EVENT APPLICATION CHECKLIST:

EVENT NA	ME: HHS Music Boosters	5 5K Run - 2021		1011 (9.0003
		High School Music Booster	rs	
		re de Grace, Maryland 2107		
	act Person: Erin Weber			
		Email:		⇒t
	Contact Person: Denise Wil			
	act Information Phone.	Email:		
Note: The ons	ite contact must be at the event the	entire duration to include set-up and l	break-down	
			TOWN CHOMPTE.	
		Grace 501 C3? Yes	No	
	or Organization a 501 C3?	YesNo		
Tax ID # 46	-3802760			
If the Sponsor	r Organization is not a Havre	de Grace Non-Profit, please pro	ovide additio	onal details below:
2 1 14 2 17 1	A CONTRACTOR OF THE PARTY OF TH			
Event Catego				
Athlet		_ Concert/Performance	Ot	her (explain)
Festiva	The second secon	_ Carnival	-	
Parade		_ 5K/10K/Walk *		
Rally	The same of the sa	_ Fishing Tournament	-	
* a fee may b	e charged			
D (m)				
Date/Time:	lti dan arrant ulana arrala	49.1	640.00	
ir this is a intu	in-day event, please attach a	detailed summary with applicable	le dates and	times.
Setup	Date: 05/08/2021	Begin Time: 6:00 am		
Event Starts	Date: 05/08/2021	Time: 8:00 am	_	
Event Ends	Date: 05/08/2021	Time: 11:30 am		
Breakdown	Date:	End Time:		
Rain Date	Date:	Is timeframe the same?	Ves	No
2001-001-001		If no, include new times:		
Location: (see	e attached map)			
Millard	E. Tydings Memorial Park	Community P	avilion at	
	, 8	Frank J. Hutcl		ial Park
		J		
Concord	d Point Park	David Craig P	ark	
McLhin	ney Park	K-9 Cody Do	g Park	
77	2 D 1		, , , , , , , , , , , , , , , , , , ,	D. W. H.
Veteran	's Park	Other location, please		
		Havre de Grace (starti	ng and endi	ng at Tydings Park)

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

Anticipated Attendance: 150	Admission Fee (if any):
Requested City Services: If your event needs assistance from the C Note: Only those services approved p	City for services, please check the appropriate boxes below: rior to the event will be provided.
Traffic Control: Please explain a names affected and any road clos	nd attach a map (e.g. Google Maps) of intersections and street ures
Need to have Police Dept. assistar	nce at a few intersections. Please see attachment.
Note: Route 7 and Route 155 a Maryland State Highway as well a	are State Roads. You must obtain a Special Event Permit from as City of Havre de Grace.
Parking / No Parking Signs: P. No Parking (include Handicap Pa	lease indicate on a map the areas to be designated for Parking / rking).
Public Restrooms: Public Restro Memorial Park and City Yacht Ba McLhinney Parks.	ooms are available and located at or near Millard E. Tydings sin, Frank J. Hutchins Memorial Park, Concord Point and
Trash Containers: (in addition to will be required and the number	existing containers) Please indicate if additional containers or needed:
Recycling Containers: Required expected to have 200 or more personal Please indicate the number of containers:	for all organizers of events serving food or drink and events sons in attendance. (per State of Maryland Law enacted in 2015) containers needed:
Trash Collection and trash disp dumpster is the responsibility of	osal is the responsibility of the Event Sponsor. (Roll off of the event organizer.)
Water Supply Needed: please ex	plain:
Electricity Needed: please attach generators and anticipated ampera	an electrical site plan that includes the layout of extension cords, ge draw.
Staff: Event Sponsor requires City	Staff to be on site. Please provide details of this request:
Other: Please explain:	

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 wit 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 <u>and</u> 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 approve License must be provided to the Administrative Assistant prior to the scheduled event. Again, it is the EVENT SPONSOR's responsibility to contact the Liquor Board for the appropriate permit.
Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.
Security:
Yes No I acknowledge that I have contacted the Havre de Grace Police Department's Police Services Commander to discuss concerns regarding safety and security during the event.
Gambling:
Yes No Will there be raffles, 50/50 and other gambling games?
A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. It is your responsibility to contact the Harford County Sheriff's Office for the appropriate permit: https://harfordsheriff.org/services/gambling/ .
First Aid Services/Medical Plan:
Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies. An ambulance and staff from the Ambulance Corp. will be onsite for
any medical emergencies. We will also have staff from ATI onsite.

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

Food Service:

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.
- o The location of First Aid station and/or ambulances.
- O 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.
- o General locations and/or source of electricity.
- o Placement of vehicles or trailers. (No vehicles permitted in Tydings Park).
- o 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.
- o 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.
- o Other related components of your event not listed above.

Advertising/Signage:

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

Who may post a sign?

o Only Non-Profit Organizations may post event signs.

When should signs be posted?

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

What is an Approved Sign?

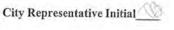
o Professionally manufactured yard signs, not larger than 18" x 24".

What is not an approved sign?

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

Approved Locations:

- o City Right of Way and City Parks
 - May not be placed in a city flower bed/garden.
 - May not be placed on a City right of way that is in front of a private residence.
- 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)
- o 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).
- O Sponsor will provide insurance documents with limits of liability of at least \$1,000,000 naming the City of Havre de Grace as an additional insured and including a waiver of subrogation.
- o Sponsor will provide for participant safety (Sponsor to contact local EMS).
- O Sponsors will receive an invoice from the City of Havre de Grace upon City Council approval. Payment in full is required within 30 days.
- o Non-compliance with submission of fee will result in a cancelled event.

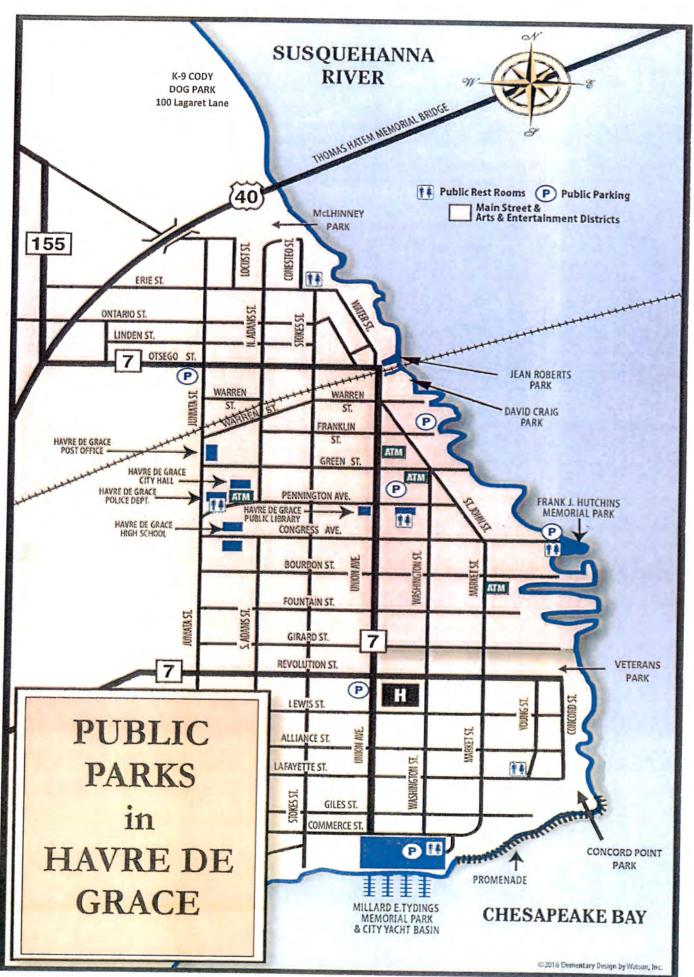
Affidavit:

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

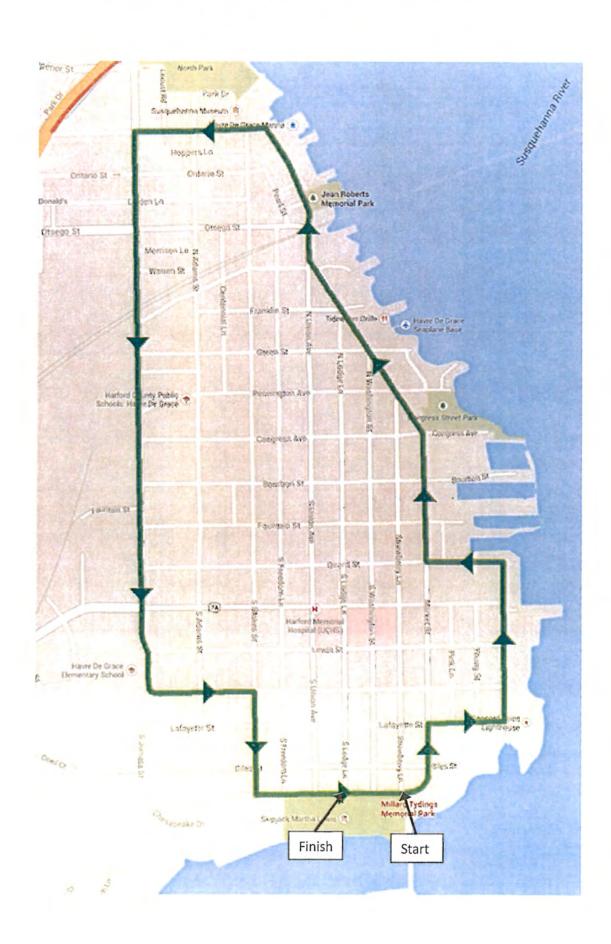
The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings),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

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

Print Nam	e of Event Organizer	The state of the s	
Title	vent Coordinator		
Phone		Email	
Signature _	Eik W	Car	
Date 03/1	5/2021		
			-1-
Event Title	HHS Mus	IL BOOSTERS 5K RUN	
Event Title		Sinkman 3	- 15-21
		Scindman 3	- (5- Z) Date
	Tanara t	Scindman 3	
	Tanara t	ficial Notification: In	Date ternal Use Only:
	Tanara t	ficial Notification: Interpolation PD_	Date



Havre de Grace High School Music Boosters 5K Run



Traffic Control Plan

HHS Music Boosters 5K Run

A local police Sgt. starts our 5K Run - driving in front of the runners at a safe distance.

There are three intersections where a local police officer detains traffic when the runners go through the area. These intersections are:

Juniata St. at Erie St. (stop sign area);

Juniata St. at Otsego St. (traffic light area); and

Juniata St. at Revolution St. (traffic light area).

We also have a few volunteer adults stand at other corners to make sure the runners go in the correct direction and are safe. These corners (stop sign areas) are:

Market St. at Girard St.;

Otsego St. at Water St.;

Alliance St. at S. Adams St.;

Alliance St. at S. Stokes St.; and

St. Stokes St. at Commerce St.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/25/2021

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).

	statement on this certificate does not	conf	fer right	s to the certificate hold			ndorsement	(s).	ond	noomone. A
PRO	DDUCER				CONTA NAME:	CT				
W	SMT INSURANCE				PHONE (A/C. N	o, Ext):	410-803-	8590 FAX (A/C, No):		
1	614 E CHURCHVILLE RD				E-MAIL ADDRE			(200, 110)		
В	EL AIR	MD	21015	5-2050		INS	SURER(S) AFFOR	RDING COVERAGE		NAIC#
INC	URED				INSUR	ERA: SELEC	TIVE INS CO	OF AMERICA		12572
					INSUR	ERB:				
	AVRE DE GRACE HIGH SCHOOL MUSIC BO 546 GREEN SPRING RD	JSTER	.5		INSUR	ERC:				
	O HEIDI PENSELL				INSUR	ERD:				
	VRE DE GRACE	MD	21078	-1111	INSUR	ERE:				
-	VERAGES CE	D.T.I.E.I	CATE	NUMBER:	INSUR	ERF:				
III	HIS IS TO CERTIFY THAT THE POLICIE NDICATED. NOTWITHSTANDING ANY R ERTIFICATE MAY BE ISSUED OR MAY XCLUSIONS AND CONDITIONS OF SUCH	S OF EQUI PER POL	INSURA REMENT TAIN, TH ICIES. LII	NCE LISTED BELOW HAY T, TERM OR CONDITION HE INSURANCE AFFORD	OF AN ED BY	Y CONTRACT THE POLICIE REDUCED BY	OR OTHER S DESCRIBE PAID CLAIMS	DOCUMENT WITH RESPE D HEREIN IS SUBJECT T	CT TO	WHICH THIS
INSE	TYPE OF INSURANCE		SUBR	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	rs	
	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR			S 2073343		3/20/2021	3/20/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,0	000,000
								MED EXP (Any one person)	\$ 5,0	
A								PERSONAL & ADV INJURY		00,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	17	000,000
	X POLICY PRO- JECT X LOC							PRODUCTS - COMP/OP AGG		000,000
	OTHER:								\$	
	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	\$	
	ANY AUTO	1.5						BODILY INJURY (Per person)	\$	
	OWNED SCHEDULED AUTOS ONLY							BODILY INJURY (Per accident)	\$	
	HIRED AUTOS NON-OWNED AUTOS ONLY							PROPERTY DAMAGE (Per accident)	s	
								(i or accident)	\$	
	UMBRELLA LIAB OCCUR		1111111					EACH OCCURRENCE	s	
	EXCESS LIAB CLAIMS-MADE						- 11	AGGREGATE	s	
	DED RETENTION \$								\$	
	WORKERS COMPENSATION							PER OTH- STATUTE ER		
	AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE Y/N							E.L. EACH ACCIDENT	\$	
	OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A						E.L. DISEASE - EA EMPLOYEE		
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT	\$	
								E.E. DIOLAGE - I OLIGI LIMIT	φ.	
	CRIPTION OF OPERATIONS / LOCATIONS / VEHIC						and the second	ed)		
CEF	RTIFICATE HOLDER			10	CANC	ELLATION				
715	ty of Havre de Grace 5 Pennington Ave vre de Grace M	D	21078		THE	EXPIRATION	DATE THE	ESCRIBED POLICIES BE CARREOF, NOTICE WILL EY PROVISIONS.	ANCELL BE DEI	ED BEFORE LIVERED IN
					-	witz Czy				

AGENCY CUSTOMER ID:	
LOC#:	



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY		NAMED INSURED		
WSMT INSURANCE		HAVRE DE GRACE HIGH SCHOOL I	MUSIC BOOSTERS	
POLICY NUMBER S 2073343		3546 GREEN SPRING RD C/O HEIDI PENSELL		
CARRIER	NAIC CODE	HVRE DE GRACE	MD	21078-1111
SELECTIVE INS CO OF AMERICA	12572	EFFECTIVE DATE: 3/20/2021		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,	
FORM NUMBER: ACORD 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE	

JOB #

JOB LOCATION

Havre de Grace

COVID Control Plan

Havre de Grace High School Music Boosters 5K Run - 2021

- 1) The organizers will conduct the event based on Maryland Guidelines and will insure they are followed.
- 2) Participants will abide by 6' social distancing.
- 3) Masks will be worn when 6' social distancing is unable to be maintained from individuals who are not members of the same household.
- 4) Masks are required for all 5K participants, except while on the race course.
- 5) Extra masks & hand sanitizer will be available at the registration table.
- 6) A list of all participants & their phone # will be available if contact tracing is needed to be implemented.



Maryland State Highway Administration Special Event Permit - Data Sheet

Event: HHS	Music Boosters 5K Run		
Start Date: 05	/08/2021	End Date: 05/0	08/2021
Start Time: 8:0		End Time: 11:	
Purpose/Type:	5K Run to benefit Havre de Grace Hig	gh School Music E	Boosters
Organizer: Eri	n Weber - Havre de Grace High School	ol Music Boosters	
Contact Person	Erin Weber	Daytime Phone:	443-966-0231
and Address:	909 Arthur Road	Evening Phone:	
	Havre de Grace, MD 21078	Email Address:	robanderin1@comcast.net.
No. of Participar	nts: 150 +/- No. of Vehicles/Units:	Rain/Snow D	Date:
(Written Descrip	tion) conto Market St.; left onto Market St.; eft onto Market St.; right onto Market St.; right onto St. John St.; right on		
	a St.; left onto Alliance St.; right onto S. Stokes		
	pying all or part of a highway travel lane? No		
	ng all or part of a roadway? No X		-
	f the above, where? temporarily detain tr		go through the route/course
* THE EVENT O	sted Local Police assistance?* No Y sted Maryland State Police assistance?* No RGANIZER IS RESPONSIBLE FOR OBTAIN RICT(S) AND COUNTY(S) YOUR EVENT WILL TAKE	Yes	Number
La David Value Sala	orchester / Somerset / Wicomico / Worcester		
DISTRICT 2 Ca	aroline / Cecil / Kent / Queen Anne's / Talbot		
DISTRICT 3 M	ontgomery / Prince George's		
DISTRICT 4 Ba	ltimore / Harford		
DISTRICT 5 An	ne Arundel / Calvert / Charles / St. Mary's		
DISTRICT 6 All	egany / Garrett / Washington		
DISTRICT 7 Ca	rroll / Howard / Frederick		
ATTACH THE FOL	LOWING		
X Map of affect			
X Traffic Controfficers/volume	ol Plan (including details on how intersection teers and locations of all traffic control devices	ons will be controlle s, as appropriate)	ed, a detour plan, locations of police
	details		
(Contact the	District Office to determine what, if any, addition	onal information will	be required for your event.)

^{*} Submit completed Data Sheet and Signature Sheet to SHA no later than 60 DAYS prior to your event *

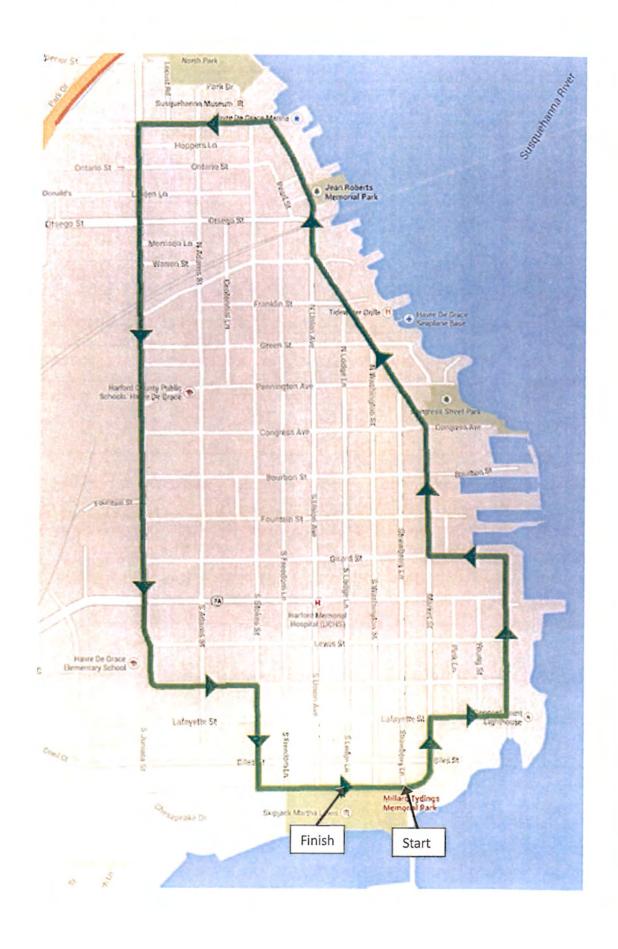
http://www.marylandroads.com/Index.aspx?PageId=59



Maryland State Highway Administration Special Event Permit - Signature Sheet

E	VENT: HHS Mu	sic Boosters 5K Run		-
I/V Ma se ha pro	aryland and any ap it forth in this PERI irmless from any lia oviding assistance	hat the ORGANIZER of this EVEN oplicable county and municipal st MIT. My/Our signature(s) below ability, incurred by them or to oth	T and all PARTICIPANTS will complete the state of a confirm that the ORGANIZER and ers associated with this EVENT, the may be required to obtain Liability aggregate.	here to the terms and conditions all PARTICIPANTS agree to hold e various governmental agencies
O	RGANIZER:	Erin Weber - Havre de Grace H		
R	EPRESENTATIVE:	Erin Weber		
	GNATURE:	Ein K. Willer PLEASE SI		
TE	RMS AND CONDIT	TIONS		
1)		adhere to the route, number of	of participants and vehicles (not on the attached 3 sheet(s).	more than 10% higher than the
2)		hall ensure that the approved TR		
3)		rinter weather during the event, may require cancellation of the e	SHA will require access to all Stavent.	ate Highways for weather related
4)	Immediately follow	wing the event, the ORGANIZER sh	all clean up all litter, temporary sig	
5)	Additional stipulat		than its condition before the even	
,				
AG	BENCY APPROVAL	<u>s</u>		
1) 2) 3)	Ensure you have Ensure you have identify any proble If reimbursement payment will be madeal Government (looked over the entire application ems, have the event organizer ad is required, ensure you have my	your agency to commit manpower package, including the Route Ma	p and Traffic Control Plan. If you
		AGENOT GIGHTONE) TRIVIED NAME	DATE
		AGENCY Have de Rece Police Department Police Department Police Department Police Department Police Department Police Department	PRINTED NAME	DATE
Loc	cal Government (Police Department Aver Police Department Aver Police Department Aver Police Department Aver Havre de Marace MD 2	PRINTED NAME	DATE
Ма	ryland State Police	Liv.		
	for the stantage	SIGNATURE	PRINTED NAME	DATE
Sta	te Highway Admini	stration:		
		SIGNATURE	PRINTED NAME	DATE

Havre de Grace High School Music Boosters 5K Run





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 <u>cannot be advertised</u> 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.

0	Yes	Completed and signed application
O/	Yes	Certificate of insurance - will send replaced one received - OK Mis 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)
0	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: patricks@havredegracemd.com

Administrative Assistant

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

EVENT APPLICATION & CHECKLIST:

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

EVENT APPLICATION - GUIDELINES

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

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

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

	Event:	HHS Music Boos	sters 5K Run - 2021			Tracking ID: 1011 19 0003
	Dates:	5/8/2021				
	Time of set up:	6:00 AM				
	Take down time:	11:30 AM				
	Time of actual event:	8 am - 11:30 am				
	Location:	Millard E. Tyding	s Memorial Park			
		Regular Pay		FULLY Loaded	Estimate 1	
	Number of personnel	(Hours)	Overtime Pay Hours*	Wage**	Estimated Hours	Total Estimated Co
PD	3		3	\$113.00	3	\$508.50
Notes						φ500.50
Notes	Number of personnel	Regular Pay	Overtime Pay Hours*	FULLY Loaded	Estimated	
	Number of personnel	(Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Co
DPW Notes	2	(Hours)	2	FULLY Loaded Wage**	Estimated Hours	
DPW	2 Prep trash/recycling cans	(Hours) 2 s before race and	2 empty following event. Sup	FULLY Loaded Wage** \$41.75 pplies for bathroom a	Estimated Hours 4 and clean-up.	Total Estimated Co \$208.75
DPW Notes	2	(Hours)	2	FULLY Loaded Wage**	Estimated Hours	Total Estimated Co
DPW	2 Prep trash/recycling cans	(Hours) 2 s before race and	2 empty following event. Sup	FULLY Loaded Wage** \$41.75 pplies for bathroom a	Estimated Hours 4 and clean-up.	Total Estimated Co \$208.75

EVENT APPLICATION CHECKLIST:

		Memorial Groundbreaking	Event 1011 21 0007	
	ranization: Sgt. Alfred B. H		101. 2 0001	
Business Add	ress: P.O. Box 123, Bel Air	r, MD 21014		
On Site Cont	act Person: Curtis Beulah			
Conta	ct Information Phone:	Email: Cb	eulah@harfordcountycouncil.e	
Back-Up Site	Contact Person: Dwight Per	rry		
Conta	ct Information Phone:	Email:		
Note: The ons	ite contact must be at the event the	entire duration to include set-up and	l break-down,	
Is the Sponso	or Organization a Havre de	Grace 501 C3? Yes _	No	
Is the Sponso	or Organization a 501 C3?	YesNo		
Tax ID # 83				
If the Sponsor	Organization is not a Havre	de Grace Non-Profit, please p	rovide additional details below:	
-				
Event Catego)**(**			
_	· /	Concert /Days	4 0.	
Festiva		Concert/Performance Carnival	Other (explain) Memorial Groundbreaking	
		_ 5K/10K/Walk *	Merriorial Groundbreaking	
Patade				
Patade	-			
Rally	-	_ SR/10R/Walk = _ Fishing Tournament		
	-			
Rally	-			
* a fee may b Date/Time:	e charged	_ Fishing Tournament	ble dates and times.	
* a fee may b Date/Time: If this is a mul	e charged ti-day event, please attach a	_ Fishing Tournament detailed summary with applical	ble dates and times.	
* a fee may b Date/Time: If this is a mul	ti-day event, please attach a Date: May 14, 2021	Fishing Tournament detailed summary with applical Begin Time: 10:00 a.m.	ble dates and times.	
* a fee may b Date/Time: If this is a mul Setup Event Starts	ti-day event, please attach a Date: May 14, 2021 Date: May 14, 2021	Fishing Tournament detailed summary with applical Begin Time: 10:00 a.m. Time: 1:00 p.m.	ble dates and times.	
* a fee may b Date/Time: If this is a mul Setup Event Starts Event Ends	ti-day event, please attach a Date: May 14, 2021 Date: May 14, 2021 Date: May 14, 2021	Fishing Tournament detailed summary with applical Begin Time: 10:00 a.m. Time: 1:00 p.m. Time: 3:30 p.m.	ble dates and times.	
* a fee may b Date/Time: If this is a mul Setup Event Starts Event Ends Breakdown	Date: May 14, 2021	End Time: 5:00 p.m.		
* a fee may b Date/Time: If this is a mul Setup Event Starts Event Ends Breakdown	ti-day event, please attach a Date: May 14, 2021 Date: May 14, 2021 Date: May 14, 2021	Degin Time: 10:00 a.m. Time: 1:00 p.m. Time: 3:30 p.m. End Time: 5:00 p.m. Is timeframe the same?		
* a fee may b Date/Time: If this is a mul Setup Event Starts Event Ends Breakdown	Date: May 14, 2021	End Time: 5:00 p.m.		
* a fee may b Date/Time: If this is a mul Setup Event Starts Event Ends Breakdown Rain Date	Date: May 14, 2021	Degin Time: 10:00 a.m. Time: 1:00 p.m. Time: 3:30 p.m. End Time: 5:00 p.m. Is timeframe the same?		
* a fee may b Date/Time: If this is a mul Setup Event Starts Event Ends Breakdown Rain Date Location: (see	Date: May 14, 2021 Date: May 21, 2021 attached map)	Begin Time: 10:00 a.m. Time: 1:00 p.m. Time: 3:30 p.m. End Time: 5:00 p.m. Is timeframe the same?		
* a fee may b Date/Time: If this is a mul Setup Event Starts Event Ends Breakdown Rain Date Location: (see	Date: May 14, 2021	Degin Time: 10:00 a.m. Time: 1:00 p.m. Time: 3:30 p.m. End Time: 5:00 p.m. Is timeframe the same? If no, include new times: Community	YesNo	
* a fee may b Date/Time: If this is a mul Setup Event Starts Event Ends Breakdown Rain Date Location: (see	Date: May 14, 2021 Date: May 21, 2021 attached map)	Degin Time: 10:00 a.m. Time: 1:00 p.m. Time: 3:30 p.m. End Time: 5:00 p.m. Is timeframe the same? If no, include new times: Community		
*a fee may b *A fee may b Date/Time: If this is a mul Setup Event Starts Event Ends Breakdown Rain Date Location: (see	Date: May 14, 2021 Date: May 21, 2021 attached map)	Begin Time: 10:00 a.m. Time: 1:00 p.m. Time: 3:30 p.m. End Time: 5:00 p.m. Is timeframe the same? If no, include new times: Community Frank J. Hute	Yes No Pavilion at chins Memorial Park	
*a fee may b *A fee may b Date/Time: If this is a mul Setup Event Starts Event Ends Breakdown Rain Date Location: (see	Date: May 14, 2021 Date: May 21, 2021 Date: May 21, 2021 attached map) E. Tydings Memorial Park	Degin Time: 10:00 a.m. Time: 1:00 p.m. Time: 3:30 p.m. End Time: 5:00 p.m. Is timeframe the same? If no, include new times: Community	Yes No Pavilion at chins Memorial Park	
* a fee may b * a fee may b Date/Time: If this is a mul Setup Event Starts Event Ends Breakdown Rain Date Location: (see	Date: May 14, 2021 Date: May 21, 2021 Date: May 21, 2021 attached map) E. Tydings Memorial Park	Begin Time: 10:00 a.m. Time: 1:00 p.m. Time: 3:30 p.m. End Time: 5:00 p.m. Is timeframe the same? If no, include new times: Community Frank J. Hute	Yes No Pavilion at chins Memorial Park Park	
* a fee may b * a fee may b Date/Time: If this is a mul Setup Event Starts Event Ends Breakdown Rain Date Location: (see	Date: May 14, 2021 Date: May 21, 2021 Attached map) E. Tydings Memorial Park d Point Park	Begin Time: 10:00 a.m. Time: 1:00 p.m. Time: 3:30 p.m. End Time: 5:00 p.m. Is timeframe the same? If no, include new times: Community Frank J. Hute David Craig	YesNo Pavilion at chins Memorial Park Park Og Park	



Anticipated Attendance: 75	Admission Fee (if any): none
Requested City Services: If your event needs assistance from the City for Note: Only those services approved prior to the City for the contract of the City for	or services, please check the appropriate boxes below: to the event will be provided.
Traffic Control: Please explain and at names affected and any road closures.	tach a map (e.g. Google Maps) of intersections and street
n/a	
Note: Route 7 and Route 155 are S Maryland State Highway as well as Ci	tate Roads. You must obtain a Special Event Permit from ty of Havre de Grace.
Parking / No Parking Signs: Please No Parking (include Handicap Parking	indicate on a map the areas to be designated for Parking /
	are available and located at or near Millard E. Tydings Frank J. Hutchins Memorial Park, Concord Point and
Trash Containers: (in addition to exist will be required and the number new	eting containers) Please indicate if additional containers eded:
	all organizers of events serving food or drink and events in attendance. (per State of Maryland Law enacted in 2015) iners needed:
Trash Collection and trash disposal dumpster is the responsibility of the	is the responsibility of the Event Sponsor. (Roll off event organizer.)
Water Supply Needed: please explain	<u>:</u>
Electricity Needed: please attach an egenerators and anticipated amperage de	electrical site plan that includes the layout of extension cords, raw. At 9azebo
Staff: Event Sponsor requires City Staff	f to be on site. Please provide details of this request:
Other: Please explain: We are requesting from Union Ave. to Washington St	ng RESERVED PARKING (15) signs be placed on Commerce St.

regulations. It is	ibility to contact and comply with the Harford County Health Department also the EVENT SPONSOR'S responsibility to ensure the removal of (take with and greases, food, trash, and recyclables, such as cardboard boxes, generated by event is over.
Alcohol:	o Will there be alcohol sold at your event?
Yes V 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 ply for and receive a Liquor License from the Harford County Liquor Board.
The Harford Count	y Liquor Board requires a License if alcohol is to be served – please note rules and www.hclcb.org/alcoholic-beverage-license-applications.
The Harford County	y Liquor Board Permit Application must be signed by the City. A copy of the approved wided to the Administrative Assistant prior to the scheduled event. Again, it is the R'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 all drinking age will be identified.
Security: Yes No Services Commander	I acknowledge that I have contacted the Havre de Grace Police Department's Police to discuss concerns regarding safety and security during the event.
Gambling:	
Yes No	Will there be raffles, 50/50 and other gambling games?
event. It is your res	red License must be provided to the Administrative Assistant prior to the scheduled ponsibility to contact the Harford County Sheriff's Office for the appropriate ordsheriff.org/services/gambling/.
First Aid Services/I	Medical Plan:
penmeter of your eve	medical plan including the number of first aid staff and/or first aid stations within the ent. Please include your communication plan and types of resources that will be at your ergencies. We will have an identified individual who will have a basic first aid kit.
	cy will be addressed by calling 911.
event for medical em	ergencies. We will have an identified individual who will have a basic first aid kit.

Food Service:

Event Site Plan:

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

- o The location of fencing and/or barricades. (Fencing plans must indicate areas within the plan that are removable for Emergency Access.
- o The location of First Aid station and/or ambulances.
- O 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.
- o General locations and/or source of electricity.
- o Placement of vehicles or trailers. (No vehicles permitted in Tydings Park).
- o 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.
- o 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?

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

What is an Approved Sign?

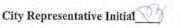
o Professionally manufactured yard signs, not larger than 18" x 24".

What is not an approved sign?

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

Approved Locations:

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



Walking and Running Events:

 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.
- o 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.
- o Non-compliance with submission of fee will result in a cancelled event.

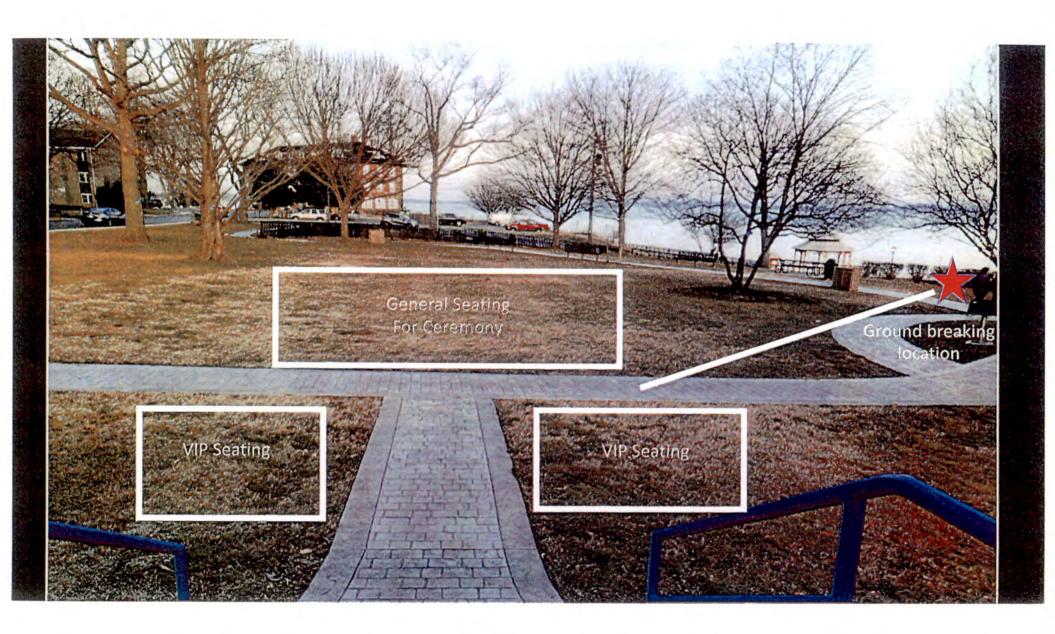
Affidavit:

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

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

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

TitlePhone	Email _cbeulah@harfordcountycouncil.com
Signature Custis L. Beulah	
Date	
Zanimus Sat Alfail Kills	14 Marin 200 11 45 5
Event Title: Sgt. Al fred B. H.	Iton Monarial Groundbreaking Even
Received by Tomara Britis	3-10-2024
Received by Tomaca Britis	3-10-2024
Received by Tomara Britis	Date Notification: Internal Use Only:
Received by Tomaca Britis	Date Notification: Internal Use Only: DPW
Received by Tomara Britis	Date Notification: Internal Use Only:



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

Date: AUG 09 2018

THE SGT ALFRED B HILTON MEMORIAL FUND INC P O BOX 123 BEL AIR, MD 21014-0123 Employer Identification Number: 83-1033016 DIN: 26053618001058 Contact Person: CUSTOMER SERVICE ID# 31954 Contact Telephone Number: (877) 829-5500 Accounting Period Ending: December 31 Public Charity Status: 509(a)(2) Form 990/990-EZ/990-N Required: Yes Effective Date of Exemption: September 15, 2017 Contribution Deductibility: 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. 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.

The Sgt. Alfred B. Hilton Memorial Fund Committee



March 11, 2021

Covid-19 Control Plan - Sgt. Alfred B. Hilton Memorial Groundbreaking Event Event Date: May 14, 2021

- 1) The event will be conducted based on current Maryland State and Harford County Government Guidelines. The Committee will ensure guidelines are followed. All attendees will be encouraged to wear masks during the event.
- 2) This is an outdoor event. Participants will abide by current social distancing guidelines as issued by the State of Maryland and Harford County Government. Masks will be worn should attendees be unable to maintain a 6' (six foot) distance.
- 3) Extra masks & hand sanitizer will be available for attendees.
- 4) A list of all attendees will be available if contact tracing needs to be implemented.

One of our Nation's greatest military heroes & the only Harford County native recipient of the Medal of Honor



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 <u>cannot be advertised</u> 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: patricks@havredegracemd.com

Administrative Assistant

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

EVENT APPLICATION & CHECKLIST:

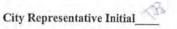
ALL required information for initial submittal of the special event application must be complete. Applications *will not* be accepted without this minimal information.

EVENT APPLICATION - GUIDELINES

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

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

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



Dates: 5/14/2021 Time of set up: 10:00 AM Take down time: 3:30 pm - 5 pm Time of actual event: 1 pm - 3:30 pm Location: Tydings Memorial Park Number of personnel Regular Pay (Hours) Overtime Pay Hours* Wage** Hours Total Estimated Co PD Notes Patrol units on duty will handle this event. Regular Pay (Hours) Overtime Pay Hours* Wage** Hours Total Estimated Co \$\text{PD}\$ Notes Patrol units on duty will handle this event. Regular Pay (Hours) Overtime Pay Hours* Wage** Hours Total Estimated Co \$\text{PD}\$ Notes Bathrooms cleaned and/stocked, Reserved Parking signs prepared and posted, set up chairs and podium, clean up after event ends.		Event:	Sgt. Alfred B. Hil	ton Memorial Groundbreak	king Event		Tracking ID: 1011 21 0007
Take down time: 3:30 pm - 5 pm Time of actual event: 1 pm - 3:30 pm Location: Tydings Memorial Park Number of personnel (Hours) Overtime Pay Hours* FULLY Loaded Wage** Hours Total Estimated Co PD Notes Patrol units on duty will handle this event. Number of personnel (Hours) Overtime Pay Hours* FULLY Loaded Wage** Hours Total Estimated Co PDW 2 4 \$41.75 4 \$334.00 Bathrooms cleaned and stocked, Reserved Parking signs prepared and posted, set up chairs and podium, clean up after event ends.		Dates:					,
Time of actual event: 1 pm - 3:30 pm Location: Tydings Memorial Park Number of personnel Regular Pay (Hours) Overtime Pay Hours* FULLY Loaded Hours Total Estimated Colored Hours Overtime Pay Hours* FULLY Loaded Hours Total Estimated Colored Hours Overtime Pay Hours* FULLY Loaded Hours Total Estimated Colored Hours Overtime Pay Hours* FULLY Loaded Hours Total Estimated Colored Hours Overtime Pay Hours* FULLY Loaded Hours Total Estimated Colored Hours Overtime Pay Hours* FULLY Loaded Hours Full Full Full Full Full Full Full Fu		Time of set up:	10:00 AM				
Location: Tydings Memorial Park		Take down time:	3:30 pm - 5 pm				
Number of personnel Regular Pay (Hours) Overtime Pay Hours* Patrol units on duty will handle this event. Regular Pay (Hours) Patrol units on duty will handle this event. Regular Pay (Hours) Overtime Pay Hours* FULLY Loaded Wage** Hours Total Estimated Co Wage** Number of personnel Regular Pay (Hours) Overtime Pay Hours* Patrol units on duty will handle this event. Regular Pay (Hours) Overtime Pay Hours* FULLY Loaded Wage** Hours Total Estimated Co Wage** Notes Bathrooms cleaned and stocked, Reserved Parking signs prepared and posted, set up chairs and podium, clean up after event ends.		Time of actual event:	1 pm - 3:30 pm				
Number of personnel (Hours) Overtime Pay Hours* Wage** Hours Total Estimated Control Notes Patrol units on duty will handle this event. Regular Pay (Hours) Overtime Pay Hours* FULLY Loaded Wage** Hours Total Estimated Control Hours Total Estima		Location:	Tydings Memoria	al Park			
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Patrol units on duty will handle this event. Number of personnel Regular Pay (Hours) Overtime Pay Hours* FULLY Loaded Estimated Hours Total Estimated Co	PD						
Notes Bathrooms cleaned and stocked, Reserved Parking signs prepared and posted, set up chairs and podium, clean up after event ends. 2 4 5334.00 \$334.00	Notes	Patrol units on duty will ha	andle this event.			0	\$0.00
Notes Bathrooms cleaned and stocked, Reserved Parking signs prepared and posted, set up chairs and podium, clean up after event ends.	Notes		Regular Pay	Overtime Pay Hours*		Estimated	\$0.00 Total Estimated Cost
Grand Total 2 4 0 \$41.75 4 \$334.00	DPW	Number of personnel	Regular Pay (Hours)		Wage**	Estimated Hours	Total Estimated Cost
Grand Total	DPW	Number of personnel	Regular Pay (Hours)		Wage**	Estimated Hours	Total Estimated Cost
	DPW Notes	Number of personnel 2 Bathrooms cleaned and	Regular Pay (Hours) 4 tocked, Reserved	Parking signs prepared a	\$41.75 and posted, set up ch	Estimated Hours 4 nairs and podiur	Total Estimated Cost \$334.00 n, clean up after event ends.

16 this hours per person?

EVENT AF	PPLICATION CHECKLIST:				
110-0-101	Ω Λ Γ Γ Γ Γ Γ Γ				
EVENT NAME: # HAGAGE COLOR					
Business Address: 2/2 South Bond Str	y Watershed Protection+ Restoration Office				
On Site Contact Person: Laura Caste	1				
Contact Information Phone:	Email:				
Back-Up Site Contact Person: Christine	Bunkley				
Contact Information PhoneEmail:					
Note: The onsite contact must be at the event the en	tire duration to include set-up and break-down.				
Is the Sponsor Organization a Havre de C	Grace 501 C32 Yes No				
Is the Sponsor Organization a 501 C3?					
Tax ID #					
If the Sponsor Organization is not a Havre de	e Grace Non-Profit, please provide additional details below:				
Event Category:					
Athletic/Recreation	Concert/Performance Other (explain)				
Festival	Carnival Pokyr Run				
Parade	5K/10K/Walk *				
Rally	Fishing Tournament				
* a fee may be charged					
Date/Time:					
	etailed summary with applicable dates and times.				
T 22 21	101				
Setup Date: <u>5-22-21</u>	Begin Time: 12:00 PM				
Event Starts Date: 5-22-21 Event Ends Date: 5-22-21	Time: 12:30 pm Time: 4!30 DM				
Breakdown Date: 5-22-21	End Time: 4:30 pm				
Rain Date Date: N/A	Is timeframe the same? NA Yes No				
	If no, include new times:				
Location: (see attached map)					
Millard E. Tydings Memorial Park	Community Pavilion at Frank J. Hutchins Memorial Park				
	Trank J. Trutchins Memorial Park 3 +0 +1				
Concord Point Park	David Craig Park				
McLhinney Park	K-9 Cody Dog Park				
Veteran's Park	Other location, please explain:				
(No vehicles permitted on park gro	ounds - fees will apply for damage to the grounds.)				

Requested City Services: If your event needs assistance from the City for services, please Note: Only those services approved prior to the event with the Control: Please explain and attach a map (e.g. names affected and any road closures. Note: Route 7 and Route 155 are State Roads. You Maryland State Highway as well as City of Havre de Control: Please explain and attach a map (e.g. names affected and any road closures. Parking / No Parking Signs: Please indicate on a many No Parking (include Handicap Parking). Public Restrooms: Public Restrooms are available and Memorial Park and City Yacht Basin, Frank J. Hutching McLhinney Parks.	u must obtain a Special Event Permit from Grace.
Note: Route 7 and Route 155 are State Roads. Yo Maryland State Highway as well as City of Havre de Parking / No Parking Signs: Please indicate on a m No Parking (include Handicap Parking). Public Restrooms: Public Restrooms are available ar Memorial Park and City Yacht Basin, Frank J. Hutchin	u must obtain a Special Event Permit from Grace. hap the areas to be designated for Parking /
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Maryland State Highway as well as City of Havre de G Parking / No Parking Signs: Please indicate on a m No Parking (include Handicap Parking). Public Restrooms: Public Restrooms are available ar Memorial Park and City Yacht Basin, Frank J. Hutchin	Grace. nap the areas to be designated for Parking /
No Parking (include Handicap Parking). Public Restrooms: Public Restrooms are available ar Memorial Park and City Yacht Basin, Frank J. Hutchin	
Memorial Park and City Yacht Basin, Frank J. Hutchin	nd located at or near Millard F. Tydings
inclaiminey i arks.	as Memorial Park, Concord Point and
Trash Containers: (in addition to existing containers) will be required and the number needed:	Please indicate if additional containers
Recycling Containers: Required for all organizers of expected to have 200 or more persons in attendance. (Please indicate the number of containers needed:	(per State of Maryland Law enacted in 2015)
Trash Collection and trash disposal is the response dumpster is the responsibility of the event organization.	
Water Supply Needed: please explain:	
Electricity Needed: please attach an electrical site pla generators and anticipated amperage draw.	in that includes the layout of extension cords,
Staff: Event Sponsor requires City Staff to be on site.	Please provide details of this request:

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?
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 <u>and</u> you apply for and receive a Liquor License from the Harford County Liquor Board.
The Harford County Liquor Board requires a License if alcohol is to be served – please note rules and regulations: http://www.hclcb.org/alcoholic-beverage-license-applications .
The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. Again, it is the EVENT SPONSOR's responsibility to contact the Liquor Board for the appropriate permit.
Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.
Security: Yes No I acknowledge that I have contacted the Havre de Grace Police Department's Police Services Commander to discuss concerns regarding safety and security during the event. Gambling: Yes No Will there be raffles, 50/50 and other gambling games? A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled
event. It is your responsibility to contact the Harford County Sheriff's Office for the appropriate permit: https://harfordsheriff.org/services/gambling/ .
First Aid Services/Medical Plan:
Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies.
It is the responsibility of the EVENT SPONSOR to contact Emergency Medical Services (EMS) if

onsite services are needed.

Food Service:

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 \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	ste
Title Outreach Coordinator	
Phone Email	
Signature aul Cote	
Date 3-22-21	
Event Title: Harford Streams Summer	Adventure Poker Run
Received by Tanaca Brixman City Official	3-23-2021
City Official	Date
	Notification: Internal Use Only:
	□ PD
	☐ Ambulance Corps
	☐ Impacted Museums

BARRY GLASSMAN HARFORD COUNTY EXECUTIVE



MELISSA LAMBERT

July 1, 2020

CERTIFICATE OF INSURANCE

Harford County, Maryland, is self-insured for liability exposures. The County maintains a Self-Insurance Fund, based on actuarial recommendations, for the purposes of paying liability claims.

The County is self-insured to \$350,000 and maintains excess liability coverage with a \$10,000,000 limit of liability for damages for any one occurrence and \$20,000,000 maximum limit of liability for damages for all occurrences with States Self-Insurers Risk Retention Group, Policy No. SEL 3000009-4, expiration July 1, 2021.

Harford County has property insurance coverage with Alliant Insurance Services, Inc., Policy Number 017471589/07, expiration date July 1, 2021. The policy has a \$25,000 deductible with limits of \$1,000,000,000 blanket buildings and personal property maximum per occurrence.

Harford County is subject to the Local Government Tort Claims Liability Act which limits our liability exposure to \$400,000 per individual or \$800,000 per occurrence.

Please accept this letter as evidence of the insurance coverage for Harford County, Maryland.

Chris Behles

Risk & Safety Officer

BARRY GLASSMAN COUNTY EXECUTIVE



HARFORDCOUNTYMD.GOV 410.638,3350

NOTICE

Below is a copy of Harford County's new Tax Exemption Certificate

All purchases made by Harford County will continue to be tax exempt.

This certificate should be maintained in your files as required by the Retail
Sales & Use Tax Division.

State of Maryland Comptroller of the Treasury Revenue Administration Division 301 W. Preston Street Baltimore, Maryland 21201-2383

The attached card is your new exemption certificate which is valid upon receipt. Effective October 1, 1997, exemption certificates issued to governmental entities no longer have an expiration date, thus eliminating the need to renew the certificate. Please read the enclosed Tax Tip and the instructions on the back of the card for the proper use of the exemption certificate. If you have any questions regarding the use of this card, please call the Taxpayer Service Section at (410) 767-1300 in Baltimore, toll free 1-800-492-1751 from elsewhere in Maryland, or e-mail at taxhelp@comp.state.md.us.

State of Maryland Comptroller of the Treasury Sales and Use Tax Exemption Certificate

Account Number

30001201

Expiration Date Governmental

W D

No Expiration Date

Name

THE DEPARTMENT OF THE TREASURY. HARFORD COUNTY GOVERNMENT 220 S. MAIN STREET BEL AIR, MD 21014

PLEASE LAMINATE THIS CARD TO EXTEND ITS LIFE

MARYLAND'S NEW CENTER OF OPPORTUNITY

220 South Main Street, Bel Air, Maryland 21014

TTY Maryland Relay 711

THIS DOCUMENT IS AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST



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 <u>cannot be advertised</u> 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
9	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: patricks@havredegracemd.com

Administrative Assistant

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





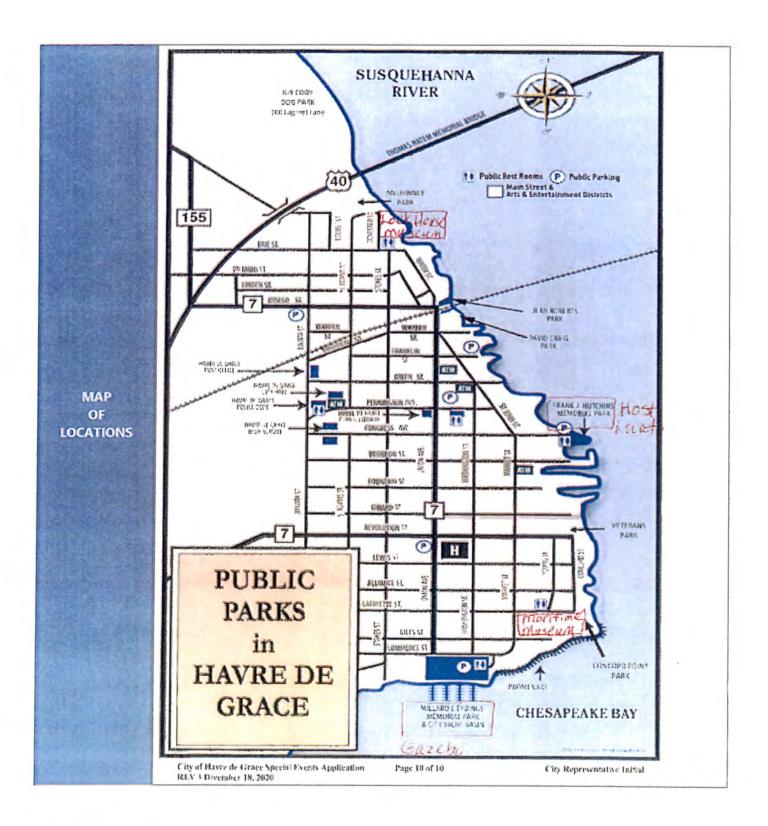
Poker Run

May 22, 2021, 12:00-4:30pm



EVENT	Harford Streams Summer Adventure Poker Run 2021
EVENT GOALS	 Raise awareness about who we are and what we do. Provide information about streams and stream health.
	Exhibitor 1 – Visit Harford Greg Pizzuto and Wife
	 Exhibitor 2 – Watershed Stewards Academy Kelsey Brooks
	 Exhibitor 3 – Harford Soil Conservation District Leslie Zink, Chris Prigge, David Doran, Jeremy Carnucci, and Yvonne Roe
Exhibitors	Exhibitor 4 – Harford Land Trust Kristin Kirwood
	 Exhibitor 5 – Office on Drug Control Policy Charles Robbins
	 Exhibitor 6 – Susquehannock Wildlife Society Scott McDaniel
	 Exhibitor 7 – Maryland Environmental Service Wendy Doring
AUDIENCE	General Public
FORMAT	Poker Run: Participants will visit all locations and take selfies while collecting one playing card from an attendant at each site. This will be done electronically through an app using an IPad.
DATE, TIME, LOCATION	Public Event Saturday, May 22, 2021 12:00pm – 4:30 pm Hutchins Park in Havre de Grace
AGENDA	12 – 12:30 Set-up 12:30 – 1:00 Registration 3:30 – 4:30 Exhibitors Set-up and ready 4:00 Tally Score Cards 4:15 Winners and Prizes Announced 4:30 Breakdown and Clean-up
LOCATIONS	 Begin and end at Frank J. Hutchins Memorial Park – under the tent Lock House Museum – table set up Maritime Museum – in front of the Pollinator Garden Millard Tydings Memorial Park – under gazebo
PRIZES	 Grand Prize - YETI Roadie 20 Cooler 2nd Place – TBD 3rd Place - TBD Low Hand Prize - YETI Rambler 26 OZ Bottle with Chug Cup with Harford Streams LOGO

	Event Staff	Venue Contact
TEAM CONTACT INFO	Laura Coste' Outreach Coordinator Harford County Government Imcoste@harfordcountymd.gov 443-866-6664 Watershed Protection and Restoration Staff Christine Buckley, Michele Dobson, Laura Coste', Kelly Emge Volunteers Stephanie Noye, Bryon Bodt, Allison Mosley University of MD, Sea Grant Extension Staff Kelsey Brooks	Stephanie Noye MS-4 Permit Coordinator City of Havre de Grace 711 Pennington Ave. Havre de Grace, MD 21078 410-939-1800, Ext. 1128
PAVILION LAYOUT INFORMATION	 Welcome and registration table Exhibitors tables spaced out for social of the No seating to keep everyone social distribution. Handouts and display boards at each table 	tancing
COVID PLAN	 Participants will abide by 6' social distance Masks will be worn when 6" social distance who are not members of the same hou Extra masks & hand sanitizer will be available. 	uidelines and will insure they are followed. ncing. ncing is unable to be maintained from individuals sehold.
And FLOOR PLAN	Res Reped to Reped to Sept to	To prove between exhaulter and between a sides of exhaulters Represent 3 11 Night Harfind 1001 113 1100 110 1100 1100 110 1100 1100 110 1100 1100 110 1100 1100 110 1100 1100 110 1100 1100 110 1100 1100 110 1100 1100 110 1100 1100 110 1100 1100 110 1100 1100 110 1100 1100 110 1100 110 1100 1100 110 1100 1100 110 1100 1100 110



Score Cards (last year)

The back of the Score Card will be updated.

The front of the Score Card will remain the same and will provide contact information.

Summer	Ac	venture	Po	ker	Run	Rules	8	Score	Shee	1

Only ONE hand can be played per person.
 Go to the following locations in any order you choose: Allow yourself 20 minutes to explore Annie's Playground Stream Restoration, 30 minutes to explore the Liriodendron stream, and 20 minutes to explore Sweet Air. Visiting all sites and returning to Annie's Playground will take 40 minutes of drive time.

Playground Stream Restoration

864 Smith Lh, Fallston, MD 21047

Paker Run rans will gulde you to the Annil's Elaveround Stream Restoration

2nd location: Liriodendron Lower Lot Trail

502 W Gordon St, Bell Air, MD 21014

This address will take you to the Unlockedran, follow the Boker Bun streeto guide vou to the Urledenthon Lever Let

3" location: Gunpowder Falls State Park Sweet Air Area 2791 Dalton Baward Rd.

Baldwin, MD 21013

Please look for the Poker Run sign to guide you to this location

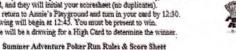
4th location: Annie's Playground Pavillon

864 Smith Ln, Fallston, MD 21047

Annia's Playstownd, vot will receive your last pakat run sace

Further directions to get to the Poker Run locations can be found on the attached paper slip.

- Take your streamside selfie and send to harfordstreams (that fordcount and gov. Check in with the attendant (look for the poster at the entrance to the location), show them your picture, draw a card, and they will initial your scoreshest (no duplicates). To be eligible for prizes, return to Annie's Playground and turn in your card by 12:30. The winners and the drawing will begin at 12:45. You must be present to win.
- 7. In the event of a tie, there will be a drawing for a High Card to determine the winner.



Only ONE hand can be played per person.

Go to the following locations in any order you choose: Allow yourself 20 minutes to explore Annie's Playground Stream Restoration, 30 minutes to explore the Liriodendron stream, and 20 minutes to explore Sweet Air. Visiting all sites and returning to Annie's Playground will take 40 minutes of drive time.

1" focation: Annie's Playground Stream Restoration

864 Smith Ln, Fallston, MD 21047

Paker Run siens will Ruids you to the Annie's Playtround Stream 2nd location: Liriodendron Lower Lot Traff

502 W Gordon St. Ball Air. MD 21014

This paidness will take visu to the Unlocker gran, fallow the Poker Run alans to guide you to the Uriodendron Lower Lot

3rd location: Gunpowder Patts State Park Sweet Ale Arek 2791 Dalton Bauard Rd,

Baldwin, MD 21013 Please look for the Poker

Run sign to guide you to this location

4th location; Annie's Playground Phvillon

864 Smith Ln, Fallston, MD 21047

Once you return to Annie's Playeround, you will receive your last

Further directions to get to the Poker Run locations can be found on the attached paper slip.

- Take your streamside selfie and send to harfordstreams Sharfordcount and zov
- Take your streamside selfie and send to hartstreams in part or counting to you.
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lumbe	-		_	-	_	-	-					-		
#	2	3	4	5	6	7	8	9	10	J	K	Q	A	Total Hand
4														-
w		1						-					+	
	+	-	-		-	-	-	-	H	-		-	-	-
-	-	┝	-	-	_	-	-	-	-		-	4	+	_
-			1								- 1			
6.	Three ure th	of a K	owing	7-	Two F	fakt air ed leg	ribly	8		louse		9 - N	o pair,	High care
6-	Three use the	of a K	ind owing submi	7-1	Two F	of a Ki	fibly	8	- Full F	louse		9 - N	o pair,	High ears
6-	Three ure th	of a K	ind owing submi	7-1	Two F	of a Ki	fibly	8	- Full F	louse		9 - N	o pair,	High care
6- sake s	Three ure th	of a K	ind owing submi	7-" gare	Two F	of a Ri	fibly	8	- Full F	louse		9-N	o pair,	High care
ake s	Three ure th	of a K	owing submi	7-" gare	Two F	of a Ri	fibly	8	- Full H	louse		9-N	o pair,	Total
6 - ake s	Three ure th	of a K	owing submi	7-" gare	Two F	of a Ri	fibly	8	- Full H	louse		9-N	o pair,	Total
6	Three ure th	of a K	owing submi	7-" gare	Two F	of a Ri	fibly	8	- Full H	louse		9-N	o pair,	Total

9 - No pair/ High card

8-One Pair

5 - Straight

6 - Three of a Kind 7 - Two Pair

	Event:	Harford Streams	Summer Adventure Poker	Run		Tracking ID: 1011 21 0008				
	Dates:									
	Time of set up:	12:00 PM								
	Take down time:									
	Time of actual event:									
	Location:	Pavilion at Hutch	nins Park (start/end) and Ty	dings Park Gazebo						
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost				
PD					0	\$0,00				
	This event will be handled		n duty.			7				
		Regular Pay		FULLY Loaded	Estimated					
1820	Number of personnel		Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost				
DPW Notes	Number of personnel	Regular Pay (Hours)		\$53.75	Hours 4	Total Estimated Cost \$268.75				
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	\$53.75	Hours 4					

EVENT APPLICATION CHECKLIST:

EVENT NA	ME: Upp	oer Chesapeake Ba	ay Pride I	Festival		1011 19 0034
Sponsor Org	anizatio	n:St. John's Epi	scopal ch	urch and Upper Chesa	ареаке Вау	Pride, Inc.
Business Add	ress: P.O.	Box 1121 Havre	de Grace	, MD 21078		
On Site Conta	act Perso	n: DeLane Lewis				
Conta	ct Inforn	nation Phone:		Email: info	@ucbpride	.com
		Person: Susan Knau				
Conta	ct Inforn	nation Phone:		Email:		
Note: The onsi	ite contact	must be at the event th	e entire dura	ation to include set-up and b	reak-down.	
Is the Sponso	or Organ	nization a <u>Havre d</u>	le Grace 5	01 C3?X Yes	No	
		nization a 501 C3? St. John's Episo				
If the Sponsor	r Organiz	zation is not a Havr	e de Grace	Non-Profit, please pro	ovide additi	ional details below:
Event Catego			- 6			
Athlet				ert/Performance	O	ther (explain)
X Festiva			Carni		_	
Parade				0K/Walk *	1	
Rally			Fishin	g Tournament	_	
	lti-day e	vent, please attach		summary with applicab	le dates and	I times.
Setup	Date:	10/9/2021		in Time: 8:00am	_	
Event Starts Event Ends				e: 2:00 PM e: 6:00PM	_	
Breakdown				Time: 7:00PM	-	
		77.4			_	0.
Rain Date	Date:	10/6		meframe the same? o, include new times:		
Location: (see	attached	l map)				
Millard	E. Tydin	gs Memorial Park		Community P Frank J. Hutch		orial Park
X Concor	d Point P	Park Stage ill be	in park	David Craig P	ark	
McLhin	ney Park			K-9 Cody Do	g Park	
Veteran	's Park			Other location, please	explain: _	
				-		

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

Anticipated Attendance: 3000+	Admission Fee (if any): N/A
Requested City Services: If your event needs assistance from the City for Note: Only those services approved prior to	or services, please check the appropriate boxes below: to the event will be provided.
	ttach a map (e.g. Google Maps) of intersections and street We request that Concord Street, in front of the Park be closed at the Intersections of Alliance and Young Street.
Note: Route 7 and Route 155 are S Maryland State Highway as well as Ci	state Roads. You must obtain a Special Event Permit from ity of Havre de Grace.
X Parking / No Parking Signs: Please No Parking (include Handicap Parking	e indicate on a map the areas to be designated for Parking / g).
	s are available and located at or near Millard E. Tydings Frank J. Hutchins Memorial Park, Concord Point and
Trash Containers: (in addition to exist will be required and the number ne	sting containers) Please indicate if additional containers eded: 6
expected to have 200 or more persons	all organizers of events serving food or drink and events in attendance. (per State of Maryland Law enacted in 2015) ainers needed: We would like to have one next to each trash can in the park and the additiona cans that are being supplied.
X Trash Collection and trash disposal dumpster is the responsibility of the	l is the responsibility of the Event Sponsor. (Roll off
Water Supply Needed: please explain	n:
x Electricity Needed: please attach an egenerators and anticipated amperage de	electrical site plan that includes the layout of extension cords, raw.
Staff: Event Sponsor requires City Staff	ff to be on site. Please provide details of this request:
Other: Please explain:	

Food S	ervice:
--------	---------

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:	
	fill there be alcohol sold at your event?
Alcoholic beverages are n	ill there be alcohol given away at your event? ot permitted at City Parks, unless you have permission from the Mayor and City r and receive a Liquor License from the Harford County Liquor Board.
The Harford County Liqu	nor Board requires a License if alcohol is to be served – please note rules and heleborg/alcoholic-beverage-license-applications.
License must be provided	nor Board Permit Application must be signed by the City. A copy of the approved to the Administrative Assistant prior to the scheduled event. Again, it is the esponsibility to contact the Liquor Board for the appropriate permit.
	rity plan to ensure the safe sale and distribution of alcohol at your event. Include nking age will be identified.
Security:	cknowledge that I have contacted the Havre de Grace Police Department's Police
Services Commander to di	iscuss concerns regarding safety and security during the event.
Gambling: Yes X No Wi	ll there be raffles, 50/50 and other gambling games?
A copy of the approved Li event. It is your respons	icense must be provided to the Administrative Assistant prior to the scheduled ibility to contact the Harford County Sheriff's Office for the appropriate teriff.org/services/gambling/.
First Aid Services/Medi	cal Plan:
Please describe your medic perimeter of your event. I	cal plan including the number of first aid staff and/or first aid stations within the Please include your communication plan and types of resources that will be at your coices. We will have a designated area with volunteers. We will also reach out to the Havre de Grace Ambulance Corp and hope that they

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.
- o The location of First Aid station and/or ambulances.
- O 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.
- o General locations and/or source of electricity.
- o Placement of vehicles or trailers. (No vehicles permitted in Tydings Park).
- o 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.
- o 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.
- O Other related components of your event not listed above.

Advertising/Signage:

<u>Approved</u> special events may place "<u>APPROVED</u>" 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?

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

What is an Approved Sign?

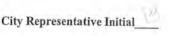
Professionally manufactured yard signs, not larger than 18" x 24".

What is not an approved sign?

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

Approved Locations:

- o City Right of Way and City Parks
 - May not be placed in a city flower bed/garden.
 - May not be placed on a City right of way that is in front of a private residence.
- 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.matyland.gov/mdotsha/pages/index.aspx?PageId=807)
- Special permission must be obtained for any signs placed inside the gates of Bulle Rock.



Walking and Running Events:

m/2

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.
- o 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.
- o Non-compliance with submission of fee will result in a cancelled event.

Affidavit:

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

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

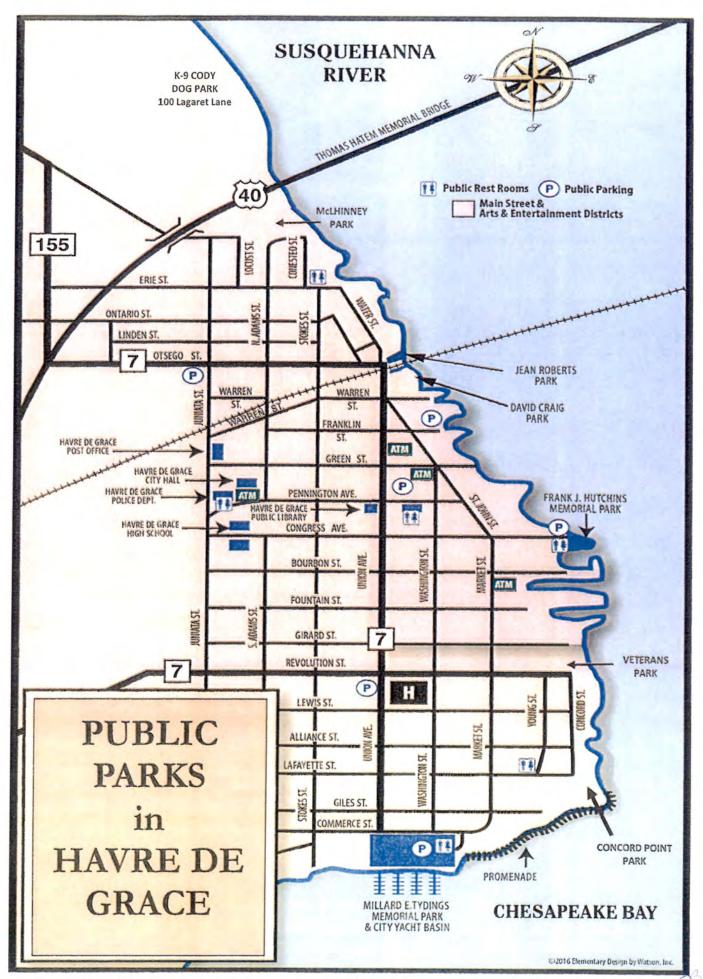
I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application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

Print Name of Event Orga	nnizer DeLane Lewis, Upper Ches	sapeake Bay Pride Inc.
Title		
Phone	Email info@uc	bpride.com
Signature Docusigned by:	wis, Upper Chesapeake Bay Pride	, luc.
DateMarch 4, 2021		
Event Title: Upper Chesa	peake Bay Pride Festival	
Received by Toma	ice Briskman	3-9-2021
	City Official	Date
		Notification: Internal Use Only: DPW
		☐ PD
		☐ SHCO ☐ Impacted Museums

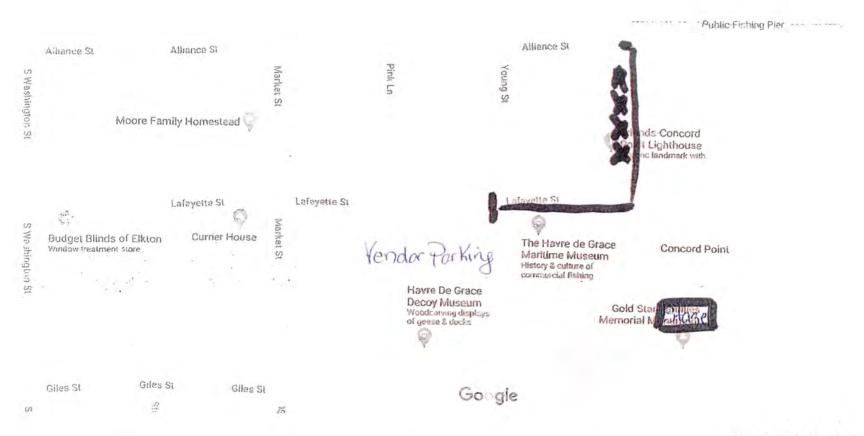
IMPORTANT CONTACT INFORMATION FOR YOUR PLANNING NEEDS

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

Food/Beverage Vendor(s)		
Sound System/D.J.		
Fencing (temporary)		
Port-a-Pots		
Party Rentals		
State Highway Administration		https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807
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.
Harford County Sheriff's Office	410-838-6600	https://harfordsheriff.org/services/gambling/
Harford County Health Department	410-638-3344	https://harfordcountyhealth.com/
Liquor Control Board	410-638-3028	http://www.hclcb.org/alcoholic-beverage-license-applications
The Lock House Museum	410-939-5780	
The Maritime Museum	410-939-4800	
The Decoy Museum	410-939-3739	
Concord Point Lighthouse	410-939-3213	
Havre de Grace Ambulance Corps	443-413-9486	Chief Pete Quackenbush
Havre de Grace Police Department	410-939-2121	Capt. John Krass, Capt. Joe Alton
Havre de Grace Office of Tourism	410-939-2100	Lauri Orzewicz, Manager of Tourism & Marketing; laurio@havredegracemd.com Please contact if you need help with advertising your event.
Havre de Grace Department of Public Works (DPW)	410-939-1800 x1107	Tim Whittie, Director of Public Works timw@havredegracemd.com
The City of Havre de Grace	410-939-1800 x-1131	Patrick Sypolt, Director of Administration patricks@havredegracemd.com



Go gle Maps



Map data @2021 Google 100 ft

TRAFFIC CONTROL: Please block off Traffic on Concord Street between Alliance and Young Street. Handicapped parking along Lafayette Street from Young to Market Street.

Potential Vendor Parking at the Decoy and Maritime Museum field.

Stage Location at the GOld Star Families Memorial

Food Vendor Locations Along Concord Point Park Road



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 <u>cannot be advertised</u> 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 will provide a copy and information as soon as possible.
	Yes	Complete and detailed site plan to include maps
\square	Yes	Documentation of non-profit status
Ď	Yes	Traffic control plan (if applicable)
	Yes	State Highway Permit (if applicable) N/A

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

Applications must be submitted 45 days prior to the event.

Sincerely,

Patrick Bypolt

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

Email: patricks a havredegracemd.com

Administrative Assistant

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

EVENT APPLICATION & CHECKLIST:

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

EVENT APPLICATION - GUIDELINES

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

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

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

	Event:	Upper Chesapea	ake Bay Pride Festival			Tracking ID:1011 19 0034
	Dates:	10/9/21				
	Time of set up:	8:00 AM				
	Take down time:	6 pm - 7 pm				
	Time of actual event:	2:00pm to 6:00p	m			
	Location:	Concord Point P	ark			
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD	10		60	\$113.00	60	\$10,170.00
						\$10,170.00
Notes						
Notes	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
Notes	Number of personnel	(Hours)	Overtime Pay Hours*	Wage**	Hours	Total Estimated Cost
	5 Set up cones, barricades,	(Hours) 9 , trash & recycling during event. No	12 cans. Prep and install No	\$53.75 Parking Signs, Hou	Hours 21 rs include the p	Total Estimated Cost \$1,451.25 ossibility of coordinator requesting DPW to W staff assist by emptying the trash cans
DPW	5 Set up cones, barricades, assist with trash removal	(Hours) 9 , trash & recycling during event. No	12 cans. Prep and install No	\$53.75 Parking Signs, Hou	Hours 21 rs include the p	\$1,451.25 ossibility of coordinator requesting DPW to