



**January 19, 2021
Council Meeting Proceedings**

Call to Order: The regular meeting of the Mayor and City Council was called to order on January 19, 2021 at 7:00 p.m. with Mayor Martin presiding.

Roll Call: Present: CP Glenn, CM Robertson, CM Zinner, CM Boyer, CM Ringsaker and CM Martin.

The Pledge of Allegiance was recited and the opening prayer by Pastor Lynn Humphries-Russ of The Susquehanna Charge of UMC was read by CP Glenn.

Approval of Minutes:

City Council Minutes – CM Zinner moved to approve the Council Meeting minutes of January 4, 2021. Second by CM Ringsaker. Motion carried 6-0.

Comments from Citizens on Agenda items: No comments.

Appointments:

Street and Traffic Safety Advisory Board – Motion by CM Boyer to reappoint James W. Walker. Second by CM Martin. Motion carried 6-0.

Wage and Benefits – Motion by CM Ringsaker to reappoint Fred Wills, Jr. Second by CP Glenn. Motion carried 6-0.

Water and Sewer Commission – Motion by CM Martin to appoint James E. Clark. Second by CP Glenn. Motion carried 6-0.

Oath of Office: Mayor Martin administered Oath of Office to Police Academy Graduates – Officer Christopher Klisavage and Officer Alexis Matose.

Resolutions:

Calendar Resolution concerning License Agreement at 618 Green Street. (CM Ringsaker)

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND PURSUANT TO SECTIONS 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND TO AUTHORIZE THE MAYOR TO ENTER INTO A LICENSE AGREEMENT FOR CONSTRUCTION AND REPLACEMENT OF A COVERED PORCH ON THE CITY RIGHT OF WAY AT 618 GREEN STREET.

A motion to introduce was made by CM Ringsaker with a second by CM Martin. Motion carried 6-0. CM Martin made a motion to adopt Resolution 2021-02. Second by CM Ringsaker. CM Ringsaker introduced friendly amendments as follows: page 4 line 99, then to than. Also on page 8 item 1 then to be changed to than. Roll call vote: motion carried 6-0.

Calendar Resolution concerning Purchasing Card Accounts for City Operations. (CM Robertson)

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTIONS 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND TO AUTHORIZE THE CITY TO OBTAIN VISA CARD ACCOUNTS FOR PURPOSES OF CITY OPERATIONS.

A motion to introduce was made by CM Robertson with a second by CM Martin. Motion carried 6-0. CM Zinner made a motion to adopt Resolution 2021-03. Second by CM Robertson. Roll call vote: motion carried 6-0.

New Business:

Budget Amendment 2021-05 Critical Area – Motion to approve by CM Robertson. Second by CM Ringsaker. Motion carried 6-0.

Budget Amendment 2021-06 Legal Fees – Motion to approve by CM Robertson. Second by CM Martin. Motion carried 6-0.

Budget Amendment 2021-07 Susquehanna Hose Company – Motion to approve by CM Robertson. Second by CP Glenn. Motion carried 6-0.

Budget Amendment 2021-08 Havre de Grace Green Team – Motion to approve by CM Robertson. Second by CM Zinner. Motion carried 6-0.

Letter of Support from Havre de Grace City Council for House Bill 390 Regarding University of Maryland – Harford Memorial Hospital Closure – Economic Impact Study – Motion to approve by CP Glenn. Second by CM Martin. Roll call vote: motion carried 6-0. CM Ringsaker asked that the link to this be made available on the City website and attached to the minutes. (Link provided below)

Ice Festival scheduled for March 13 & 14, 2021 – Motion to approve by CP Glenn. Second by CM Robertson. Motion carried 6-0.

Maryland Bass Nation Trail scheduled for April 11, 2021 – Motion to approve by CM Ringsaker. Second by CM Robertson. Motion carried 6-0.

Directors Report:

Patrick Sypolt, Director of Administration: There will be an Administrative Meeting on January 20, 2021, beginning at 4:00 p.m. Please visit the City website to access the agenda and for call-in information should you wish to view. For a full listing of events please visit our website: explorehavredegrace.com and hdgoperahouse.org.

Shane Grimm, Director of Planning: The Board of Appeals will meet virtually this Thursday at 6:30 pm to hear the case for a Conditional Use for a Health Care Facility (Assisted Living Facility) at 550 Revolution Street. If citizens would like to participate, information is available on the webpage under the Board of Appeals page.

Erika Quesenbery Sturgill, Director of Economic Development: The Havre de Grace Office of Economic Development was able to testify, virtually, through a Zoom meeting, in favor of HB 390 a bill seeking a thorough economic impact study relevant to the closure of Harford Memorial Hospital earlier today. The Havre de Grace Economic Development Advisory Board will be holding a virtual meeting tomorrow at 4 p.m., which is available through the City's website. A number of us had the pleasure of dining in or picking up to go orders from our newest restaurant in Havre de Grace, Water Street Seafood at 654 Water Street. They are bringing steamed crabs back to Havre de Grace as well as great range of fresh seafood with a magnificent water view. Since we are in the legislative session a number of meetings relevant to Economic Development are in the offing including those for the Maryland Economic Development Association on January 22, the Maryland Municipal League, International Economic Development Council, Rural Maryland Council and Regional Manufacturing Institute; they are all holding virtual meetings over the next two weeks. Lastly, work on the Battery Island Brewing Company at 101 N. Washington Street is progressing at an astounding clip. We have numerous facade and fit out applications into the state from our various businesses in the Main Street district, but have been experiencing a definite lag in review of these applications by the State Department of Housing and Community Development who are also dealing with EIDL and COVID funding programs, so we are trying to work with the state on these concerns through daily communications.

George DeHority, Director of Finance: The current financial condition of General Fund 1, Water/Sewer Fund 9 and Marina Fund 8 was presented. The General Fund balance is \$6,818,000 which is \$1,767,600 ahead of budget. The Water/Sewer Fund balance is \$1,817,900, which is a \$1,509,300 increase year-to-date. The Marina Fund balance is \$1,037,500 which is a \$211,800 increase year-to-date.

Tim Whittie, Director of Public Works: Updates were given on current projects as follows: Gashey's Creek, and? directional drilling of water line is complete. Next project is to relocate gas main. The plans are complete for the 12 inch water line from Havre de Grace to Aberdeen. All permits are approved, specifications complete and scheduling of RFP. The Old Bay Lane waterline is at 90%, the drawing is due this week for review. The replace waterline project at Green and Wilson is at 90%, the drawing is due this week. The Girard application for CDBG funds has been submitted to Harford County. The engineering plans are complete. The National Guard Pump Station reviewed 50% drawings. Comments were forwarded on January 15, 2021 to RK&K. There was a Zoom meeting on January 27, 2021 with all Review Agencies for phase 1 of the Living Shoreline project. The Francis Street sewer meeting with RK & K at the site was held to go over the drawings. The Commerce Street Sewer Project is moving into final engineering. The Fire Hydrant Replacement is to be contracted out.

Chief Teresa Walter, Havre de Grace Police Department: Thank you to Mayor Martin for swearing in the new officers. Sergeant Dan Petz nominated Pfc Jay Cooper for The National Law Enforcement Memorial Fund. PFC Cooper has done a fantastic job. The Polar Bear Plunge for Special Olympics this year has come up with virtual plunging this Saturday at 10 am. Please go to the City of Havre de Grace Police website to donate.

Business from Mayor Martin: Former Councilman Richard Tome has passed away. Please join me in a moment of silence. COVID numbers have increased to 674 cases in Havre de Grace. Mayor Martin warns we are not out of the woods yet. Be mindful, protect yourself and the ones you care about. Wear your mask, social distance and wash your hands. Vaccine information is available on the City of Havre de Grace Homepage or through the Harford County Health Department at <http://harfordcountyhealth.com/harfordcovidvax>. Mayor Martin wished the 46th president of the United States a peaceful transfer of power.

Business from Council:

Council Member Zinner: CM Zinner prepared remarks to share with all of how and why the year 2021 arrived with a vengeance for her personally. This was a personal sharing of feelings full of emotion and personal history of conviction in her beliefs. CM Zinner quoted Dr. Martin Luther King, Jr. by saying, "Darkness cannot drive out darkness, only light can do that. Hate cannot drive out hate, only love can do that".

Council Member Robertson: Thank you council for approving the budget amendments this evening. A fire took place in my neighborhood recently and I was impressed with how the Susquehanna Hose Company responded as quickly as they did with all their well trained personnel. A reminder to all too please practice empathy and this world will be a much better place.

Council Member Martin: In HDG the water shut offs have increased due to the financial impact of COVID-19. Please contact the Havre de Grace Finance Department to discuss payment options. Harford County has funding available through The Residential COVID Water and Sewer Emergency Assistance Program. The program provides financial assistance with water and sewer bills to Harford County residents who have experienced a financial loss due to the COVID 19 pandemic. Anyone who is past due on their water and sewer bill or who needs financial assistance to help pay their bill in November or December should review the application and program guidelines at www.harfordcaa.org. This program is based on a first come first serve basis and available until funds are exhausted. Currently no restrictions are in place for riding horses on the Joe K trail. Please use courtesy if riding a horse on the trail.

Council Member Ringsaker: This weekend is the Robert Burns weekend here in Havre de Grace. Thank you to the Susquehanna Hose Company for fighting the fires and rescue efforts recently for boaters stranded and in need of water rescue. Youth Hunting Day is February 6th. Please take a kid hunting and carry on the tradition.

Council Member Boyer: Thank you to all who have volunteered to support our community. On behalf of the Green Team, I thank all for the votes this evening that help greatly. Thank each of you for your well wishes on my mom's recent surgery. She is doing much better.

Business from Council President Glenn: Thoughts and prayers go out to the families of Mike Miller and Richard Tome. Mike Miller was a true statesman that served approximately four decades as a Maryland state senator. Richard served on this dias approximately 20 years ago and was instrumental in championing the annual Duck Drop. They both will be sorely missed, but not forgotten. Special thanks go out to the Susquehanna Hose Company. The beginning of 2021 has been challenging with countless working fires and water rescues. It reinforces that we are so fortunate that they are always available when we need them most. To all the Susquehanna Hose Company Volunteers, thanks for your tireless dedication and selfless service, and best of luck to the new line of 2021 officers who were recently elected by their colleagues.

Comments from Citizens: No comments.

CP Glenn made a motion to adjourn at 9:03 p.m. with a second by CM Martin.

Motion carried 6-0.

Video recording of the City Council Meeting may be viewed online through Harford Cable Network or City of Havre de Grace YouTube channel.

House Bill 390 URL – <https://www.youtube.com/watch?v=F5UG-RUovTY&feature=youtu.be>

**Respectfully submitted by,
Resa Laird**

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

RESOLUTION NO. 2021-_____

Introduced by _____ Council President Glenn

A RESOLUTION BY THE CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTION 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT AND LAND USE ARTICLES OF THE ANNOTATED CODE OF MARYLAND TO APPROVE A TEMPORARY MORATORIUM ON THE APPROVAL AND ISSUANCE OF PERMITS WITHIN THE CITY’S MUNICIPAL LIMITS FOR THE CONSTRUCTION OF, AND/OR PROPOSED USE AS, CERTAIN MEDICAL CLINICS PRIMARILY ENGAGED IN THE TREATMENT OF PAIN MANAGEMENT

WHEREAS, the City Council of Havre de Grace, Maryland (the “City Council”) is authorized under the Local Government Article and the Land Use Article of the Annotated Code of Maryland to enact and administer zoning and land use ordinances and a Comprehensive Plan; and

WHEREAS, the Comprehensive Plan includes growth management goals designed and intended to promote the public health, safety, and welfare; and

WHEREAS, the City Council desires to review existing requirements of the appropriateness of such clinics in certain zoning districts in the City in light of the proliferation of pain management clinics in the City and surrounding areas; and

WHEREAS, the City is a Plaintiff in a federal lawsuit against opioid manufacturers and distributors over concerns about the improper distribution and misuse of certain pain management drugs and the impact of such misuse on the health, safety, and welfare of the citizens of the City; and

WHEREAS, the City of Havre de Grace has recently experienced a positive trend in the housing market and an increase in assessed property values that has contributed to downtown revitalization and redevelopment efforts, as well as the annexation of additional properties for residential development; and

WHEREAS, the City Council believes that six (6) months is a reasonable length of time to allow the City to consider and enact legislation after evaluating a report to be prepared by the Director of Planning during the moratorium.

39 **NOW, THEREFORE, BE IT RESOLVED** by the City Council for Havre de Grace, Maryland,
40 that:

- 41 1. A temporary moratorium on the issuance of approvals or permits relating in any way
42 to pain management clinics in Havre de Grace shall be implemented for a period of six
43 (6) months from and after February 1, 2021 to and including August 1, 2021.
- 44 2. Purpose. The purpose of this temporary moratorium is to protect the public health,
45 safety, and welfare of the residents of Havre de Grace and to protect existing business
46 in the City, and to evaluate any impact pain management clinics may have on existing
47 neighborhoods under current zoning classifications.
- 48 3. Report, recommendations, and legislation. This moratorium is established to allow
49 sufficient time within which to consider the Director of Planning's report and
50 recommendations, and to complete the legislative process in a manner to best promote
51 the policies articulated in the Comprehensive Plan, and to make any recommended
52 amendments or changes to the City's Zoning Code by adoption of ordinances under the
53 statutorily required timelines.
- 54 4. New and pending applications. The City hereby declares a six (6) month moratorium
55 on the application for, or issuance of, construction permits or certificates of occupancy
56 for pain management clinics.
- 57 5. For the period of six (6) months immediately following the effective date of this
58 Resolution, the City, the Planning Commission, the Board of Appeals, the Department
59 of Planning, and the Zoning Administrator shall not permit, accept, process, interpret,
60 deliberate upon, decide, or approve any application for a pain management clinic
61 subject to this Resolution.
- 62 6. Effective date. This temporary moratorium shall be effective upon adoption of this
63 Resolution.
- 64 7. Authority. This Resolution was adopted in accordance with the authority authorized
65 under the Local Government Article and the Land Use Article of the Annotated Code
66 of Maryland and City Charter Sections 33 and 34.

67 **AND BE IT FURTHER RESOLVED** that staff, Boards and Commissions are directed and
68 requested to act in a manner consistent with the provisions of this temporary moratorium regarding
69 the activity covered herein;

70 **AND BE IT FURTHER RESOLVED** that nothing in this Resolution #2021-XX shall be
71 interpreted as waiving, or in contradiction of, any authority or power existing in or granted to the
72 City Council of Havre de Grace, Maryland to institute such a moratorium at any time, or extend
73 any such moratorium, to protect the health, safety, and welfare of the City and its residents, and
74 that to the extent of such power, this moratorium shall be effective immediately.

75 *ADOPTED by the City Council* of Havre de Grace, Maryland this __ day of _____, 2021.

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SIGNED by the Mayor and attested by the Director of Administration this ____ day of _____, 2021.

ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

Patrick D. Sypolt
Director of Administration

William T. Martin
Mayor

Introduced: 02/01/2021
Passed/Adopted: 02/01/2021
Effective Date: 02/02/2021

1011 21 0002

EVENT APPLICATION CHECKLIST:

EVENT NAME: Valentine Love and Grace Boxes

Sponsor Organization: City of Havre de Grace

Business Address: _____

On Site Contact Person: Stephanie G.

Contact Information **Phone:** _____ **Email:** _____

Back-Up Site Contact Person: Lauri O

Contact Information **Phone:** _____ **Email:** LauriO@havredegracemd.com

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

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

Is the Sponsor Organization a 501 C3? _____ Yes _____ No

Tax ID # _____

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

Event Category:

_____ Athletic/Recreation

_____ Concert/Performance

Other (explain)

_____ Festival

_____ Carnival

street closure for food box

_____ Parade

_____ 5K/10K/Walk *

pick up

_____ 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: Feb 13, 2021 Begin Time: 3:00

Event Starts Date: Feb 13, 2021 Time: 4:00

Event Ends Date: Feb 13, 2021 Time: 8:00

Breakdown Date: Feb 13, 2021 End Time: 9:00

Rain Date Date: None Is timeframe the same? _____ Yes _____ No

If no, include new times: _____

Location: (see attached map)

_____ Millard E. Tydings Memorial Park

_____ Community Pavilion at
Frank J. Hutchins Memorial Park

_____ Concord Point Park

_____ David Craig Park

_____ McLhinney Park

_____ K-9 Cody Dog Park

_____ Veteran's Park

Other location, please explain: Franklin Street

(No vehicles permitted on park grounds - fees will apply for damage to the grounds.)

Anticipated Attendance: _____

Admission Fee (if any): _____

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 (e.g. Google Maps) of intersections and street names affected and any road closures. _____

Franklin Street one way from Union to St. John Street- Street closed except for one way traffic

Note: Route 7 and Route 155 are State Roads. You must obtain a Special Event Permit from Maryland State Highway as well as City of Havre de Grace.

- Parking / No Parking Signs:** Please indicate on a 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 rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Administrative Assistant 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.

Alcohol will be part of the to go boxes for pick up

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 Administrative Assistant prior to the scheduled event. **It is your responsibility to contact the Harford County Sheriff's Office for the appropriate permit:** <https://harfordsheriff.org/services/gambling/>.

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 (attach a map such as Google Maps) 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.
- Due to the irrigation system, **no tents or canopies can be erected in Tydings Park using stakes;** only weights can be used to secure the tent or canopy.
- 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 the 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 (<https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807>)
- Special permission must be obtained for any signs placed inside the gates of Bulle Rock.

Walking and Running Events:

m/a

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

Walk/Run 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).
- 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.
- Sponsor will provide 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:

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

Title Toursim Manager

Phone _____ Email Laurio@havredegracemd.com

Signature 

Date 1-20-2021

Event Title: Street Closure for Love + Grace Boxes

Received by Tamara Birkman
City Official

1-25-2021
Date

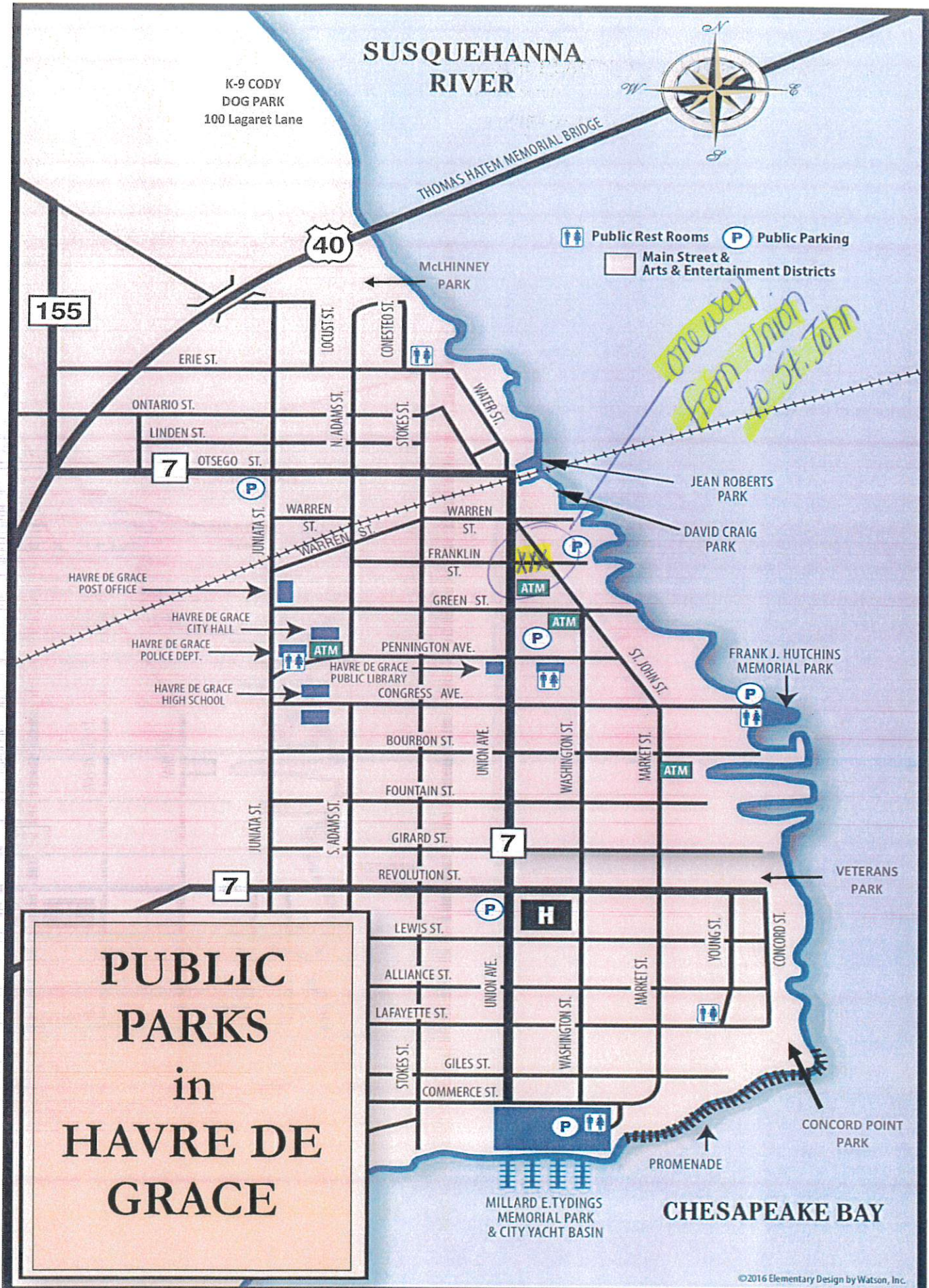
Notification: Internal Use Only:

- 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-1131	Patrick Sypolt, Director of Administration patrick@s@havredegracemd.com
Havre de Grace Department of Public Works (DPW)	410-939-1800 x1107	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 Lighthouse	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	http://www.hclcb.org/alcoholic-beverage-license-applications
Harford County Health Department	410-638-3344	https://harfordcountyhealth.com/
Harford County Sheriff's Office	410-838-6600	https://harfordsheriff.org/services/gambling/
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/mdotsha/pages/index.aspx?PageId=807
Party Rentals		
Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Food/Beverage Vendor(s)		





City of Havre de Grace

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

410-939-1800

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 (if applicable)
- 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 Avenue
Havre de Grace, MD 21078
Questions: 410-939-1800 x1131
Email: patrick@havredegracemd.com

Administrative Assistant

Tammy Brinkman
410-939-1800 x1122
tamarab@havredegracemd.com

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 use washable paint.** No other paint is allowed.
- Nails, screws, ropes or wires attached to any tree are not permitted. Stakes are not permitted in Tydings Park.
- 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 7 am or after 10 pm.
- 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 rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>
The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved application must be provided to the Administrative Assistant 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: <https://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 the 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 Director of Administration.

Covid Plan – Valentine Love and Grace Boxes

The public will not leave their vehicles as they pick up their pre-ordered, packaged meals. Masks will be worn and hand sanitizer will be available.

SPECIAL EVENTS WORK SHEET

Event:	Valentine Love & Grace Boxes			Tracking ID:	1011210002
Dates:	2/13/2021				
Time of set up:	3 p.m.				
Take down time:	8 p.m. - 9 p.m.				
Time of actual event:	4 p.m. - 8 p.m.				
Location:	Franklin Street				

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
				0	\$0.00

PD

Notes

Patrol units will handle this event. The application shows one way traffic from Union Avenue to St Johns Street, this type event in the past did not have this request. It worked just fine. There should be one way traffic on Franklin Street only.

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
1	2	0	\$46.00	2	\$92.00

DPW

Notes

Prep No Parking Signs, drop off barricades, post signs. Return to remove following event.

1	2	0	\$46.00	2	\$92.00

Grand Total

*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)

REVISION 1/10/2020

101119 0004

EVENT APPLICATION CHECKLIST:

EVENT NAME: First Friday

Sponsor Organization: City of Havre de Grace

Business Address: 450 Pennington Ave, HdG, MD 21078

On Site Contact Person: Lauri Orzewicz

Contact Information Phone: _____

Email: LauriO@havredegracemd.com

Back-Up Site Contact Person: Bonnie Castillo

Contact Information Phone: _____

Email: BonnieC@havredegracemd.com

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

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

Is the Sponsor Organization a 501 C3? _____ Yes _____ No

Tax ID # _____

If the Sponsor 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: 1st Friday of Month

Begin Time: 3:00pm

Event Starts Date: 5/7, 6/4, 7/2,

Time: 5:00pm

Event Ends Date: 8/6, 9/3, 10/1

Time: 9:30pm

Breakdown Date: 9:00pm

End Time: 10:00pm

Rain Date Date: None

Is timeframe the same? _____ Yes _____ No

If no, include new times: _____

Location: (see attached map)

_____ Millard E. Tydings Memorial Park

_____ Community Pavilion at
Frank J. Hutchins Memorial Park

_____ Concord Point Park

_____ David Craig Park

_____ McLhinney Park

_____ K-9 Cody Dog Park

_____ Veteran's Park

Other location, please explain: Downtown streets,
see map

(No vehicles permitted on park grounds - fees will apply for damage to the grounds.)

Anticipated Attendance: 7000 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 (e.g. Google Maps) of intersections and street names affected and any road closures. See map

Note: Route 7 and Route 155 are State Roads. You must obtain a Special Event Permit from Maryland State Highway as well as City of Havre de Grace.

Parking / No Parking Signs: Please indicate on a 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 rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Administrative Assistant 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.

Alcohol will be sold in "beer gardens" in front of restaurants, they will provide security for their business

Alcohol tasting will be available at some vendors, tasters must stay at vendor while tasting

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 Administrative Assistant prior to the scheduled event. **It is your responsibility to contact the Harford County Sheriff's Office for the appropriate permit:** <https://harfordsheriff.org/services/gambling/>.

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. EMT and Fire on site

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 (attach a map such as Google Maps) 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.
- Due to the irrigation system, **no tents or canopies can be erected in Tydings Park using stakes;** only weights can be used to secure the tent or canopy.
- 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 the 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 (<https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807>)
- Special permission must be obtained for any signs placed inside the gates of Bulle Rock.

Walking and Running Events: n/a

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

Walk/Run 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).
- 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.
- Sponsor will provide 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:

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

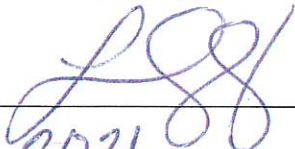
The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), 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 City of Havre de Grace

Title Tourism Manager

Phone _____ Email LauriO@havredegracemd.com

Signature 

Date 1-25-2021

Event Title: First Friday

Received by Tamara Blikma
City Official

1-25-2021
Date

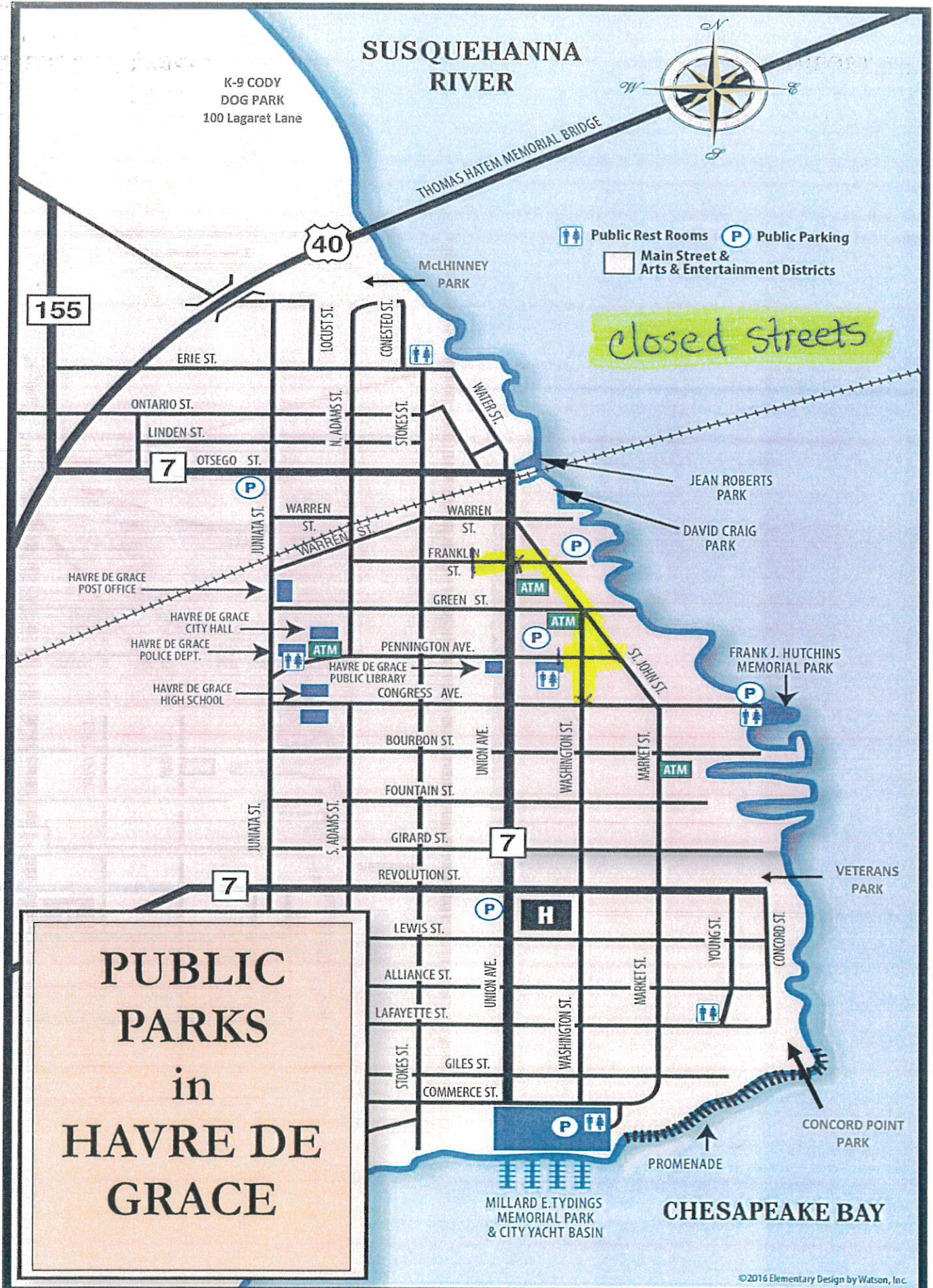
Notification: Internal Use Only:

- 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-1131	Patrick Sypolt, Director of Administration patrick@havredegracemd.com
Havre de Grace Department of Public Works (DPW)	410-939-1800 x1107	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 Lighthouse	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	http://www.hclcb.org/alcoholic-beverage-license-applications
Harford County Health Department	410-638-3344	https://harfordcountyhealth.com/
Harford County Sheriff's Office	410-838-6600	https://harfordsheriff.org/services/gambling/
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/mdotsha/pages/index.aspx?PageId=807
Party Rentals		
Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Food/Beverage Vendor(s)		





City of Havre de Grace

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

410-939-1800

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 (if applicable)
- 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 Spolt

Director of Administration
711 Pennington Avenue
Havre de Grace, MD 21078
Questions: 410-939-1800 x1131
Email: patrick@havredegracemd.com

Administrative Assistant

Tammy Brinkman
410-939-1800 x1122
tamarab@havredegracemd.com

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 use washable paint.** No other paint is allowed.
- Nails, screws, ropes or wires attached to any tree are not permitted. Stakes are not permitted in Tydings Park.
- 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 7 am or after 10 pm.
- 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 rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved application must be provided to the Administrative Assistant 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: <https://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 the 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 Director of Administration.

Covid Plan – First Friday

CDC guidelines will be followed - masks will be worn, social distancing will be emphasized, and hand sanitizing stations will be available.

1011190007

EVENT APPLICATION CHECKLIST:

EVENT NAME: Relay For Life & Bark For Life of Harford County

Sponsor Organization: American Cancer Society

Business Address: 405 Williams Ct. Suite 120, Baltimore, MD 21220

On Site Contact Person: Therese Campagnone

Contact Information **Phone:** _____ **Email:** _____

Back-Up Site Contact Person: Jessyca Jordan

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 Sponsor Organization a Havre de Grace 501 C3? _____ Yes No

Is the Sponsor Organization a 501 C3? Yes _____ No

Tax ID # 13-1788491

If the Sponsor Organization is not a Havre de Grace Non-Profit, please provide additional details below:
The mission of the American Cancer Society is to save lives, celebrate lives, and lead th fight fr
We hold this event every year in Havre de Grace to celebrate cancer survivors, celebrate canin

Event Category:

- | | | |
|--|---|---|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input checked="" type="checkbox"/> Other (explain) |
| <input checked="" type="checkbox"/> Festival | <input type="checkbox"/> Carnival | Mix of a festival and a walk. |
| <input type="checkbox"/> Parade | <input checked="" type="checkbox"/> 5K/10K/Walk * | Walk route does not leave event |
| <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: <u>9/17/21 & 9/18/21</u>	Begin Time: <u>Tents Fri & 7AM</u>
Event Starts	Date: <u>9/18/21</u>	Time: <u>12PM</u>
Event Ends	Date: <u>9/18/21</u>	Time: <u>10PM</u>
Breakdown	Date: <u>9/18/21</u>	End Time: <u>11PM</u>
Rain Date	Date: <u>N/A</u>	Is timeframe the same? _____ Yes _____ No
		If no, include new times: _____

Location: (see attached map)

- | | |
|---|--|
| <input type="checkbox"/> Millard E. Tydings Memorial Park | <input type="checkbox"/> Community Pavilion at Frank J. Hutchins Memorial Park |
| <input checked="" type="checkbox"/> Concord Point Park | <input type="checkbox"/> David Craig Park |
| <input type="checkbox"/> McLhinney Park | <input type="checkbox"/> K-9 Cody Dog Park |
| <input type="checkbox"/> Veteran's Park | Other location, please explain: _____ |

(No vehicles permitted on park grounds - fees will apply for damage to the grounds.)

Relay For Life & Bark For Life of Harford County 2021 Additional Information

We are so thankful to the City of Havre de Grace and Friends of Concord Point Lighthouse for allowing us to hold our Relay For Life event in Concord Point Park the past 4 years. In 2019 we had over 400 people come out throughout the day of our event. It was the best turnout we have had in years. Although 2020 was tough, we were still able to hold a great drive-thru event and cannot wait to continue in 2021 with Relay For Life & Bark For Life combined!!

"Normal" Schedule (minimal COVID-19 restrictions)

Even with our HOPE for minimal COVID-19 restrictions we will plan to follow all up to date CDC guidelines, state policies and American Cancer Society national policies. I plan to be in communication with the city as it gets closer to the event to make sure we are taking proper precautions and following all protocols in place at the time of the event.

Friday 9/17/21

This is when our tents, tables, and chairs will arrive. The company will set up all tents and secure them.

Saturday 9/18/21

7AM- Arrival for the committee. This is when we will be setting up our event materials such as games, registration, luminaria bags (white bags), survivor tent, stage area.

10AM- Food trucks will be set up on Lafayette St. past the handicapped parking. Vendors will set up their tables and tents on Concord St. Teams will also start arriving around 10am and will begin set up in the dark green area marked "team campsites and fundraisers". Their set up will include pop up tents, tables, and their onsite fundraising materials. DJ will arrive sometime between 10am-11am.

12PM- Event begins! All participants will continue to arrive. DJ begins playing. Activities and games begin. Themed laps, yard games, Zumba, participants visit various onsite fundraisers, etc. Survivor specific activities will also start at this time. This will continue throughout the day until about 9PM.

9PM- Luminaria Ceremony. This is the somber ceremony where we take the time to honor loved ones who have survived cancer, are fighting, or have lost their battle. We will use glowsticks to light the bags on the track and hold a silent lap in their honor. Clean up generally begins after this ceremony.

10PM- Event official end time. Short closing ceremony. Clean up continues. We are usually out of the park before 11PM. All trash will be placed in our rented dumpster and dumpster will be collected within a week of the event.

Event Precautions based on COVID-19 restrictions as of January 2021

- We would still like to have our event outside in Concord Point park, not a drive through.
- Everyone will be masked.
- We will limit the number of people in the location at one time based on current policy. If that means that teams need to switch out, then we will make sure that happens.

- All attendees MUST be signed up and register with us based on current policy of a ticketed event.
- Hand sanitizing stations around the park.
- Campsites will be spread out more this year to utilize the entire park.
- Survivor activities will be determined based on the state of the numbers in MD as we get closer.
We do not want to put any immunocompromised at unnecessary risk.

Anticipated Attendance: 200-300 Admission Fee (if any): N/A

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 (e.g. Google Maps) of intersections and street names affected and any road closures. Close Lafayette St. at Young St. and Concord St. at Alliance St.

Note: Route 7 and Route 155 are State Roads. You must obtain a Special Event Permit from Maryland State Highway as well as City of Havre de Grace.

Parking / No Parking Signs: Please indicate on a 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 rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Administrative Assistant 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.

N/A

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 Administrative Assistant prior to the scheduled event. **It is your responsibility to contact the Harford County Sheriff's Office for the appropriate permit:** <https://harfordsheriff.org/services/gambling/>.

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 kit at registration. Will call for EMS if needed.

Phone communication between committee members if needed.

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 (attach a map such as Google Maps) 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.
- Due to the irrigation system, **no tents or canopies can be erected in Tydings Park using stakes;** only weights can be used to secure the tent or canopy.
- 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 the 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 (<https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807>)
- Special permission must be obtained for any signs placed inside the gates of Bulle Rock.

Walking and Running Events:

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

Walk/Run 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).
- 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.
- Sponsor will provide 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:

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 American Cancer Society- Therese Campagnone

Title Senior Community Development Manager

Phone _____ Email _____ rg

Signature Therese Campagnone

Date 1/14/2021

Event Title: Relay for Life + Bark for Life of Harford County

Received by Tamara Brickman
City Official

1-25-2021
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.

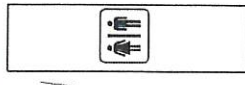
The City of Havre de Grace	410-939-1800 x-1131	Patrick Sypolt, Director of Administration patrick@s@havredegracemd.com
Havre de Grace Department of Public Works (DPW)	410-939-1800 x1107	Tim Whittie, Director of Public Works timw@havredegracemd.com
Havre de Grace Office of Tourism	410-939-2100	Lauri Orzewicz, 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 Lighthouse	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	http://www.hclcb.org/alcoholic-beverage-license-applications
Harford County Health Department	410-638-3344	https://harfordcountyhealth.com/
Harford County Sheriff's Office	410-838-6600	https://harfordsheriff.org/services/gambling/
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/mdotsha/pages/index.aspx?PageId=807
Party Rentals		
Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Food/Beverage Vendor(s)		

Relay For Life & Bark For Life of Harford County

Saturday, September 18, 2021

Concord Point EVENT MAP

Alliance St



Young St

Lightkeeper's House

Lafayette Street

Maritime Museum

HOPE

Lighthouse

Concord St

1

2

3

P

Walking Route
*small loop = 0.2 mi
*large loop = 0.3 mi

Road Closure

Craft Vendors

Food Vendors

Team Campsites and Fundraisers

Activities

General Event Parking

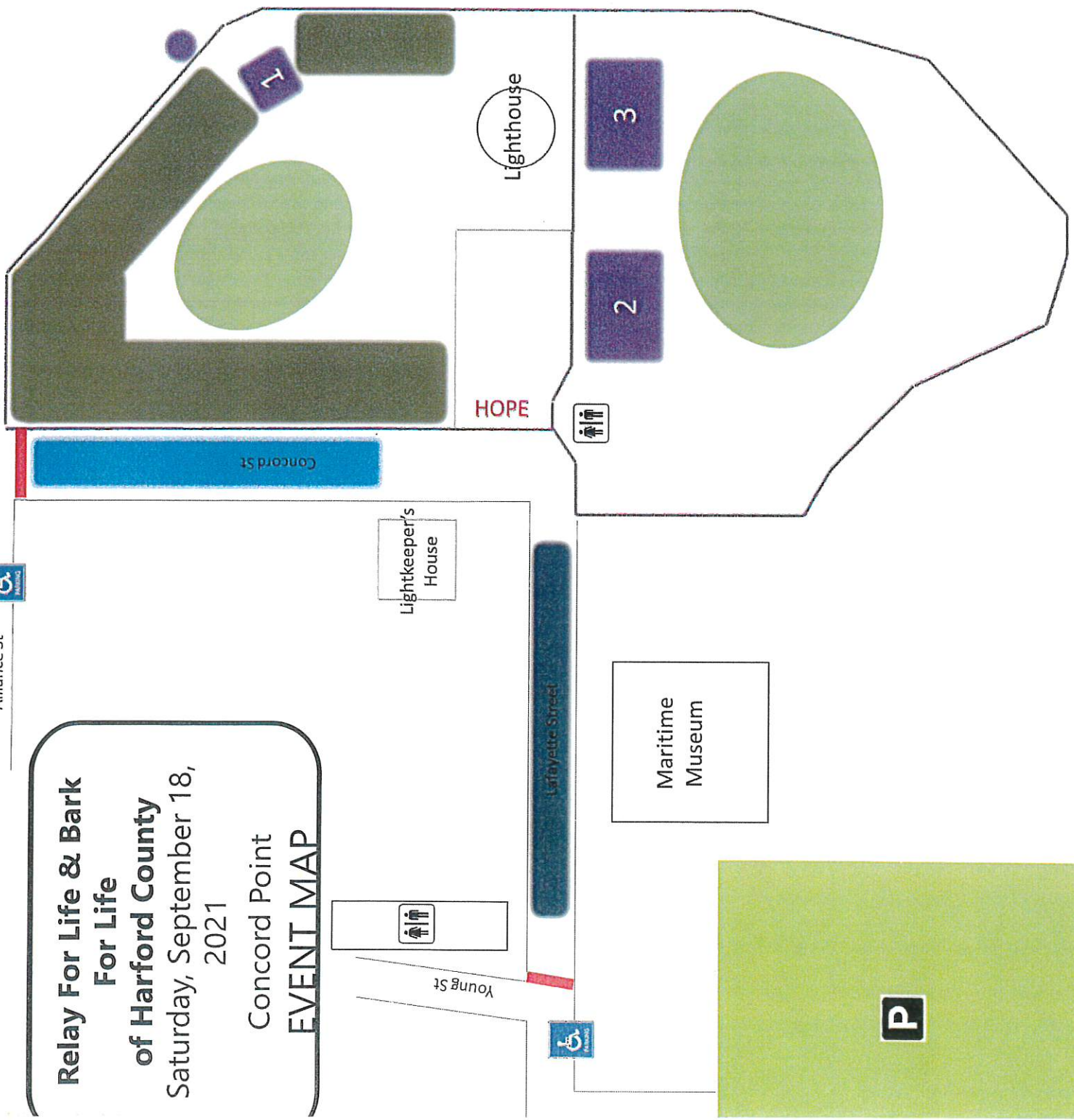
Handicapped Parking

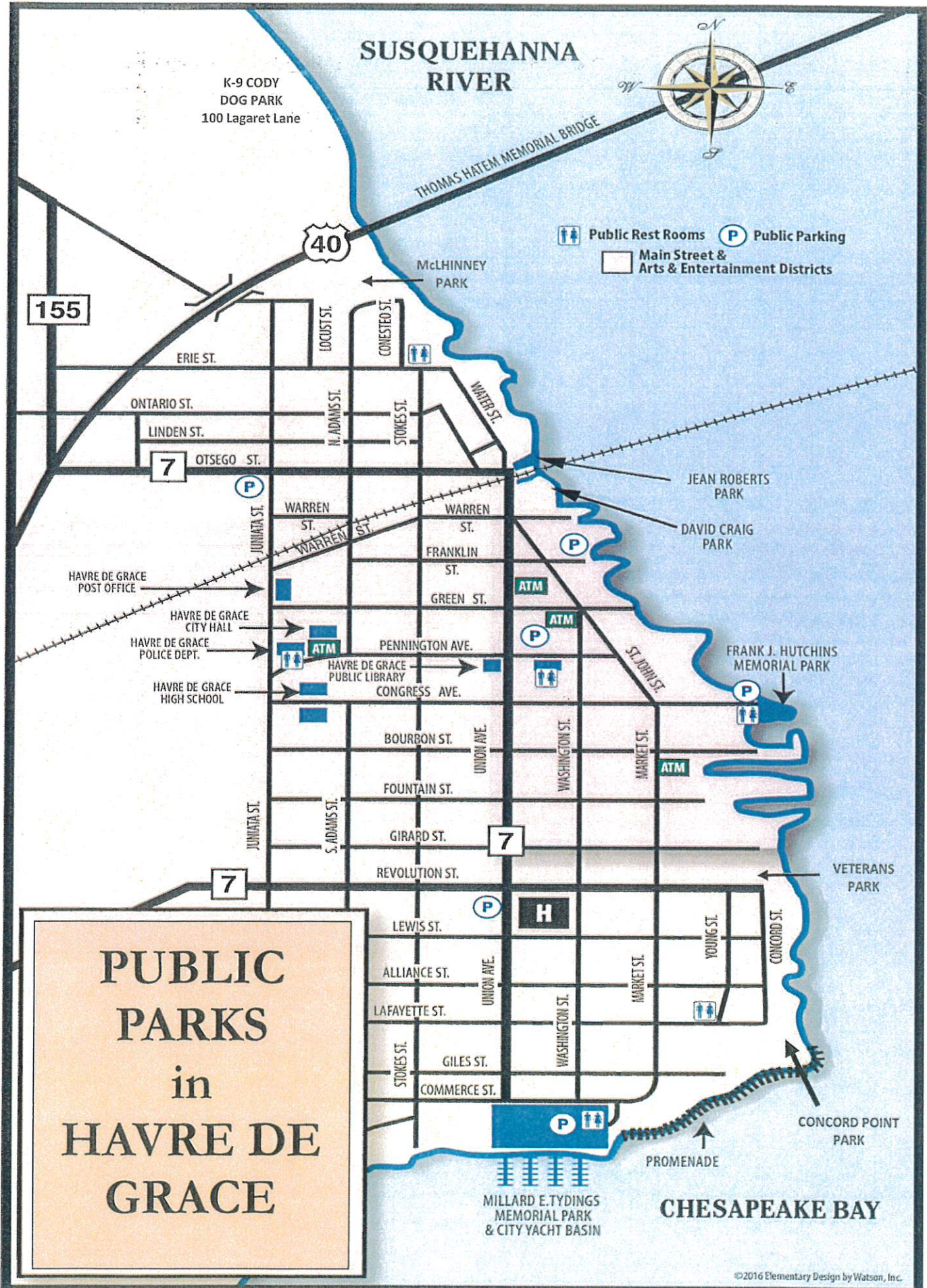
Restrooms

Stage

Survivor Tent

Silent Auction







City of Havre de Grace

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

410-939-1800

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 (if applicable)
- 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 Spolt

Director of Administration
711 Pennington Avenue
Havre de Grace, MD 21078
Questions: 410-939-1800 x1131
Email: patrick@havredegracemd.com

Administrative Assistant

Tammy Brinkman
410-939-1800 x1122
tamarab@havredegracemd.com

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 use washable paint.** No other paint is allowed.
- Nails, screws, ropes or wires attached to any tree are not permitted. Stakes are not permitted in Tydings Park.
- 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 7 am or after 10 pm.
- 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 rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>
The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved application must be provided to the Administrative Assistant 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: <https://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 the 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 Director of Administration.

CINCINNATI OH 45999-0038

In reply refer to: 0248181619
Feb. 12, 2019 LTR 4167C 0
13-1788491 000000 00
00008838
BODC: TE

AMERICAN CANCER SOCIETY INC
NATIONAL HOME OFFICE
% CATHRINE E MICKLE
250 WILLIAMS ST 4TH FL
ATLANTA GA 30303

Employer identification number: 13-1788491
Group exemption number: 0580

Dear Taxpayer:

This is in response to your request dated Feb. 01, 2019, for information about your tax-exempt status.

Our records indicate we issued a determination letter to you in November 1942, and you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(3).

For federal income tax purposes, donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106 and 2522.

Because IRC Section 170(c) describes your subordinate organizations, donors can deduct contributions they make to them.

Please refer to www.irs.gov/charities for information about filing requirements. Specifically, IRC Section 6033(j) provides that, if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

0248181619

Feb. 12, 2019 LTR 4167C 0

13-1788491 000000 00

00008839

AMERICAN CANCER SOCIETY INC
NATIONAL HOME OFFICE
% CATHRINE E MICKLE
250 WILLIAMS ST 4TH FL
ATLANTA GA 30303

Sincerely yours,



Kim A. Billups, Operations Manager
Accounts Management Operations 1

CINCINNATI OH 45999-0638

005964.122023.372602.92013 1 AB 0.412 530



AMERICAN CANCER SOCIETY INC
NATIONAL HOME OFFICE
% CATHRINE E MICKLE
250 WILLIAMS ST 4TH FL
ATLANTA GA 30303

005964

CUT OUT AND RETURN THE VOUCHER IMMEDIATELY BELOW IF YOU ONLY HAVE AN INQUIRY.
DO NOT USE IF YOU ARE MAKING A PAYMENT.

CUT OUT AND RETURN THE VOUCHER AT THE BOTTOM OF THIS PAGE IF YOU ARE MAKING A PAYMENT,
EVEN IF YOU ALSO HAVE AN INQUIRY.

The IRS address must appear in the window.

Use for inquiries only

BODCD-TE

0248181619

Letter Number: LTR4167C
Letter Date : 2019-02-12
Tax Period : 000000



131788491

INTERNAL REVENUE SERVICE

CINCINNATI OH 45999-0038



AMERICAN CANCER SOCIETY INC
NATIONAL HOME OFFICE
% CATHRINE E MICKLE
250 WILLIAMS ST 4TH FL
ATLANTA GA 30303

131788491 0X AMER 00 2 000000 670 000000000000

The IRS address must appear in the window.

Use for payments

BODCD-TE

0248181619

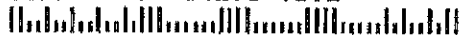
Letter Number: LTR4167C
Letter Date : 2019-02-12
Tax Period : 000000



131788491

INTERNAL REVENUE SERVICE

OGDEN UT 84201-0102



AMERICAN CANCER SOCIETY INC
NATIONAL HOME OFFICE
% CATHRINE E MICKLE
250 WILLIAMS ST 4TH FL
ATLANTA GA 30303

131788491 0X AMER 00 2 000000 670 000000000000

**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)
8/31/2020

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 Commercial Lines - (404) 923-3700 USI Insurance Services LLC 3475 Piedmont Road NE, Suite 800 Atlanta, GA 30305-2886	CONTACT NAME: Jennifer Lefler PHONE (A/C, No, Ext): 470-875-0441 FAX (A/C, No): 610-537-1929 E-MAIL ADDRESS: jennifer.lefler@usi.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED American Cancer Society, Inc. 250 Williams Street, NW 4th Floor Atlanta, GA 30303	INSURER A: ACE American Insurance Company NAIC # 22667	
	INSURER B: Evanston Insurance Company 35378	
	INSURER C: ACE Fire Underwriters Ins. Co. 20702	
	INSURER D: Federal Insurance Company 20281	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** 15135945**REVISION NUMBER:** See below

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 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Event			HDOG71450399	09/01/2020	09/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 2,600 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 25,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY			ISAH25308438	09/01/2020	09/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			MKLV2EUL104186	09/01/2020	09/01/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	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	WLRC6746400A (AOS)	09/01/2020	09/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
C				SCFC67464047 (WI)	09/01/2020	09/01/2021	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Hired Car Physical Damage Specifically Scheduled Autos			ISAH25308438	09/01/2020	09/01/2021	ACV Comprehensive & Collision: \$1,000 Deductible

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

Evidence of Insurance

CERTIFICATE HOLDER

American Cancer Society
 250 Williams St. NW
 4th Floor
 Atlanta, GA 30303

CANCELLATION

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

Paul B. Bell

SPECIAL EVENTS WORK SHEET

Event:	American Cancer Society Relay For Life & Bark for Life	Tracking ID:	1011190007
Dates:	9/17/21 - set-up / 9/18/21 - event		
Time of set up:	7:00 AM		
Take down time:	9/18/21 - 10 pm-11 pm		
Time of actual event:	12 pm - 10:00 pm		
Location:	Concord Point Park		

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
				0	\$0.00

PD Notes

Patrol Units will monitor the event, they will also provide their own security.

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
4	4		\$41.75	4	\$167.00

DPW Notes

Set up extra trash & recycling bins, Prep & post No Parking signs, keep bathrooms clean and stocked.

4	4	0	\$41.75	4	\$167.00

Grand Total

*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)

REVISION 1/10/2020