



# City of Havre de Grace

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

410-939-1800

Dear Event Sponsor,

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

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

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

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

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

**Applications must be submitted 45 days prior to the event.**

Sincerely,

***Patrick Sypolt***

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

**Administrative Assistant**

Tammy Brinkman  
410-939-1800 x1122  
[tamarab@havredegracemd.com](mailto: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:	Lock House Craft Beer & Wine Festival		Tracking ID	101119024
Dates:	11/6/21			
Time of set up:	8:00 AM			
Take down time:	5:00pm - 7 pm			
Time of actual event:	1:00pm - 5:00pm			
Location:	Lock House Grounds			

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY LOADED Wage**	Estimated Hours	Total Estimated Cost
2		8	\$113.00	8	\$1,356.00

PD

Notes

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY LOADED Wage**	Estimated Hours	Total Estimated Cost
1	1		\$46.00		\$46.00

DPW

Notes

Deliver 8 trash cans and 8 recycling containers to event site.

3		8	\$159.00	8	\$1,402.00
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Grand Total

REV 4/12

EVENT APPLICATION CHECKLIST

1011 210010

EVENT NAME: Mother's Day Water front Picnic

Sponsor Organization: Lockhouse Museum

Business Address: 817 Conestoga St. Havre de Grace, MD 21078

On Site Contact Person: Beth Laverick

Contact Information Phone: @ Email: Beth@bscenevents.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? 2 Yes \_\_\_\_\_ No

Is the Sponsor Organization a 501 C3? 2 Yes \_\_\_\_\_ No

Tax ID # 52-1325983

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

Event Category:

\_\_\_\_\_ Athletic/Recreation

\_\_\_\_\_ Festival

\_\_\_\_\_ Parade

\_\_\_\_\_ Rally

\_\_\_\_\_ Concert/Performance

\_\_\_\_\_ Carnival

\_\_\_\_\_ 5K/10K/Walk \*

\_\_\_\_\_ Fishing Tournament

2 Other (explain) live, family-friendly Brunch w/ music

\* 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: 05/07/2021

Event Starts Date: 05/08/2021

Event Ends Date: 05/08/2021

Breakdown Date: 05/08/2021

Rain Date Date: -

Begin Time: 12 PM \* rentals delivered

Time: 11 AM

Time: 2 PM

End Time: 4 PM

Is timeframe the same? \_\_\_\_\_ Yes \_\_\_\_\_ No \* no rain date at this time

If no, include new times: \_\_\_\_\_

Location: (see attached map)

\_\_\_\_\_ Millard E. Tydings Memorial Park

\_\_\_\_\_ Concord Point Park

\_\_\_\_\_ McLhinney Park

\_\_\_\_\_ Veteran's Park

\_\_\_\_\_ Community Pavilion at Frank J. Hutchins Memorial Park

\_\_\_\_\_ David Craig Park

\_\_\_\_\_ K-9 Cody Dog Park

Other location, please explain: Lockhouse Museum

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

Anticipated Attendance: 250-350

Admission Fee (if any): General Admission \$10-15  
Picnic + Admission Adult - \$42-045  
Kid - \$15-18

**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. \_\_\_\_\_

N/A

**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. Lockhouse Museum

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

**Recycling Containers:** Required for all organizers of events serving food or drink and events expected to have 200 or more persons in attendance. (per State of Maryland Law enacted in 2015) **Please indicate the number of containers needed:** 4

**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:  
1-2 employees for trash pickup

**Other:** Please explain: \_\_\_\_\_

**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 Susquehanna Museum of HDG  
Title Executive Director  
Phone 410-939-5780 Email director@thelockhouse.org  
Signature Ashanne Healey  
Date 4/1/20

Event Title: Mother's Day Waterfront Picnic

Received by Tamara Birkner 4-1-2021  
City Official Date

Notification: Internal Use Only:

- DPW \_\_\_\_\_
- PD \_\_\_\_\_
- Ambulance Corps \_\_\_\_\_
- SHCO \_\_\_\_\_
- Impacted Museums \_\_\_\_\_



CINCINNATI OH 45999-0038

In reply refer to: 0248188034  
May 07, 2019 LTR 4168C 0  
52-1325983 000000 00  
00013395  
BODC: TE

SUSQUEHANNA MUSEUM OF HAVRE DE  
GRACE INC  
PO BOX 253  
HVRE DE GRACE MD 21078

Employer ID number: 52-1325983  
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Apr. 26, 2019, about your tax-exempt status.

We issued you a determination letter in February 1992, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

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

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/01/2021

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

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

<b>PRODUCER</b>  CoverWallet, Inc. 25 W 45th Street, Floor 15 New York NY 10036	<b>CONTACT NAME:</b> Justin Terrell <b>PHONE (A/C. No. Ext.):</b> (646) 844-9933 <b>FAX (A/C. No.):</b> <b>E-MAIL ADDRESS:</b> customer.service@coverwallet.com
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b>
	INSURER A : Ohio Security Insurance Company      24082
	INSURER B : _____
	INSURER C : _____
	INSURER D : _____
	INSURER E : _____
	INSURER F : _____

**INSURED**  
 B SCENE EVENTS  
 414 Market Street  
 Havre De Grace, MD, 21078

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

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____			BLS60664592	11/23/2020	11/23/2021	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMPOP AGG	\$ 2,000,000
								\$
	<b>AUTOMOBILE LIABILITY</b>  <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N		N/A			PER STATUTE    OTH-ER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

<b>CERTIFICATE HOLDER</b>  <div style="height: 40px; border: 1px solid black;"></div>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <div style="text-align: right; font-family: cursive; font-size: 1.2em;">Margaret M. Reff</div>

## Mother's Day

### Covid-19 Plan

- Hand sanitizer spread throughout the venue.
- Restrooms cleaned every 30 minutes.
- Laurrapin Caterers uses plexiglass shield to protect guests.
- Restrooms will be stocked with hand soap.
- Brunch ticket holders will have assigned seats.
- Masks must be worn when guests are moving throughout the venue.
- Staff & Volunteers will always wear masks.
- Disposable utensils and plates will be used.
- The lawn in front of the main stage will be open and guests must adhere to socially distancing.
- Guests must read and agree to Covid-19 waiver prior to purchasing tickets, which will list all expectations.
- Any guest that refuses to comply with Covid-19 expectations, will be kindly asked to leave.

# SPECIAL EVENTS WORK SHEET

Event:	Mother's Day Waterfront Picnic		Tracking ID: 1011 21 0010
Dates:	5/8/2021 (setup - 5/7/21)		
Time of set up:	12 pm - 5/7/2021		
Take down time:	2 pm - 4 pm		
Time of actual event:	11 am - 2 pm		
Location:	Lock House Grounds		

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

PD  
Notes

This event will be handled by patrol units on duty.

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
3	2	4	\$53.75	6	\$430.00

DPW  
Notes

Provide 10 extra trash & 4 extra recycling barrels, clean and re-stock all public bathrooms, staff on-site to assist with trash & recycling can collections - dumpster provided by event holder.

3	2	4	\$53.75	6	\$430.00
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Grand Total

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

REVISION 1/10/2020

2208  
6-9-21

**EVENT APPLICATION CHECKLIST:**

EVENT NAME: Susquehanna Wine & Seafood Fest 10w 210012

Sponsor Organization: Concord Point Lighthouse

Business Address: P.O. Box 212, Havre de Grace, MD 21078

On Site Contact Person: Beth Laverick

Contact Information Phone: \_\_\_\_\_ Email: beth@bsceneevents.com

Back-Up Site Contact Person: David Minnon

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 # 52-16973

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: 09/24/2021 Begin Time: 9:00am

Event Starts Date: 09/25/2021 Time: 11 AM

Event Ends Date: 09/26/2021 Time: 7PM

Breakdown Date: 09/26/2021 End Time: 9PM

Rain Date Date: \_\_\_\_\_ Is timeframe the same? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If no, include new times: 9/25: 11am-7pm & 9/26: 12pm-7pm

**Location:** (see attached map)

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

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

Anticipated Attendance: 2,500

Admission Fee (if any): starting at \$15  
Other Package Prices TBD

**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. The event footprint will be fenced off.

Close the road at Alliance Street and Lafayette (see map).

We will have a check-in tent at both exit/entrance points to assist.

**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:** 30

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

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

**Water Supply Needed:** please explain: Yes, for Steamed Crab trailer operated by Jimmy's Seafood

**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: I would like to see what the fee would be to have a few DPW members to assist with trash removal.

**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.

The entire area will be enclosed. We will have an ID check prior to entering the festival.

A 21+ stamp/wristband will be required to consume alcoholic beverages.

Management team will oversee pouring stations to ensure everything runs smoothly.

**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 at event-check in.

We have our management team strolling throughout the event to assist anyone in need.

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

### Event Site Plan:

Your event application must include a detailed site plan (attach a map such as Google Maps) to include the following:

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

### Advertising/Signage:

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

### Who may post a sign?

- Only Non-Profit Organizations may post event signs.

### When should signs be posted?

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

### What is an Approved Sign?

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

### What is not an approved sign?

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

### Approved Locations:

- City Right of Way and City Parks
  - May not be placed in a city flower bed/garden.
  - May not be placed on a City right of way that is in front of a private residence.
- Special permission from the Maryland State Highway Administration must be obtained for signs located on:
  - Otsego Street
  - Revolution Street
  - Superior Street
  - Union Avenue
  - US Route 40
  - Ohio Street (<https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807>)
- Special permission must be obtained for any signs placed inside the gates of Bulle Rock.

**Walking and Running Events:**

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

Walk/Run Event Fees:

- For Profit Organization \$3,000
- Non-Profit Organization \$1,500
- HDG Non Profit or HDG Organization Sponsorship and Sole Beneficiary \$0.00

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



**Affidavit:**

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

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

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

Print Name of Event Organizer Beth Laverick/ B Scene Events

Title owner

Phone \_\_\_\_\_ Email beth@bsceneevents.com

Signature elizabeth m laverick

Date 04/09/2021

Event Title: Susquehanna Wine + Seafood Festival

Received by Tamara Beikman  
City Official

4-9-2021  
Date

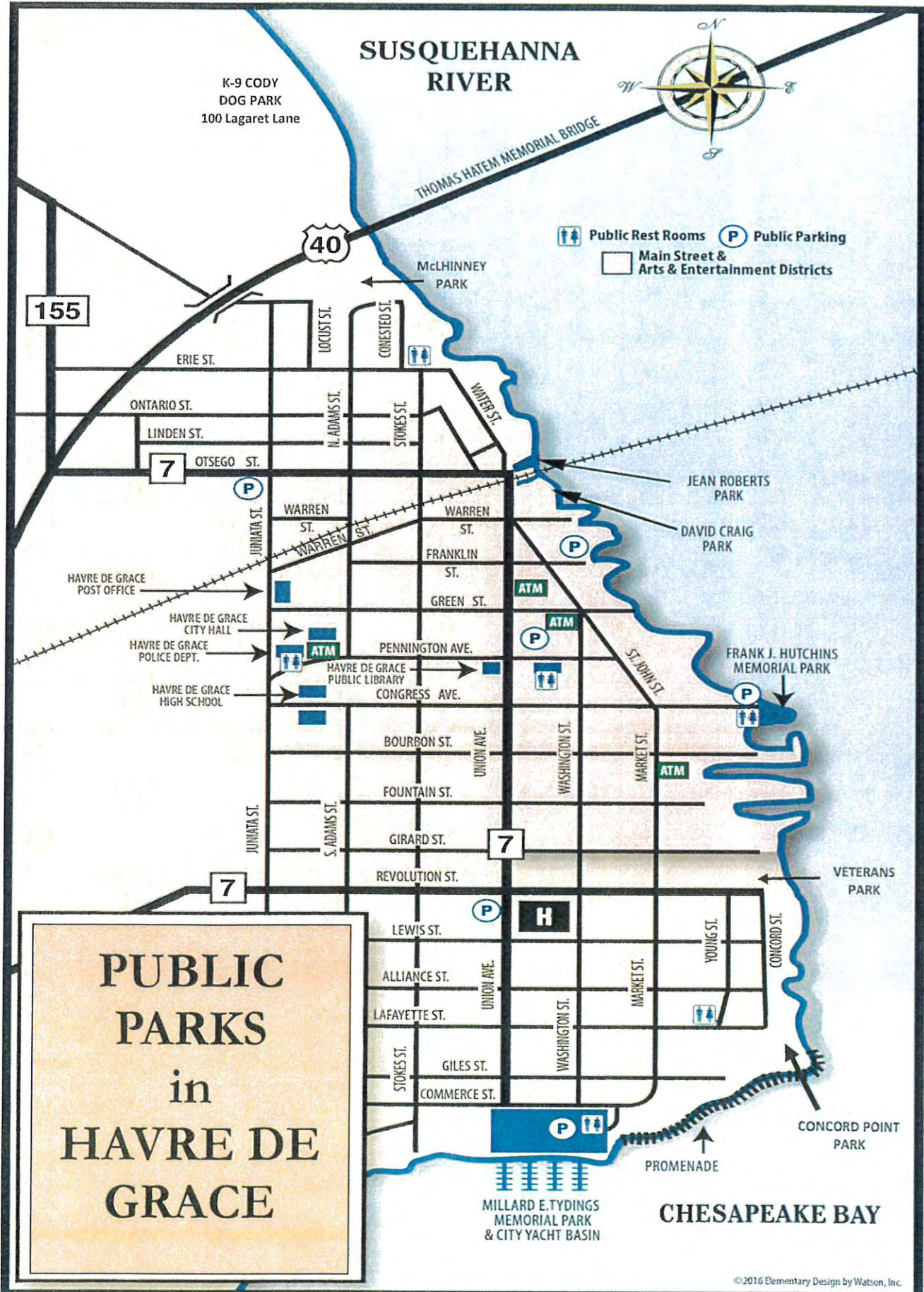
Notification: Internal Use Only:

- DPW \_\_\_\_\_
- PD \_\_\_\_\_
- Ambulance Corps \_\_\_\_\_
- SHCO \_\_\_\_\_
- Impacted Museums \_\_\_\_\_

**IMPORTANT CONTACT INFORMATION FOR YOUR PLANNING NEEDS**

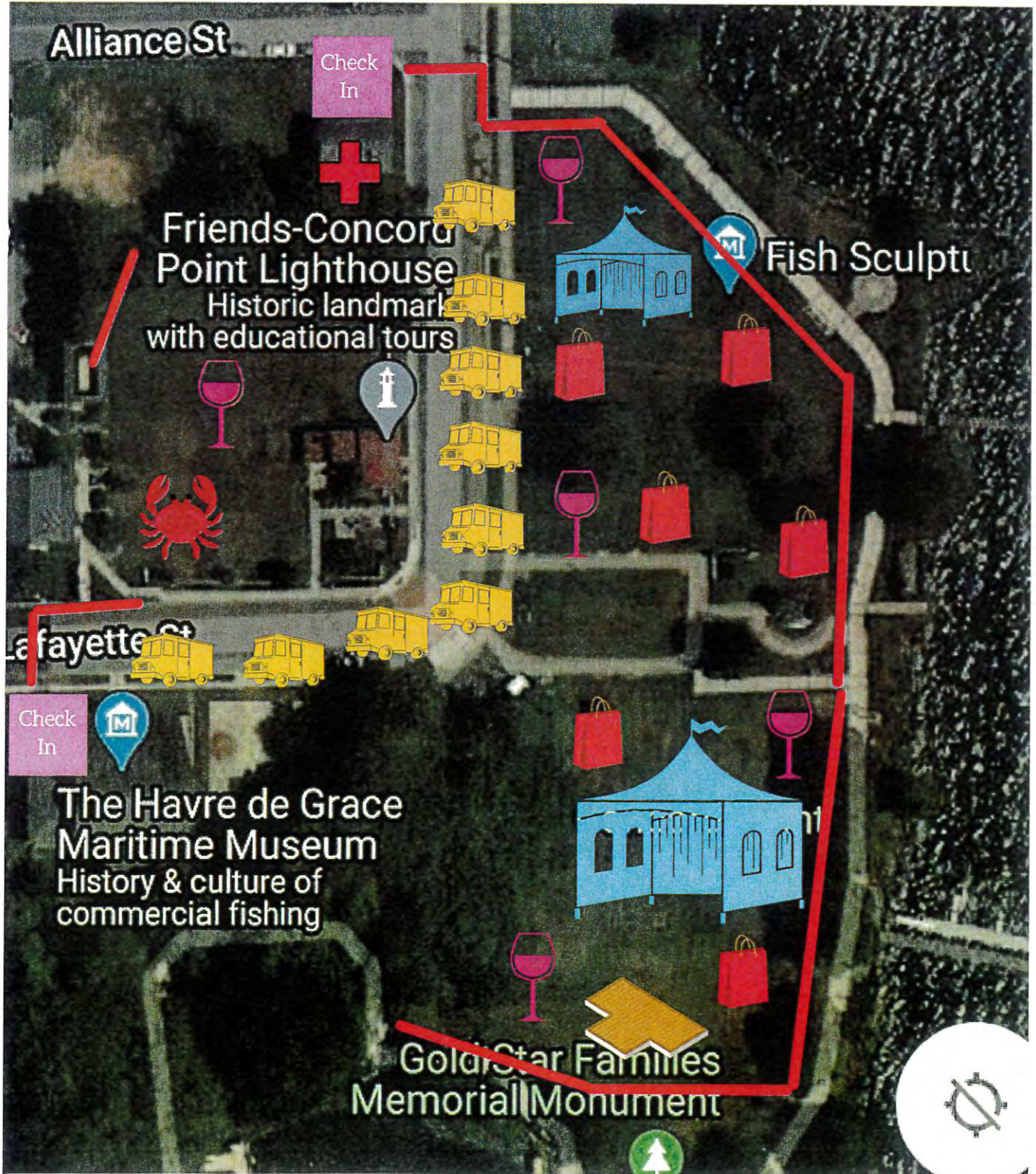
*Please keep a copy of this sheet for your files as you plan and execute your event.*

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





# Event Site Map



# Susquehanna Wine & Seafood Fest

## Covid-19 Plan

- Hand sanitizer spread throughout the venue.
- Food Trucks will be parked far apart to allow for patrons to socially distance.
- Restrooms will be stocked with hand soap.
- Masks must be worn when guests are moving throughout the venue.
- Staff & Volunteers will always wear masks.
- Disposable utensils and plates will be used.
- Guests must read and agree to Covid-19 waiver prior to purchasing tickets, which will list all expectations.
- Any guest that refuses to comply with Covid-19 expectations, will be kindly asked to leave.

SEPTEMBER 25 & SEPTEMBER 26 | 12PM TO 7PM  
AT THE CONCORD POINT LIGHTHOUSE, HAVRE DE GRACE



LOCAL RESTAURANTS

COOKING DEMOS

LIVE MUSIC

BEER, WINE & COCKTAILS

FAMILY FRIENDLY

STEAMED CRABS

## GET READY TO EXPERIENCE MARYLAND'S BEST SEAFOOD

B. Scene Events, the producer of the Baltimore Seafood Fest and Baltimore Wine Fest is excited to announce the Inaugural Susquehanna Wine & Seafood Fest. This waterfront festival will take place in Havre de Grace, Maryland where the Susquehanna River meets the Chesapeake Bay. The event will feature Maryland's favorite restaurants and food trucks serving their signature seafood dishes, cooking demos by top local chefs, refreshing drinks, shopping, live music, and a family zone!

A portion of the proceeds will benefit the Concord Point Lighthouse and other local non-profits.

TICKETS STARTING AT \$15. KIDS 16 AND UNDER FREE!\*

For ticket information, restaurant lineup and entertainment schedule, please visit

[SUSQUEHANNAWINEANDSEAFOODFEST.COM](http://SUSQUEHANNAWINEANDSEAFOODFEST.COM)

 @susquehannawineandseafoodfest

\*Rain or Shine #susquehannawineandseafoodfest

Sponsored by:



For event details, entertainment lineup, and to purchase tickets, please visit:

[SUSQUEHANNAWINEANDSEAFOODFEST.COM](http://SUSQUEHANNAWINEANDSEAFOODFEST.COM)

Follow us on Facebook @susquehannawineandseafoodfest



# City of Havre de Grace

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

410-939-1800

Dear Event Sponsor,

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

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

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

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

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

**Applications must be submitted 45 days prior to the event.**

Sincerely,

***Patrick Sypolt***

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

**Administrative Assistant**  
Tammy Brinkman  
410-939-1800 x1122  
[tamarab@havredegracemd.com](mailto: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

<b>Event:</b>	Susquehanna Wine & Seafood Fest	<b>Tracking ID:</b> 1011 21 0012
<b>Dates:</b>	September 25 & 26, 2021	
<b>Time of set up:</b>	9 am on 9/24/21	
<b>Take down time:</b>	7 pm - 9 pm on 9/26/21	
<b>Time of actual event:</b>	9/25/21: 11 am - 7 pm and 9/26: 12 pm - 7 pm	
<b>Location:</b>	Concord Point Park	

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
4		64	\$113.00	64	\$10,848.00

PD  
Notes

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
12	6	18.5	\$41.75	24.5	\$1,409.06

2 day event. DPW to: prep, post NP & Handicap signs, deliver barricades, provide 30 extra trash & 10 extra recycling barrels, clean and re-stock all public bathrooms, staff on-site to assist with trash & recycling can collections - **dumpster provided by event holder.** Remove all signs, barricades, barrels at event end.

DPW  
Notes

16	6	82.5	\$154.75	88.5	\$12,257.06
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Grand Total

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

REVISION 1/10/2020

Rec'd  
3/29/21

**EVENT APPLICATION CHECKLIST:**

EVENT NAME: The Waterfront Festival in Havre de Grace 101190041

Sponsor Organization: Havre de Grace Alliance

Business Address: 710 Market Street, Havre de Grace MD 21078

On Site Contact Person: Bambi Johnson

Contact Information Phone: \_\_\_\_\_ Email: executivedirector@havredegrace

Back-Up Site Contact Person: Julie Ruhnke

Contact Information Phone: \_\_\_\_\_ Email: coordinator@havredegraceallian

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 # 47-5585317

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

\_\_\_\_\_  
\_\_\_\_\_

**Event Category:**

\_\_\_\_\_ Athletic/Recreation \_\_\_\_\_ Concert/Performance \_\_\_\_\_ Other (explain)

Festival \_\_\_\_\_ Carnival \_\_\_\_\_

\_\_\_\_\_ Parade \_\_\_\_\_ 5K/10K/Walk \* \_\_\_\_\_

\_\_\_\_\_ Rally \_\_\_\_\_ Fishing Tournament \_\_\_\_\_

\* a fee may be charged

**Date/Time:**

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

Setup Date: See attached Begin Time: See attached

Event Starts Date: See attached Time: See attached

Event Ends Date: See attached Time: See attached

Breakdown Date: See attached End Time: See attached

Rain Date Date: None Is timeframe the same? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If no, include new times: \_\_\_\_\_

**Location:** (see attached map)

\_\_\_\_\_ Millard E. Tydings Memorial Park  Community Pavilion at Frank J. Hutchins Memorial Park

Concord Point Park \_\_\_\_\_ David Craig Park

\_\_\_\_\_ McLhinney Park \_\_\_\_\_ K-9 Cody Dog Park

\_\_\_\_\_ Veteran's Park Other location, please explain: \_\_\_\_\_  
Possibly Moore Family Homestead at 710 Market Street

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



## **DATES/TIMES**

### **Multi-day Event**

**DATE: Saturday, August 21, 2021**

**Street Closures: NOON**

**Setup Begin Time: 12:30 PM**

**Event Start Time: 2:00 PM**

**Event End Time: 7:00 PM**

**Breakdown End Time: 8:30 PM**

**DATE: Sunday, August 22, 2021**

**Street Closures: 10:00 AM**

**Setup Begin Time: 10:30 AM**

**Event Start Time: NOON**

**Event End Time: 5:00 PM**

**Breakdown End Time: 6:30 PM**

Anticipated Attendance: 10,000

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. Road closures (see Site Plan maps)

- Concord Steet beginning at Alliance and continuing up Lafayette to Young Street

- Hutchins Park at Market Street

- Alliance Street between Concord Street and Young Street to be reserved for handicapped parking

**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:** 6 at Concor

**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:** 6/4

**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: Possibly

**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:

TRASH SERVICE

**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.

CONCORD - Snow fencing, ID checks and wristbands at entrance, volunteers designated as security staff

HUTCHINS - Set up and run completely by MacGregor's Restaurant

**Security:**

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

**Gambling:**

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

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

**First Aid Services/Medical Plan:**

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies. First aid kits located in the Info Booth at Hutchins Park and at the entrance to

the beer garden in Concord Point Park. Will also notify Ambulance Corp/Hose Company for awareness.

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

### Event Site Plan:

Your event application must include a detailed site plan (attach a map such as Google Maps) to include the following:

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

### Advertising/Signage:

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

### Who may post a sign?

- Only Non-Profit Organizations may post event signs.

### When should signs be posted?

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

### What is an Approved Sign?

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

### What is not an approved sign?

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

### Approved Locations:

- City Right of Way and City Parks
  - May not be placed in a city flower bed/garden.
  - May not be placed on a City right of way that is in front of a private residence.
- Special permission from the Maryland State Highway Administration must be obtained for signs located on:
  - Otsego Street
  - Revolution Street
  - Superior Street
  - Union Avenue
  - US Route 40
  - Ohio Street (<https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807>)
- Special permission must be obtained for any signs placed inside the gates of Bulle Rock.

Walking and Running Events: n/a

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

Walk/Run Event Fees:

- For Profit Organization \$3,000
- Non-Profit Organization \$1,500
- HDG Non Profit or HDG Organization Sponsorship and Sole Beneficiary \$0.00

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

**Affidavit:**

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

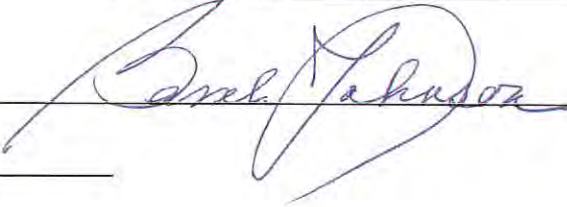
The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings),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

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

Print Name of Event Organizer Bambi Johnson

Title Executive Director

Phone \_\_\_\_\_ Email executivedirector@havredegracealliance.org

Signature Bambi Johnson 

Date March 28, 2021

Event Title: Water front Festival in Havre de Grace

Received by Tamara Buitner  
City Official

3-29-2021  
Date

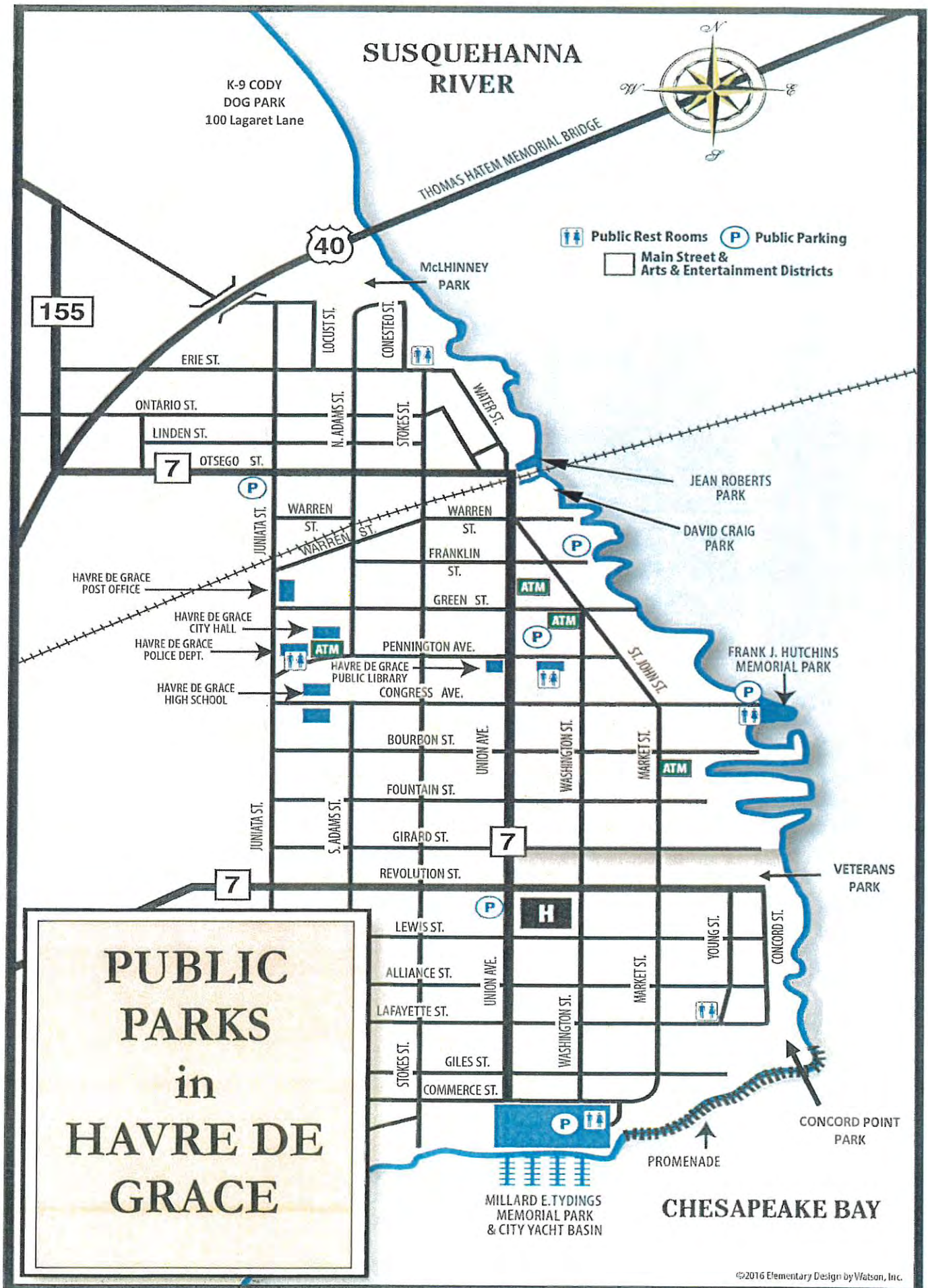
Notification: Internal Use Only:	
<input type="checkbox"/>	DPW _____
<input type="checkbox"/>	PD _____
<input type="checkbox"/>	Ambulance Corps _____
<input type="checkbox"/>	SHCO _____
<input type="checkbox"/>	Impacted Museums _____



**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 <a href="mailto:patrick@s@havredegracemd.com">patrick@s@havredegracemd.com</a>
Havre de Grace Department of Public Works (DPW)	410-939-1800 x1107	Tim Whittie, Director of Public Works <a href="mailto:timw@havredegracemd.com">timw@havredegracemd.com</a>
Havre de Grace Office of Tourism	410-939-2100	Lauri Orzewicz, Manager of Tourism & Marketing; <a href="mailto:laurio@havredegracemd.com">laurio@havredegracemd.com</a> <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
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The Decoy Museum	410-939-3739	
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The Lock House Museum	410-939-5780	
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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.
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Party Rentals		
Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Food/Beverage Vendor(s)		











# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/08/2021

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

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

PRODUCER Crothers Insurance Agencies, Inc. Main St. & Valley View Dr. P.O. Box 470 Rising Sun, MD 21911	CONTACT NAME: Joyce Ragan	FAX (Off. No.) (410) 658-9570
	PHONE (Off. No./Ext.): (410) 658-5200	
	E-MAIL ADDRESS: joycer@zoominternet.net	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	SELECTIVE INS CO OF AMERICA	12572
INSURER B:	SELECTIVE INS CO OF SC	19259
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		S 2044991	09/01/2020	09/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (CA Accidents) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per person) \$ \$
A	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> RETENTION \$ 0		S 2044991	09/01/2020	09/01/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NJ) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WC 9028527	09/01/2020	09/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

## CERTIFICATE HOLDER

CITY OF HAVRE DE GRACE  
711 Pennington Ave  
Havre De Grace, MD 21078

## CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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

DEPARTMENT OF THE TREASURY

Date: **MAY 20 2016**

HAVRE DE GRACE ALLIANCE, INC.  
C/O MARYLAND NONPROFITS  
PADRAIC MCSHERRY MORTON, ESQUIRE  
1500 UNION AVENUE, SUITE 2500  
BALTIMORE, MD 21211

Employer Identification Number:  
47-5585317  
DLN:  
17053110353046  
Contact Person:  
MIKE M KERR ID# 31611  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
November 13, 2015  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

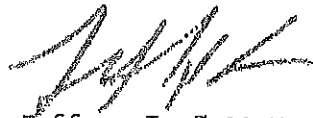
For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

HAVRE DE GRACE ALLIANCE, INC.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey I. Cooper". The signature is stylized with several loops and a long horizontal stroke at the end.

Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements



**THREE PARKS..... TWO DAYS.....  
ONE GREAT FESTIVAL!**



**AUGUST 21, 2-7PM; AUGUST 22, Noon-5PM**

An annual multi-day event that celebrates the past, present and future culture of the Havre de Grace waterfront and surrounding waterfront areas. Enjoy steamed crabs, seafood, live bands, food trucks, beer gardens, vendors, entertainers, artisans, games, contests, exhibits, crafts, kid zones, land & water demonstrations, youth fishing derby, pony rides, live mermaids, boat cruises, hands-on learning opportunities and more! Located at Concord Point Park, Hutchins Park, and the Moore Family Homestead, this event also extends into the downtown area with a crab soup contest among the restaurants and special in-store promotions from all our merchants.

This year we will also partner with the City of Perryville!

On Saturday, August 21, Perryville will hold their Lower Ferry Festival. A water taxi will be provided between the two events to maximize the fun!

Join us at the Waterfront Festival and celebrate the heritage of our beautiful Susquehanna River!

For more information,  
email [executivedirector@havredegracealliance.org](mailto:executivedirector@havredegracealliance.org)  
or call (443) 485-7020





**August 21-22, 2021**

# PROPOSED COVID PLAN

*Presented by the Havre de Grace Alliance*

Plans will be updated regularly according to state and local situations and orders.



# BASIC PLAN

**MASKS** – All vendors, staff and volunteers will be required to wear masks. All marketing and promotional materials prior to the event will direct attendees to bring and wear their masks. During the event, staff will strongly encourage any attendees without a mask to kindly comply. Disposable masks will be available at the event’s Information Booth and at a table in front of the Visitor Center.

**SANITIZING STATIONS** – All vendors will be required to have sanitizer at their booth/table. Sanitizer will be available at the Information Booth and in front of the Visitor Center. Sanitizing stations will be set up throughout the event area to ensure that no matter where you stand, sanitizer will be in eyesight.

**SIGNAGE** – Signs will be posted in highly visible locations (e.g. at entrances, restrooms, and intersections) that promote distancing, mask wearing, sanitizing and other everyday protective measures to stop the spread of germs such as refraining from handshakes, hugs and high fives.

**RESTROOMS** – Portable restrooms with handwashing stations which limit occupancy to one person at a time will be in use. Crowds will not be allowed to gather or form lines near the restroom without maintaining a distance of at least 6 feet from other people. Markers will be placed on the ground to help attendees maintain the appropriate social distance of 6 feet.

# STAFF & VOLUNTEERS

**TRAINING** - All staff and volunteers will be provided a written version of safety protocols. Signature will be required to attest they have read it and will comply with said protocols. A virtual training session with Q&A will also be available.

**“POLICY POLICE”** – Staff/Volunteers put in place to specifically monitor crowd control, vendors and any gated areas will help maintain distancing, mask-wearing, sanitizing and other protocols in place to promote health safety.

**HEALTH** - A designated COVID-19 “point of contact” will be appointed. All staff and volunteers will be instructed that they should not come to the event and that they should notify that point of contact if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a suspected or confirmed case. Staff and volunteers’ temperature will be taken upon arrival.



# CRAFT VENDORS & FOOD TRUCKS



A modified event layout plan of craft vendors and food trucks will be established to allow for social distancing, with multiple entrances and exits to discourage crowded waiting areas.

All craft vendors and food trucks will be:

- Required to wear masks and gloves (where appropriate) and provide hand sanitizer for themselves, employees and event attendees.
- Use touchless payment options as much as possible.
- Ask customers and employees to exchange cash or card payments by placing them on a receipt tray or on the counter rather than by hand to avoid direct hand-to-hand contact.
- Clean and disinfect frequently touched surfaces such as pens, counters, or hard surfaces between use and encourage patrons to use their own pens.
- Anywhere lines could possibly form, provide physical guides with sidewalk decals provided by the Havre de Grace Alliance on the ground to ensure that individuals remain at least 6 feet apart.
- Wash/Sanitize their hands after removing their gloves or after directly handling used food service items.

# FOLLOW UP

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Ensure breakdown and clean-up procedures continue to follow all safety protocols.

Conduct a virtual post-event meeting with representatives from each City department involved, the event coordinator, and designated members of the planning team to discuss the event, any problems that occurred and to note lessons learned.

Determine ways to improve planning and implementation processes for future events requiring COVID guidelines.

Report any resulting health concerns and/or contact tracing to the City of Havre de Grace.



# City of Havre de Grace

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

410-939-1800

Dear Event Sponsor,

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

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

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

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

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

**Applications must be submitted 45 days prior to the event.**

Sincerely,

*Patrick Sypolt*

Director of Administration  
711 Pennington Avenue  
Havre de Grace, MD 21078  
Questions: 410-939-1800 x1131  
Email: [patrick@sypolt.com](mailto:patrick@sypolt.com)

**Administrative Assistant**

Tammy Brinkman  
410-939-1800 x1122  
[tamarab@havredegracemd.com](mailto: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:	Waterfront Festival		Tracking ID: 1011 19 0041
Dates:	8/21 & 8/22/2021		
Time of set up:	10 am on 8/21 & 9 am on 8/22		
Take down time:	6-7:30 pm on 8/21 & 5-6:30 pm on 8/22		
Time of actual event:	8/21/2021 - 1 pm-6 pm    8/22/2021 - 12 pm-5 pm		
Location:	Concord Point Park, Hutchins Park, Moore Family Homestead		

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
6		12	\$113.00	12	\$2,034.00

PD

Notes

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
12	6	18.5	\$41.75	24.5	\$1,409.06

DPW

Notes

2 day event DPW to: prep, post NP & Handicap signs, deliver barricades, provide extra trash & recycling barrels, clean and re-stock all public bathrooms, staff on-site to assist with trash removal - dumpster provided by event holder. Remove all signs, barricades, barrels at event end.

18	6	30.5	\$154.75	36.5	\$3,443.06
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Grand Total

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

REVISION 1/10/2020