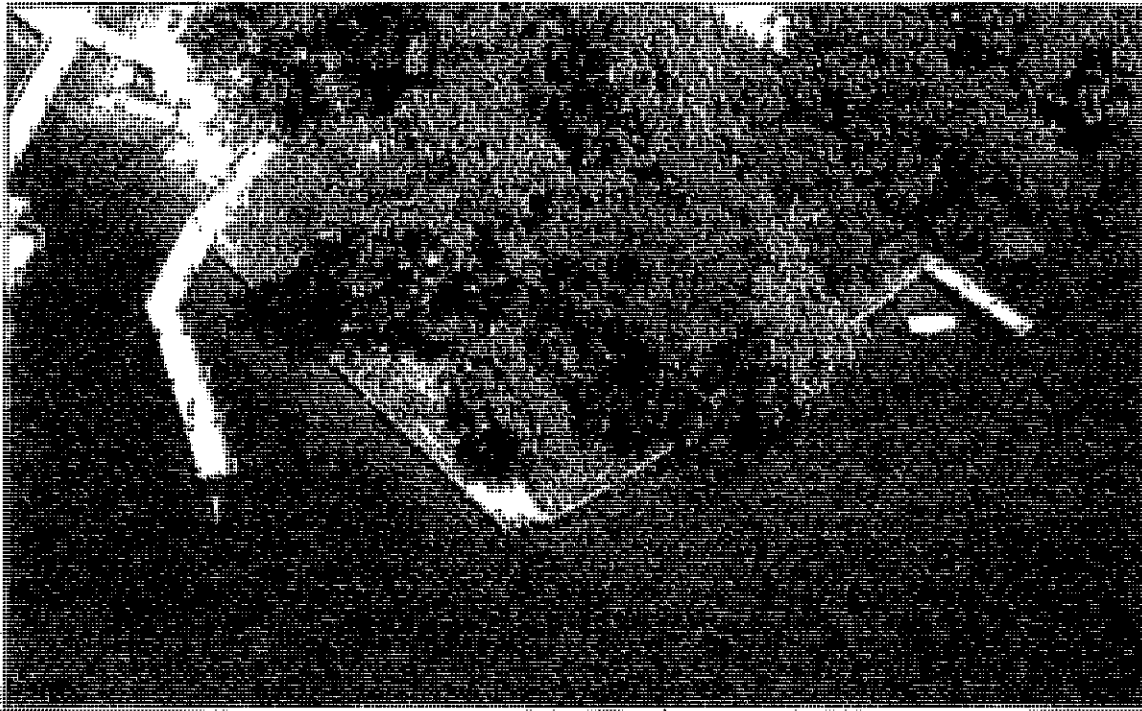
full integration of the tidewater interface with the terrestrial landscape, allowing wave energy associated with large storms and high tides to break out onto the landscape in a non-erosive manner.

The resultant system provides living resources and water quality benefits and met all the qualifications of the RFP. This \$500,000 construction project was built under the auspices of the Department of Natural Resources and is currently being studied by several scientific organizations including VIMS, SERC, and UMCES. It is the model for future DNR Living Shoreline projects.

A NOAA funded research study investigated the impacts of this project on near-shore benthic communities. Pre- and post-construction conditions were examined to determine the impact of project implementation. The study found that community compositions changed significantly following living shoreline construction at Windy Hill, reflecting a trend toward higher density and biomass of large bivalves at living shorelines compared to pre-construction, indicating habitat improvement. [Davenport, T. M., Seitz, R. D., Knick, K. B., & Jackson, N., 2018. Living Shorelines Support Nearshore Benthic Communities in Upper and Lower Chesapeake Bay. *Estuaries and Coasts*, pp. 197-206.]



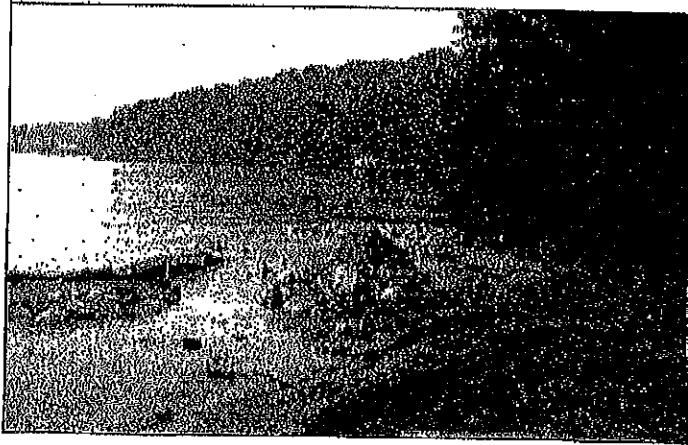
November 14, 2019



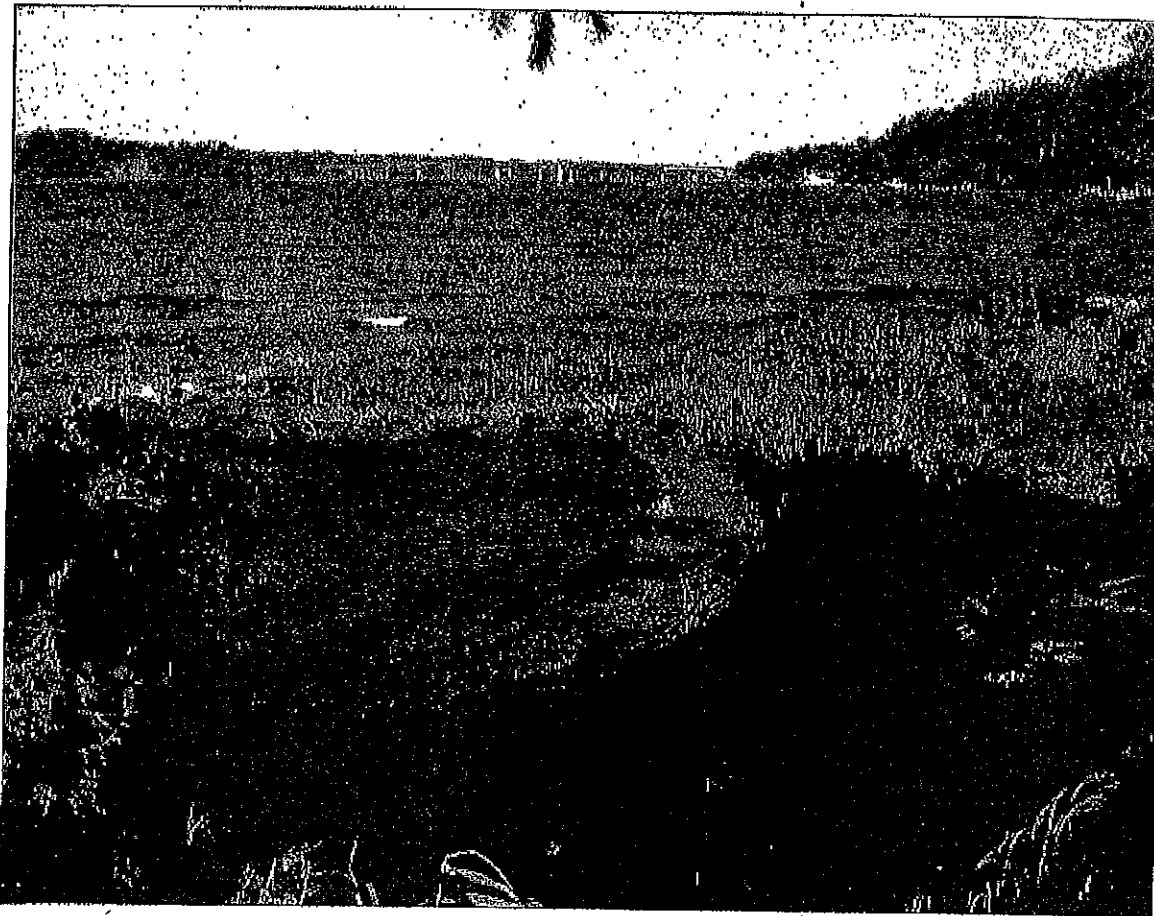
Before and after aerial photos of the shoreline at Pines on the Severn

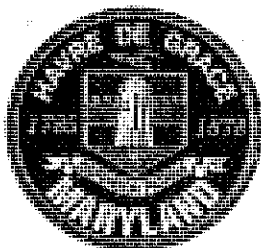
**Drever Park, Annapolis, MD
(Jan Hollman Memorial Park)**

Fred Kelly, Severn Riverkeeper
329 Riverview Trail, Annapolis,
Maryland 21401
410-849-8540
FLINESKELLY@gmail.com



Constructed in 1991, this is one of U&A's earlier projects and was sponsored by the Severn Riverkeeper. It is located along the main stem of the Severn River about midway from the Bay to the Upper River. Offshore marsh was combined with a tombolo, redirecting tidal energies toward accretion rather than erosion. This resulted in the establishment of a sandy beach and flourishing tidal marsh. This beach is in a park in the community of Epping Forest and is heavily used by residents.





INTER-CITY MEMORANDUM

To: City Council President David W. Glenn
From: Mayor William T. Martin
Date: December 13, 2019
RE: Proposed Budget Amendment 2020-07

The City Historic Preservation Commission funds its operations using 2 sources; it receives an annual budget allotment and generates additional funds through fund raising efforts. These additional funds are maintained in an escrow account and used to finance future fund raising efforts. The escrow account operates under the oversight of the City Administration.

The Historical Preservation Commission has incurred unexpectedly high operating costs and finds itself with insufficient funds to complete its fiscal 2020 agenda. The Commission therefore has requested the City approve the Commission using \$500 from its escrow account to supplement its current year budget allotment, see the attached correspondence from the Commission Chairman.

I am therefore asking your approval to transfer \$500 from the Historic Preservation Commission Escrow Account, #01-20-57, to its standard budget allotment account, #01-1089-6197 to support their ongoing efforts for the fiscal year. In addition, the transferred funds are not to be used for items that would require Council approval without the Commission obtaining such approval in advance

Please contact George DeHority if you have any questions or require additional information regarding this amendment request.



transfer of funds

message

Donald Browning <lacledorguesthouse@yahoo.com>

Tue, Dec 3, 2019 at 4:07 PM

to: George DeHority <georged@havredegracemd.com>, Carolyn Zinner <carolynz@havredegracemd.com>

cc: Judy Plitt <judyplitt@yahoo.com>, Kathy Keen <kathleenkeen@comcast.net>, "Carol Nemeth/spencer-silver Mansion B. & B." spencersilver@erols.com>, Kathleen Lee <featherfactory@comcast.net>, Darlene Perry <darlenemperry@gmail.com>, Jean Johnson jeanmjohnson@gmail.com>, Bob Greene <purveyorofcivility@gmail.com>, Ellen Eltgroth <ellen_eltgroth@hotmail.com>, Kevin Purcell kevin.patrick.purcell@gmail.com>

Dear George and Carolyn, Thank you both so very much for discussing and ironing out the dilemma of moving funds from the escrow account #1-0000-2057 to our regular account #1-1089-6197 for HDG Historic Preservation Commission. With the expenditure for Lafayette trail brochures at \$2400 our regular account is now about \$327. This does not allow us sufficient funds to pay for some future regular expenses, such as the historic preservation awards which we award in April. We would like to transfer \$500 from the escrow account to the regular account to pay for these awards. The escrow account was funded by past commissions from sales of videos, DVDs, T-shirts, decals, etc. Thank you for your help in this matter, sincerely, ron browning

BUDGET AMENDMENT

December 13, 2019

Amendment # 2020-07

SOURCE OF FUNDS

| Account Number | Account Title | Amount |
|----------------|---|-----------------|
| | General Fund 1 | |
| 01-20-57 | Historic Preservation Commission Escrow | \$500.00 |
| | | |
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| | | |
| | | |
| | | |
| | | |
| | Total Sources | \$500.00 |

USE OF FUNDS

| Account Number | Account Title | Amount |
|----------------|--------------------------|-----------------|
| | General Fund 1 | |
| 01-1089-6197 | Historic Dist Commission | \$500.00 |
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| | | |
| | | |
| | | |
| | Total Uses | \$500.00 |

REASON FOR ADJUSTMENT

To supplement the Historic Commission Budget through their Escrow Account

AUTHORITY

City Council on 1/20/20.

APPROVAL

| | | |
|----------------|-------|-------------|
| MAYOR | _____ | Date: _____ |
| ADMINISTRATION | _____ | Date: _____ |
| FINANCE | _____ | Date: _____ |



City of Havre de Grace

57th Annual Hwy Art Show
Tracking # 1011190020
#3

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.COM

410-939-1800
410-575-7043

Dear Event Sponsor,

Thank you for your interest in holding an event within the City of Havre de Grace. The City is a lovely setting to hold events and activities. With our beautiful tree-lined streets, stunning views of the Chesapeake Bay and Susquehanna River; and friendly, hometown atmosphere, we are proud to showcase all we have to offer.

Any organized activity involving the use of, or having impact upon, City property or City facilities including parks, sidewalks, street areas or the temporary use of City property in a manner that varies from its current land use, requires a special event permit. Your event **cannot be advertised** until the application has been submitted and approved by the Mayor and City Council.

Events and activities within the City have proven to be successful because we have put in place the **EVENT APPLICATION AND CHECKLIST** to ensure a fun and safe event for you and your guests. Please keep a copy of the Event Application, Guidelines, Checklist and Contact Information sheet for your files as you plan and execute your event.

- Yes Completed and signed application
- Yes Certificate of insurance- city must be listed as an additional insured and include a waiver of subrogation, minimum liability limits of \$1 million dollars
- Yes Complete and detailed site plan to include maps
- Yes Documentation of non-profit status
- Yes Traffic control plan
- Yes State Highway Permit (if applicable)

Again, thank you for your interest in holding your event here in Havre de Grace. If I can be of further assistance, please do not hesitate to contact me.

Applications must be submitted 45 days prior to the event.

Sincerely,

Patrick Bypolt

Director of Administration
711 Pennington Ave.
Havre de Grace, MD 21078
Questions: 410-939-1800 x 1138
Email: patrickb@havredegracemd.com

Applicant Initial CH
EVENTS 10-9-19

City Representative Initial RB



EVENT APPLICATION & CHECKLIST:

ALL Required information for initial submittal of the special event application must be complete; Applications *will not* be accepted without this minimal information.

EVENT APPLICATION - GUIDELINES

Events and activities within the City have proven to be successful because we have put in place the following guidelines to insure a fun, safe event for you and your guests. *The City of Havre de Grace has the right to deny any application.*

To ensure a safe and successful event, the following conditions apply:

- If you are planning to mark spaces on City property, or roadways you must washable paint. No other paint is allowed.
- Nails, screws, ropes or wires attached to any tree are not permitted.
- No cooking devices closer than 10 feet from the base of a tree, 25 feet from any building and NEVER under any building, pavilion or awning.
- No audio equipment used before 7am or after 10pm.
- Vehicles are not permitted on park grounds: Hutchins Park paved area is the exception, however vehicles are not permitted under the Pavilion). This includes loading and unloading. **No exceptions. Additional fees will apply for damage to the grounds caused by your event.**
- Alcoholic beverages are not permitted at City Parks, unless you have 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>
The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved application must be provided to the Special Events Coordinator 3 working days prior to the scheduled event.
- Food Service – If you are providing food at your event you may need a Temporary Food Service License. Contact the Harford County Health Department at <http://www.harfordcountyhealth.com>
- A copy of your non-profit tax exempt certification must be provided along with your application.
- Please note: **The City does not provide nor install fencing or portable bathrooms.**
- Please note: **The City is not responsible for the collection and disposal of trash generated by your event, unless prior approval was granted by the Mayor and City Council.**
- ONLY Non Profit Groups that obtain an “APPROVED” special event application may place “**APPROVED**” signs in “**APPROVED**” locations within the City’s right-of-way 21 days prior to the event and signs must be removed within 48 hours following event.
- It is the responsibility of the sponsor to contact Emergency Medical Services (EMS) if onsite services are needed.
- The City of Havre de Grace has the right to deny any application, the right to add, delete or modify any of the conditions for the permitting of an event at any time it is deemed necessary by the Special Events Coordinator with the approval of the City Administration.

EVENT APPLICATION CHECKLIST:

Host Organization: Soroptimist International of HdG
Business Address: P.O. Box 848, Havre de Grace, MD 21078
On Site Contact Person: Cindy Height
Contact Information Phone: 410-937-7428 Email: hdgartshow@gmail.com
Back-Up Site Contact Person: Julia Downer
Contact Information: Phone: 443-910-0967 Email: _____

Note: *The onsite contact must be at the event the entire duration to include set-up and break-down.*

Event: 57th Annual Havre de Grace Art Show.

Is the Host Organization a Havre de Grace 501 C3? Yes No

Is the Host Organization a 501 C3? Yes No

Tax ID # 52-6056993

If the Host Organization is not a Havre de Grace Non-Profit, please provide additional details below:

SI of the Americas, please see attachments.

Event Category:

Athletic/Recreation Concert/Performance Other (explain)
 Festival Carnival Art Show
 Parade 5K/10K/Walk * _____
 Rally Fishing Tournament _____

* a fee may be charged

Date/Time:

If this is a multi-day event, please attach a detailed summary with applicable dates and times.

Setup Date: 8/14/20 Time: 6am-5pm & 8/15/20 6am-9:30am
Event Starts Date: 8/15/20 Time: 10am-8pm
Event Ends Date: 8/16/20 Time: 10-5pm clean up 5pm-8pm
Rain Date Date: none Time: _____

Location:

Millard E. Tydings Memorial Park Concord Point Park
(No vehicles permitted in Tydings Park)

David Craig Park K-9 Cody Dog Park

McLhinney Park Community Pavilion at Frank J. Hutchins Memorial Park

Other location, please explain: partial use of swail in park for childrens entertain ment. The area should be designated with police tape or yellow tape w/ no parking beyond here.

Anticipated Attendance: 15K over Admission Fee (if any): none
two days

Requested City Services:

If your event needs assistance from the City for services, please check the appropriate boxes below:
Note: Only those services approved prior to the event will be provided.

- Traffic Control:** Please explain and attach a map of intersections and street names affected and any road closures. Written plan and map attached
Union, Commerce, Washington,
- Parking / No Parking Signs:** Please indicate on the map the areas to be designated for Parking / No Parking (include Handicap Parking). Handicap parking on Bayside
of Commerce St
- Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point and McLhinney Parks.
- Trash Containers:** (in addition to existing containers) Please indicate if additional containers will be required and the number needed: 12
- Recycling Containers:** Required for all organizers of events serving food or drink and events expected to have 200 or more persons in attendance. (per State of Maryland Law enacted in 2015) Please indicate the number of containers needed: 12
- Trash Collection and trash disposal is the responsibility of the Event Sponsor.** (roll off dumpster is the responsibility of the event organizer) We handle trash
access disposal.
- Water Supply Needed:** please explain: For food vendors.
- Electricity Needed** please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw. See attached
- Staff:** Event Sponsor requires City Staff to be on site- Please provide details of this request: DPW to move picnic tables
- Other** Please explain: _____

FOOD SERVICE - It is your responsibility to contact and comply with the Harford County Health Department Regulations. It is also the **EVENT SPONSOR'S** responsibility to ensure the removal of (take with you) cooking oils and greases, food, trash, and recyclables, such as cardboard boxes, generated by vendors when the event is over.

Alcohol

Yes No Will there be alcohol sold at your event?
 Yes No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board. The Harford County Liquor Board requires a License if alcohol is to be served – please note new rules and regulations: <http://www.harfordcountymd.gov/lcb/Downloads.cfm>

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Special Events Coordinator prior to the scheduled event. Again, it is the **EVENT SPONSOR's** responsibility to contact the Liquor Board for the appropriate permit.

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.

Fenced area, monitored area, wristbands

Security

Yes No I acknowledge that I have contacted the Havre de Grace Police Department's Police Services Commander to discuss concerns regarding safety and security during the event.

We also hire night security 8/15 & 16

Gambling

Yes No Will there be raffles, 50/50 and other gambling games?

A copy of the approved License must be provided to the Special Events Coordinator prior to the scheduled event. It is your responsibility to contact the Harford County Sheriff's Office for the appropriate permit.

First Aid Services/Medical Plan

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies.

We have a registered nurse onsite, first aid station, contact w/ EMS at Gazebo

It is the responsibility of the **EVENT SPONSOR** to contact Emergency Medical Services (EMS) if onsite services are needed.

Event Site Plan:

Your event application must include a detailed site plan to include the following:

- The location of fencing and/or barricades. (Fencing plans must indicate areas within the plan that are removable for Emergency Access.
- The location of First Aid station and/or ambulances *at Gazebo*
- The location of all stages, tents, canopies, portable toilets, trash containers, recycling containers, beer gardens, vendors, controlled admissions areas and any other temporary structures and activities.
- General locations and/or source of electricity.
- Placement of vehicles or trailers. (No vehicles permitted in Tydings Park) *on Commerce between Washington and yacht basin Dr.*
- Exit locations for outdoor events that are fenced.
- If you are erecting tents or fencing on City property, you are required to notify Miss Utility 7 days prior to the event due to underground electric lines and other utilities. Phone: 800-257-7777
- Other related components of your event not listed above.

Advertising /Signage

Approved special events may place "**APPROVED**" signs in "**APPROVED**" locations within the City's right-of-way 21 days prior to event and must be removed within 48 hours following event.

Who may post a sign?

- o Only Non-Profit Organizations may post event signs.

When should signs be posted?

- o Signs may be posted 21 days prior to the event, and must be removed 48 hours after the event.

What is an Approved Sign?

- o Professionally manufactured yard signs, not larger than 18" x 24".

What is not an approved sign?

- o Hand written, hand-painted or hand-drawn signs are not permitted.

Approved Locations:

- o City Right of Way and City Parks
 - May not be placed in a city flower bed/garden
 - May not be placed on a City right of way that is in front of a private residence
- o Special permission from the Maryland State Highway Administration must be obtained for signs located on:
 - Otsego Street
 - Revolution Street
 - Superior Street
 - Union Avenue
 - US Route 40
 - Ohio Street

Special permission must be obtained for any signs placed inside the gates of Bulle Rock.

Applicant Initial *CH*
EVENTS 10-9-19

City Representative Initial *BJP*

Walking and Running Events:

WALKING / RUNNING EVENTS:

- Per Ordinance 986, walking and running events will be subject to an application fee.
(Please see below)

Run/Walk Event Fees:
For Profit Organization \$3,000
Non-Profit Organization \$1,500
HDG Non Profit or HDG Organization Sponsorship and Sole Beneficiary \$0.00

- Race events will not be permitted on Federal Holidays. Race events will only be permitted on Saturdays (with no rain date)
- Each sponsor will provide insurance documents with limits of liability of at least \$1,000,000 naming the City of Havre de Grace as an additional insured and including a waiver of subrogation.
- Provisions for participant safety (sponsor to contact local EMS)
- Sponsors will receive an invoice from the City of Havre de Grace upon City Council approval. Payment in full is required within 30 days.
- Non-compliance with submission of fee will result in a cancelled event.

Affidavit:

Applicant Initial CH
EVENTS 10-9-19

City Representative Initial RBF

Each sponsor shall provide a waiver holding the City and its employees harmless from liability.

The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property. Any cancellation must be made 48 hours prior to the scheduled event.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Print Name of Event Organizer Cynthia E. Height
Title Chairman 57th Annual Havre de Grace Art Show - Soroptimist International of Havre de Grace

Signature: Cynthia E. Height

Date 11/19/19

Event Title: 57th Annual Havre de Grace Art Show

Received by Barry Land 11/21/19
City Official Date

Notification: Internal Use Only:

- DPW _____
- PD _____
- Ambulance Corps _____
- SHCO _____
- Impacted Museums _____

IMPORTANT CONTACT INFORMATION FOR YOUR PLANNING NEEDS

Please keep a copy of this sheet for your files as you plan and execute your event.

| | | |
|--------------------------------------|------------------------|---|
| The City of Havre de Grace | 410-939-1800 x-1138 | Patrick Sypolt, Director of Administration patrick@havredegracemd.com |
| Havre de Grace Dept. of Public Works | 410-939-1800 | Tim Whittie, Director of Public Works timw@havredegracemd.com |
| Havre de Grace Office of Tourism | 410-939-2100 | Lauri Orzewicz, Manager of Tourism & Marketing; laurio@havredegracemd.com <i>Please contact if you need help with advertising your event.</i> |
| Havre de Grace Police Department | 410-939-2121 | Capt. John Krass, Capt. Joe Alton |
| Havre de Grace Ambulance Corps | 443-413-9486 | Chief Pete Quackenbush |
| Concord Point Light House | 410-939-3213 | |
| The Decoy Museum | 410-939-3739 | |
| The Maritime Museum | 410-939-4800 | |
| The Lock House Museum | 410-939-5780 | |
| Liquor Control Board | 410-638-3028 | www.harfordcountymd.gov/lcb/Downloads.cfm |
| Harford County Health Department | 410-638-3344 | |
| Harford County Sheriff's Office | 410-838-6600 | |
| Miss Utility | 800-257-7777 | You must call if erecting a tent or driving stakes into the ground. Miss Utility will ensure that you do not hit buried electrical lines. State Law requires that Miss Utility be called 48 hours prior to work commencing. |
| State Highway Administration | | https://www.roads.maryland.gov |
| Party Rentals | | |
| Port-a-Pots | | |
| Fencing (temporary) | | |
| Sound System/D.J. | | |
| Food/Beverage Vendor(s) | | |

HdG Art Show Aug 15 & 16, 2020



Temp closed for set up - Commerce to Washington
 Hc parking Union Bayside on Commerce St.



SOROPTIMIST INTERNATIONAL OF THE AMERICAS
Dedicated Women

Soroptimist International
of the Americas
1302 Spruce Street
Philadelphia, PA
19104-5611 USA

215 895 2000 ext 202
215 895 5200 fax
sinfo@soroptimist.org

www.soroptimist.org

July 9, 2013

To whom it may concern:

Soroptimist International of Havre de Grace, Maryland, is a member club in good standing in Soroptimist International of the Americas, Inc. Soroptimist International of Havre de Grace was chartered in November 1949 to provide services to the community, and to improve the lives of women and girls in the local community.

Soroptimist International of Havre de Grace is a subordinate in Soroptimist International of the Americas, Inc.'s 501(c)(3) group exemption with the IRS (group 3899), and was admitted to the group in May 2003. The EIN on file with the IRS for Soroptimist International of Havre de Grace is: 52-6056993. Upon review of the IRS website as of today's date, Soroptimist International of Havre de Grace remains a subordinate in good standing of the group, which is indicated by the club's filing of the required annual 990 directly with the IRS.

If you have any questions regarding the Soroptimist International of Havre de Grace's standing in our organization, please do not hesitate to contact our office.

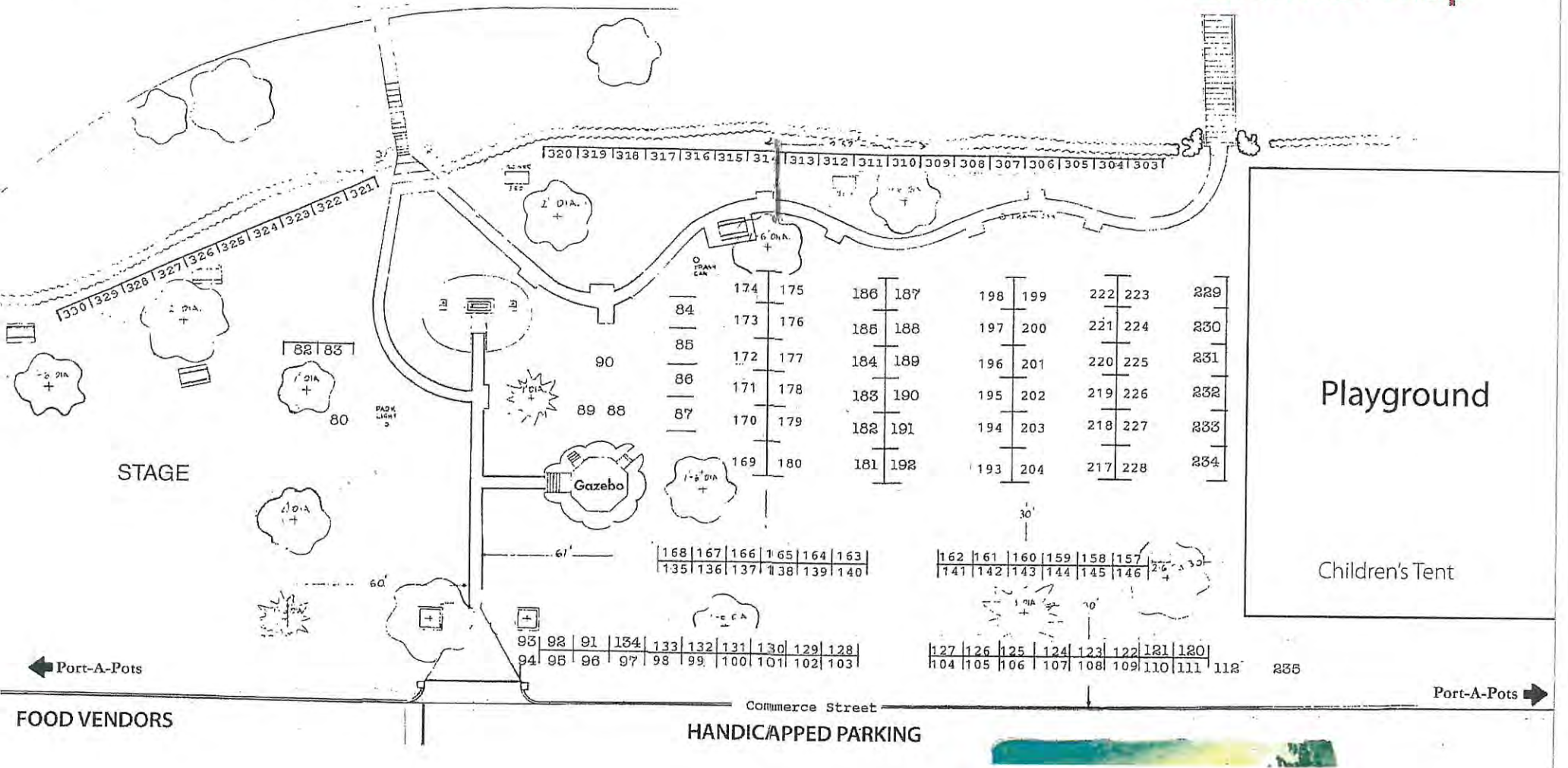
Sincerely,

Lisa C. Mangiafico
Senior Director of Information Services






*Improving the lives
of women and girls
in local communities
and throughout
the world.*

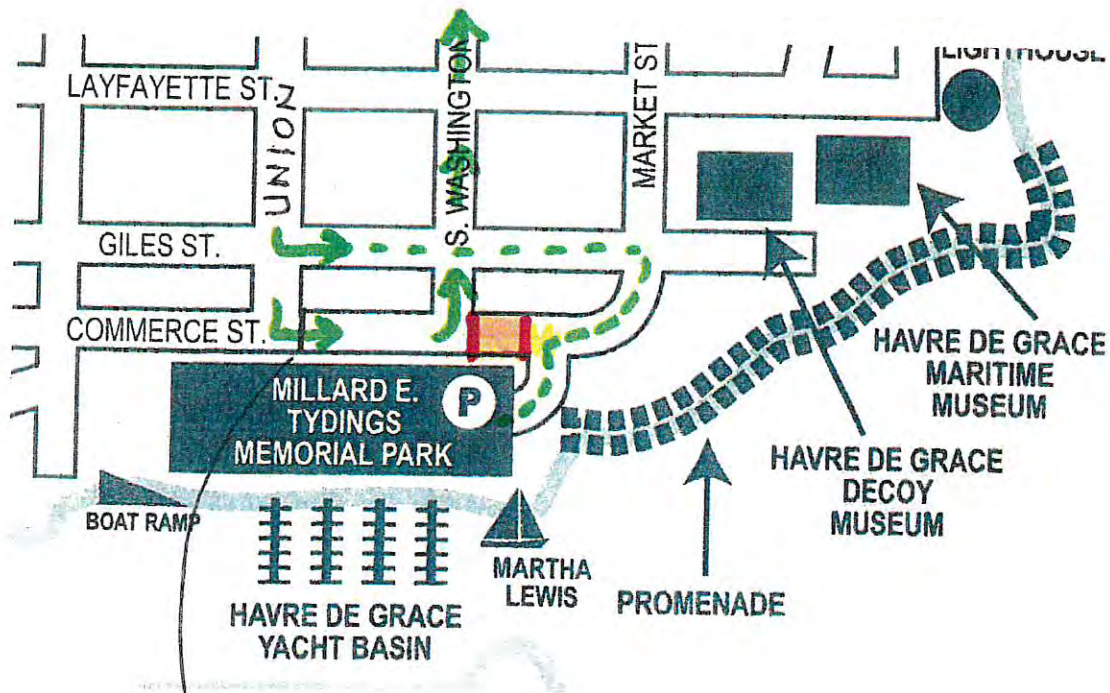
Raffle Be sure to check out the gazebo for the raffle.
 Tickets are \$1 each or 6 for \$5.

Exhibitor Map



Havre de Grace Art Show Traffic

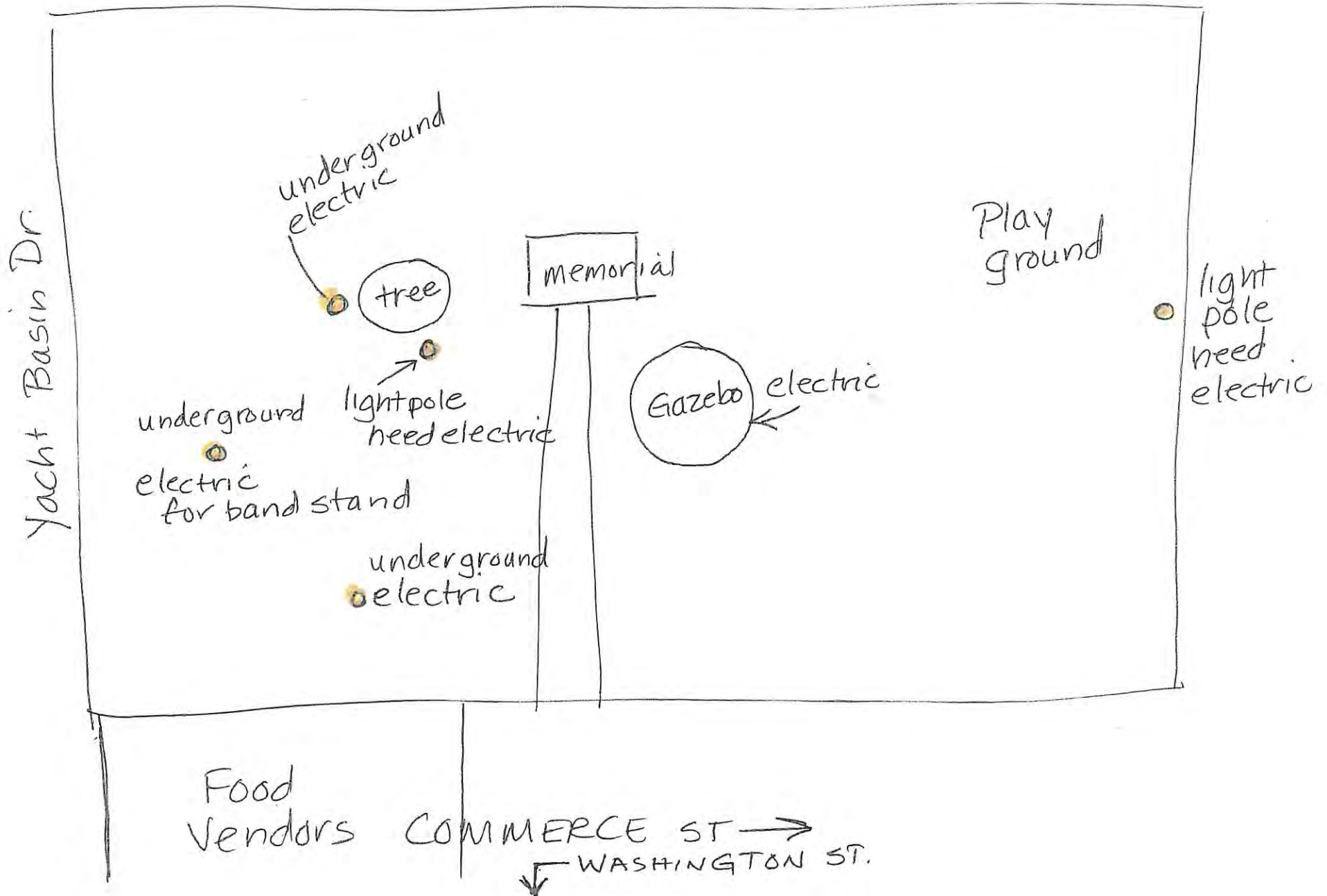
-  Street Closure for Food
-  Stationary Blockades
-  Reroute traffic during setup
-  Exhibitor Set up and Show traffic
-  Temporary Blockade for setup / break down



temporary blockade

Havre de Grace Art Show 2019

Water





SOROP-4

OP ID: JA

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 May 6, 2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| PRODUCER Pacific Ag Insurance-Corcoran 1320 Whitley Avenue Corcoran, CA 93212 JP Holeman | 559-584-3391 | CONTACT NAME: Joanna Acosta PHONE (A/C, No., Ext): 559-584-3391 FAX (A/C, No.): 559-584-6262 E-MAIL ADDRESS: Joannaa@pacificaginsurance.com | | | | | | | | | | | | | | |
|--|--------------|--|-------------------------------|--------|---|--|------------|--|------------|--|------------|--|------------|--|------------|--|
| INSURED Soroptimist (CLUBS) International of the Americas 1709 Spruce St Suite 101 Philadelphia, PA 19103 | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: NOVA Casualty Company</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: NOVA Casualty Company | | INSURER B: | | INSURER C: | | INSURER D: | | INSURER E: | | INSURER F: | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | | |
| INSURER A: NOVA Casualty Company | | | | | | | | | | | | | | | | |
| INSURER B: | | | | | | | | | | | | | | | | |
| INSURER C: | | | | | | | | | | | | | | | | |
| INSURER D: | | | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | | |

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|--------------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Prof Liability <input checked="" type="checkbox"/> Sexual Abuse GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | CF1-ML-10002582-00 | 04/01/2019 | 04/01/2020 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 LiquorLiab \$ 1,000,000 |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | CF1-ML-10002582-00 | 04/01/2019 | 04/01/2020 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 | | | CF1-UM-10000628-00 | 04/01/2019 | 04/01/2020 | EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below | | N/A | | | | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Social Services General Liability extra endorsement applies as per form AGL09340717

Event Name & Date:

Sl of Havre de Grace Art Show Aug 16-19, 2019; Event Location: Tydings Park, Havre de Grace, MD 21078

CERTIFICATE HOLDER

CANCELLATION

 City of Havre de Grace,
 750 Commerce Street
 Havre de Grace, MD 21078

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

NOTEPAD:

HOLDER CODE

SOROP-4

PAGE 2

INSURED'S NAME Soroptimist {CLUBS}

OP ID: JA

Date 03/22/2019

The Social Services General Liability Endorsement Applies as follows:
The rating for this endorsement includes the following special events:

(1) All indoor special events with less than 2,500 attendees that are less than 24 hours in duration;

and

(2) All outdoor special events with less than 2,500 attendees that are less than 24 hours in duration.

b. The following special events shall be separately rated for additional premium:

(1) Any special event that exceeds the number or attendees or duration as shown in 3.a.(1) or 3.a.(2) above;

(2) Any parade, fair or carnival; or

(3) Any athletic, sporting or motor vehicle event including walks, runs, tournaments, demonstrations, rallies or competitive activities.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **NOV 26, 2002**

DLN: 17053200049002
Contact Person: LYNN A BRINKLEY - ID# 31435
Contact Phone #: 877-829-5500
Addendum Applies: No
GROUP EXEMPTION #: 3899

SOROPTIMIST INTERNATIONAL OF THE AMERICAS INC
23-2154856
2 PENN CENTER 1000
PHILADELPHIA, PA 19102-1721

Dear Applicant:

We have considered your application for a group exemption letter recognizing your subordinates as exempt from federal income tax under section 501(a) of the Internal Revenue Code as organizations of the type described in section 501(c)(3).

Our records show that you were recognized as exempt from federal income tax under section 501(c) (3) of the Code. Your exemption letter remains in effect.

Based on information you supplied, we recognize your subordinates whose names appear on the list you submitted as exempt from federal income tax under section 501(c) (3) of the Code.

Additionally, we have classified the organizations that you operate, supervise, or control, and that are covered by your notification to us, as organizations that are not private foundations because they are organizations of the type described in section 509(a) (2) of the Code.

Donors may deduct contributions to your subordinates as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your subordinates or for their use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Your subordinates whose gross receipts each year are normally more than \$25,000 are each required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of their annual accounting period. If you prefer, you may file a group return for those subordinates that authorize you in writing to include them in that return. If you are required to file Form 990 for your own activities, you must file a separate return and may not be included on any group return that you file for your subordinates. The law imposes a penalty of \$20 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty imposed cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so your subordinates should make sure their returns are complete before filing them. Please advise your subordinates that, if they receive a Form 990 package in the mail, they should file the return even if their gross receipts do not exceed the \$25,000 minimum. If not required to file, a subordinate should simply attach the label provided, check the box in the heading to indicate that its annual gross receipts are normally \$25,000 or less and sign the return. This will allow us to update our records to show that the subordinate is not required to file and to delete that subordinate from the list of organizations that will receive Form 990 packages in future years.

Your subordinates are required to make their annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You and your subordinates are also required to make available for public inspection your group exemption application, any supporting documents and this exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

Your subordinates are not required to file federal income tax returns unless subject to the tax on unrelated business income under section 511 of the Code. Each organization subject to this tax must file Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your subordinates' present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

As of January 1, 1984, each of your subordinates is liable for social security taxes under the Federal Insurance Contributions Act on remuneration of \$100 or more they pay to each of their employees during a calendar year. Your subordinates are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Each year, at least 90 days before the end of your annual accounting period, please send the items listed below to the Internal Revenue Service Center at the address shown below.

1. A statement describing any changes during the year in the purposes, character, or method of operation of your subordinates;
2. A list showing the names, mailing addresses (including Postal ZIP codes), actual addresses if different, and employer identification numbers of subordinates that, since your previous report:
 - a. Changed names or address;
 - b. Were deleted from your roster; or
 - c. Were added to your roster
3. For subordinates to be added, attach:
 - a. A statement that the information on which your present group exemption letter is based applies to the new subordinates;
 - b. A statement that each has given you written authorization to add its name to the roster;
 - c. A list of those to which the Service previously issued exemption rulings or determination letters;
 - d. A statement that none of the subordinates is a private foundation as defined in section 509(a) of the Code if the group exemption letter covers organizations described in section 501(c) (3);
 - e. The street address of each subordinate whose mailing address is a P.O. Box; and
 - f. The information required by Revenue Procedure 75-50, 1975-2 C.B. 587, for each subordinate that is a school claiming exemption under section 501(c) (3). Also include any other information necessary to establish that the school is complying with the requirements of Revenue Ruling 71-447, 1971-2 C.B. 230. This is the same information required by Schedule B, Form 1023, Application for Recognition of Exemption Under Section 501(c) (3) of the Internal Revenue Code.
4. If applicable, a statement that your group exemption roster did not change since your previous report.

Please mail the information requested in this letter to the following address:

Internal Revenue Service
Ogden UT 84201

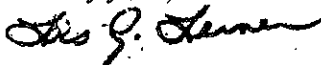
Your Group Exemption Number is 3899. Your subordinates are required to include this number on each Form 990, Return of Organization Exempt From Income Tax, and Form 990-T, Exempt Organization Business Income Tax Return, that they file. Please advise your subordinates of this requirement and provide them with the Group Exemption Number.

If the heading of this letter indicates that an addendum applies, the enclosed addendum is an integral part of this letter. Because this letter could help resolve any questions about the exempt status and foundation status of your subordinates, you should keep it for your records.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations

Comptroller of Maryland

License No. CG-00735

Field Enforcement Division
Regulatory and Licensing Section
Annapolis, Maryland

Statewide Caterer's License - General

THIS IS TO CERTIFY that

DANIEL LEE & ALEX LEE
FOR THE USE OF
MACGREGOR'S INC

331 ST. JOHN STREET HAVRE DE GRACE, MARYLAND 21078

is licensed by the STATE OF MARYLAND to sell and serve all alcoholic beverages at catered events throughout the State of Maryland to individuals 21 years of age or older on an unlicensed premises or on a premises for which a temporary alcoholic beverages license has been issued by a local Board of License Commissioners. This license permits the holder to sell and serve alcoholic beverages only during the hours and days that the holder of a Class B license may operate in the jurisdiction where the catered event is conducted.

Issued under authority of the Annotated Code of Maryland, Alcoholic Beverages Article.



WITNESS the hand and official seal of the Comptroller of Maryland

this FIRST day of MAY, 2019

Cost of License, \$ 2,000.00,

No. 00994

This License shall continue in force until the first of May next.

Comptroller of Maryland

| | | | |
|-----------------------|---------------------------------|--------------|------------|
| Event: | 57th Annual HDG Art Show | Tracking ID: | 1011190020 |
| Dates: | 8/15/20 - 8/16/20 | | |
| Time of set up: | 8/14/20 | | |
| Take down time: | 5pm - 8pm | | |
| Time of actual event: | 8/15 10am -8pm & 8/16 10am -5pm | | |
| Location: | Millard E. Tydings 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 | | | | | 0 | \$0.00 | \$0.00 | | \$0.00 |

Notes This event will be handled by patrol units on duty.

| | 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 | 15 | 21 | 16 | \$41.75 | 37 | \$1,878.75 | | No Parking signs w/ stakes, barricades, trash barrels w/ 55-gal bags, bathroom supplies | \$1,878.75 |

Notes Remove picnic tables, grills, Install parking signs and fencing, Install barricades, drop off carts, trash can, help vendors unload and set-up, Bathroom cleaning & Re-stocking, Help vendors pack-up, empty trash, provide assistance to organizers as needed, Re-install picnic tables, grills and complete trash collection.

| | | | | | | | | | |
|--------------------|----|----|----|---------|----|------------|--------|-----------|------------|
| Grand Total | 15 | 21 | 16 | \$41.75 | 37 | \$1,878.75 | \$0.00 | See above | \$1,878.75 |
|--------------------|----|----|----|---------|----|------------|--------|-----------|------------|

*Note: Normal salary includes fringe benefits; OT salary is 1.5 times average salary

Tracking # 1011190016
#1
Marie Gies
Parade

EVENT APPLICATION CHECKLIST:

Host Organization: City of HdG / Historic Pres. Comm.
Business Address: 450 Pennington Ave 21078
On Site Contact Person: Lavri Orzewicz
Contact Information Phone: 443-831-9633 **Email:** LavriO@havredegrace.md.com
Back-Up Site Contact Person: Ron Browning
Contact Information Phone: 410-458-2646 **Email:** Lackedorguesthouse@yahoo.com
Note: *The onsite contact must be at the event the entire duration to include set-up and break-down.*

Is the Host Organization a Havre de Grace 501 C3? Yes No
Is the Host Organization a 501 C3? Yes No
Tax ID # _____

If the Host Organization is not a Havre de Grace Non-Profit, please provide additional details below:

Event Category:
 Athletic/Recreation Concert/Performance Other (explain) _____
 Festival Carnival _____
 Parade 5K/10K/Walk * _____
 Rally Fishing Tournament _____

* a fee may be charged

Date/Time:
If this is a **multi-day event**, please attach a detailed summary with applicable dates and times.

Setup Date: 2-25-20 Time: 5:30
Event Starts Date: 2-25-20 Time: 6:30
Event Ends Date: _____ Time: _____
Rain Date Date: 2-28-20 Time: _____

Location:
 Millard E. Tydings Memorial Park Concord Point Park
(No vehicles permitted in Tydings Park)
 David Craig Park K-9 Cody Dog Park
 McLhinney Park Community Pavilion at Frank J. Hutchins Memorial Park

Other location, please explain: St. on Bourbon St. @ high school
Left on Washington St, continue on to St. John St. end @
American Legion

Anticipated Attendance: 2000

Admission Fee (if any): None

Requested City Services:

If your event needs assistance from the City for services, **please check the appropriate boxes below:**

Note: Only those services approved prior to the event will be provided.

Traffic Control: Please explain and attach a map of intersections and street names affected and any road closures. No Parking one side of Bourbon, one side Washington (100 BIK)
Both sides → Washington and St. John

Parking / No Parking Signs: Please indicate on the map the areas to be designated for Parking / No Parking (include Handicap Parking).

Public Restrooms: Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point and McLhinney Parks.

Trash Containers: (in addition to existing containers) Please indicate if additional containers will be required and the number needed: _____

Recycling Containers: Required for all organizers of events serving food or drink and events expected to have 200 or more persons in attendance. (per State of Maryland Law enacted in 2015) Please indicate the number of containers needed: _____

Trash Collection and trash disposal is the responsibility of the Event Sponsor. (roll off dumpster is the responsibility of the event organizer)

Water Supply Needed: please explain: _____

Electricity Needed please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw.

Staff: Event Sponsor requires City Staff to be on site- Please provide details of this request: _____

Other Please explain: _____

FOOD SERVICE - It is your responsibility to contact and comply with the Harford County Health Department Regulations. It is also the **EVENT SPONSOR'S** responsibility to ensure the removal of (take with you) cooking oils and greases, food, trash, and recyclables, such as cardboard boxes, generated by vendors when the event is over.

Alcohol

Yes No Will there be alcohol sold at your event?
 Yes No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board. The Harford County Liquor Board requires a License if alcohol is to be served – please note new rules and regulations: <http://www.harfordcountymd.gov/lcb/Downloads.cfm>

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Special Events Coordinator prior to the scheduled event. Again, **it is the EVENT SPONSOR's** responsibility to contact the **Liquor Board for the appropriate permit.**

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.

Security

Yes No I acknowledge that I have contacted the Havre de Grace Police Department's Police Services Commander to discuss concerns regarding safety and security during the event.

Gambling

Yes No Will there be raffles, 50/50 and other gambling games?

A copy of the approved License must be provided to the Special Events Coordinator prior to the scheduled event. **It is your responsibility to contact the Harford County Sheriff's Office for the appropriate permit.**

First Aid Services/Medical Plan

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies. _____

It is the responsibility of the EVENT SPONSOR to contact Emergency Medical Services (EMS) if onsite services are needed.

Each sponsor shall provide a waiver holding the City and its employees harmless from liability.

The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property. Any cancellation must be made 48 hours prior to the scheduled event.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Print Name of Event Organizer Lauri Orzewicz / Ron Browning
Title Tourism Manager Historic Preservation
Signature: [Signature]
Date 4-2-20

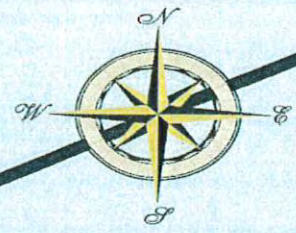
Event Title: Mardi Gras Parade

Received by [Signature] 1/2/20
City Official Date

Notification: Internal Use Only:

- DPW _____
- PD _____
- Ambulance Corps _____
- SHCO _____
- Impacted Museums _____

SUSQUEHANNA RIVER



THOMAS HATEM MEMORIAL BRIDGE

40

155

Public Rest Rooms **P** Public Parking
Main Street & Arts & Entertainment Districts



Please identify the streets affected by your event by hi-lighting with the following Color Code:

YELLOW = Streets requested to be CLOSED during your event.

GREEN = Streets affected by your event.

Note: **Rt. 7** and **Rt. 155** are State Roads. You must obtain a Special Event Permit from Maryland State Highway as well as

CHESAPEAKE BAY

| | | | |
|------------------------------|--|---------------------|------------|
| Event: | Mardi Graw Parade | Tracking ID: | 1011190010 |
| Dates: | 2/25/20 | | |
| Time of set up: | 5:30 PM | | |
| Take down time: | Nothing listed | | |
| Time of actual event: | 6:30 PM | | |
| Location: | Bourbon St. @ HS. Left onto Wash. St. Continue onto St. John ending @ American Legion. | | |

| | 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 | | | | | | | | | \$0.00 |

Notes

This event will be handled by School Resource officers/Administration and patrol units on duty.

| | 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 | 4 | 2.5 | 4 | \$46.00 | 7 | \$391.00 | | barricades, signs w/ stakes, trash barrels w/ 55-gal bags. | \$391.00 |

Notes

Set-up: 4 Barricades, Prep & Post 18 Signs w/ stakes, Deliver 4-6 Trash Barrels-55 gal, Bags, Trash collection, remove barricades & signs.

| | | | | | | | | | |
|--------------------|---|---|---|---------|---|----------|--------|-----------|----------|
| Grand Total | 4 | 3 | 4 | \$46.00 | 7 | \$391.00 | \$0.00 | See above | \$391.00 |
|--------------------|---|---|---|---------|---|----------|--------|-----------|----------|

*Note: Normal salary includes fringe benefits; OT salary is 1.5 times average salary

39th Annual Decoy Festival
Tracked # 101119 0012
#8

Special Event Utility Post Sign/Banner Application

Information must be supplied in **all blank fields** on the form below. Forms and all supporting information must be **submitted at least sixty (60) days before the date on which banners are to be hung** in order to permit the Tourism Advisory Board to review the Application and, upon approval, place it on file with the Mayor's Office. Only non-profit organizations are eligible to hang banners on utility poles. Submission must also include a \$50 refundable banner deposit*.

Date of Application: 10/21/19
Name of Submitting Organization: Harve de Grace Decoy Museum
Name of Event: 39th Annual Decoy + Wildlife Art Festival
Start Date of Event: Friday, May 1, 2020
End Date of Event: Sunday, May 3, 2020

Note that the sponsoring organization is responsible for hiring a firm to both hang and remove its banners. Banners may not be hung prior to the date approved and must be removed no later than three (3) days after the last day of the event.

Organization's Contact Person:

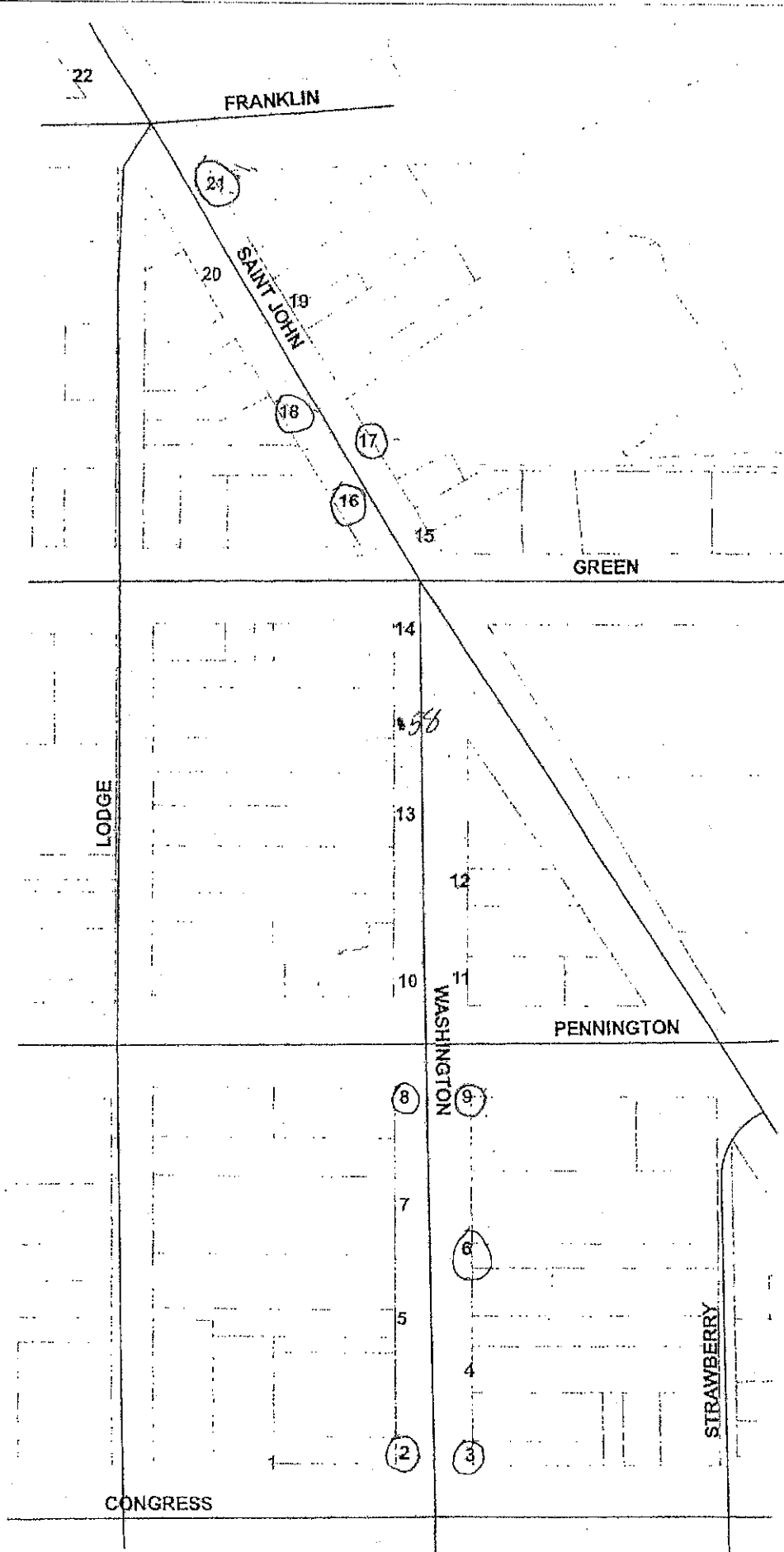
Name: Kerri Krinsky
Signature: K Krinsky
Title: Executive Director
Telephone: (410) 939-3739
E-mail: executive.director@decoymuseum.com

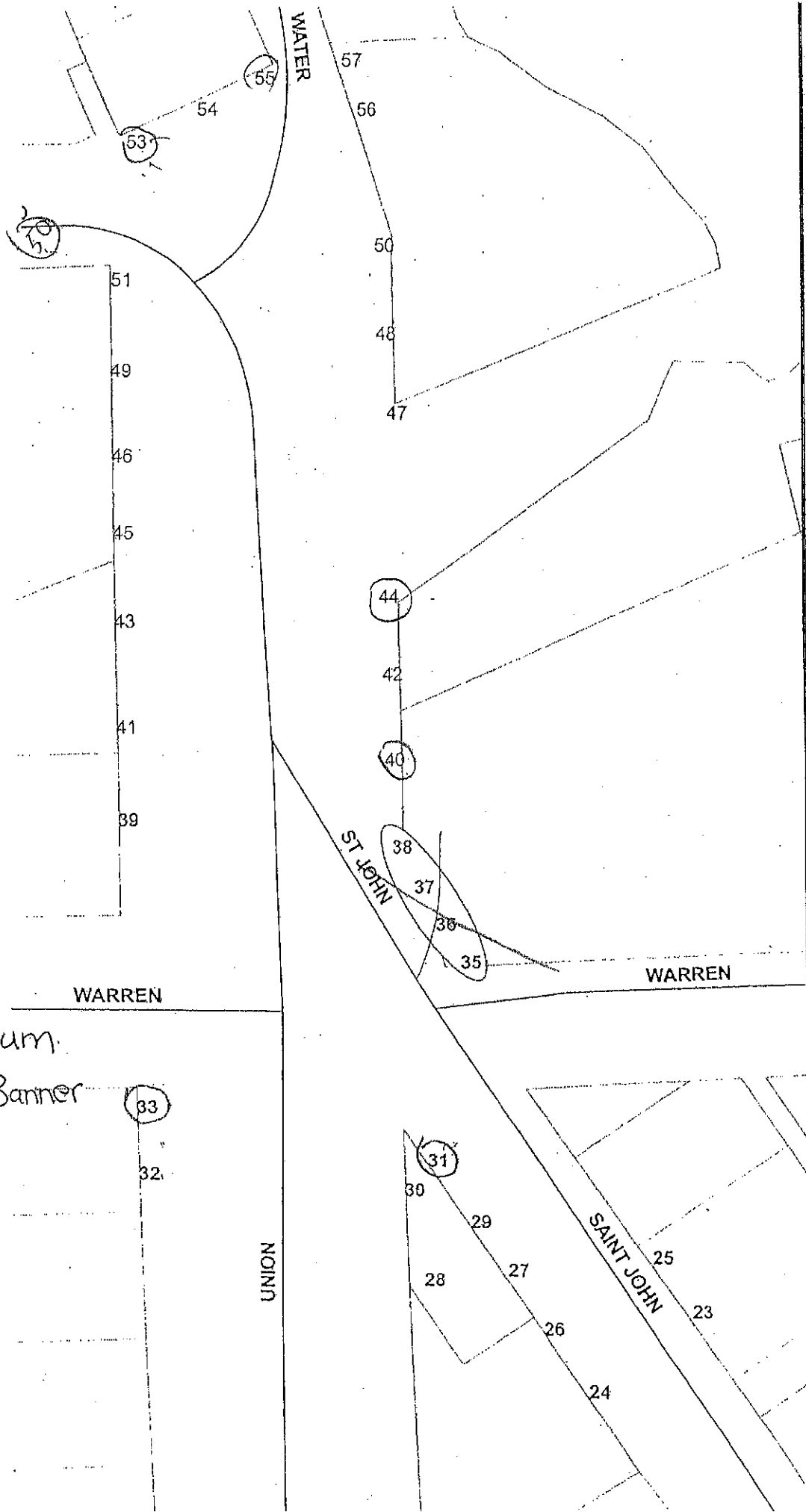
Firm Contracted to Hang Banners: Merzler Electric
Name of Contact: Rodney Swann
Telephone number of Contact: (410) 939-3880
E-mail of Contact: rswann@merzlerelectric.com

Date on which Banners are to be Hung: 2/10/20 (must be within 90 days of event)

Number of Banners to be Hung: 16

Please designate the requested locations for each of the banners by marking them on a copy of the utility post inventory form, using the aerial photo maps as a guide. The number of posts marked must exactly equal the number of banners in the field immediately above. Submit the inventory form with this application. Submit a rendering of the banner which indicates its dimensions and graphics. Banners must be professionally designed and manufactured, sized to fit the staff of the utility poles, and printed on both sides. Also submit proof of the bonding of the firm contract to hang and remove the banners. Submit all application related materials to the Shyla Glassman at the City of Havre de





HdG Decoy museum.
 Decoy Festival Banner
 Locations

33

32

UNION

31

30

29

27

26

SAINT JOHN

25

23

24

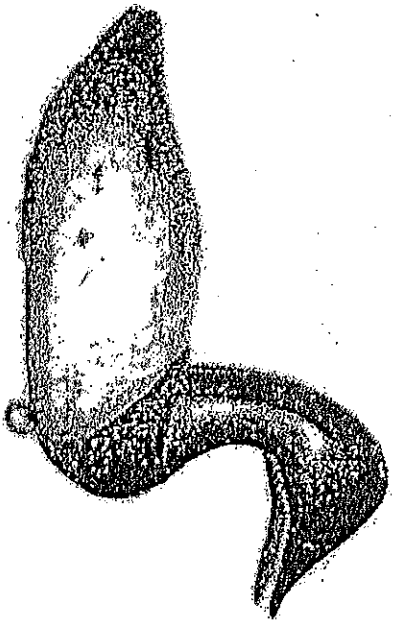
28

Maître de Gun  **Decoy** *Maître de Gun*  **Decoy**
 and
Wildlife Art Festival Wildlife Art Festival




First Weekend in May First Weekend in May

Maître de Gun  **Decoy**
 and
Wildlife Art Festival



First Weekend in May
 Wildlife Art Festival

Copy of banners
 being hung



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.COM

410- 939-1800
410- 575-7043

Dear Event Sponsor,

Thank you for your interest in holding an event within the City of Havre de Grace. The City is a lovely setting to hold events and activities. With our beautiful tree-lined streets, stunning views of the Chesapeake Bay and Susquehanna River; and friendly, hometown atmosphere, we are proud to showcase all we have to offer.

Any organized activity involving the use of, or having impact upon, City property or City facilities including parks, sidewalks, street areas or the temporary use of City property in a manner that varies from its current land use, requires a special event permit. Your event **cannot be advertised** until the application has been submitted and approved by the Mayor and City Council.

Events and activities within the City have proven to be successful because we have put in place the EVENT APPLICATION AND CHECKLIST to ensure a fun and safe event for you and your guests. Please keep a copy of the Event Application, Guidelines, Checklist and Contact Information sheet for your files as you plan and execute your event.

- Yes Completed and signed application
- Yes Certificate of insurance- city must be listed as an additional insured and include a waiver of subrogation, minimum liability limits of \$1 million dollars
- Yes Complete and detailed site plan to include maps
- Yes Documentation of non-profit status
- Yes Traffic control plan
- Yes State Highway Permit (if applicable)

Again, thank you for your interest in holding your event here in Havre de Grace. If I can be of further assistance, please do not hesitate to contact me.

Applications must be submitted 45 days prior to the event.

Sincerely,

Patrick Sypolt

Director of Administration
711 Pennington Ave.
Havre de Grace, MD 21078
Questions: 410-939-1800 x 1138
Email: patrick@havredegracemd.com

Applicant Initial *W*
EVENTS 10-9-19

Page 1 of 10

City Representative Initial *PS*



EVENT APPLICATION & CHECKLIST:

ALL Required information for initial submittal of the special event application must be complete; Applications *will not* be accepted without this minimal information.

EVENT APPLICATION - GUIDELINES

Events and activities within the City have proven to be successful because we have put in place the following guidelines to insure a fun, safe event for you and your guests. *The City of Havre de Grace has the right to deny any application.*

To ensure a safe and successful event, the following conditions apply:

- If you are planning to mark spaces on City property, or roadways you must washable paint. No other paint is allowed.
- Nails, screws, ropes or wires attached to any tree are not permitted.
- No cooking devices closer than 10 feet from the base of a tree, 25 feet from any building and NEVER under any building, pavilion or awning.
- No audio equipment used before 7am or after 10pm.
- Vehicles are not permitted on park grounds: Hutchins Park paved area is the exception, however vehicles are not permitted under the Pavilion). This includes loading and unloading. **No exceptions. Additional fees will apply for damage to the grounds caused by your event.**
- Alcoholic beverages are not permitted at City Parks, unless you have 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>
The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved application must be provided to the Special Events Coordinator 3 working days prior to the scheduled event.
- Food Service – If you are providing food at your event you may need a Temporary Food Service License. Contact the Harford County Health Department at <http://www.harfordcountyhealth.com>
- A copy of your non-profit tax exempt certification must be provided along with your application.
- Please note: **The City does not provide nor install fencing or portable bathrooms.**
- Please note: **The City is not responsible for the collection and disposal of trash generated by your event, unless prior approval was granted by the Mayor and City Council.**
- **ONLY** Non Profit Groups that obtain an “APPROVED” special event application may place “APPROVED” signs in “APPROVED” locations within the City’s right-of-way 21 days prior to the event and signs must be removed within 48 hours following event.
- It is the responsibility of the sponsor to contact Emergency Medical Services (EMS) if onsite services are needed.
- The City of Havre de Grace has the right to deny any application, the right to add, delete or modify any of the conditions for the permitting of an event at any time it is deemed necessary by the Special Events Coordinator with the approval of the City Administration.

EVENT APPLICATION CHECKLIST:

Host Organization: Havre de Grace Decoy Museum

Business Address: 215 Giler Street Havre de Grace

On Site Contact Person: Kern Knisley

Contact Information **Phone:** (410) 939-3739 **Email:** executivedirector@decoymuseum.com

Back-Up Site Contact Person: Mike Tarquini

Contact Information: **Phone:** (410) 459-8487 **Email:** mike.tarquini@huber.com

Note: *The onsite contact must be at the event the entire duration to include set-up and break-down.*

Is the Host Organization a Havre de Grace 501 C3? Yes No

Is the Host Organization a 501 C3? Yes No

Tax ID # 52-1513642

If the Host Organization is not a Havre de Grace Non-Profit, please provide additional details below:

Event Category:

- | | | |
|--|--|--|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Other (explain) |
| <input checked="" type="checkbox"/> Festival | <input type="checkbox"/> Carnival | _____ |
| <input type="checkbox"/> Parade | <input type="checkbox"/> 5K/10K/Walk * | _____ |
| <input type="checkbox"/> Rally | <input type="checkbox"/> Fishing Tournament | _____ |

*** a fee may be charged**

Date/Time:

If this is a **multi-day event**, please attach a detailed summary with applicable dates and times.

Setup Date: 5/1/20 Time: 3:30pm
 Event Starts Date: 5/2/20 Time: 8:30am
 Event Ends Date: 5/3/20 Time: 4:00pm
 Rain Date Date: N/A Time: _____

Location:

- | | |
|---|--|
| <input type="checkbox"/> Millard E. Tydings Memorial Park | <input type="checkbox"/> Concord Point Park |
| (No vehicles permitted in Tydings Park) | |
| <input type="checkbox"/> David Craig Park | <input type="checkbox"/> K-9 Cody Dog Park |
| <input type="checkbox"/> McLhinney Park | <input type="checkbox"/> Community Pavilion at Frank J. Hutchins Memorial Park |

Other location, please explain: Decoy Museum & HdG Middle School

Anticipated Attendance: 1,500 Admission Fee (if any): \$10

Requested City Services:

If your event needs assistance from the City for services, **please check the appropriate boxes below.**

Note: **Only those services approved prior to the event will be provided.**

- Traffic Control:** Please explain and attach a map of intersections and street names affected and any road closures. for Saturday (5/2) only - 6:30 am until 5:00 pm - requesting closure (via barricades) of Giles St. from Market St to the Museum.
- Parking / No Parking Signs:** Please indicate on the map the areas to be designated for Parking / No Parking (include Handicap Parking).
- Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point and McLhinney Parks.
- Trash Containers:** (in addition to existing containers) **Please indicate if additional containers will be required and the number needed:** _____
- Recycling Containers:** Required for all organizers of events serving food or drink and events expected to have 200 or more persons in attendance. (per State of Maryland Law enacted in 2015) **Please indicate the number of containers needed:** 3
- Trash Collection and trash disposal is the responsibility of the Event Sponsor. (roll off dumpster is the responsibility of the event organizer)**
- Water Supply Needed:** please explain: _____
- Electricity Needed** please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw.
- Staff:** Event Sponsor requires City Staff to be on site- Please provide details of this request: _____

- Other** Please explain: _____

FOOD SERVICE - It is your responsibility to contact and comply with the Harford County Health Department Regulations. It is also the EVENT SPONSOR'S responsibility to ensure the removal of (take with you) cooking oils and greases, food, trash, and recyclables, such as cardboard boxes, generated by vendors when the event is over.

Alcohol

Yes No Will there be alcohol sold at your event?
 Yes No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board. The Harford County Liquor Board requires a License if alcohol is to be served – please note new rules and regulations: <http://www.harfordcountymd.gov/lcb/Downloads.cfm>

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Special Events Coordinator prior to the scheduled event. Again, **it is the EVENT SPONSOR's responsibility to contact the Liquor Board for the appropriate permit.**

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.

Security

Yes No I acknowledge that I have contacted the Havre de Grace Police Department's Police Services Commander to discuss concerns regarding safety and security during the event.

Gambling

Yes No Will there be raffles, 50/50 and other gambling games?

A copy of the approved License must be provided to the Special Events Coordinator prior to the scheduled event. **It is your responsibility to contact the Harford County Sheriff's Office for the appropriate permit.**

First Aid Services/Medical Plan

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies.

It is the responsibility of the EVENT SPONSOR to contact Emergency Medical Services (EMS) if onsite services are needed.

Event Site Plan:

Your event application must include a detailed site plan to include the following:

- The location of fencing and/or barricades. (Fencing plans must indicate areas within the plan that are removable for Emergency Access.
- The location of First Aid station and/or ambulances
- The location of all stages, tents, canopies, portable toilets, trash containers, recycling containers, beer gardens, vendors, controlled admissions areas and any other temporary structures and activities.
- General locations and/or source of electricity.
- Placement of vehicles or trailers. **(No vehicles permitted in Tydings Park)**
- Exit locations for outdoor events that are fenced.
- If you are erecting tents or fencing on City property, you are required to notify **Miss Utility 7 days prior** to the event due to underground electric lines and other utilities. **Phone: 800-257-7777**
- Other related components of your event not listed above.

Advertising /Signage

Approved special events may place **“APPROVED” signs in “APPROVED” locations** within the City’s right-of-way 21 days prior to event and must be removed within 48 hours following event.

Who may post a sign?

- Only Non-Profit Organizations may post event signs.

When should signs be posted?

- Signs may be posted 21 days prior to the event, and must be removed 48 hours after the event.

What is an Approved Sign?

- Professionally manufactured yard signs, not larger than 18” x 24”.

What is not an approved sign?

- Hand written, hand-painted or hand-drawn signs are not permitted.

Approved Locations:

- City Right of Way and City Parks
 - May not be placed in a city flower bed/garden
 - May not be placed on a City right of way that is in front of a private residence
- Special permission from the Maryland State Highway Administration must be obtained for signs located on:
 - Otsego Street
 - Revolution Street
 - Superior Street
 - Union Avenue
 - US Route 40
 - Ohio Street

Special permission must be obtained for any signs placed inside the gates of Bulle Rock.

Walking and Running Events:

WALKING / RUNNING EVENTS:

- Per Ordinance 986, walking and running events will be subject to an application fee.
(Please see below)

Run/Walk Event Fees:

For Profit Organization \$3,000

Non-Profit Organization \$1,500

HDG Non Profit or HDG Organization Sponsorship and Sole Beneficiary \$0.00

- Race events will not be permitted on Federal Holidays. Race events will only be permitted on Saturdays (with no rain date)
- Each sponsor will provide insurance documents with limits of liability of at least \$1,000,000 naming the City of Havre de Grace as an additional insured and including a waiver of subrogation.
- Provisions for participant safety (sponsor to contact local EMS)
- Sponsors will receive an invoice from the City of Havre de Grace upon City Council approval. Payment in full is required within 30 days.
- Non-compliance with submission of fee will result in a cancelled event.

Affidavit:

Applicant Initial KGK
EVENTS 10-9-19

City Representative Initial RBJ

Each sponsor shall provide a waiver holding the City and its employees harmless from liability.

The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property. Any cancellation must be made 48 hours prior to the scheduled event.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Print Name of Event Organizer Kern Krausley

Title Executive Director

Signature: K Krausley

Date 10/21/19

Event Title: 39th Annual Decoy & Wildlife Art Festival

Received by _____
City Official Date

Notification: Internal Use Only:

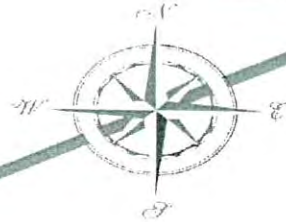
- DPW _____
- PD _____
- Ambulance Corps _____
- SHCO _____
- Impacted Museums _____

IMPORTANT CONTACT INFORMATION FOR YOUR PLANNING NEEDS

Please keep a copy of this sheet for your files as you plan and execute your event.

| | | |
|--------------------------------------|------------------------|---|
| The City of Havre de Grace | 410-939-1800 x-1138 | Patrick Sypolt, Director of Administration patrick@s@havredegracemd.com |
| Havre de Grace Dept. of Public Works | 410-939-1800 | Tim Whittie, Director of Public Works timw@havredegracemd.com |
| Havre de Grace Office of Tourism | 410-939-2100 | Lauri Orzewicz, Manager of Tourism & Marketing; laurio@havredegracemd.com <i>Please contact if you need help with advertising your event.</i> |
| Havre de Grace Police Department | 410-939-2121 | Capt. John Krass, Capt. Joe Alton |
| Havre de Grace Ambulance Corps | 443-413-9486 | Chief Pete Quackenbush |
| Concord Point Light House | 410-939-3213 | |
| The Decoy Museum | 410-939-3739 | |
| The Maritime Museum | 410-939-4800 | |
| The Lock House Museum | 410-939-5780 | |
| Liquor Control Board | 410-638-3028 | www.harfordcountymd.gov/lcb/Downloads.cfm |
| Harford County Health Department | 410-638-3344 | |
| Harford County Sheriff's Office | 410-838-6600 | |
| Miss Utility | 800-257-7777 | You must call if erecting a tent or driving stakes into the ground. Miss Utility will ensure that you do not hit buried electrical lines. State Law requires that Miss Utility be called 48 hours prior to work commencing. |
| State Highway Administration | | https://www.roads.maryland.gov |
| Party Rentals | | |
| Port-a-Pots | | |
| Fencing (temporary) | | |
| Sound System/D.J. | | |
| Food/Beverage Vendor(s) | | |

SUSQUEHANNA RIVER

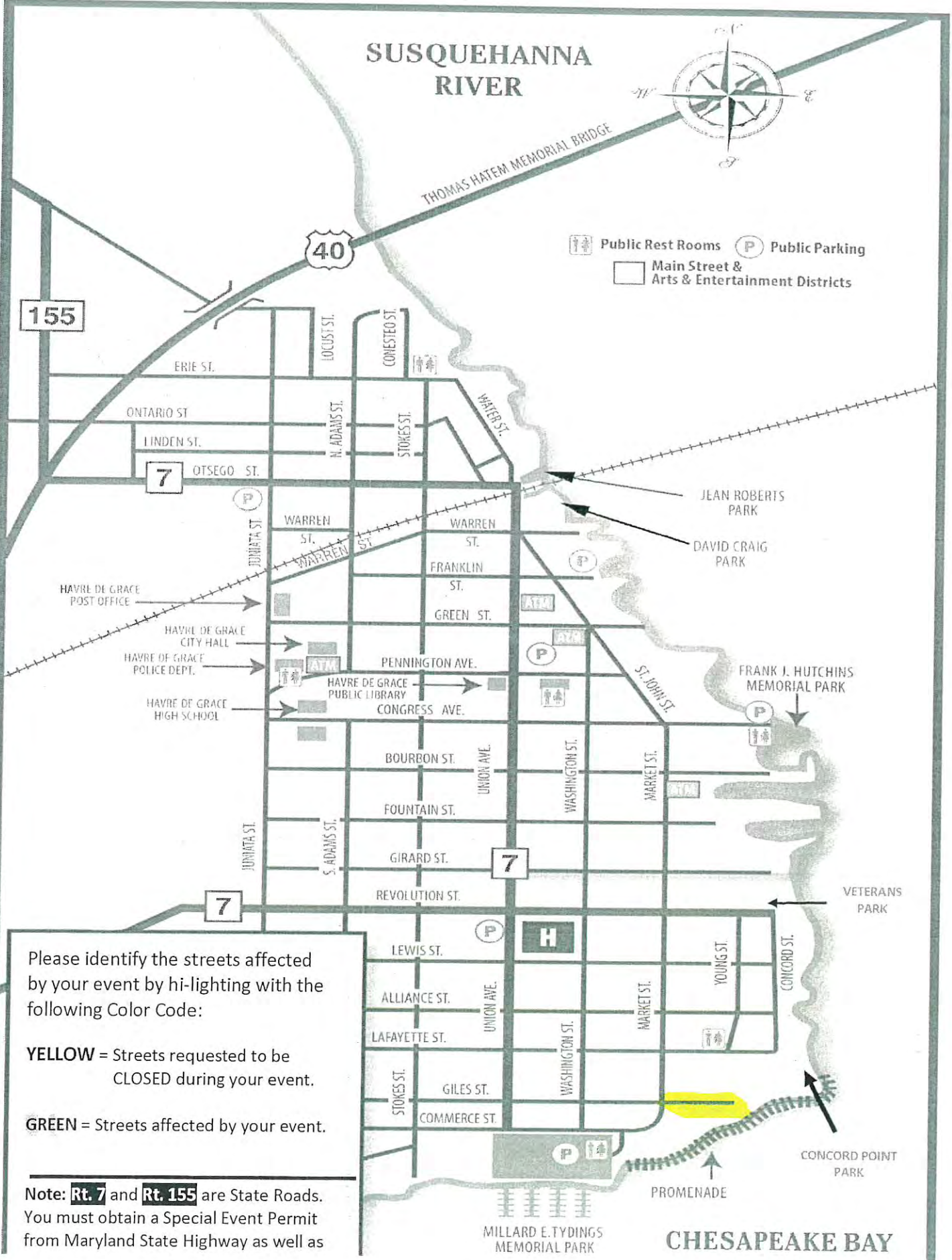


THOMAS HATEM MEMORIAL BRIDGE

40

155

Public Rest Rooms P Public Parking
Main Street & Arts & Entertainment Districts



Please identify the streets affected by your event by hi-lighting with the following Color Code:

YELLOW = Streets requested to be CLOSED during your event.

GREEN = Streets affected by your event.

Note: Rt. 7 and Rt. 155 are State Roads. You must obtain a Special Event Permit from Maryland State Highway as well as

CHESAPEAKE BAY

Decoy Museum

(2) barricades at Giles St and Market St by Museum Sign

Middle School see map below

(20) traffic cones for ends of the island

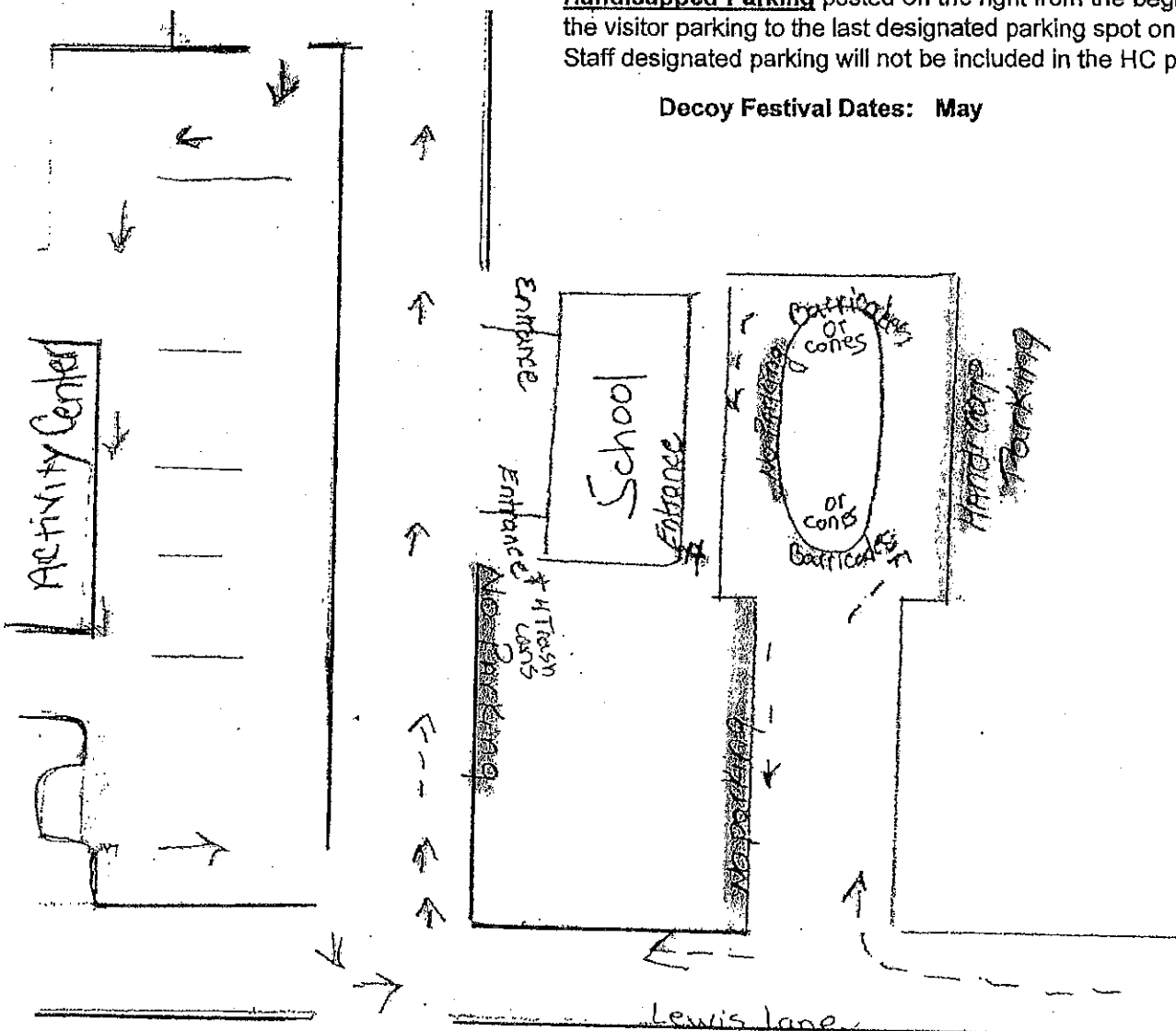
(3) barricades at the entrance to the building on the far left door at front of the Middle School.

Parking Signs

No Parking posted on left side of driveway with (sidewalk) from Lewis Lane to the first door on left of the building

Handicapped Parking posted on the right from the beginning of the visitor parking to the last designated parking spot on left. Staff designated parking will not be included in the HC parking.

Decoy Festival Dates: May



Bus Route
← ← ←

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
31 HOPKINS PLAZA
BALTIMORE, MD 21201

DEPARTMENT OF THE TREASURY

Date: JUN 25 1993

HAVRE DE GRACE DECOR MUSEUM INC
PO BOX A
HAVRE DE GRACE, MD 21078-0525

Employer Identification Numbers:
52-1519642

Contact Person:
MRS. M. SMITH

Contact Telephone Numbers:
(410) 962-7969

Our Letter Dated:
May 25, 1989

Addendum Applies:
Yes

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(2).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

HAVRE DE GRACE DECOR MUSEUM INC

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



District Director



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/21/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|---|--|---|--|
| PRODUCER Bradley Atlantic, LLC 209 E Jarrettsville Rd Forest Hill MD 21050 | | CONTACT NAME: Jessica Kujawa PHONE (A/C, No, Ex): (410)692-8921 FAX (A/C, No): (866)693-9190 E-MAIL ADDRESS: jessicak@bradleyatlantic.com | |
| INSURED Havre De Grace Decoy Museum 215 Giles St Havre De Grace MD 21078-3661 | | INSURER(S) AFFORDING COVERAGE INSURER A: ERIE INSURANCE EXCHANGE INSURER B: ERIE INSURANCE COMPANY OF NEW YORK INSURER C: INSURER D: INSURER E: INSURER F: | |

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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.

| INSR LTR | TYPE OF INSURANCE | ADDITIONAL SUBR INSR | WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|----------------------|-----|---------------|-------------------------|-------------------------|--|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | X | | Q39-0550881 | 3/5/2019 | 3/5/2020 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | Q27-0570248 | 3/5/2019 | 3/5/2020 | EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | Q87-5500016 | 3/5/2019 | 3/5/2020 | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 100,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

THIS POLICY IS AMENDED TO INCLUDE, AS ADDITIONAL INSURED, THE BOARD OF EDUCATION OF HARFORD COUNTY AND ITS ELECTED AND APPOINTED OFFICIALS, OFFICERS, AGENTS, EMPLOYEES AND AUTHORIZED VOLUNTEERS, BUT ONLY FOR LIABILITY ARISING OUT OF OPERATIONS ON, AT OR ADJACENT TO PREMISES OF THE BOARD OF EDUCATION OF HARFORD COUNTY.

CERTIFICATE HOLDER**CANCELLATION**

HARFORD COUNTY PUBLIC SCHOOLS - OPERATIONS
 DEPARTMENT A.A. ROBERTY BUILDING
 102 SOUTH HICKORY AVE.
 BEL AIR MD 21014

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Special Events Cost Sheet

| | | | |
|-----------------------|---|--------------|------------|
| Event: | 39th Annual Decoy Festival | Tracking ID: | 1011190012 |
| Dates: | 5/1/20 Set Up Event 5/2/20 - 5/3/20 | | |
| Time of set up: | 3:30 PM | | |
| Take down time: | 4:00 PM | | |
| Time of actual event: | 8:30am to 4:00pm | | |
| Location: | Decoy Museum and Havre de Grace Middle School | | |

| | 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 | | | | | 0 | \$0.00 | \$0.00 | | \$0.00 |
| Notes | This event will be handled by patrol units on duty, | | | | | | | | |

| | 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 | 4 | 9 | | \$41.75 | 9 | \$375.75 | | No Parking signs w/ stakes, cones, barricades, trash barrels w/ 55-gal bags, bathrooms supplies | \$375.75 |
| Notes | Prep signs, Set-up: Barricades, Post Signs w/ stakes at HMSchool, deliver trash barrels to museum, clean and re-stock bathrooms, dispose of trash. | | | | | | | | |

| | | | | | | | | | |
|--|---|---|---|---------|---|----------|--------|-----------|----------|
| Grand Total | 4 | 9 | 0 | \$41.75 | 9 | \$375.75 | \$0.00 | See above | \$375.75 |
| *Note: Normal salary includes fringe benefits; OT salary is 1.5 times average salary | | | | | | | | | |

CITY COUNCIL

READ FILE COVER SHEET

Subject: The Senator Bob Hooper House Hospice Regatta

Date: 1/10/2020

Purpose:

- FYI
- Read and Comment
- Action Required by (date) 1/21/20
- In Confidential File Drawer

| | | | |
|-----------------------|---------------------------|--------------------------|----------------------------------|
| David Glenn <i>DG</i> | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No Comment |
| Dave Martin | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No Comment |
| Jim Ringsaker | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No Comment |
| Jason Robertson | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No Comment |
| Casi Tomarchio | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No Comment |
| Carolyn Zinner | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No Comment |

General Comments:



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.COM

410- 939-1800
410- 575-7043

Dear Event Sponsor,

Thank you for your interest in holding an event within the City of Havre de Grace. The City is a lovely setting to hold events and activities. With our beautiful tree-lined streets, stunning views of the Chesapeake Bay and Susquehanna River; and friendly, hometown atmosphere, we are proud to showcase all we have to offer.

Any organized activity involving the use of, or having impact upon, City property or City facilities including parks, sidewalks, street areas or the temporary use of City property in a manner that varies from its current land use, requires a special event permit. Your event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Events and activities within the City have proven to be successful because we have put in place the EVENT APPLICATION AND CHECKLIST to ensure a fun and safe event for you and your guests. Please keep a copy of the Event Application, Guidelines, Checklist and Contact Information sheet for your files as you plan and execute your event.

- Yes Completed and signed application
- Yes Certificate of insurance- city must be listed as an additional insured and include a waiver of subrogation, minimum liability limits of \$1 million dollars. *on file - new one to be sent under separate cover*
- Yes Complete and detailed site plan to include maps
- Yes Documentation of non-profit status *on file*
- Yes Traffic control plan *N/A*
- Yes State Highway Permit (if applicable) *N/A*

Again, thank you for your interest in holding your event here in Havre de Grace. If I can be of further assistance, please do not hesitate to contact me.

Applications must be submitted 45 days prior to the event.

Sincerely,

Patrick Eypole

Director of Administration
711 Pennington Ave.
Havre de Grace, MD 21078
Questions: 410-939-1800 x 1138
Email: patrick@havredegracemd.com

Applicant Initial *DEK*
EVENTS 10-9-19

City Representative Initial *KEP*



EVENT APPLICATION & CHECKLIST:

ALL Required information for initial submittal of the special event application must be complete; Applications *will not* be accepted without this minimal information.

EVENT APPLICATION - GUIDELINES

Events and activities within the City have proven to be successful because we have put in place the following guidelines to insure a fun, safe event for you and your guests. *The City of Havre de Grace has the right to deny any application.*

To ensure a safe and successful event, the following conditions apply:

- If you are planning to mark spaces on City property, or roadways you must washable paint. No other paint is allowed.
- Nails, screws, ropes or wires attached to any tree are not permitted.
- No cooling devices closer than 10 feet from the base of a tree, 25 feet from any building and NEVER under any building, pavilion or awning.
- No audio equipment used before 7am or after 10pm.
- Vehicles are not permitted on park grounds: Hutchins Park paved area is the exception, however vehicles are not permitted under the Pavilion). This includes loading and unloading. **No exceptions. Additional fees will apply for damage to the grounds caused by your event.**
- Alcoholic beverages are not permitted at City Parks, unless you have 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>
The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved application must be provided to the Special Events Coordinator 3 working days prior to the scheduled event.
- Food Service – If you are providing food at your event you may need a Temporary Food Service License. Contact the Harford County Health Department at <http://www.harfordcountyhealth.com>
- A copy of your non-profit tax exempt certification must be provided along with your application.
- Please note: **The City does not provide nor install fencing or portable bathrooms.**
- Please note: **The City is not responsible for the collection and disposal of trash generated by your event, unless prior approval was granted by the Mayor and City Council.**
- **ONLY Non Profit Groups** that obtain an “APPROVED” special event application may place “**APPROVED**” signs in “**APPROVED**” locations within the City’s right-of-way 21 days prior to the event and signs must be removed within 48 hours following event.
- It is the responsibility of the sponsor to contact Emergency Medical Services (EMS) if onsite services are needed.
- The City of Havre de Grace has the right to deny any application, the right to add, delete or modify any of the conditions for the permitting of an event at any time it is deemed necessary by the Special Events Coordinator with the approval of the City Administration.

The Senate Bob Harper House Hospice Together
Tracking # 1011 19 0016
Event # 9

EVENT APPLICATION CHECKLIST:

Host Organization: Upper Chesapeake Health Foundation
Business Address: 526 Upper Chesapeake Drive Suite 405, Bel Air, MD 21014
On Site Contact Person: Donna Tower Lenzner
Contact Information Phone: 443-910-2819 Email: dtlenzner@umm.edu
Back-Up Site Contact Person: None
Contact Information: Phone: _____ Email: _____

Note: The onsite contact must be at the event the entire duration to include set-up and break-down.

Is the Host Organization a Havre de Grace 501 C3? Yes No (We have a presence through
Is the Host Organization a 501 C3? Yes No Harford Memorial Hospital
Tax ID # 52-1398507

If the Host Organization is not a Havre de Grace Non-Profit, please provide additional details below:

Event Category:

Athletic/Recreation Concert/Performance Other (explain)
 Festival Carnival Boat Race and
 Parade 5K/10K/Walk * Shore Party
 Rally Fishing Tournament _____

* a fee may be charged

Date/Time:

If this is a **multi-day event**, please attach a detailed summary with applicable dates and times.

Setup Date: June 10, 2020 Time: 9am
Event Starts Date: June 13, 20 Time: 5pm
Event Ends Date: June 13 Time: 10pm
Rain Date Date: None Time: _____

Location:

Millard E. Tydings Memorial Park Concord Point Park
(No vehicles permitted in Tydings Park)
 David Craig Park K-9 Cody Dog Park
 McLhinney Park Community Pavilion at Frank J. Hutchins
Memorial Park

Other location, please explain: _____

Applicant Initial DTL
EVENTS 10-9-19

City Representative Initial RE

Anticipated Attendance: 750 max.

Admission Fee (if any): \$75.00 per person

Requested City Services:

If your event needs assistance from the City for services, **please check the appropriate boxes below:**

Note: **Only those services approved prior to the event will be provided.**

Traffic Control: Please explain and attach a map of intersections and street names affected and any road closures. _____

Parking / No Parking Signs: Please indicate on the map the areas to be designated for Parking / No Parking (include Handicap Parking). 10 cones w/ handicapped parking signs in front of park on Lafayette Street.

Public Restrooms: Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point and McLhinney Parks.

Trash Containers: (in addition to existing containers) Please indicate if additional containers will be required and the number needed: 10

Recycling Containers: Required for all organizers of events serving food or drink and events expected to have 200 or more persons in attendance. (per State of Maryland Law enacted in 2015) Please indicate the number of containers needed: 10

Trash Collection and trash disposal is the responsibility of the Event Sponsor. (roll off dumpster is the responsibility of the event organizer)

Water Supply Needed: please explain: _____

Electricity Needed please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw. (We work with Rodney Swam-Mergler Electric)

Staff: Event Sponsor requires City Staff to be on site- Please provide details of this request: Staff to keep trash cans emptied

Other Please explain: 2 barricades are needed for the gravel drive

FOOD SERVICE - It is your responsibility to contact and comply with the Hartford County Health Department Regulations. It is also the **EVENT SPONSOR'S** responsibility to ensure the removal of (take with you) cooking oils and greases, food, trash, and recyclables, such as cardboard boxes, generated by vendors when the event is over.

Alcohol

Yes No Will there be alcohol sold at your event?

Yes No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Hartford County Liquor Board.

The Hartford County Liquor Board requires a License if alcohol is to be served – please note new rules and regulations: <http://www.hartfordcountymd.gov/lcb/Downloads.cfm>

The Hartford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Special Events Coordinator prior to the scheduled event. Again, it is the **EVENT SPONSOR'S** responsibility to contact the Liquor Board for the appropriate permit.

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified. *All attendees are asked to provide proof of age when entering. Those 21 years + older are given a blue wrist band, minors are given a red one. Sponsors over age 21 are given an orange band. Bartenders and beer truck volunteers are only permitted to serve alcohol to those with blue or orange bands. No drinks may be brought in or taken out of fenced area.*

Security

Yes No I acknowledge that I have contacted the Havre de Grace Police Department's Police Services Commander to discuss concerns regarding safety and security during the event. *We always hire 3-4 off-duty HdG police officers to provide security that evening.*

Gambling

Yes No Will there be raffles, 50/50 and other gambling games?

A copy of the approved License must be provided to the Special Events Coordinator prior to the scheduled event. It is your responsibility to contact the Hartford County Sheriff's Office for the appropriate permit.

First Aid Services/Medical Plan

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies.

First Aid Box at Registration. Many health professionals in attendance.

It is the responsibility of the **EVENT SPONSOR** to contact Emergency Medical Services (EMS) if onsite services are needed.

Event Site Plan:

Your event application must include a detailed site plan to include the following:

- The location of fencing and/or barricades. (Fencing plans must indicate areas within the plan that are removable for Emergency Access.
- The location of First Aid station and/or ambulances
- The location of all stages, tents, canopies, portable toilets, trash containers, recycling containers, beer gardens, vendors, controlled admissions areas and any other temporary structures and activities.
- General locations and/or source of electricity.
- Placement of vehicles or trailers. (No vehicles permitted in Tydings Park)
- Exit locations for outdoor events that are fenced.
- If you are erecting tents or fencing on City property, you are required to notify Miss Utility 7 days prior to the event due to underground electric lines and other utilities. Phone: 800-257-7777
- Other related components of your event not listed above.

Advertising /Signage

Approved special events may place "**APPROVED**" signs in "**APPROVED**" locations within the City's right-of-way 21 days prior to event and must be removed within 48 hours following event.

Who may post a sign?

- o Only Non-Profit Organizations may post event signs.

When should signs be posted?

- o Signs may be posted 21 days prior to the event, and must be removed 48 hours after the event.

What is an Approved Sign?

- o Professionally manufactured yard signs, not larger than 18" x 24".

What is not an approved sign?

- o Hand written, hand-painted or hand-drawn signs are not permitted.

Approved Locations:

- o City Right of Way and City Parks
 - May not be placed in a city flower bed/garden
 - May not be placed on a City right of way that is in front of a private residence
- o Special permission from the Maryland State Highway Administration must be obtained for signs located on:
 - Otsego Street
 - Revolution Street
 - Superior Street
 - Union Avenue
 - US Route 40
 - Ohio Street

Special permission must be obtained for any signs placed inside the gates of Bulle Rock.

Applicant Initial *[Signature]*
EVENTS 10-9-19

City Representative Initial *[Signature]*

Walking and Running Events:

WALKING / RUNNING EVENTS:

- Per Ordinance 986, walking and running events will be subject to an application fee.
(Please see below)

Run/Walk Event Fees:
For Profit Organization \$3,000
Non-Profit Organization \$1,500
HDG Non Profit or HDG Organization Sponsorship and Sole Beneficiary \$0.00

- Race events will not be permitted on Federal Holidays. Race events will only be permitted on Saturdays (with no rain date)
- Each sponsor will provide insurance documents with limits of liability of at least \$1,000,000 naming the City of Havre de Grace as an additional insured and including a waiver of subrogation.
- Provisions for participant safety (sponsor to contact local EMS)
- Sponsors will receive an invoice from the City of Havre de Grace upon City Council approval. Payment in full is required within 30 days.
- Non-compliance with submission of fee will result in a cancelled event.

Affidavit:

Applicant Initial DLR
EVENTS 10-9-19

City Representative Initial R.B.J.

Each sponsor shall provide a waiver holding the City and its employees harmless from liability.

The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property. Any cancellation must be made 48 hours prior to the scheduled event.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Print Name of Event Organizer Upper Chesapeake Health Foundation
Donna Tower Lenzner
Title Manager of Special Events
Signature: Donna T. Lenzner
Date 11-26-19

Event Title: Senator Bob Hooper House Hoopice Regatta
Received by Bess Lind 11/29/19
City Official Date

Notification; Internal Use Only:

- DPW _____
- PD _____
- Ambulance Corps _____
- SHCO _____
- Impacted Museums _____

WATER

Pier

PROMENADE OPEN

PROMENADE OPEN

Manned Exit
To Promenade

Regatta
Containment Control Plan

Shore Party

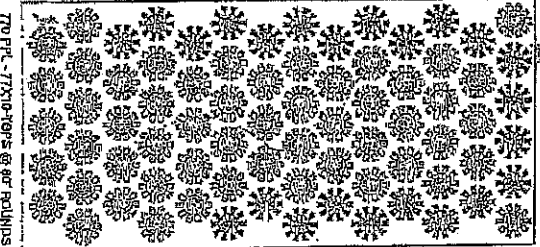
Auction Tent

Gift Point

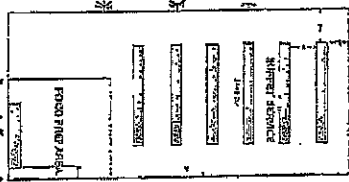
LAUNDRY

Beer Truck

Dessert Table



70 PPL - 77X10-10P5 @ 60' POLYDIPS



Manned Entrance
AND EXIT

dumpster
provided by
Hogstad
Sanitation

Gravel Drive

TOILETS (on concrete pad behind Maritime Museum)

Lighthouse

SPONSOR
PARTY
TENT

Admission
Tent

Manned
Entrance
+ EXIT

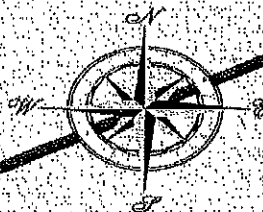
Revised
containing plan
to 11/14
10-11-14

IMPORTANT CONTACT INFORMATION FOR YOUR PLANNING NEEDS

Please keep a copy of this sheet for your files as you plan and execute your event.

| | | |
|--------------------------------------|------------------------|---|
| The City of Havre de Grace | 410-939-1800 x-1138 | Patrick Sypolt, Director of Administration patrick@s@havredegracemd.com |
| Havre de Grace Dept. of Public Works | 410-939-1800 | Tim Whittie, Director of Public Works ttonw@havredegracemd.com |
| Havre de Grace Office of Tourism | 410-939-2100 | Lauri Orzewicz, Manager of Tourism & Marketing; laurio@havredegracemc.com <i>Please contact if you need help with advertising your event.</i> |
| Havre de Grace Police Department | 410-939-2121 | Capt. John Krass, Capt. Joe Alton |
| Havre de Grace Ambulance Corps | 443-413-9486 | Chief Pete Quackenbush |
| Concord Point Light House | 410-939-3213 | |
| The Decoy Museum | 410-939-3739 | |
| The Maritime Museum | 410-939-4800 | |
| The Lock House Museum | 410-939-5780 | |
| Liquor Control Board | 410-638-3028 | www.harfordcountymd.gov/lcb/Downloads.cfm |
| Harford County Health Department | 410-638-3344 | |
| Harford County Sheriff's Office | 410-838-6600 | |
| Miss Utility | 800-257-7777 | You must call if erecting a tent or driving stakes into the ground. Miss Utility will ensure that you do not hit buried electrical lines. State Law requires that Miss Utility be called 48 hours prior to work commencing. |
| State Highway Administration | | https://www.roads.maryland.gov |
| Party Rentals | | |
| Port-a-Pots | | |
| Fencing (temporary) | | |
| Sound System/D.J. | | |
| Food/Beverage Vendor(s) | | |

SUSQUEHANNA RIVER

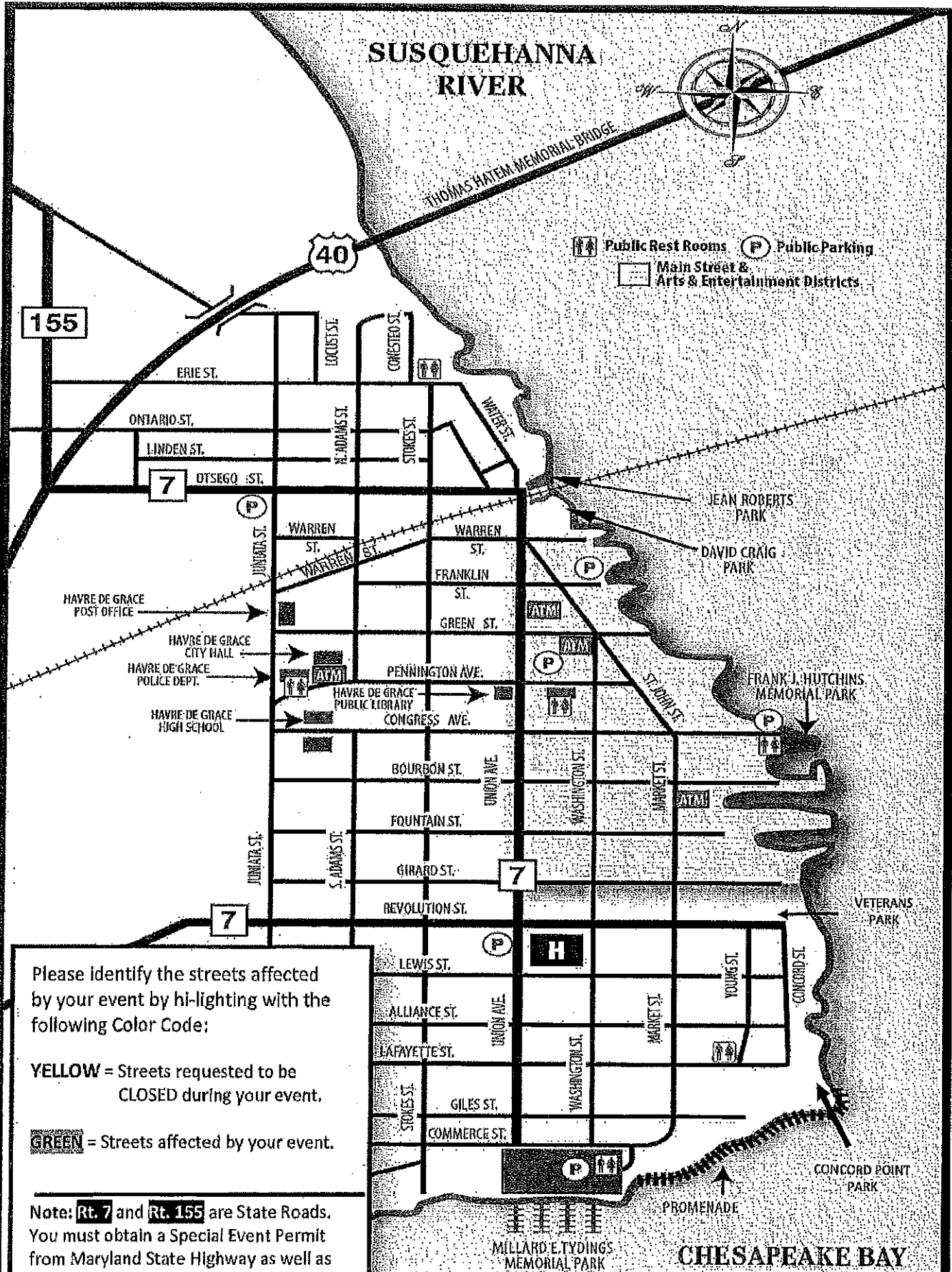


THOMAS HAYEM MEMORIAL BRIDGE

40

155

Public Rest Rooms (P) Public Parking
Main Street & Arts & Entertainment Districts



Please identify the streets affected by your event by hi-lighting with the following Color Code:

YELLOW = Streets requested to be CLOSED during your event.

GREEN = Streets affected by your event.

Note: Rt. 7 and Rt. 155 are State Roads. You must obtain a Special Event Permit from Maryland State Highway as well as


MILLARD E TYDINGS MEMORIAL PARK
PROMENADE
CHESAPEAKE BAY



UNIVERSITY of MARYLAND

MARYLAND MEDICINE COMPREHENSIVE INSURANCE PROGRAM

| Evidence of Self-Insurance: General Liability Coverage | |
|--|---|
| Certificate Holder: City of Havre de Grace 711 Pennington Avenue Havre De Grace, MD 21078 | Program Administrator: Maryland Medicine Comprehensive Insurance Program 250 W. Pratt Street, Suite 1200 Baltimore, Maryland 21201 Telephone: 667-214-1693 |
| This certificate is for informational purposes only and confers no rights on the certificate holder. The certificate does not amend, extend or alter the coverage provided. | |
| Evidence of Coverage | Coverage Information |
| Covered Entity Name: University of Maryland Upper Chesapeake Address: Health System 520 Upper Chesapeake Drive Bel Air, Maryland 21014 Effective Date(s) <u>Start Date</u> <u>End Date</u> 06/13/2020 5 PM 06/13/2020 10 PM | Policy Number: Self-Insured Coverage Type: Claims Made Policy Year: 10/01/2019 - 10/01/2020 |
| Limits of Liability \$1,000,000 per occurrence \$3,000,000 in aggregate | Parent Organization University of Maryland Medical System Corporation 250 W. Pratt Street Ste. 2400 Baltimore, Maryland 21201 |
| Coverage Description: General liability exposures are self-insured to limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate. Evidence of general liability coverage with respects to the Upper Chesapeake Foundation's Annual Regatta at the Concord Point Lighthouse Park on June 13, 2020 from 5 PM to 10 PM. This certificate verifies general liability coverage provided by a program of self-insurance administered by MMCIP for the <i>University of Maryland Upper Chesapeake Health System</i> . | |
| Other: As required by written contract or agreement, and in accordance with the Self-Insured documents, <i>City of Havre de Grace</i> are included as Additional Covered Persons for the activity(ies) defined above. Waiver of subrogation applies in favor of the City of Havre de Grace as required by contract. | |

Tyrita Brown 
Tyrita Brown
Property Casualty Program Specialist

12/02/2019
Date of Issue:

Special Events Cost Sheet

| | | | |
|-----------------------|---|--------------|--------------|
| Event: | 2020 Hospice Regatta | Tracking ID: | 1011 19 0016 |
| Dates: | Set Up June 10, 2020 at 9:00 am - Event June 13, 2020 | | |
| Time of set up: | 9:00 AM | | |
| Take down time: | | | |
| Time of actual event: | 5pm to 10pm | | |
| 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 | | | | | 0 | \$0.00 | \$0.00 | | \$0.00 |

| | | | | | | | | | |
|-------|--|--|--|--|--|--|--|--|--|
| Notes | The sponsors of this event furnish their own security. Patrol units on duty will make frequent checks. | | | | | | | | |
|-------|--|--|--|--|--|--|--|--|--|

| | 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 | 5 | 5 | 8 | \$41.75 | 13 | \$709.75 | | No Parking signs w/ stakes, cones, barricades, 55-gal trash bags and barrels, bathroom supplies | \$709.75 |

| | | | | | | | | | |
|-------|---|--|--|--|--|--|--|--|--|
| Notes | Prep 26 No Parking signs, stakes, 4 barricades, 12 - 55 gal drums, 8 Handicap Parking signs, Bathroom cleaning & Re-stocking at Public Restrooms, Event follow-up: collect barricades, signs, stakes, empty trash cans. | | | | | | | | |
|-------|---|--|--|--|--|--|--|--|--|

| | | | | | | | | | |
|-------------|---|---|---|---------|----|----------|--------|-----------|----------|
| Grand Total | 5 | 5 | 8 | \$41.75 | 13 | \$709.75 | \$0.00 | See above | \$709.75 |
|-------------|---|---|---|---------|----|----------|--------|-----------|----------|

*Note: Normal salary includes fringe benefits; OT salary is 1.5 times average salary

CITY COUNCIL

READ FILE COVER SHEET

Subject: Children's Art Festival

Date: 1/10/2020

Purpose:

- FYI
- Read and Comment
- Action Required by (date) 1/21/20
- In Confidential File Drawer

David Glenn *DG* Yes No No Comment

Dave Martin Yes No No Comment

Jim Ringsaker Yes No No Comment

Jason Robertson Yes No No Comment

Casi Tomarchio Yes No No Comment

Carolyn Zinner Yes No No Comment

General Comments:

Childrens Art Festival
Tracking # 1011 19 0029
#11



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.COM

410- 939-1800
410- 575-7043

Dear Event Sponsor,

Thank you for your interest in holding an event within the City of Havre de Grace. The City is a lovely setting to hold events and activities. With our beautiful tree-lined streets, stunning views of the Chesapeake Bay and Susquehanna River; and friendly, hometown atmosphere, we are proud to showcase all we have to offer.

Any organized activity involving the use of, or having impact upon, City property or City facilities including parks, sidewalks, street areas or the temporary use of City property in a manner that varies from its current land use, requires a special event permit. Your event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Events and activities within the City have proven to be successful because we have put in place the EVENT APPLICATION AND CHECKLIST to ensure a fun and safe event for you and your guests. Please keep a copy of the Event Application, Guidelines, Checklist and Contact Information sheet for your files as you plan and execute your event.

- Yes Completed and signed application
- Yes Certificate of insurance- city must be listed as an additional insured and include a waiver of subrogation, minimum liability limits of \$1 million dollars
- Yes Complete and detailed site plan to include maps
- Yes Documentation of non-profit status
- Yes Traffic control plan
- Yes State Highway Permit (if applicable)

Again, thank you for your interest in holding your event here in Havre de Grace. If I can be of further assistance, please do not hesitate to contact me.

Applications must be submitted 45 days prior to the event.

Sincerely,

Patrick Sypolt

Director of Administration
711 Pennington Ave.
Havre de Grace, MD 21078
Questions: 410-939-1800 x 1138
Email: patrick@sypolt.com

Applicant Initial *AS*
EVENTS 10-9-19

City Representative Initial *RS*



EVENT APPLICATION & CHECKLIST:

ALL Required information for initial submittal of the special event application must be complete; Applications *will not* be accepted without this minimal information.

EVENT APPLICATION - GUIDELINES

Events and activities within the City have proven to be successful because we have put in place the following guidelines to insure a fun, safe event for you and your guests. *The City of Havre de Grace has the right to deny any application.*

To ensure a safe and successful event, the following conditions apply:

- If you are planning to mark spaces on City property, or roadways you must washable paint. No other paint is allowed.
- Nails, screws, ropes or wires attached to any tree are not permitted.
- No cooking devices closer than 10 feet from the base of a tree, 25 feet from any building and NEVER under any building, pavilion or awning.
- No audio equipment used before 7am or after 10pm.
- Vehicles are not permitted on park grounds: Hutchins Park paved area is the exception, however vehicles are not permitted under the Pavilion). This includes loading and unloading. **No exceptions. Additional fees will apply for damage to the grounds caused by your event.**
- Alcoholic beverages are not permitted at City Parks, unless you have 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>
The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved application must be provided to the Special Events Coordinator 3 working days prior to the scheduled event.
- Food Service – If you are providing food at your event you may need a Temporary Food Service License. Contact the Harford County Health Department at <http://www.harfordcountyhealth.com>
- A copy of your non-profit tax exempt certification must be provided along with your application.
- Please note: **The City does not provide nor install fencing or portable bathrooms.**
- Please note: **The City is not responsible for the collection and disposal of trash generated by your event, unless prior approval was granted by the Mayor and City Council.**
- **ONLY** Non Profit Groups that obtain an “**APPROVED**” special event application may place “**APPROVED**” signs in “**APPROVED**” locations within the City’s right-of-way 21 days prior to the event and signs must be removed within 48 hours following event.
- It is the responsibility of the sponsor to contact Emergency Medical Services (EMS) if onsite services are needed.
- The City of Havre de Grace has the right to deny any application, the right to add, delete or modify any of the conditions for the permitting of an event at any time it is deemed necessary by the Special Events Coordinator with the approval of the City Administration.

EVENT APPLICATION CHECKLIST:

Host Organization: HDC Arts Commission

Business Address: PO Box 98 HOG, MD 21078

On Site Contact Person: Amy Steelman

Contact Information Phone: 410-688-5503 Email: amyllynnsteelman@comcast.net

Back-Up Site Contact Person: Dena Cardwell

Contact Information: Phone: 410-939-7065 Email: playplace@comcast.net

Note: *The onsite contact must be at the event the entire duration to include set-up and break-down.*

Is the Host Organization a Havre de Grace 501 C3? Yes No

Is the Host Organization a 501 C3? Yes No

Tax ID # 52-6000796

If the Host Organization is not a Havre de Grace Non-Profit, please provide additional details below:

Event Category:

- | | | |
|--|--|--|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Other (explain) |
| <input checked="" type="checkbox"/> Festival | <input type="checkbox"/> Carnival | _____ |
| <input type="checkbox"/> Parade | <input type="checkbox"/> 5K/10K/Walk * | _____ |
| <input type="checkbox"/> Rally | <input type="checkbox"/> Fishing Tournament | _____ |

* a fee may be charged

Date/Time:

If this is a multi-day event, please attach a detailed summary with applicable dates and times.

Setup Date: 9/12/20 Time 8 am
 Event Starts Date: 9/12/20 Time 11 am
 Event Ends Date: 9/12/20 Time 2 pm
 Rain Date Date: _____ Time _____

Location:

- Millard E. Tydings Memorial Park Concord Point Park
 (No vehicles permitted in Tydings Park)
- David Craig Park K-9 Cody Dog Park
- McLhinney Park Community Pavilion at Frank J. Hutchins Memorial Park

Other location, please explain: _____

Anticipated Attendance: 350 Admission Fee (if any): free

Requested City Services:

If your event needs assistance from the City for services, please check the appropriate boxes below:

Note: Only those services approved prior to the event will be provided.

Traffic Control: Please explain and attach a map of intersections and street names affected and any road closures. _____

Parking / No Parking Signs: Please indicate on the map the areas to be designated for Parking / No Parking (include Handicap Parking).

Public Restrooms: Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point and McLhinney Parks.

Trash Containers: (in addition to existing containers) Please indicate if additional containers will be required and the number needed: _____

Recycling Containers: Required for all organizers of events serving food or drink and events expected to have 200 or more persons in attendance. (per State of Maryland Law enacted in 2015) Please indicate the number of containers needed: _____

Trash Collection and trash disposal is the responsibility of the Event Sponsor. (roll off dumpster is the responsibility of the event organizer)

Water Supply Needed: please explain: _____

Electricity Needed please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw.

Staff: Event Sponsor requires City Staff to be on site- Please provide details of this request: _____

Other Please explain: _____

FOOD SERVICE - It is your responsibility to contact and comply with the Harford County Health Department Regulations. It is also the **EVENT SPONSOR'S** responsibility to ensure the removal of (take with you) cooking oils and greases, food, trash, and recyclables, such as cardboard boxes, generated by vendors when the event is over.

Alcohol

Yes No Will there be alcohol sold at your event?

Yes No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board.

The Harford County Liquor Board requires a License if alcohol is to be served – please note new rules and regulations: <http://www.harfordcountymd.gov/lcb/Downloads.cfm>

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Special Events Coordinator prior to the scheduled event. Again, it is the **EVENT SPONSOR'S** responsibility to contact the Liquor Board for the appropriate permit.

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.

Security

Yes No I acknowledge that I have contacted the Havre de Grace Police Department's Police Services Commander to discuss concerns regarding safety and security during the event.

Gambling

Yes No Will there be raffles, 50/50 and other gambling games?

A copy of the approved License must be provided to the Special Events Coordinator prior to the scheduled event. It is your responsibility to contact the Harford County Sheriff's Office for the appropriate permit.

First Aid Services/Medical Plan

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies. _____

It is the responsibility of the **EVENT SPONSOR** to contact Emergency Medical Services (EMS) if onsite services are needed.

Event Site Plan:

Your event application must include a detailed site plan to include the following:

- The location of fencing and/or barricades. (Fencing plans must indicate areas within the plan that are removable for Emergency Access.
- The location of First Aid station and/or ambulances
- The location of all stages, tents, canopies, portable toilets, trash containers, recycling containers, beer gardens, vendors, controlled admissions areas and any other temporary structures and activities.
- General locations and/or source of electricity.
- Placement of vehicles or trailers. (No vehicles permitted in Tydings Park)
- Exit locations for outdoor events that are fenced.
- If you are erecting tents or fencing on City property, you are required to notify Miss Utility 7 days prior to the event due to underground electric lines and other utilities. Phone: 800-257-7777
- Other related components of your event not listed above.

Advertising /Signage

Approved special events may place "APPROVED" signs in "APPROVED" locations within the City's right-of-way 21 days prior to event and must be removed within 48 hours following event.

Who may post a sign?

- o Only Non-Profit Organizations may post event signs.

When should signs be posted?

- o Signs may be posted 21 days prior to the event, and must be removed 48 hours after the event.

What is an Approved Sign?

- o Professionally manufactured yard signs, not larger than 18" x 24".

What is not an approved sign?

- o Hand written, hand-painted or hand-drawn signs are not permitted.

Approved Locations:

- o City Right of Way and City Parks
 - May not be placed in a city flower bed/garden
 - May not be placed on a City right of way that is in front of a private residence
- o Special permission from the Maryland State Highway Administration must be obtained for signs located on:
 - Otsego Street
 - Revolution Street
 - Superior Street
 - Union Avenue
 - US Route 40
 - Ohio Street

Special permission must be obtained for any signs placed inside the gates of Bulle Rock.

Applicant Initial ABP
EVENTS 10-9-15

Walking and Running Events:

WALKING / RUNNING EVENTS:

- Per Ordinance 986, walking and running events will be subject to an application fee.
(Please see below)

Run/Walk Event Fees:
For Profit Organization \$3,000
Non-Profit Organization \$1,500
HDG Non Profit or HDG Organization Sponsorship and Sole Beneficiary \$0.00

- Race events will not be permitted on Federal Holidays. Race events will only be permitted on Saturdays (with no rain date)
- Each sponsor will provide insurance documents with limits of liability of at least \$1,000,000 naming the City of Havre de Grace as an additional insured and including a waiver of subrogation.
- Provisions for participant safety (sponsor to contact local EMS)
- Sponsors will receive an invoice from the City of Havre de Grace upon City Council approval. Payment in full is required within 30 days.
- Non-compliance with submission of fee will result in a cancelled event.

Affidavit:


Applicant Initial ASP
EVENTS 10-9-19

City Representative Initial RBJ

Each sponsor shall provide a waiver holding the City and its employees harmless from liability.

The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property. Any cancellation must be made 48 hours prior to the scheduled event.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Print Name of Event Organizer Amy Steelman
Title Secretary, HDG Art Commission
Signature: 
Date 10/28/19

Event Title: Children's Art Festival

Received by _____
City Official Date

Notification: Internal Use Only:

- DPW _____
- PD _____
- Ambulance Corps _____
- SHCO _____
- Impacted Museums _____

IMPORTANT CONTACT INFORMATION FOR YOUR PLANNING NEEDS

Please keep a copy of this sheet for your files as you plan and execute your event.

| | | |
|--------------------------------------|------------------------|---|
| The City of Havre de Grace | 410-939-1800 x-1138 | Patrick Sypolt, Director of Administration patrick@s@havredegracemd.com |
| Havre de Grace Dept. of Public Works | 410-939-1800 | Tim Whittie, Director of Public Works timw@havredegracemd.com |
| Havre de Grace Office of Tourism | 410-939-2100 | Lauri Orzewicz, Manager of Tourism & Marketing; laurio@havredegracemc.com <i>Please contact if you need help with advertising your event.</i> |
| Havre de Grace Police Department | 410-939-2121 | Capt. John Krass, Capt. Joe Alton |
| Havre de Grace Ambulance Corps | 443-413-9486 | Chief Pete Quackenbush |
| Concord Point Light House | 410-939-3213 | |
| The Decoy Museum | 410-939-3739 | |
| The Maritime Museum | 410-939-4800 | |
| The Lock House Museum | 410-939-5780 | |
| Liquor Control Board | 410-638-3028 | www.harfordcountymd.gov/lcb/Downloads.cfm |
| Harford County Health Department | 410-638-3344 | |
| Harford County Sheriff's Office | 410-838-6600 | |
| Miss Utility | 800-257-7777 | You must call if erecting a tent or driving stakes into the ground. Miss Utility will ensure that you do not hit buried electrical lines. State Law requires that Miss Utility be called 48 hours prior to work commencing. |
| State Highway Administration | | https://www.roads.maryland.gov |
| Party Rentals | | |
| Port-a-Pots | | |
| Fencing (temporary) | | |
| Sound System/D.J. | | |
| Food/Beverage Vendor(s) | | |

SUSQUEHANNA RIVER

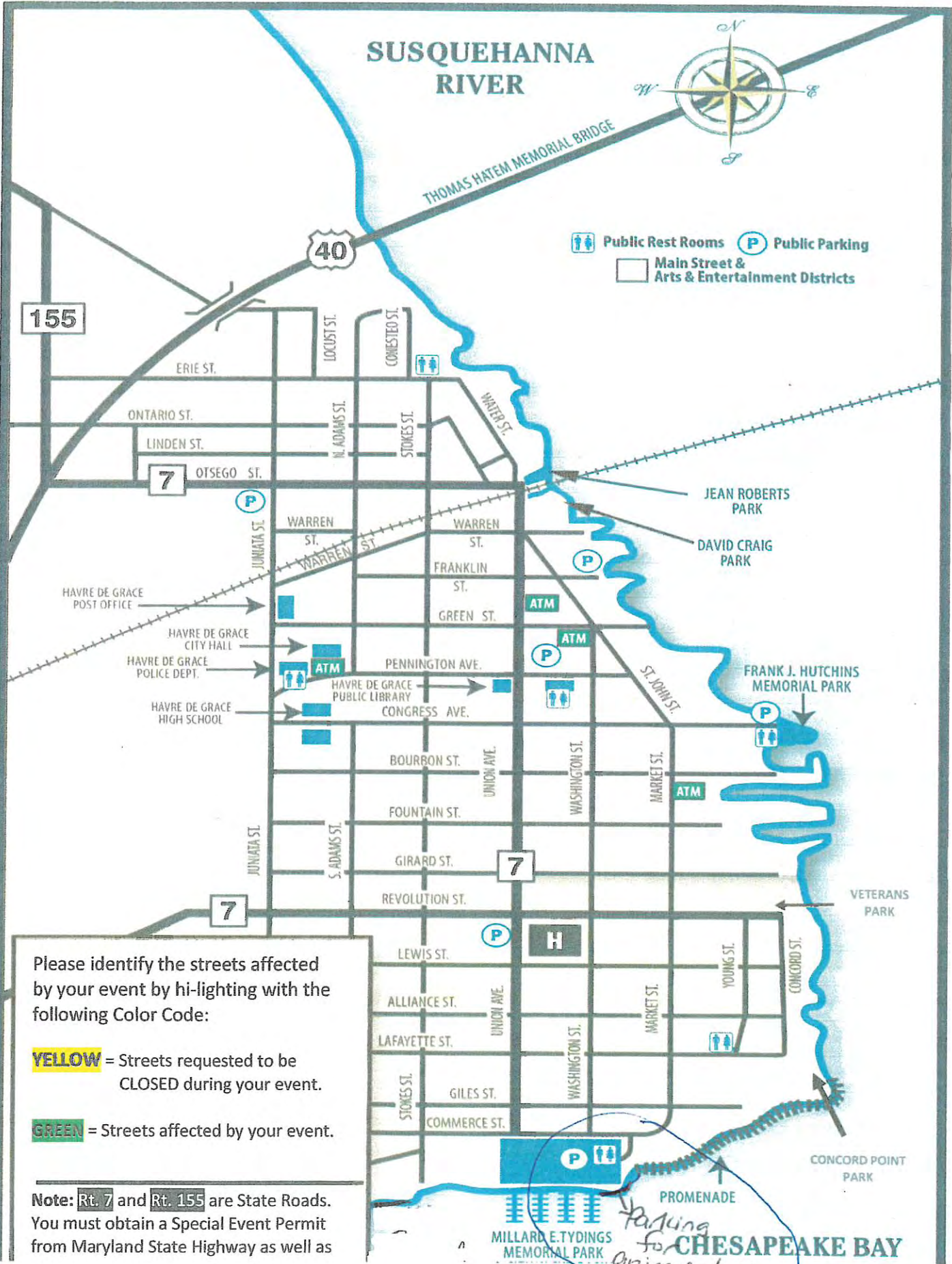


THOMAS HATEM MEMORIAL BRIDGE

40

155

Public Rest Rooms Public Parking
 Main Street & Arts & Entertainment Districts



Please identify the streets affected by your event by hi-lighting with the following Color Code:

YELLOW = Streets requested to be CLOSED during your event.

GREEN = Streets affected by your event.

Note: Rt. 7 and Rt. 155 are State Roads. You must obtain a Special Event Permit from Maryland State Highway as well as

MILLARD E. TYDINGS MEMORIAL PARK
 PROMENADE
 CHESAPEAKE BAY

Special Events Cost Sheet

| | | | |
|-----------------------|----------------------------------|--------------|--------------|
| Event: | Childrens Art Festival | Tracking ID: | 1011 19 0029 |
| Dates: | 9/12/20 | | |
| Time of set up: | 8:00 AM | | |
| Take down time: | 2:00: PM | | |
| Time of actual event: | 11:00am - 2:00pm | | |
| Location: | Millard E. Tydings Memorial 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 | | | | | 0 | \$0.00 | \$0.00 | | \$0.00 |

| | | | | | | | | | |
|--------------|---|--|--|--|--|--|--|--|--|
| Notes | This event will be handled by partol units on duty. | | | | | | | | |
|--------------|---|--|--|--|--|--|--|--|--|

| | 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 | 3 | 4 | 2 | \$41.75 | 6 | \$292.25 | | No Parking Signs w/ stakes, 55-gal barrels w/ trash bags, bathroom supplies. | \$292.25 |

| | | | | | | | | | |
|--------------|---|--|--|--|--|--|--|--|--|
| Notes | Prep and place No Parking Signs, Trash pick-up, Cleaning & re-stocking bathrooms. | | | | | | | | |
|--------------|---|--|--|--|--|--|--|--|--|

| | 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 |
|--------------------|---------------------|----------------------|---------------------|------------------------|-----------------------|----------------------------|----------------|-------------------------|------------|
| Grand Total | 3 | 4 | 2 | \$41.75 | 6 | \$292.25 | \$0.00 | See above | \$292.25 |

*Note: Normal salary includes fringe benefits; OT salary is 1.5 times average salary