

EVENT APPLICATION CHECKLIST:

EVENT NAME: 39th Annual Decoy & Wildlife Art Festival 1011 19 0012

Sponsor Organization: Havre de Grace Decoy Museum

Business Address: 215 Giles Street, Havre de Grace, MD 21078

On Site Contact Person: Mike Tarquini (Board President)

Contact Information Phone: _____ Email: president@decoymuseum.com

Back-Up Site Contact Person: Dorene Dorney

Contact Information Phone: _____ Email: membership@decoymuseum.co

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 # 52-1513642

If the Sponsor 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: <u>4/30/2021</u>	Begin Time: <u>6:00 PM (4/30)</u>
Event Starts	Date: <u>5/1/2021</u>	Time: <u>8:00 AM (5/1)</u>
Event Ends	Date: <u>5/1/2021</u>	Time: <u>6:00 PM (5/1)</u>
Breakdown	Date: <u>5/1/2021</u>	End Time: <u>6:00 PM</u>
Rain Date	Date: <u>None</u>	Is timeframe the same? <input type="checkbox"/> Yes <input type="checkbox"/> 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 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: _____
<u>Havre de Grace Decoy Museum grounds</u> |

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

Anticipated Attendance: 250

Admission Fee (if any): \$0

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. No traffic control is required.

Our patrons visit the Festival throughout the the day event with minimal surge.

Local street parking should be adequate (no worse than other events held in the Museum district ara)

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:** None

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:** None

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: No water needed

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: No City Staff required to be on site.

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.

No alcohol at our event.

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. Our event has not required EMS services within the perimeter of our event in the past. We do not envision needing it at the 2021 event.

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: mlz

- 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 Mike Tarquini

Title Board President, Havre de Grace Decoy Museum

Phone _____ Email president@decoymuseum.com

Signature Mike Tarquini (electronically signed)

Date 03-05-2020

Event Title: 39th Annual Decoy + Wildlife Art Festival

Received by Tamara Binkma
City Official

3-10-2021
Date

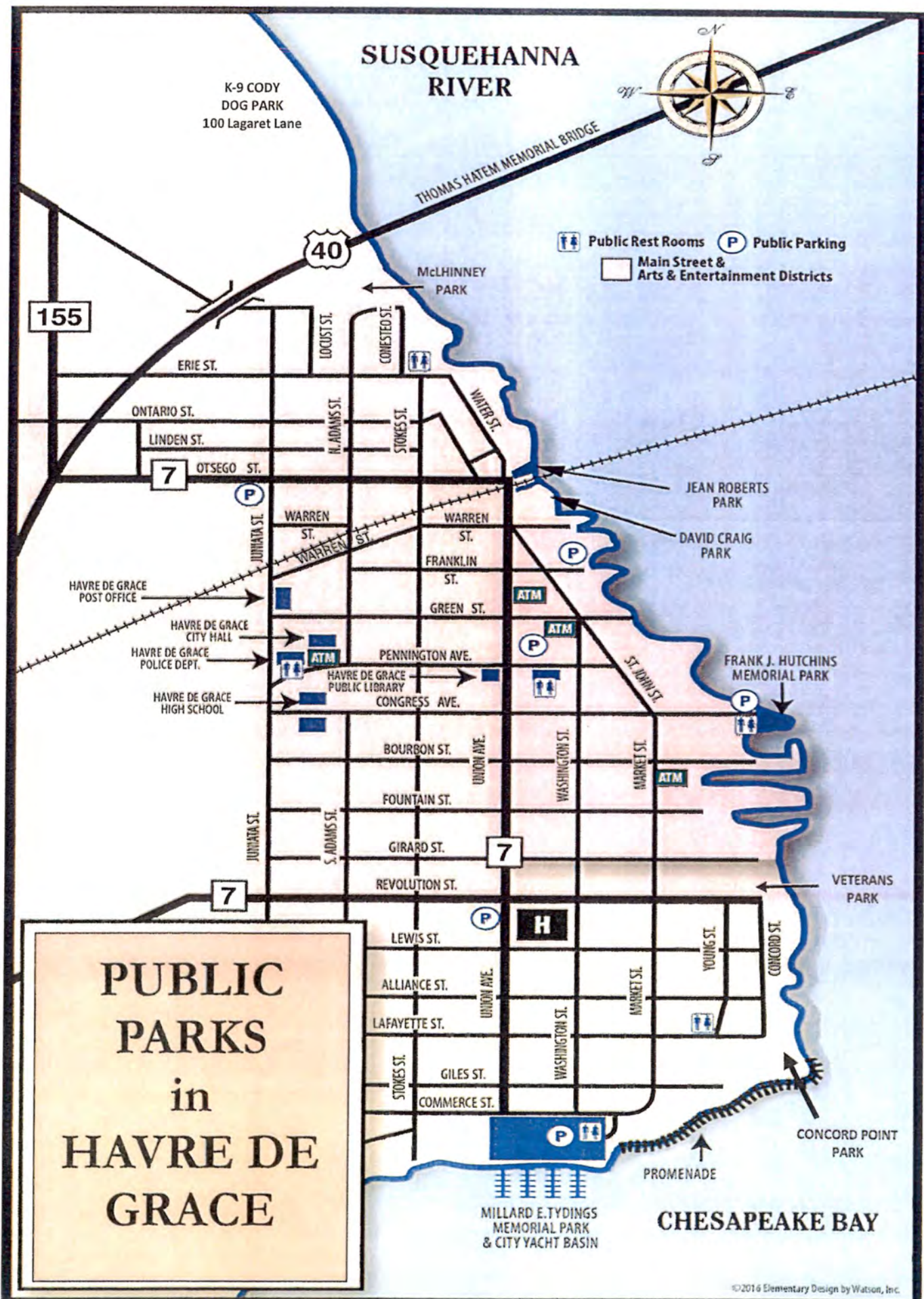
Notification: Internal Use Only:

- 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)		



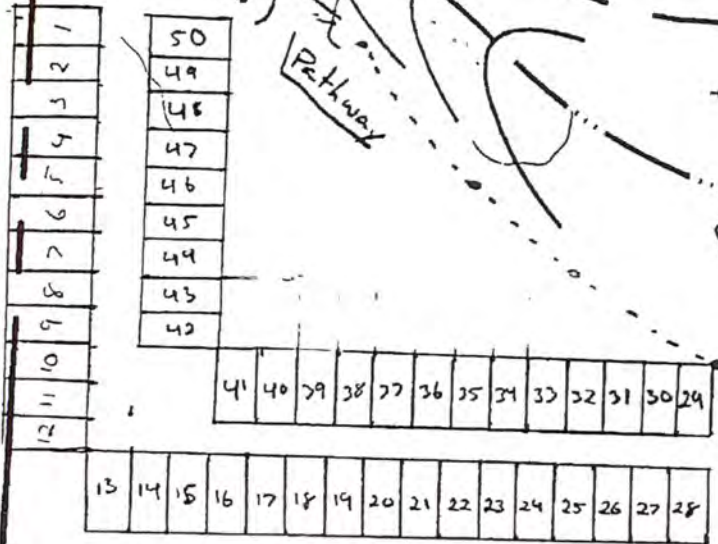
**PUBLIC
PARKS
in
HAVRE DE
GRACE**

©2016 Elementary Design by Watson, Inc.

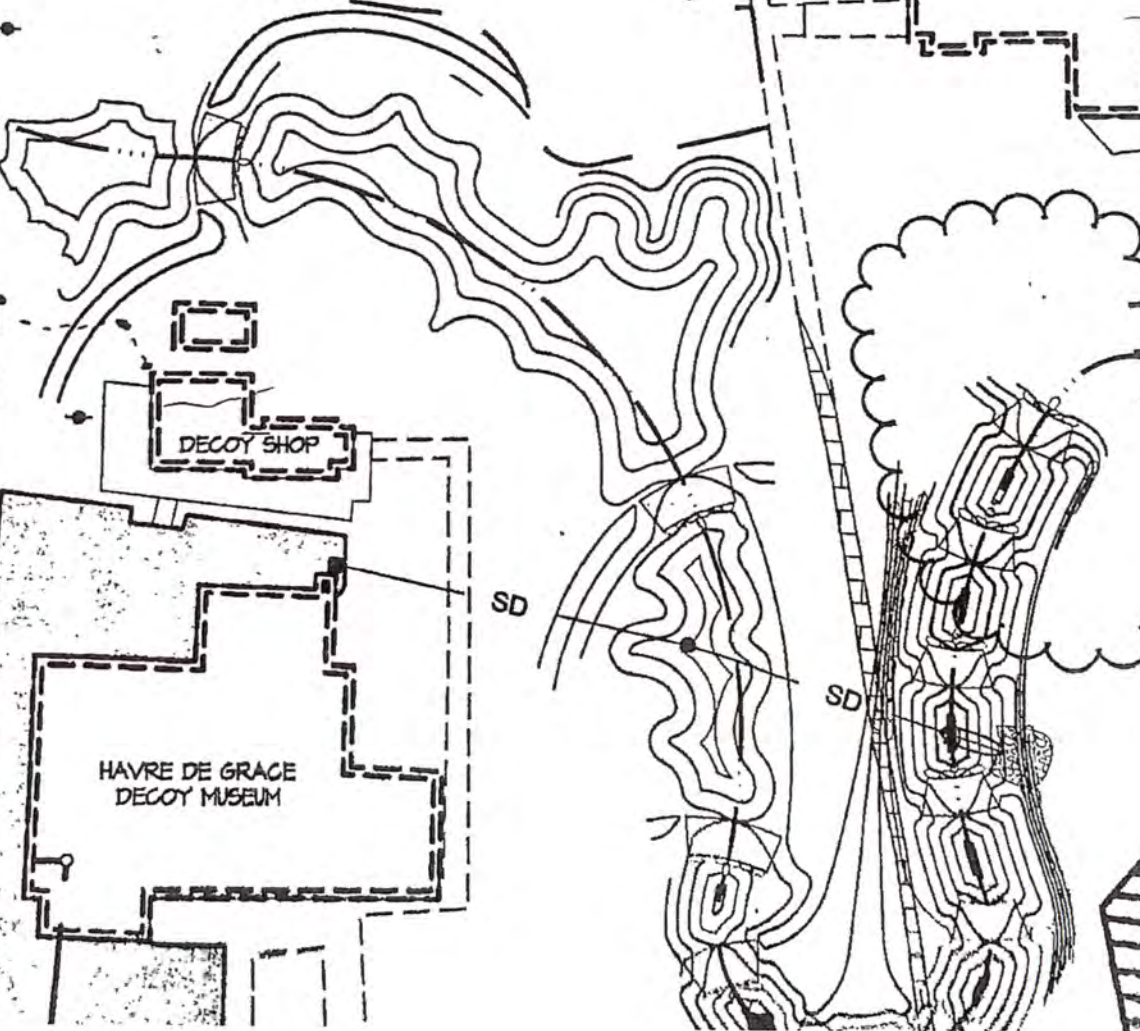
Tailgate show Vers. 2

50 vendors

MARKET STREET



Pathway



LAND OF CREGHAN
825 MARKET STREET,
HAVRE DE GRACE, MD
21078-3608
DEED: 7919/107

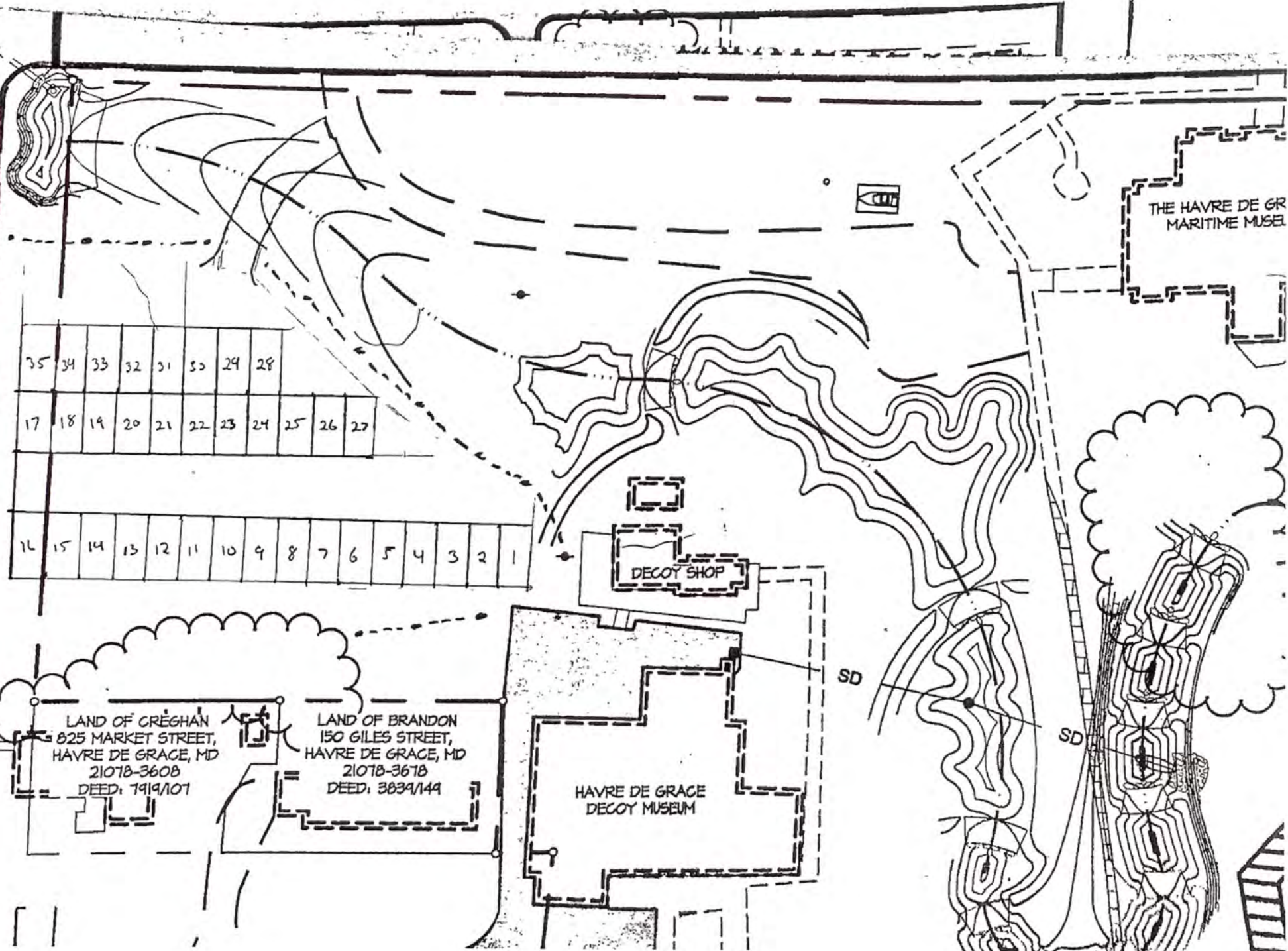
LAND OF BRANDON
150 GILES STREET,
HAVRE DE GRACE, MD
21078-3678
DEED: 3839/144

HAVRE DE GRACE
DECOY MUSEUM

Tailgate show Vers. 3

35 vendors

MARKET STREET





The Havre de Grace Decoy Museum
215 Giles Street • Havre de Grace, MD 21078

TO: Harford County Health Department
FROM: Mike Tarquini, Board President of the Havre de Grace Decoy Museum
SUBJECT: COVID-19 PLAN for The Havre de Grace Decoy Museum
DATE: November 20, 2020

As COVID-19 cases continue to rise not only in Harford County but throughout the State of Maryland and the United States, the Havre de Grace Decoy Museum continues to operate in accordance with the guidelines set forth (and amended from time to time) by Governor Larry Hogan. The Museum is open to the public, and we have taken steps to comply with what we believe to be the guidelines from the Center for Disease Control (CDC). To that end, we would like to formally present our efforts to prevent the spread of the Coronavirus within our facility.

As a first step, it is important to review the guidelines from the CDC's website <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>.

Know how the Coronavirus spreads

- COVID-19 spreads easily from person to person, mainly by the following routes:
 - Between people who are in close contact with one another (within 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes, breathes, sings or talks.
 - Respiratory droplets cause infection when they are inhaled or deposited on mucous membranes, such as those that line the inside of the nose and mouth.
- People who are infected but do not have symptoms can also spread the virus to others.

Less common ways COVID-19 can spread

- Under certain circumstances (for example, when people are in enclosed spaces with poor ventilation), COVID-19 can sometimes be spread by airborne transmission.
- COVID-19 spreads less commonly through contact with contaminated surfaces.

Everyone Should . . .

Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
 - Before eating or preparing food
 - Before touching your face
 - After using the restroom
 - After leaving a public place
 - After blowing your nose, coughing, or sneezing
 - After handling your mask
 - After changing a diaper
 - After caring for someone sick
 - After touching animals or pets



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- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Inside your home:** Avoid close contact with people who are sick.
 - If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
 - Remember that some people without symptoms may be able to spread virus.
 - Stay at least 6 feet (about 2 arms' length) from other people.
 - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a mask when around others

- You could spread COVID-19 to others even if you do not feel sick.
- The mask is meant to protect other people in case you are infected.
- Everyone should wear a mask in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
 - Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Do NOT use a mask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.
- Continue to keep about 6 feet between yourself and others. The mask is not a substitute for social distancing.

Cover coughs and sneezes

- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectants will work.

Monitor Your Health Daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or other symptoms of **COVID-19**.
 - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance if symptoms develop.



The Havre de Grace Decoy Museum

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With the CDC guidelines clearly understood, the management of the Havre de Grace Decoy Museum has put the following procedures in place . . .

Staff Education

- The entire staff of the Havre de Grace Decoy Museum has been mandated to review the COVID-19 guidelines presented on the CDC's website <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>. In addition, the entire staff has been provided with the Compliance Education Packet prepared by the State of Maryland.
- Museum management routinely engages the Museum staff on topics concerning COVID-19 prevention procedures being implemented throughout the Museum.

Entrance to the Museum

- The Museum is located at 215 Giles Street, Havre de Grace, MD.
- There is only one public entrance into the Museum (the front door). There is a staff-only entrance door to the immediate right of the public entrance door which remains locked when the Museum is open.
- The front door is clearly placarded with a sign indicating that masks or face coverings are required when entering the building. If a staff member or visitor does not have a mask or face covering, he/she is not permitted into the building. The Museum maintains a supply of disposable masks in the event that a visitor wishes to enter the Museum and does not have a mask or face covering.

Upon Entering the Museum

- There is a reception desk right inside the public entrance to the Museum where a staff member is stationed to greet and screen our visitors.
- All staff and visitors are questioned as to whether they have experienced any of the reported symptoms of COVID-19 within the last seven (7) days. These symptoms include:
 - Cough (either new, or different than your usual cough), shortness of breath, or difficulty breathing.
 - Fever
 - Sore Throat
 - Unusual muscle pain or unusual headache
 - New loss of taste or smell
- All staff and visitors are questioned if they have had a positive test for COVID-19 infection within the past ten (10) days.
- All staff and visitors are asked if they have been within six (6) feet of an infected person for a cumulative total of fifteen (15) minutes or more over a 24-hour period.
- Any individual who answers **YES** to **ANY** of the questions above **OR** refuses to participate in the screening process is denied further access to the Museum.
- All entering staff and visitors are required to provide their names and telephone numbers for purposes of **contact tracing**. A clipboard with a contact tracing form is positioned at the reception desk.

While Inside the Museum

- The Havre de Grace Decoy Museum has been placarded by the **Maryland State Fire Marshal's Office** for an occupancy of not more than **200** persons in the display areas. This excludes the administrative offices located in the basement level of the Museum, which have been placarded separately at not more than **70** persons



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permitted. We use those numbers of persons when applying the % allowance calculation based on the current guidelines from Governor Larry Hogan's Office.

- Our staff has been instructed to limit the number of visitors based on the appropriate visitor allowance that is in force at the time. **As an example**, the Museum will not permit the sum of staff and visitors within the display areas of the Museum to exceed 100 when Governor Larry Hogan sets the allowed occupancy at 50% of capacity. The historic Museum visitor statistics indicate we run well below even 25% allowed capacity during regular Museum hours.
- The Museum staff will be diligent to ensure that the number of staff and visitors does not exceed the permitted occupancy during special events when the number of persons in the Museum can exceed historical visitation statistics.

Sanitation

- The Museum is equipped with hand sanitizer stations in plain sight of staff and visitors. Hand sanitizer stations are positioned at:
 - The Front Entrance of the Museum
 - Near the Elevator and Museum Store area
 - Upstairs in the Display Area near the Library area

All staff and visitors are encouraged to use these stations during the day and while touring the Museum.

- The restrooms are sanitized with conventional cleaners (household bleach, Max 64, Clorox wipes, etc.) every hour during the business day by our staff. They are sanitized more frequently if it is judged that bathroom usage by our customers is higher than normal.
- High touch areas such as light switches, handrails, door handles, elevator buttons, pens at the reception desk are sanitized throughout the day with conventional cleaners (household bleach, Max 64, Clorox wipes, etc.).
- In the event that a person or person(s) with a suspected or confirmed case of COVID-19 has visited the Museum, the facility will be closed immediately to limit any potential to spread the virus. The cleaning and disinfection of rooms or areas occupied by those with suspected or confirmed COVID-19 will follow the CDC guidelines found at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Social Distancing

- The Museum advises our staff and visitors to practice social distancing in all areas of the Museum. The Museum has installed signage throughout the facility to reinforce the practice of social distancing as visitors tour the facility.
- The Museum has installed plexiglass shields at the reception desk and at the register in the Museum Store to act as a physical separation between visitors and staff in these higher traffic areas.
- No more than six (6) chairs/ table are permitted at events in which tables are used. Table spacing will be generous.

Monitoring of Body Temperature

- The Museum *does not* monitor the temperature of the staff or its visitors during normal business operations.
- The Museum *does* however monitor temperatures of staff and in-coming guests during special events when the number of persons inside the Museum exceed the historical visitation statistics.

Control of the Number of Visitors Inside the Museum



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- The contact tracing log located at the reception desk provides data that tells us how many visitors have entered the Museum.
- As a visitor exits the Museum, a staff member highlights their name on the contact tracing log in yellow to indicate that they have left the Museum.
- A simple subtraction of the number persons that exit from the number of persons that entered the Museum gives rise to the number of people still inside the Museum.

Summary

The Havre de Grace Decoy Museum has made every reasonable effort to protect our staff and visitors from the COVID-19 virus by following the COVID-19 Plan that we have developed. The content of this document has been developed using the published guidelines as of this writing. We are keeping ourselves informed of changes to these guidelines as published by the City of Havre de Grace, Harford County, the State of Maryland and the CDC. We pledge to adjust our COVID Plan as needed to provide the best protection to our staff and visitors as new guidelines are warranted.

Entrance to the Museum Grounds

- The Museum leases space at the rear of the Museum building. This leased space is bordered by Giles Street to the South, Lafayette Street to the North and Market Street to the West. The leased property extends to the Susquehanna River to the East. The Maritime Museum co-leases a part of this property along with the Decoy Museum. The property owner is the City of Havre de Grace.
- The grounds serve from time to time as a site for outdoor events and overflow parking.
- During the COVID pandemic, the outdoor events are set up to take social distancing into consideration.
- Participants in outdoor events are encouraged to wear a face covering when social distancing is not possible.
- Hand sanitizer is available for public use at outdoor events.
- The official entrance and exit to the outdoor space is off of Lafayette Street where the City of Havre de Grace has provided an entrance way.

Michael E. Tarquini, Ph.D.

Michael E. Tarquini

Board President
Havre de Grace Decoy Museum
president@decoymuseum.com
(410) 459-8487



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 Lypolt

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

SPECIAL EVENTS WORK SHEET

Event:	39th Annual Decoy & Wildlife Art Festival	Tracking ID: 1011 19 0012
Dates:	4/30/2021 & 5/1/2021	
Time of set up:	4/30/2021 - 6 pm	
Take down time:	5/1/2021 - 6 pm	
Time of actual event:	5/1/2021 - 8 am - 6 pm	
Location:	Decoy Museum Grounds	

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

Notes

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	1	3		\$25.75	3	\$77.25

Notes

1 custodian to clean and stock bathrooms throughout event.

Grand Total	1	3	0	\$25.75	3	\$77.25
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REVISION 1/10/2020	*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)					
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EVENT APPLICATION CHECKLIST:

101120010

EVENT NAME: Defenders Day Celebration Food Truck/ Music Festival

Sponsor Organization: City of Havre de Grace

Business Address: 450 Pennington Ave

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:
City of Havre de Grace

Event Category:

- | | | |
|--|---|--|
| <input type="checkbox"/> Athletic/Recreation | <input checked="" 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: <u>May 1, 2021</u>	Begin Time: <u>1:00</u>
Event Starts	Date: <u>May 1, 2021</u>	Time: <u>2:00</u>
Event Ends	Date: <u>May 1, 2021</u>	Time: <u>9:00</u>
Breakdown	Date: <u>May 1, 2021</u>	End Time: <u>10:00</u>
Rain Date	Date: <u>May 2, 2021</u>	Is timeframe the same? <input checked="" type="checkbox"/> Yes _____ No
		If no, include new times: _____

Location: (see attached map)

- | | |
|---|--|
| <input type="checkbox"/> Millard E. Tydings Memorial Park | <input type="checkbox"/> Fireworks at approximately 8:45-9:00 p.m. |
| <input checked="" type="checkbox"/> Concord Point Park | <input type="checkbox"/> Community Pavilion at Frank J. Hutchins Memorial Park |
| <input type="checkbox"/> McLhinney Park | <input type="checkbox"/> David Craig Park |
| <input type="checkbox"/> Veteran's Park | <input type="checkbox"/> K-9 Cody Dog Park |
| | Other location, please explain: _____ |

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

Anticipated Attendance: 1000

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. Close Lafayette St. from Young Street to Concord St.

Close Concord Street from Lafayette St. to Alliance St.

Handicap Parking on Lafayette St. from Union Ave to Young Street

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: Lighthouse water supply

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: Community Projects of HdG, Independence Day will be running the beer garden. City stage will need to be set up in the park

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.

Beer garden will be fenced off. There will be one entrance/exit to the beer garden. Carding will take place
at entrance, 21 and older will be identified with wristband or hand stamp.

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. EMS will be contacted prior to event, so they will be aware in case their services are 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.mdot.state.md.us/hwys/index.aspx?PageID=607>)
- 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.

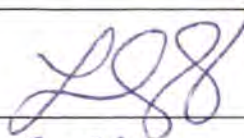
I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application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

Print Name of Event Organizer Lauri Orzewicz

Title Tourism Manager

Phone -----

Email Laurio@havredegracemd.com

Signature 

Date 3-2-21

Event Title: Defenders Day Celebration / Food Truck / Music Festival

Received by Tamara Brinkman
City Official

3-4-2021
Date

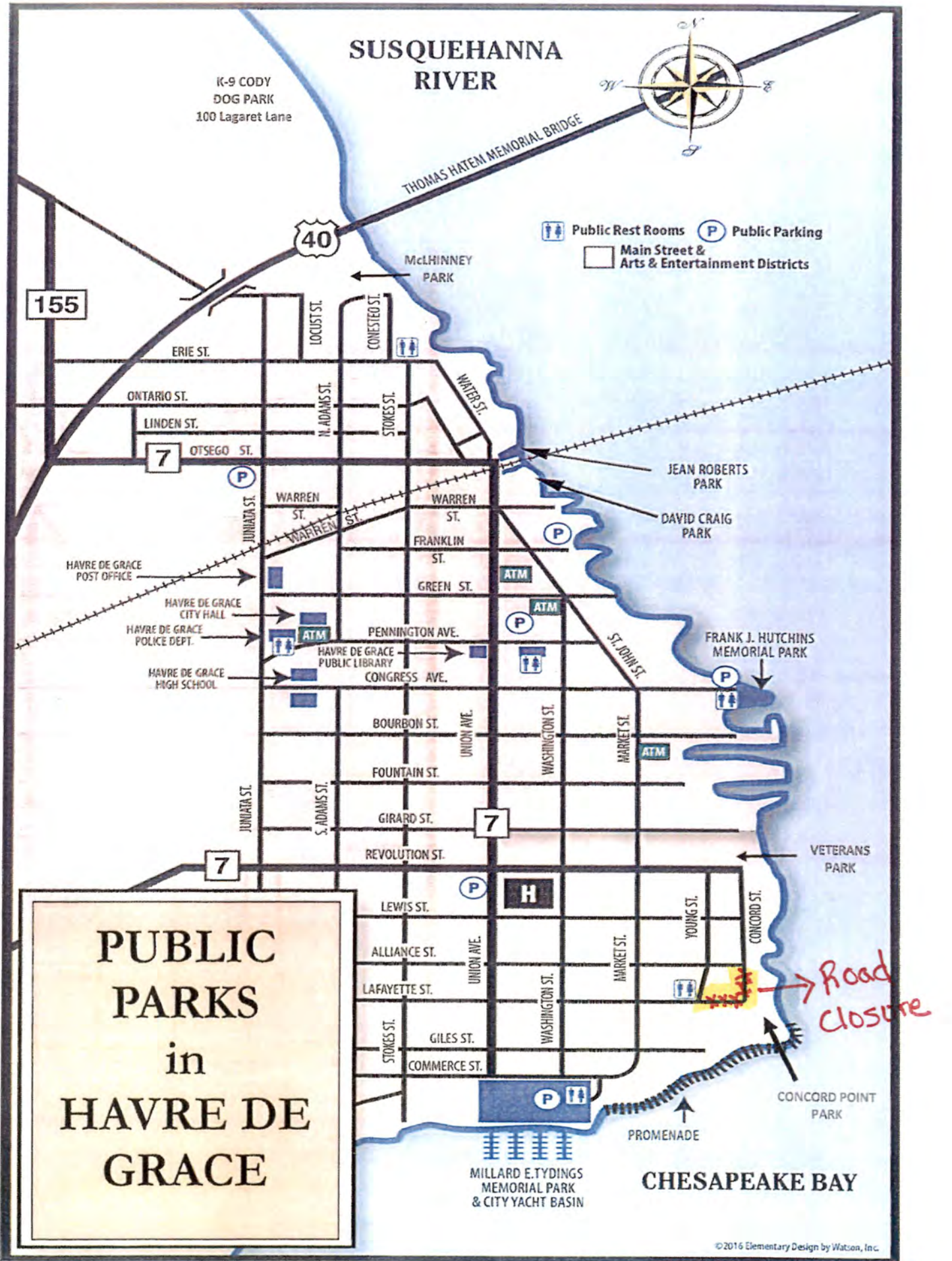
Notification: Internal Use Only:

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

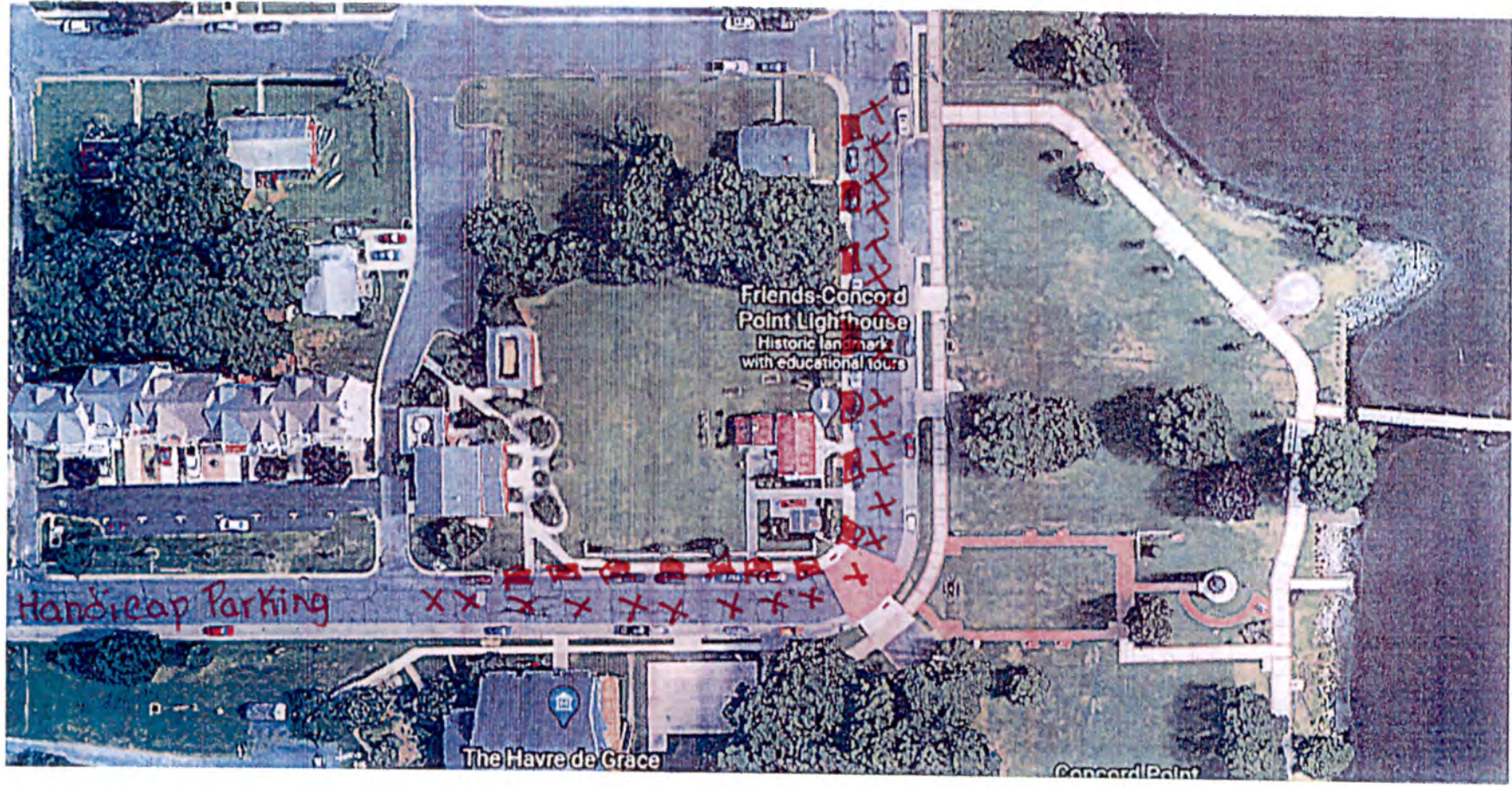
IMPORTANT CONTACT INFORMATION FOR YOUR PLANNING NEEDS

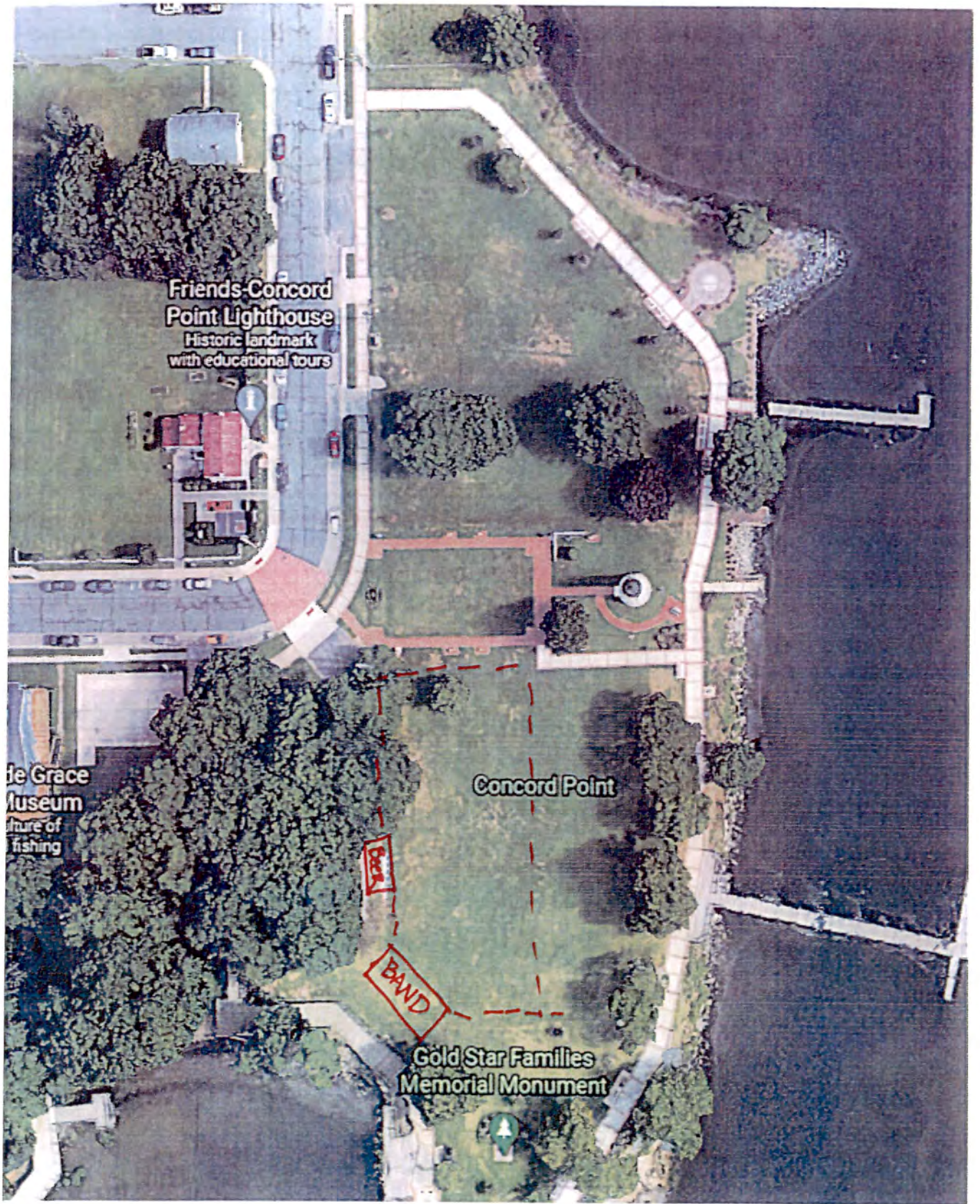
Please keep a copy of this sheet for your files as you plan and execute your event.

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 tumw@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)		

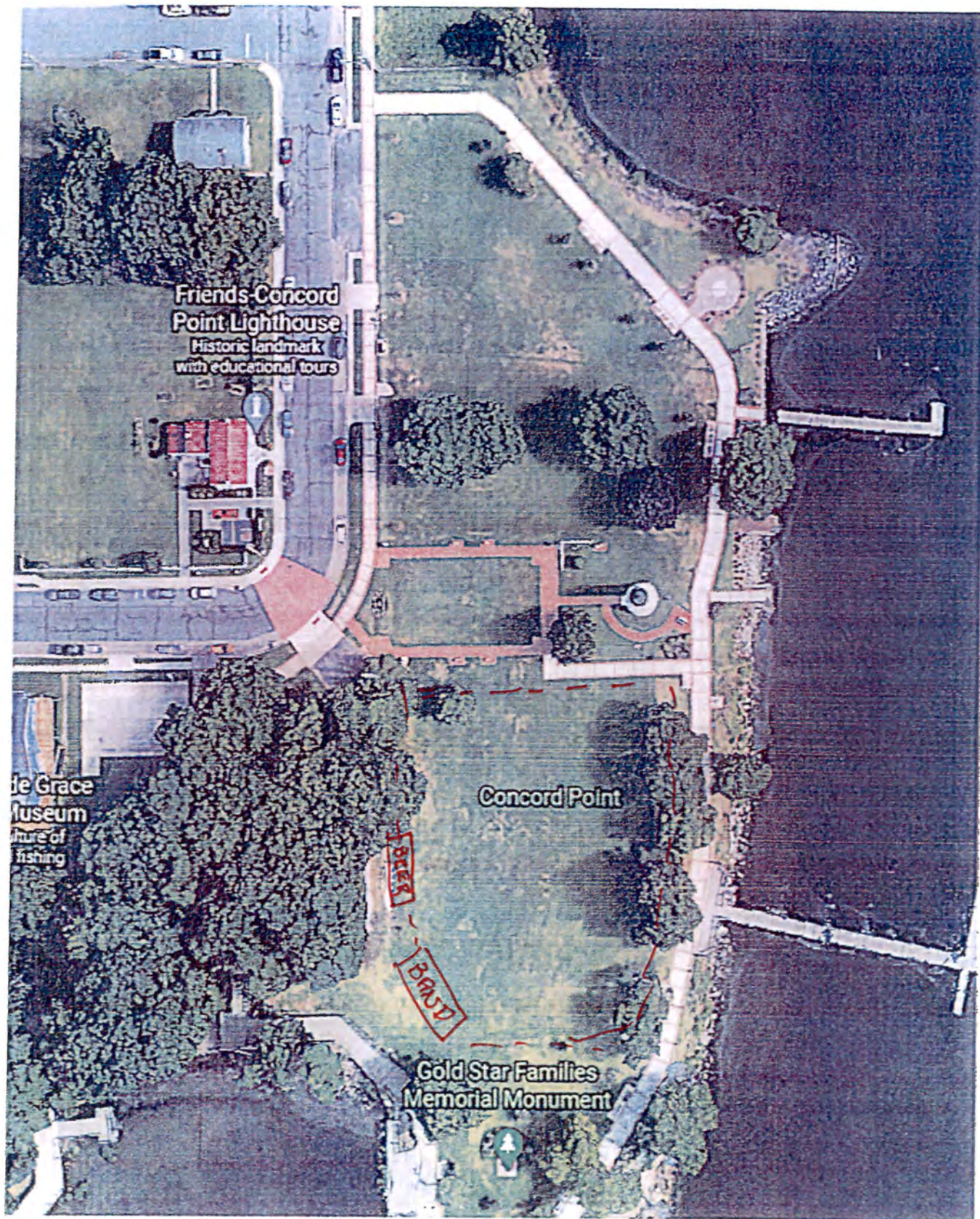


XXXX Road closed - no parking
□□□ Food trucks





Beer Fence - A



Beer Fence - B

Defenders Day May 1, rain date May 2

Defenders Day is a celebration of John O'Neil defending our City during the war of 1812. We will begin the event with a welcome by our Mayor and play depicting the event... followed up with live bands, food trucks and a beer garden to celebrate. The event will be held outdoors at Concord Point Park. The beer garden will be manned under the Community Projects of Havre de Grace, Independence Day Celebration committee.

Defenders Day May 1, 2021 COVID Plan

All staff, vendors and volunteers will be required to wear masks. All participants will be required to wear masks and social distance. Hand sanitizer will be available at the food trucks and in the beer garden.

This event is taking place outdoors at Concord Point Park

Signs will be posted in the event area requiring masks and social distancing.

SPECIAL EVENTS WORK SHEET

Event:	Defenders Day Celebration / Food Truck / Music Festival	Tracking ID: 1011200010
Dates:	5/1/2021 (Rain Date - 5/2/2021)	
Time of set up:	1:00 PM	
Take down time:	9 pm - 10 pm	
Time of actual event:	2 pm - 9 pm	
Location:	Concord Point Park (Note: Fireworks from approximately 8:45 pm - 9 pm)	

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD	6		54	\$113.00	54	\$9,153.00

Notes

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	6	6	2	\$53.75	8	\$483.75

Notes

Set up stage, prep and post No Parking Signs, drop-off cones, barricades, trash & recycling cans (8 extra of each). Bathrooms cleaned and stocked throughout event. Remove trash at end of event. Event Sponsor did not request DPW to be on-site during event which does keep the costs down.

Grand Total	12	6	56	\$166.75	62	\$9,636.75
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REVISION 1/10/2020	*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)					
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EVENT APPLICATION CHECKLIST:

1011 21 0006

EVENT NAME: PRIDE OF BALTIMORE II Visit

Sponsor Organization: Pride of Baltimore, Inc.

Business Address: 1240 Key Highway, Baltimore, MD 21230

On Site Contact Person: Captain Jan Miles

Contact Information Phone: _____ Email: _____

Back-Up Site Contact Person: Chief Mate Jeff Crosby

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 # 52-1189136

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

Tall ship visit in partnership w/NPS/Star-Spangled Banner National Historic Trail &

Lower Susquehanna Heritage Greenway

Event Category:

_____ Athletic/Recreation _____ Concert/Performance Other (explain)

_____ Festival _____ Carnival Tall ship visit

_____ 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: 5/7/2021 Begin Time: afternoon

Event Starts Date: 5/7/2021 Time: late afternoon 9 AM - 5 PM 5/8 + 5/9

Event Ends Date: 5/9/2021 Time: late afternoon

Breakdown Date: 5/10/2021 End Time: morning

Rain Date Date: _____ Is timeframe the same? _____ Yes _____ No

If no, include new times: _____

Location: (see attached map)

_____ Millard E. Tydings Memorial Park Frank J. Hutchins Memorial Park Book

_____ Concord Point Park _____ David Craig Park

_____ McLhinney Park _____ K-9 Cody Dog Park

_____ Veteran's Park Other location, please explain: _____

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

Anticipated Attendance: 100/day?

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

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: 3/4" hookup for hose to provide water to ship

Electricity Needed: please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw. 50 amp

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

Other: Please explain: Dock

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.

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/nidotsha/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 Erica Denner, Pride of Baltimore, Inc.

Title Assistant Director

Phone _____ Email ericadenner@prideofbaltimore.com

Signature *Erica Denner*

Date March 4, 2021

Event Title: Pride of Baltimore II Visit

Received by *Tamara Blitman*
City Official

3-5-2021
Date

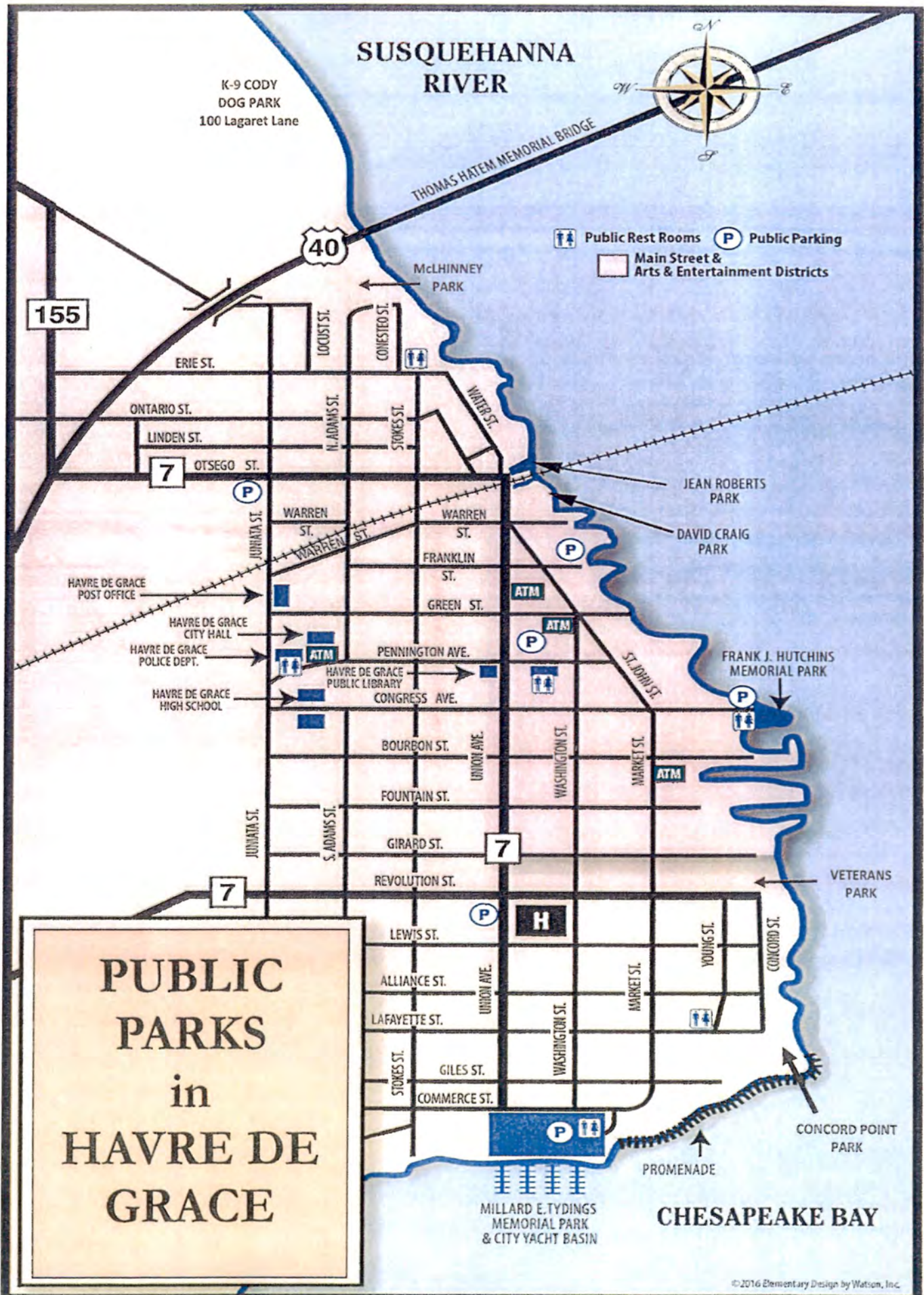
Notification: Internal Use Only:

- 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)		



**PUBLIC
PARKS
in
HAVRE DE
GRACE**

©2016 Elementary Design by Watson, Inc.



PRIDE OF BALTIMORE, INC.
America's Star-Spangled Ambassador

Pride of Baltimore II Specifications

Flag:	USA
Rig:	Square Topsail Schooner
Home Port:	Baltimore, Maryland
Normal Cruising Waters:	East and Gulf Coasts, Canada, Great Lakes and Europe
Sparred Length:	157'
LOA:	105'
LOD:	100'
LWL:	91'
Draft:	12' 6"
Beam:	26' 4"
Rig Height:	107'
Deck Freeboard:	4' 4"
Sail Area:	9,018 Square Feet
Tons:	97 GRT
Power:	2 x 160 hp Caterpillar diesel engines
Hull:	Wood
Gangway Dimensions:	10' l x 28" w, set perpendicular to ship at "mid-ships" location
Gangway Height Above Water:	6' (freeboard of attachment point of gangway to ship)

Pride of Baltimore II

Pride of Baltimore II is a topsail schooner built to the lines of an 1812-era Baltimore Clipper. Operated by Pride of Baltimore, Inc., a 501(c)(3) nonprofit, her mission is threefold: to promote historical maritime education, foster economic development and tourism, and represent the people of Baltimore and Maryland in every port she visits. She is available for dockside receptions and sailing charters and offers deck tours and public day sails. She accommodates up to six paying guest crew between ports of call. *Pride of Baltimore II* maintains an international sailing schedule. She is commanded by one professional captain and sailed with a crew of eleven. Crew positions are open to qualified male and female sailors.

Who Sails: Minimum professional crew age is 18; overnight guest crew minimum age is 15. Day sail minors must be accompanied by an adult and supervised one-on-one. There is no maximum age limit.

Program Type: U.S. historical education; charters; day sails; team building; and overnight guest crew

Season: Spring, Summer, Fall (occasionally year-round)

Designer: Thomas C. Gillmer **Built:** 1986-1988; Baltimore, Maryland **Builder:** G. Peter Boudreau

Coast Guard Certification: U.S. Coast Guard Small Passenger Vessel (Subchapter T)

Crew: 12 Professionals: 6 paying guest crew for overnight sails; 32 day sail guests; 100 guests dockside

Contact: Erica Denner, Assistant Director, Pride of Baltimore, Inc., 1240 Key Highway, Baltimore, Maryland 21230 USA

Phone: 410.539.1151 **Fax:** 443.377.3897 **E-Mail:** pride2@pride2.org **Web Site:** www.pride2.org



www.facebook.com/pridell/



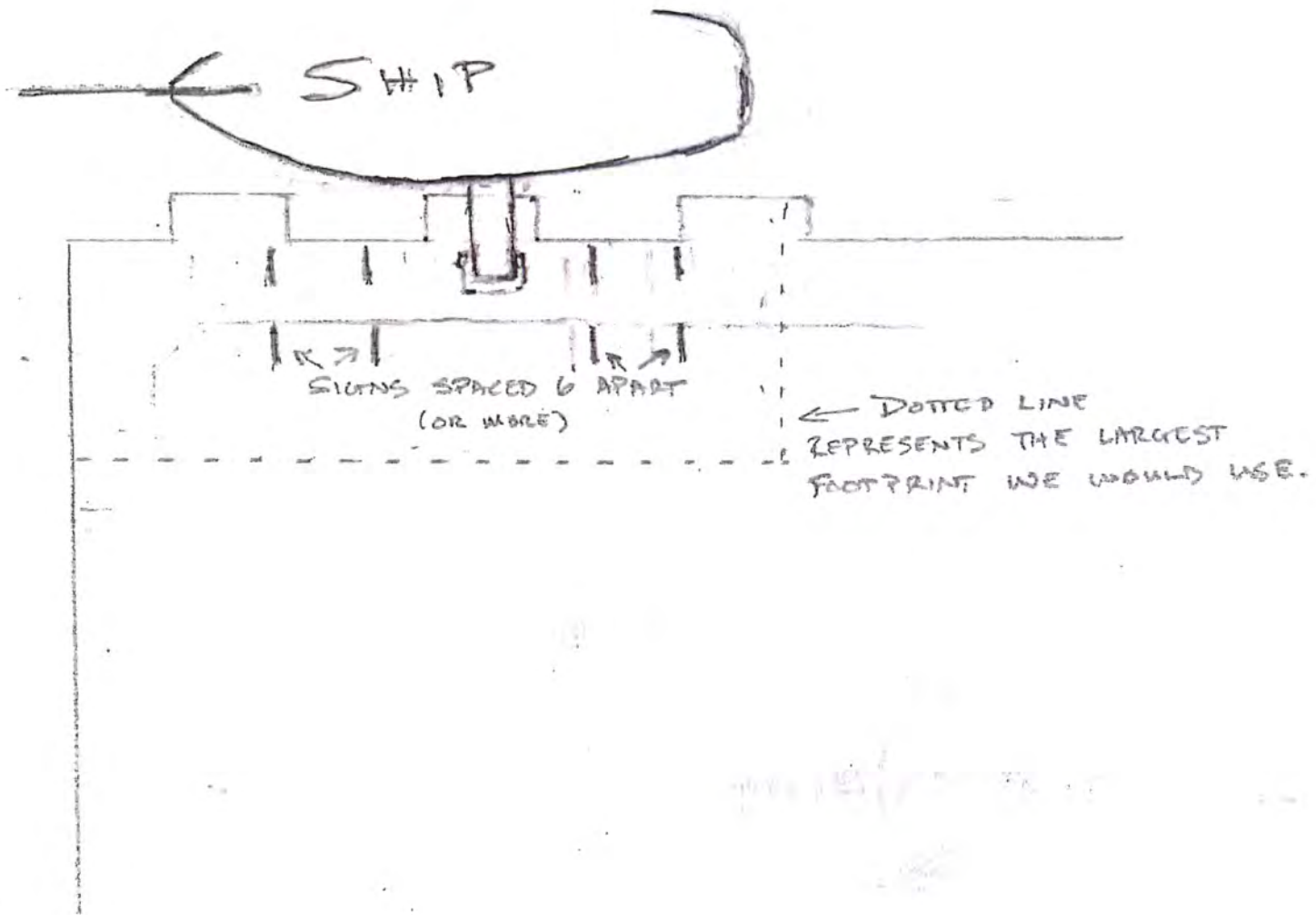
twitter.com/prideofbalt



www.youtube.com/user/PRIDEOFBALTIMOREII



www.instagram.com/prideofbaltimore/





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Immediate Past Chair

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Vice Chair

Imran Shaukat
Secretary

E. Magruder Passano, Jr.
Treasurer

March 4, 2021

Patrick Sypolt
City of Havre de Grace
711 Pennington Avenue
Havre de Grace, Maryland 21078

BOARD OF DIRECTORS

Andy Attman

David Berman

Mayor Gavin Buckley*

Shonte Eldridge

Hayley E. Evans

Donald C. Fry

Jack Hollerbach

Nicholas T. Iliff, Jr.

Ricarra Jones

Luke Ritter

Stephen W. Russell

Mayor Brandon Scott*

Avery B. Strachan

Trent Waite

Dear Patrick,

The tall ship *Pride of Baltimore II* is sailing this year and planning to visit ports along the Star-Spangled Banner National Historic Trail (Trail), in partnership with the National Park Service (NPS), the respective heritage areas, and other local organizations.

A visit to Havre de Grace, in partnership with the Lower Susquehanna Heritage Greenway, is scheduled for May 7-9, 2021. I believe that when *Pride II* visits Havre de Grace, the ship docks at the Millard E. Tydings Memorial Park. With this letter, I am requesting docking for *Pride II* and including an event application, with requested attachments, as well as a PDF with the ship's dimensions that will be needed for docking purposes. The details for the ship's visit are as follows:

- *Pride II* will arrive in Havre de Grace the afternoon of Friday, May 7, 2021.
- At this time, based on current COVID protocols, our crew will remain on the ship and the public will not be permitted to board the ship for deck tours or day sails. We will plan to set up a shoreside display of eight educational panels (specs attached to the event application). Even though our crew and the public will not interact on the ship, our crew will interact from the deck of the ship with folks on the dock. In addition, working with NPS and the Lower Susquehanna Heritage Greenway, we will also produce some virtual programs to be scheduled to coincide with our visit to Havre de Grace.
- The educational panels and open interaction with the crew will be scheduled late in the afternoon of Friday, May 7, and between the approximate hours of 9 a.m. and 5 p.m. on Saturday, May 8 and Sunday, May 9.
- *Pride II* will depart from Havre de Grace the morning of Monday, May 10.

EXECUTIVE DIRECTOR

Jeffrey Buchheit

IN MEMORIAM

Gregory H. Barnhill 1953-2012

Hon. Helen D. Bentley 1923-2016

Christopher C. Hartman 1945-2012

William Donald Schaefer 1921-2011

* Ex Officio Member

After you have had the chance to review the event application, please let me know if you need any additional information. If you would like to set up a phone call or Zoom to talk about plans for the visit, I will schedule a meeting as soon as possible. If no additional information is needed, please let me know when we might expect to receive a response to our request.

We are really looking forward to returning to Havre de Grace! I think that *Pride II* last visited your lovely port city during the War of 1812 bicentennial festivities.

Fair winds,

A handwritten signature in cursive script, appearing to read "Erica Denner".

Erica Denner
Assistant Director

**Notice to exempt organizations holding
previously-issued exemption certificates**

The Maryland Revenue Administration Division is re-issuing sales tax exemption certificates to all organizations that continue to qualify. Your organization's new certificate is attached and is valid effective immediately. Previously issued exemption certificates become invalid on October 1, 2017. Vendors are required to charge tax on sales made on or after October 1, 2017, to any organization which does not present a new certificate at the time of sale.

If your organization deals regularly with certain vendors, we suggest that you contact them before October 1, 2017, so they can verify that your organization has been issued a new certificate.

The re-issuance of these certificates does not change current procedures for claiming resale exclusions by exempt organizations engaged in purchasing tangible personal property for sale. The sales and use tax registration numbers of licensed vendors have not been changed and the validity of blanket resale certificates bearing these numbers is unaffected.

Please note that only one certificate will be provided to organizations with more than one location.

**Comptroller of Maryland
Revenue Administration Division
P.O. Box 2998-SUTEC
Annapolis, Maryland 21404-2998**

The attached card is your organization's new exemption certificate which is valid upon receipt and effective until the expiration date designated on its face. Please read Tax Tip #6 at www.marylandtaxes.com and the instructions on the back of the card for the proper use of the exemption certificate. If you have any questions regarding the use of this card, please call the Taxpayer Service Section at (410) 260-7980, toll free 1-800-638-2927, or e-mail at taxhelp@comp.state.md.us.

**Comptroller of Maryland
Sales and Use Tax Exemption Certificate**

Account Number	Expiration Date
31051569	09/30/2022

DUPLICATE

Name
PRIDE OF BALTIMORE INC
1240 KEY HWY
BALTIMORE, MD 21230

PLEASE LAMINATE THIS CARD TO EXTEND ITS LIFE

18817

NONGOV-1 (REV 2/17)



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 - *will need updated COI*
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: patrickst@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.

SPECIAL EVENTS WORK SHEET

Event:	Pride of Baltimore II Visit	Tracking ID: 1011 21 0006
Dates:	5/7-10/2021	
Time of set up:	5/7 - afternoon	
Take down time:	5/10 - morning	
Time of actual event:	Late afternoon on 5/7, 9 am-5 pm 5/8-9	
Location:	Hutchins Park Dock	

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

Notes

This event will be handled by partol units on duty.

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	2	3	1	\$53.75	4	\$241.88

Notes

3 day event = Clean and stock bathrooms, provide access to water and electricity. Regular weekend trash removal from existing trash/recycling containers will be handled as usual. Applicant is not requesting any further resources from DPW.

Grand Total	2	3	1	\$53.75	4	\$241.88
--------------------	---	---	---	---------	---	----------

REVISION 1/10/2020

*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)

EVENT APPLICATION CHECKLIST:

1011 21 0005

EVENT NAME: GARDEN MART

Sponsor Organization: HAVRE DE GRACE MARITIME MUSEUM, INC.

Business Address: 100 LAFAYETTE STREET, HAVRE DE GRACE, MD 21078

On Site Contact Person: MARY LEAVENS #

Contact Information Phone: 410-939-4800 Email: MARYL.HDGMM@GMAIL.COM

Back-Up Site Contact Person: _____

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 # 52-1552477

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

N/A

Event Category:

Athletic/Recreation

Festival

Parade

Rally

Concert/Performance

Carnival

5K/10K/Walk *

Fishing Tournament

Other (explain)
GARDEN MART

* 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: 5-¹⁵2021

Begin Time: 8 AM

Event Starts Date: 5-22nd 2021

Time: 10 AM

Event Ends Date: 5-23rd 2021

Time: 5 PM

Breakdown Date: 5-23rd 2021

End Time: 6 PM

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

McHhinney Park

K-9 Cody Dog Park

Veteran's Park

Other location, please explain: HdG MARITIME MUSEUM, 100 LAFAYETTE STREET

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

Anticipated Attendance: 150 - ^{CONVGS} & ^{CONVGS}

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. REQUEST THAT LAFAYETTE STREET
BE CLOSED STARTING AFTER MUSEUM ^{PARKING} ENTRANCE DOWN TO LIGHTHOUSE
AT CONCORD POINT ON BOTH DATES TO ENSURE SAFETY FOR PARTICIPANTS.
VIEWERS WILL BE LOCATED ACROSS LAFAYETTE BEHIND KEEPER'S HOUSE

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: _____

* and
Blockade Lafayette Street at young Street + Concord Street at
alliance Street

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. **POSSIBLY 1-2 FOOD TRUCKS ON OUR CONCRETE PAD.**

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.

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. **we will have a first aid kit on hand**

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.
- 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?

- 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 (<https://www.roads.maryland.gov/mdotaha/pages/index.aspx?PageId=807>)
- o Special permission must be obtained for any signs placed inside the gates of Bulle Rock.

Walking and Running Events:

- o 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

- o Race events will not be permitted on Federal Holidays. Race events will only be permitted on Saturdays (with no rain date).

- * o 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.
(MARITIME MUSEUM IS ALREADY INSURED BY THE CITY OF HAVREDEGRACE)
- o Sponsor will provide for participant safety (Sponsor to contact local EMS).
- o Sponsors will receive an invoice from the City of Havre de Grace upon City Council approval. Payment in full is required within 30 days.
- o 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 HAVRE DE GRACE MARITIME MUSEUM
MARY LEAVENS, EXECUTIVE DIRECTOR
Title GARDEN MART
Phone 410-939-4800 Email MARYL.HDG@MUSEUM.GMAIL.COM


Signature Mary A. Leavens
Date 2-26-2021

Event Title: GARDEN MART


Received by Tamara Birkner 3-4-2021
City Official Date

Notification: Internal Use Only:

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

 **IRS** Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0792256968
Oct. 10, 2014 LTR 4168C 0
52-1552477 000000 00
00023016
BDDC: TE


HAYRE DE GRACE MARITIME MUSEUM INC
100 LAFAYETTE ST
HYRE DE GRACE MD 21076-3542

11/16/14

Employer Identification Number: 52-1552477
Person to Contact: CUSTOMER SERVICE
Toll Free Telephone Number: 1-877-829-5599

Dear Taxpayer:

This is in response to your Oct. 01, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in April 1990.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

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

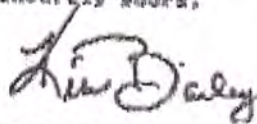
Please refer to our website www.irs.gov/wo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0752256968
Oct. 10, 2014 LTR 4168C 0
52-1552477 000000 00
00023017

HAVRE DE GRACE MARITIME MUSEUM INC
100 LAFAYETTE ST
HAVRE DE GRACE MD 21078-3542

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



Kim D. Bailey
Operations Manager, AM Operations 3



Havre de Grace
MARITIME MUSEUM
and Environmental Center

Annual Garden Mart COVID Plan

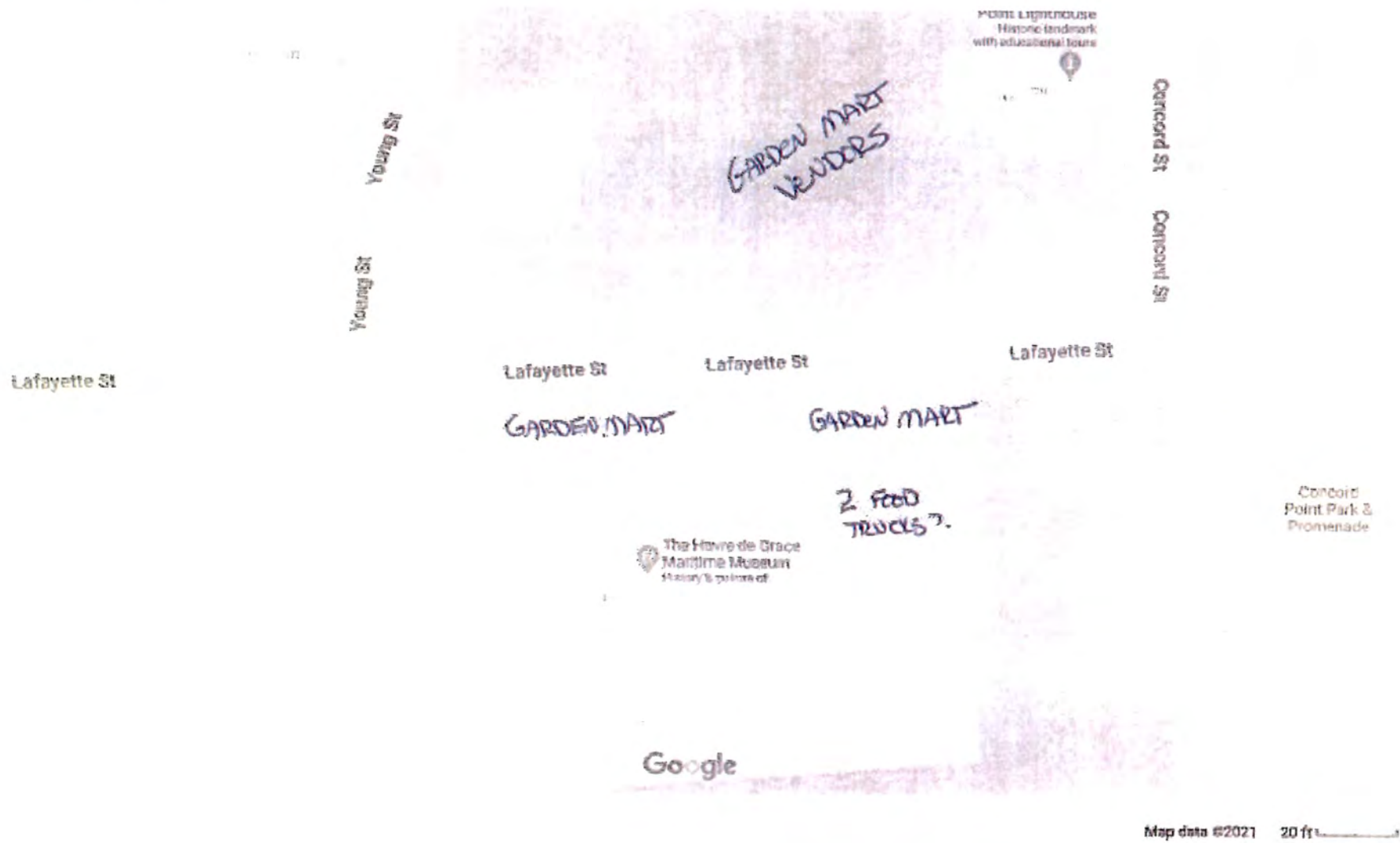
All vendors, staff and volunteers are required to wear masks at this event. All marketing materials will direct participants in this event to wear a mask. Disposable masks will be available at the event in the case a participant is not wearing one.

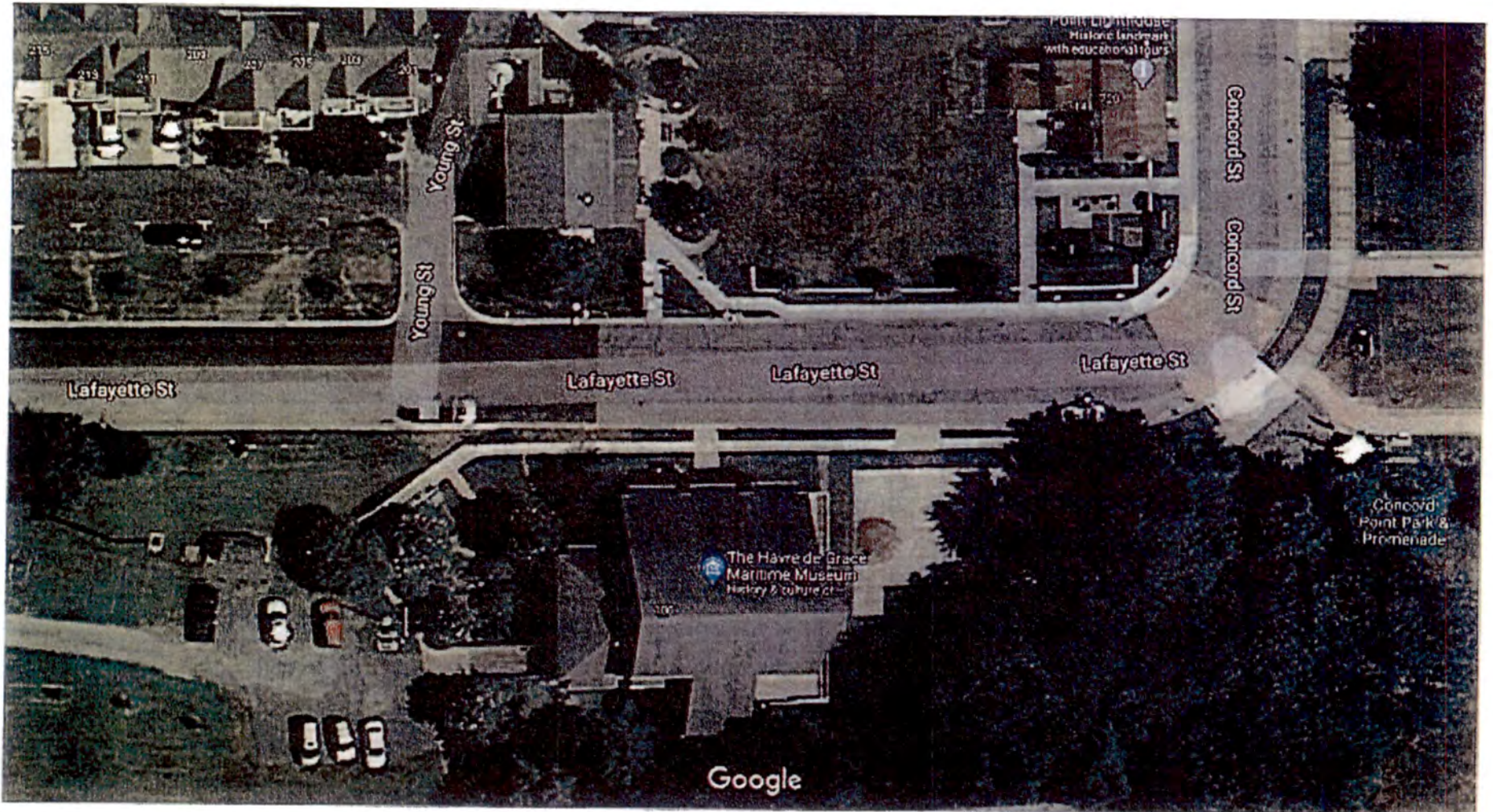
Hand sanitizers will be available at the tables at the event. Each vendor will be required to have sanitizer at their station.

Signs will be posted in the event area that promote wearing a mask and social distancing.

The majority of this event will be held outdoors of the Havre de Grace Maritime Museum. Some tables may be located inside the lower level of the Maritime Museum. No more than 10 people will be permitted inside at any time. We will utilize duct tape to mark an "X" at various locations throughout the event to ensure social distancing to ensure social distancing while participants are waiting to make their purchase.

Google Maps





Imagery ©2021 U.S. Geological Survey, Map data ©2021 20 ft

SPECIAL EVENTS WORK SHEET

Event:	Garden Mart (Maritime Museum)	Tracking ID: 1011 21 0005
Dates:	5/15 & 16/2021	
Time of set up:	8:00 AM	
Take down time:	5 pm - 6 pm	
Time of actual event:	10 am - 5 pm	
Location:	Maritime Museum	

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

Notes

This event will be handled by patrol units on duty. In addition to the road closure (barricades) at Market and Lafayette Streets, we will have to barricade Lafayette at Young Street as well as Concord Street at Alliance Street.

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	3	2	4	\$47.00	6	\$376.00

Notes

Prep No Parking Signs, drop off barricades, clean and stock bathrooms, trash removal, clean-up

Grand Total	3	2	4	\$47.00	6	\$376.00
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REVISION 1/10/2020

*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)

EVENT APPLICATION CHECKLIST:

EVENT NAME: Havre de Grace Jazz & Blues Fest 1011 19 0030

Sponsor Organization: Havre de Grace Arts Collective

Business Address: 121 North Union Ave HdG, MD 21078

On Site Contact Person: Suzanne S. Chadwick

Contact Information Phone: _____ Email: _____

Back-Up Site Contact Person: Rebecca Jessop

Contact Information Phone: _____ Email: executivedirector@hdgartscollective.org

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 # 54-2099398

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

Event Category:

- | | | |
|--|---|--|
| <input type="checkbox"/> Athletic/Recreation | <input checked="" 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.

Pennington / Concord Pt

Setup	Date: <u>June 4 / June 2</u>	Begin Time: <u>9am / 10am</u>	<i>* see next page for specific times</i>
Event Starts	Date: <u>June 4 / June 4</u>	Time: <u>5:30pm / 8pm</u>	
Event Ends	Date: <u>June 5 / June 5</u>	Time: <u>7pm / 10pm</u>	
Breakdown	Date: <u>June 5 / June 5</u>	End Time: <u>10pm/tent remains up for Regatta</u>	

Rain Date Date: none 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: <u>Tented stage to be set-up on Pennington Ave between Washington & Lodge Lane</u> |

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

Havre de Grace Jazz & Blues Fest, June 4-5, 2021

Pennington Avenue

Set-up: 6/4 at 9 am (tent)

Event Time: 5:30 pm – 7:00 pm on 6/4
11:00 am – 7:00 pm on 6/5

Breakdown: 7:00 pm – 10 pm on 6/5

Concord Point Park

Set-up: 6/2 at 10 am (tent)

Event Time: 8:00 pm-10:00 pm on 6/4
1:00 pm-10:00 pm on 6/5

Breakdown: Tent remains up for Regatta – if they have it this year. If they don't have it a decision will be made regarding the tent.

Pennington - Friday during First Friday, Saturday 300 people - Free concert
Concord Pt. - 300 each concert (1 on Friday, 3 on Saturday.)

Anticipated Attendance: _____

Admission Fee (if any): \$20-\$30 Concord Pt only

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. _____

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.

Beer garden, at Concord Point Park will be fenced off with only 1 entrance and exit.

ID will be required and wristbands or hand stamp will be used for those 21 and older

Event staff will cover the perimeter of beer garden.

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. EMS will be contacted prior to the date to be made aware of the event

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 (<http://www.toddsrvp.com/ind0101/pages/index.aspx?PageId=301>)
- 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 Suzanne S. Chadwick

Title Chairperson

Phone _____ Email _____

Signature Suzanne S. Chadwick

Date 3/4/21

Event Title: Havre de Grace Jazz + Blues Fest

Received by Tamara Blankman
City Official

3-4-2021
Date

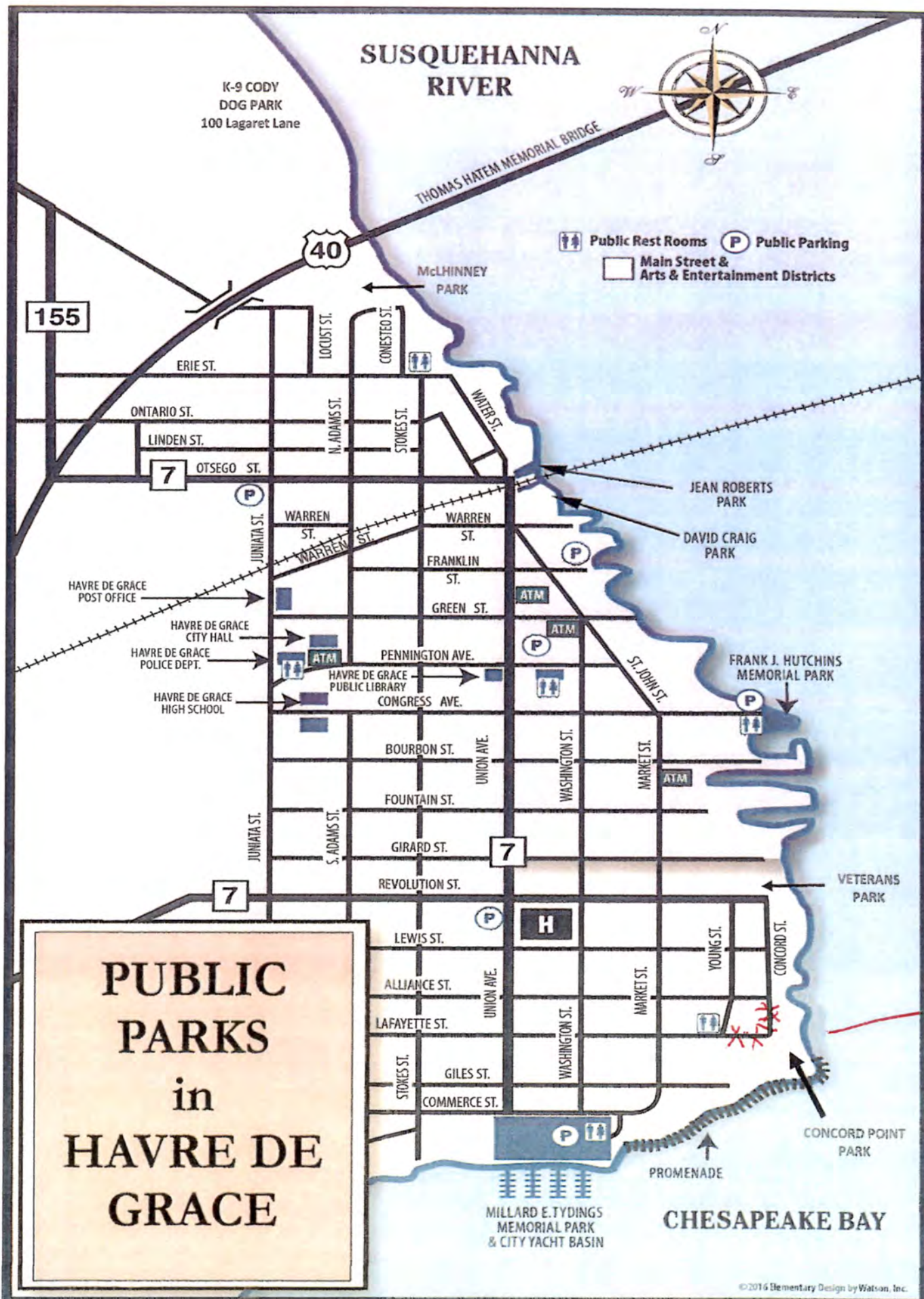
Notification: Internal Use Only:

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

IMPORTANT CONTACT INFORMATION FOR YOUR PLANNING NEEDS

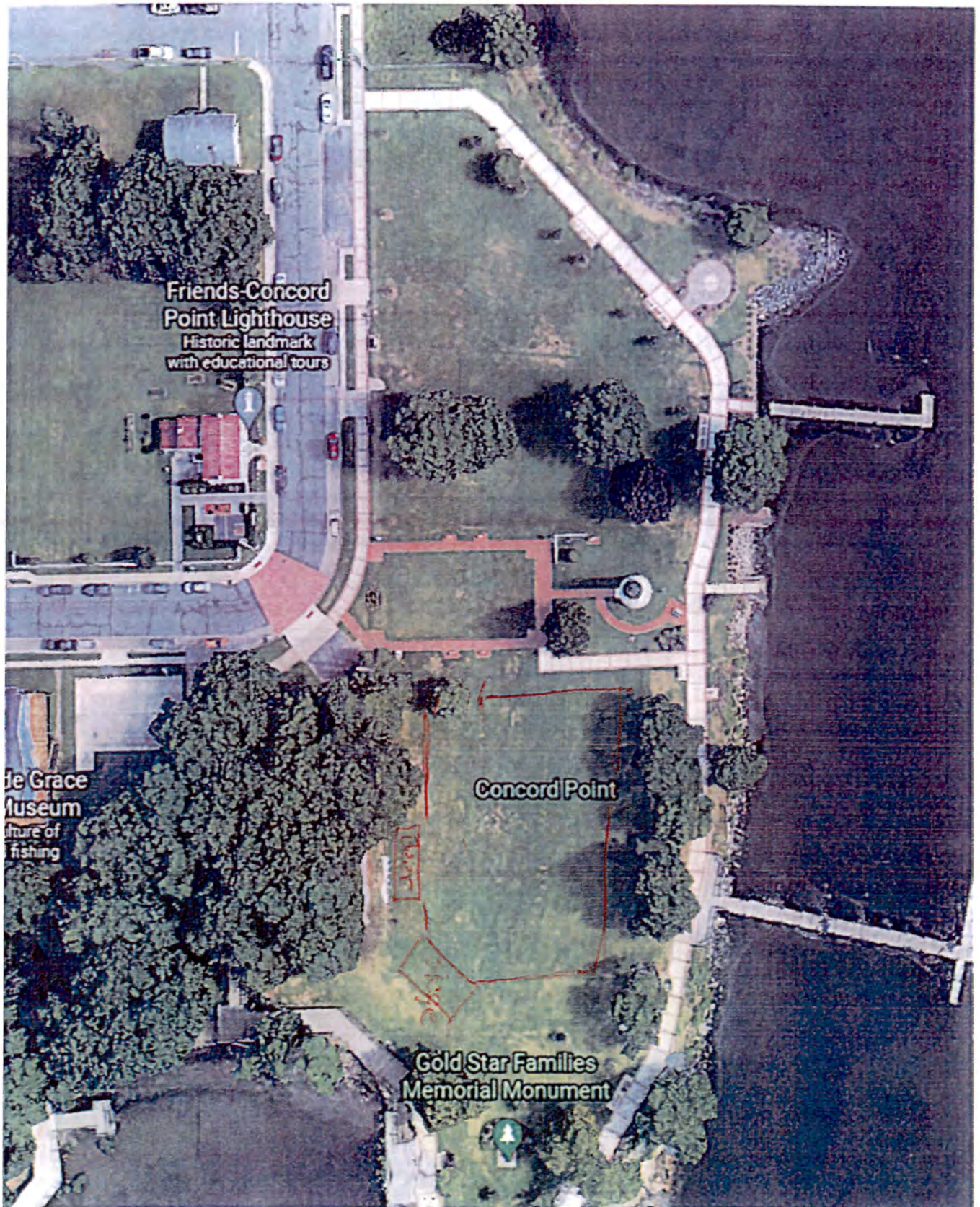
Please keep a copy of this sheet for your files as you plan and execute your event.

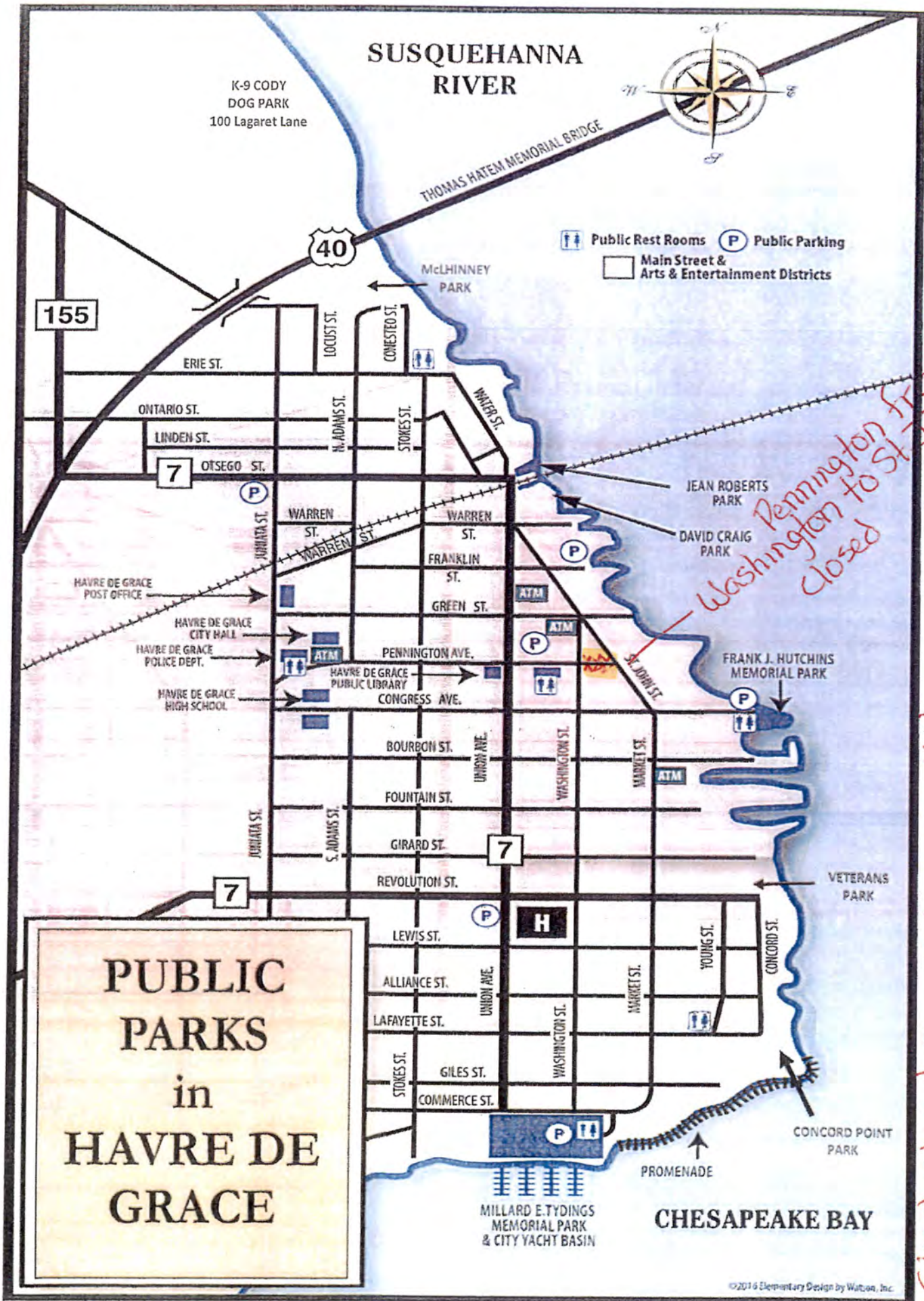
The City of Havre de Grace	410-939-1800 x-1131	Patrick Sypolt, Director of Administration patrick@s@havredegracemd.com
Havre de Grace Department of Public Works (DPW)	410-939-1800 x1107	Tim Whittie, Director of Public Works timw@havredegracemd.com
Havre de Grace Office of Tourism	410-939-2100	Lauri Orzewicz, 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)		



possible street closure for food truck
 Street closed from 5-11 pm Time 4 and 10m - 11am on June 5

renting will be set-up similar to kegatta set-up from past. Beer garden area will be fenced off.







* beer garden for Saturday only
11am - 7pm



Havre de Grace Jazz & Blues Fest

Overview

2-day, multi-venue festival of Jazz & Blues concerts.

Venues:

Pennington Street 'Locals' Stage (tented for band and audience) – begins during First Friday with 2 - 45-50 minute free Jazz concerts. Saturday, hosts 3 more 'local' artists, as well as ticket sales for ticketed concerts. We're considering selling Beer & Wine on Saturday only.

Concord Point Park 'Headliners' Stage (under big Regatta tent with seated audience, according to current Covid-19 restrictions) – Friday, 8pm concert, Saturday – 3 concerts, ticketed ranging \$20 - \$30/seat. Show will finish by 9:45pm each night to adhere to City sound restrictions. We also plan to sell beer, wine, and food here both Friday evening and Saturday.

State Theater of Havre de Grace – While the producing organization is the Havre de Grace Arts Collective, the State will collaborate, and benefit directly through ticket sales. Arrangements are currently being discussed. 3 concerts over Friday and Saturday have been discussed, complementing the schedule.

Restaurants & Merchants will receive communication from the HdG Jazz & Blues Fest, to encourage their participation, involvement and awareness (for their benefit).

Concerts:

Artists are currently being contracted to include Jazz (Smooth, Contemporary, Latin, Cajun), and Blues of diverse backgrounds (both male & female). While none have actually completed contracts, we tentatively have scheduled Vanessa Collier (2x Blues Music Awardee); Allan Harris (Internationally touring 'Nat King Cole' Jazz singer); The Nighthawks (Nationally touring Blues group); Maryland Rising Stars Concert; Ronny Smith (Jazz guitarist and Harford County Resident); Eubie Blake Center Young Artist (Jazz artist TBD); Renee Ibanez and the Cubano Groove; and more.



Jazz and Blues Fest June 4-5, 2021
COVID Plan

All staff, vendors and volunteers will be required to wear masks. All participants will be required to wear masks and social distance. Hand sanitizer will be available at the event.

This event is taking place outdoors under tents at both Pennington Ave and Concord Point Park

Signs will be posted in the event area requiring masks and social distancing.

SPECIAL EVENTS WORK SHEET

Event:	Jazz & Blues Festival	Tracking ID: 1011 19 0030
Dates:	6/4/21 to 6/5/21 with setup of tent on 6/2/21	
Time of set up:	Pennington Avenue - 6/4 at 9 am & Concord Point Park - 6/2 at 10 am	
Take down time:	6/5/21 at 10 pm for Pennington Avenue & Concord Point Park	
Time of actual event:		
Location:	2 Locations: Pennington Avenue and Concord Point Park (see application for schedule)	

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD	2		18	\$113.00	18	\$3,051.00

Notes

This event coincides with First Friday.

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	5	8	4	\$53.75	12	\$752.50

Notes

2-day event/ 2 locations: Prep. and post signage, barricades, cones, trash removal, clean & stock bathrooms throughout 2-day event. Remove all signs, cones & barricades.

Grand Total	7	8	22	\$166.75	30	\$3,803.50
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REVISION 1/10/2020	*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)					
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