

Rec'd  
4/1/21

**EVENT APPLICATION CHECKLIST:**

1011 210011

EVENT NAME: Father's Day Waterfront Celebration

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?  Yes  No

Is the Sponsor Organization a 501 C3?  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:**

- |  |  |  |
|--|--|--|
| <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>6/20/2021</u>	Begin Time: <u>9 AM</u>
Event Starts	Date: <u>6/20/2021</u>	Time: <u>12 PM</u>
Event Ends	Date: <u>6/20/2021</u>	Time: <u>5 PM</u>
Breakdown	Date: <u>6/20/2021</u>	End Time: <u>8 PM</u>
Rain Date	Date: _____	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>Lockhouse Museum</u>                        |

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

Anticipated Attendance: 250 - 350

Admission Fee (if any): Adults - \$15, Kids 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. 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. at 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: \_\_\_\_\_

**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? *Drink tickets, poured by licensed caterer w/ license. Or liquor through Harford County*  
 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.**

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**Security:**

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

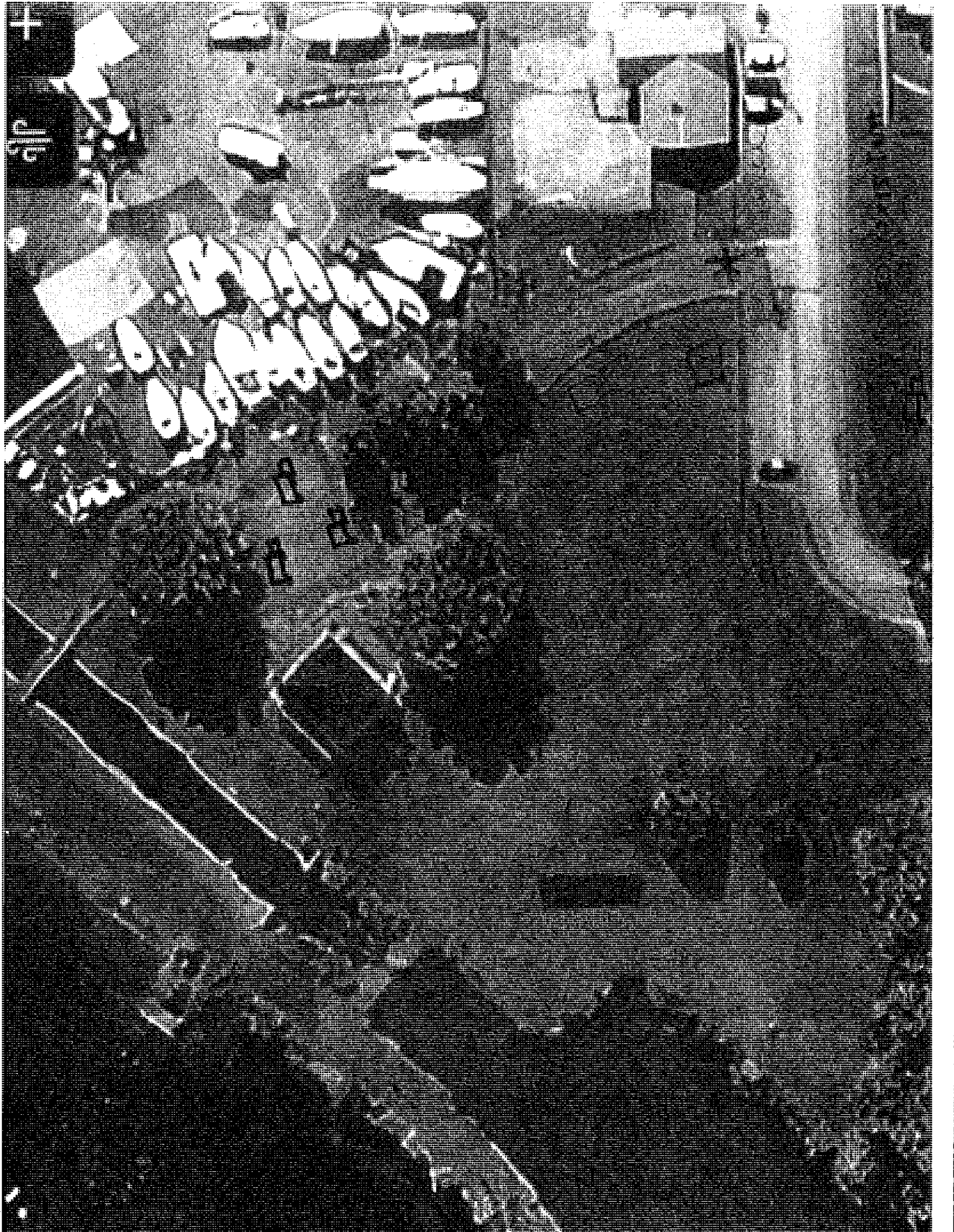
**Gambling:**

Yes  No Will there be raffles, 50/50 and other gambling games?  
A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. **It is your responsibility to contact the Harford County Sheriff's Office for the appropriate permit:** <https://harfordsheriff.org/services/gambling/>.

**First Aid Services/Medical Plan:**

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

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



**Father's Day Waterfront Celebration  
Covid-19 Plan**

- Hand sanitizer spread throughout the venue.
- Restrooms cleaned every 30 minutes.
- 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.
- 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.

**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@thelockhousemuseum.org  
Signature Joanne Healey  
Date 4/1/21

Event Title: Father's Day Waterfront Celebration

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

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

029601

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

# SPECIAL EVENTS WORK SHEET

Event:	Father's Day Waterfront Celebration		Tracking ID: 1011 21 0011
Dates:	6/20/2021		
Time of set up:	9:00 AM		
Take down time:	5 pm - 8 pm		
Time of actual event:	12 pm - 5 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 partol units on duty.

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
3	2	5	\$53.75	6	\$510.63

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	5	\$53.75	6	\$510.63
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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



Revd  
3/29/21

**EVENT APPLICATION CHECKLIST:**

EVENT NAME: The Havre de Grace "Spirit of America" Festival 1011 21 0009

Sponsor Organization: Havre de Grace Alliance

Business Address: 710 Market Street

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:**

- |  |  |  |
|--|--|--|
| <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>Sat, July 3, 2021</u>	Begin Time: <u>9:00 AM</u>
Event Starts	Date: <u>Sat, July 3, 2021</u>	Time: <u>Noon</u>
Event Ends	Date: <u>July 3, 2021</u>	Time: <u>5:00 PM</u>
Breakdown	Date: <u>July 3, 2021</u>	End Time: <u>6:30 PM</u>
Rain Date	Date: <u>July 5, 2021</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: _____<br>Downtown Havre de Grace               |

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

Anticipated Attendance: 7000

Admission Fee (if any): NONE

**Requested City Services:**

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

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

**Traffic Control:** Please explain and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures. Same as First Fridays (see attached map)

- Washington at Congress through St. John to Franklin

- Pennington from Lodge Lane to St. John and St. John from Pennington to Green

- Franklin from Union to St. John

**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:** possibly 6?

**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?

**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:

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.

Beer Garden to be run by MacGregor's: Lower Pennington

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To be set up like the Pennington Beer Garden was during Ice Festival. Decorated in the event theme.

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Temporary barricade/fencing. ID checks and wristbands at entrance. One way in; one way out.

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**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 at Info Booth and Visitor Center.

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Will also notify Ambulance Corp/Hose Company for awareness.

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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 26, 2021

Event Title: The Havre de Grace "Spirit of America" Festival

Received by Tamara Brinkman  
City Official

3-29-2021  
Date

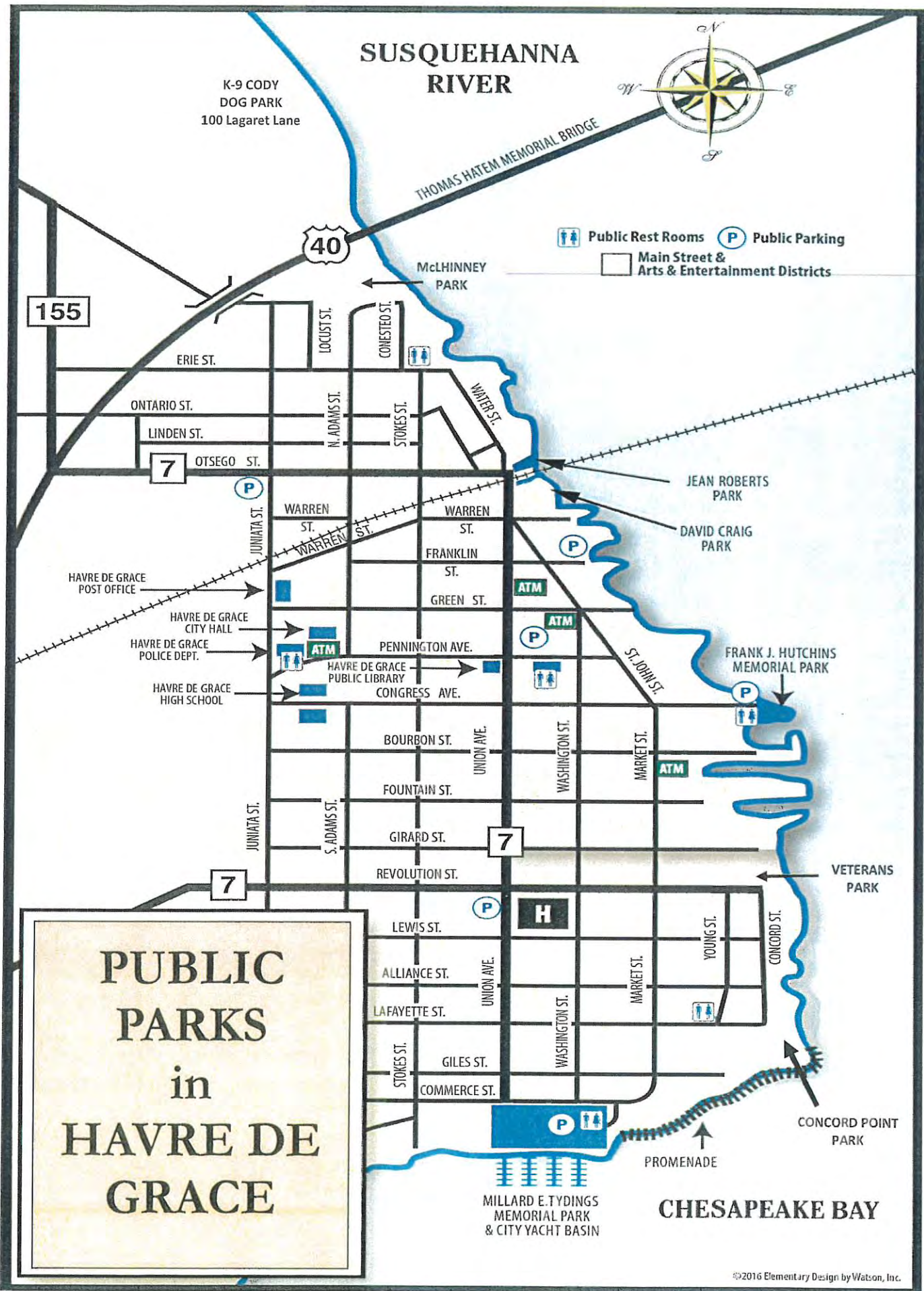
Notification: Internal Use Only:

- 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)		

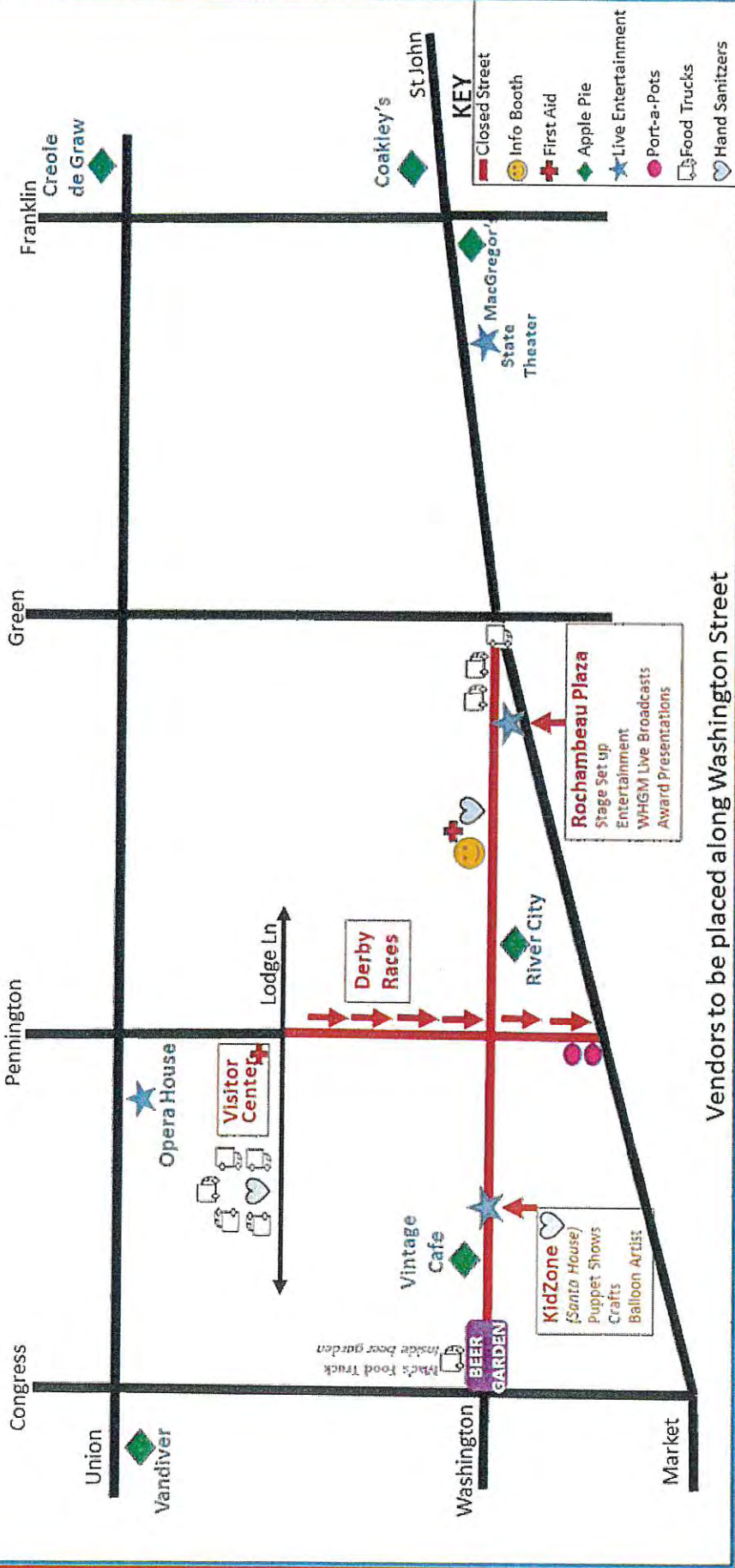


**PUBLIC  
PARKS  
in  
HAVRE DE  
GRACE**



# The Havre de Grace "Spirit of America" Festival

*A step back into Good Ole Americana!*



Vendors to be placed along Washington Street





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.

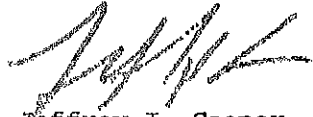
If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

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.

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 a large initial "J" and "C".

Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements



## The Havre de Grace "Spirit of America" Festival

*A step back into Good Ole Americana!*

Visiting Havre de Grace on July 3, 2021 will be like traveling back to an era known for Poodle skirts, the rise of Elvis to super stardom, "Father Knows Best," and the birth of rock 'n' roll. We will be joining the rest of the nation in celebrating America's birthday, but will do it with a special twist – a big dose of good ole mid-century Americana! Where else but in charming Havre de Grace can you truly feel like you just stepped into a Norman Rockwell painting?

Pennington Avenue will be converted into a straight-away and slalom racecourse for a variety of derby races all day long. From pinewood derby cars, to full size homemade racecars, to skateboards and even baby strollers, there's a full day of racing to enjoy whether you are a participant or a spectator. Our KidZone will also host a free outdoor movie theatre celebrating America. All day long, we will be airing the best Fourth of July movies for kids that the whole family will enjoy. The "At the Hop" beer garden will be located on Washington Street at Congress Avenue, complete with themed décor, music and costumes. When the stage at Rochambeau Plaza isn't hosting derby awards, a dance instructor will teach the crowds how to hand jive or how to do the Madison, Mashed Potato, Twist, Frug or Watusi.

Like the Ice Festival's Chili Cook-off, restaurants participate in an "Apple Pie Bake-off!" Purchase a bake-off ticket, sample each restaurant's apple pie, then vote for your favorite. Winner receives an All-American trophy and all-important bragging rights!

Ladies! Get into the swing of it by donning your best vintage outfit, teasing your hair into a retro do, and joining the "Poodle Skirt Pageant." You could win a Havre de Grace shopping spree! (Winner is chosen by crowd applause.)

Kids! Decorate your bike in red, white & blue and join the patriotic bike parade down Washington Street. Trophies to 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place winners, and medals to all participants!

Live entertainment at the Opera House and State Theater as well as live broadcasts by WHGM Gold add to the flashback fun. Throw in hot dog and watermelon eating contests, entertainers walking around in 50's costumes, photo ops, hula hoop contests, vendors, crafters, food trucks, patriotic chalk drawing, public readings of the Declaration of Independence, and a "Patriotic Pooch" contest for all dogs great & small, and you'll be left with a full day of family fun and memories you won't soon forget!



# 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@s@havredegracemd.com](mailto:patrick@s@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.





# The Havre de Grace “Spirit of America” Festival July 3, 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

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**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.

## SPECIAL EVENTS WORK SHEET

<b>Event:</b>	HDG Spirit of America Festival		<b>Tracking ID:</b> 1011 19 0009
<b>Dates:</b>	7/3/2021 (Raindate - 7/5/2021)		
<b>Time of set up:</b>	9:00 AM		
<b>Take down time:</b>	5 pm - 6:30 pm		
<b>Time of actual event:</b>	12 pm - 5 pm		
<b>Location:</b>	Downtown HDG		

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
5		32.5	\$113.00	32.5	\$5,508.75

PD  
Notes

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
4	4	8	\$53.75	16	\$860.00

DPW  
Notes

Clean and stock public restrooms, Prep and post No Parking signs, set up cones, barricades same as First Friday events, extra trash/recycling containers requested. **Note:** Event sponsor will also be supplying a stage (setting up and taking down.) Also, Event Sponsor is responsible for securing dumpsters & port-o-pots as is done with First Fridays. DPW staff will empty trash cans during event and at clean-up.

9	4	40.5	\$166.75	48.5	\$6,368.75
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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 11/10/2020

**EVENT APPLICATION CHECKLIST:**

EVENT NAME: Havre de Grace Jazz and Blues Fest **AMENDMENT**

Sponsor Organization: Arts Collective

Business Address: 121 N. Union Ave

On Site Contact Person: Suzanne Chadwick

Contact Information Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Back-Up Site Contact Person: Rebecca Jessop

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

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

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

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

Tax ID # \_\_\_\_\_

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

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

**Event Category:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Athletic/Recreation | <input checked="" type="checkbox"/> Concert/Performance | <input checked="" type="checkbox"/> Other (explain) |
| <input checked="" type="checkbox"/> Festival | <input type="checkbox"/> Carnival                       | <u>Vendors</u>                                      |
| <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>June 5</u>	Begin Time: <u>9am</u>
Event Starts	Date: <u>June 5</u>	Time: <u>11am</u>
Event Ends	Date: <u>June 5</u>	Time: <u>7pm</u>
Breakdown	Date: <u>June 5</u>	End Time: <u>8:30pm</u>
Rain Date	Date: _____	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 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>Upper Pennington Washington St-from Congress to Green st</u> |

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

Anticipated Attendance: \_\_\_\_\_

Admission Fee (if any): \_\_\_\_\_

**Requested City Services:**

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

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

**Traffic Control:** Please explain and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures. \_\_\_\_\_

Vendors on closed streets

Washington Street from Congress to Green

Upper Pennington from Lodge Lane to Washington

**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: \_\_\_\_\_

*DPW cost change from original - 2656.56 additional to \$1,409.06 to keep staff the same for 2-day event*



**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.

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**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:**

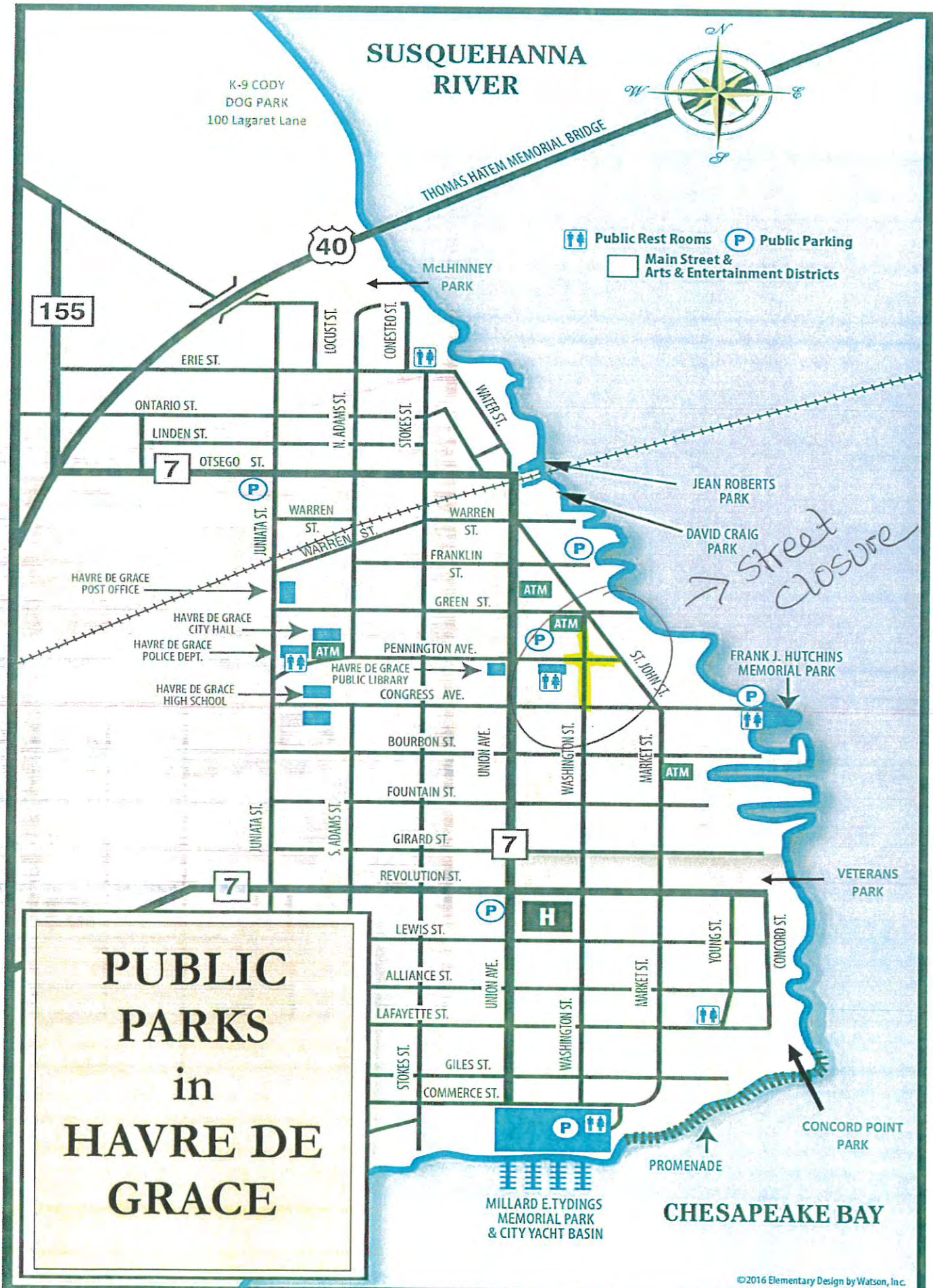
Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies.

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



	<b>June 4</b>	<b>June 5</b>	
Lower Pennington from Washington to St John	9:00 AM	through 10pm	Tent both days, beer garden on Saturday only
Upper Pennington from Washington to Lodge Lane	FF 3-10pm	9am- 8:30pm	vendors will set up from 9:30-8pm on Saturday
Washington Street from Congress to Green Street	FF 3-10pm	9am- 8:30pm	vendors will set up from 9:30-8pm on Saturday

No street closures at Lighthouse

## SPECIAL EVENTS WORK SHEET

<b>Event:</b>	Jazz & Blues Festival	<b>Tracking ID:</b>	1011 19 0030
<b>Dates:</b>	6/4/21 to 6/5/21 with setup of tent on 6/2/21		
<b>Time of set up:</b>	Pennington Avenue - 6/4 at 9 am & Concord Point Park - 6/2 at 10 am		
<b>Take down time:</b>	6/5/21 at 10 pm for Pennington Avenue & Concord Point Park		
<b>Time of actual event:</b>			
<b>Location:</b>	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
2		18	\$113.00	18	\$3,051.00

**PD Notes**

This event coincides with First Friday.

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 / 2 locations. 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 & recycling can collections - **dumpster provided by event holder**. Remove all signs, barricades, barrels at event end.

	6	36.5	\$154.75	42.5	\$4,460.06
<b>Grand Total</b>					

\*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

10119024

**EVENT APPLICATION CHECKLIST:**

**EVENT NAME:** Lockhouse Craft Beer and Wine Festival

**Sponsor Organization:** The Lockhouse Museum

**Business Address:** 817 Conesteeo, Havre de Grace

**On Site Contact Person:** Joanne Healey

Contact Information **Phone:** \_\_\_\_\_ **Email:** director@thelockhousemuseum.org

**Back-Up Site Contact Person:** Vicki O'Keefe

Contact Information **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_ .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 # 52-1325983

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: 11/6/2021 Begin Time: 8:00am

Event Starts Date: 11/6/2021 Time: 1:00pm

Event Ends Date: 11/6/2021 Time: 5:00pm

Breakdown Date: 11/6/2021 End Time: 7:00pm

Rain Date Date: N/A 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: Lockhouse grounds

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

Anticipated Attendance: 1200

Admission Fee (if any): \$35.00

**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:** <sup>8</sup> \_\_\_\_\_

**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:** <sup>8</sup> \_\_\_\_\_

**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.

We plan on the Police department to be present. They will have a table to be selling shirts during the event.

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**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. Requesting an ambulance to be onsite from the medical corps.

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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 Anne Marie Serwa

Title President, Board of Directors

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature Ann Marie Serwa

Date 2/3/2021

Event Title: Lockhouse Craft Beer and Wine Festival

Received by Tamara Gluckman  
City Official

2-5-2021  
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 <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)		

