

Review
6/7/21

EVENT APPLICATION CHECKLIST:

EVENT NAME: River Sweep 2021

1011 15 0015

Sponsor Organization: Lower Susquehanna Heritage Greenway

Business Address: 4948 Conowingo Rd, Darlington, MD 21034

On Site Contact Person: Peter Green

Contact Information Phone: _____ Email: _____

Back-Up Site Contact Person: Brigitte Carty

Contact Information Phone: _____ Email: _____

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

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

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

Tax ID # 31-1542913

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

Event Category:

☐ Athletic/Recreation

☐ Concert/Performance

☒ Other (explain)

☐ Festival

☐ Carnival

21st annual community

☐ Parade

☐ 5K/10K/Walk *

cleanup event to celebrate

☐ Rally

☐ Fishing Tournament

World Rivers Day.

* a fee may be charged

Date/Time:

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

Setup Date: 9/18/2021

Begin Time: 7:30am

Event Starts Date: 9/18/2021

Time: 8:30am

Event Ends Date: 9/18/2021

Time: 12:00pm

Breakdown Date: 9/18/2021

End Time: 1:00pm

Rain Date Date: NONE

Is timeframe the same? ☐ Yes ☐ No

If no, include new times: _____

Location: (see attached map)

☒ Millard E. Tydings Memorial Park

☐ Community Pavilion at
Frank J. Hutchins Memorial Park

☐ Concord Point Park

☐ David Craig Park

☐ McLhinney Park

☐ K-9 Cody Dog Park

☐ Veteran's Park

Other location, please explain: We'd like to request the
Gazebo as the event center. Cleanup is throughout City.

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

Anticipated Attendance: 100

Admission Fee (if any): _____

Requested City Services:

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

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

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

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

- ☐ **Parking / No Parking Signs:** Please indicate on a map the areas to be designated for Parking / No Parking (include Handicap Parking).
- ☐ **Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point and McLhinney Parks.
- ☐ **Trash Containers:** (in addition to existing containers) **Please indicate if additional containers will be required and the number needed:** _____
- ☐ **Recycling Containers:** Required for all organizers of events serving food or drink and events expected to have 200 or more persons in attendance. (per State of Maryland Law enacted in 2015) **Please indicate the number of containers needed:** _____
- ☐ **Trash Collection and trash disposal is the responsibility of the Event Sponsor. (Roll off dumpster is the responsibility of the event organizer.)**
- ☐ **Water Supply Needed:** please explain: _____
- ☐ **Electricity Needed:** please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw.
- ☐ **Staff:** Event Sponsor requires City Staff to be on site. Please provide details of this request: _____

- ☒ **Other:** Please explain: DPW services are requested, as in years past, to assist with the removal of the bags of collected debris. _____

Food Service:

It is your responsibility to contact and comply with the Harford County Health Department Regulations. It is also the **EVENT SPONSOR'S** responsibility to ensure the removal of (take with you) cooking oils and greases, food, trash, and recyclables, such as cardboard boxes, generated by vendors when the event is over.

Alcohol:

___ Yes ☒ No Will there be alcohol sold at your event?

___ Yes ☒ No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board.

The Harford County Liquor Board requires a License if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. Again, **it is the EVENT SPONSOR's responsibility to contact the Liquor Board for the appropriate permit.**

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.

Security:

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

Gambling:

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

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

First Aid Services/Medical Plan:

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies. We will have a first aid kit on-site for minor abrasions and will contact EMS for other medical issues.

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

Event Site Plan:

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

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

Advertising/Signage:

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

Who may post a sign?

- Only Non-Profit Organizations may post event signs.

When should signs be posted?

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

What is an Approved Sign?

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

What is not an approved sign?

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

Approved Locations:

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

Walking and Running Events:

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

Walk/Run Event Fees:

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

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

Affidavit:

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

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

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

Print Name of Event Organizer Brigitte Carty

Title Executive Director

Phone _____ Email -

Signature Brigitte Carty

Date 6/4/2021

Event Title: River Sweep 2021

Received by Tamara Brinkman
City Official

6-7-2021
Date

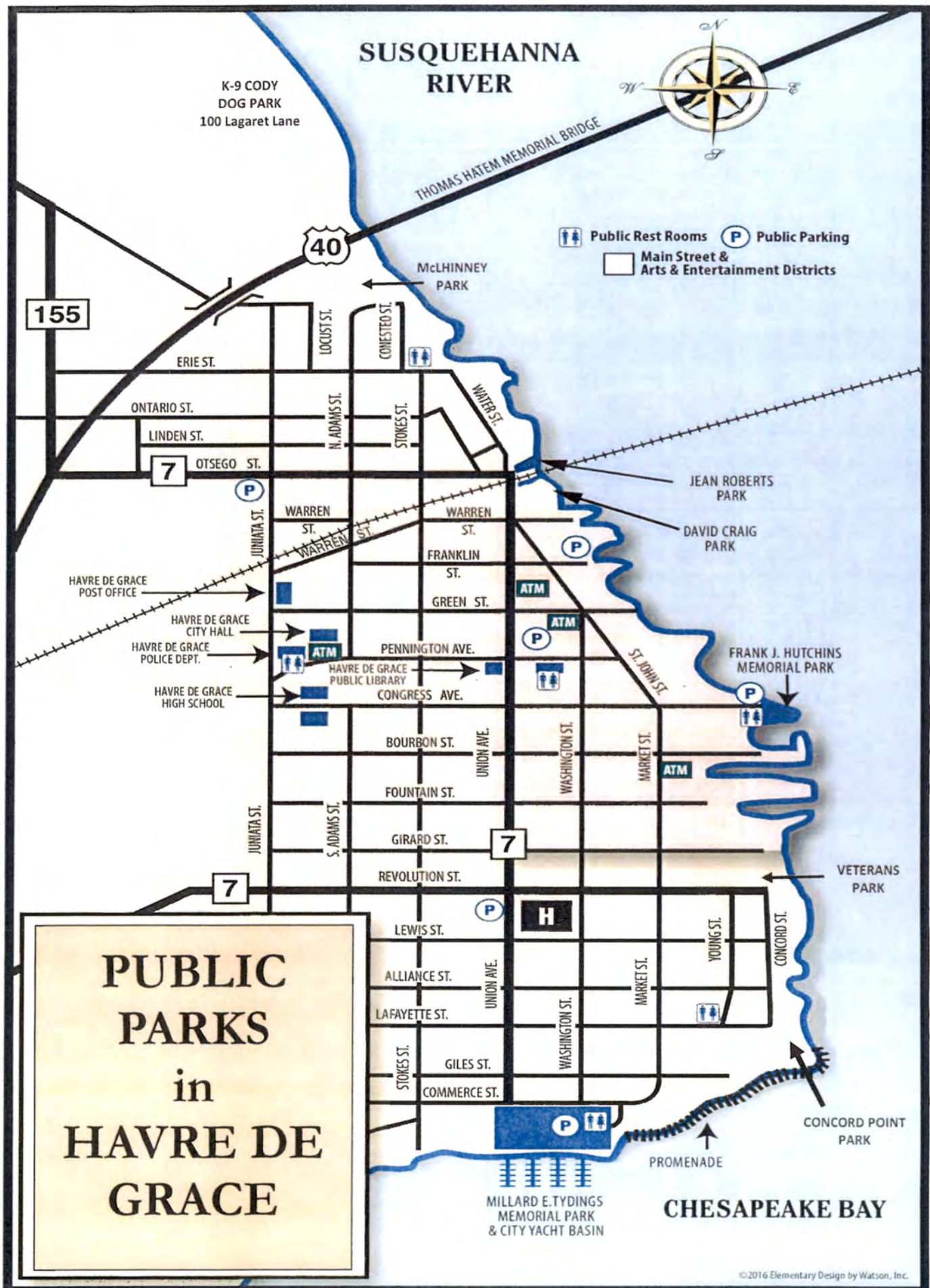
Notification: Internal Use Only:

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

IMPORTANT CONTACT INFORMATION FOR YOUR PLANNING NEEDS*Please keep a copy of this sheet for your files as you plan and execute your event.*

The City of Havre de Grace	410-939-1800 x-1131	Patrick Sypolt, Director of Administration patrick@sypolt.com
Havre de Grace Department of Public Works (DPW)	410-939-1800 x1107	Tim Whittie, Director of Public Works timw@havredegracemd.com
Havre de Grace Office of Tourism	410-939-2100	Lauri Orzewicz, Manager of Tourism & Marketing; laurio@havredegracemd.com <i>Please contact if you need help with advertising your event.</i>
Havre de Grace Police Department	410-939-2121	Capt. John Krass, Capt. Joe Alton
Havre de Grace Ambulance Corps	443-413-9486	Chief Pete Quackenbush
Concord Point Lighthouse	410-939-3213	
The Decoy Museum	410-939-3739	
The Maritime Museum	410-939-4800	
The Lock House Museum	410-939-5780	
Liquor Control Board	410-638-3028	http://www.hclcb.org/alcoholic-beverage-license-applications
Harford County Health Department	410-638-3344	https://harfordcountyhealth.com/
Harford County Sheriff's Office	410-838-6600	https://harfordsheriff.org/services/gambling/
Miss Utility	800-257-7777	You must call if erecting a tent or driving stakes into the ground. Miss Utility will ensure that you do not hit buried electrical lines. State Law requires that Miss Utility be called 48 hours prior to work commencing.
State Highway Administration		https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807
Party Rentals		
Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Food/Beverage Vendor(s)		





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(Signature)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/27/2021

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

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

PRODUCER Crothers Insurance Agencies, Inc. Main St. & Valley View Dr. P.O. Box 470 Rising Sun, MD 21911	CONTACT NAME: Joyce Ragan		
	PHONE (A/C, No. Ext.): (410) 658-5200 FAX (A/C, No.): (410) 658-9570		
	E-MAIL ADDRESS: joycer@zoominternet.net		
INSURED Low er Susquehanna Heritage Greenways Inc. 4948 Conow ingo Road Darlington, MD 21034	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Jackson Sumner and Associates		A0824
	INSURER B: SELECTIVE INS CO OF AMERICA		12572
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	NN1077770	01/07/2021	01/07/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	WC 7215591	06/06/2020	06/06/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

River Sweep

Additional insured and waiver of subrogation in favor of certificate holder on general liability policy

CERTIFICATE HOLDER**CANCELLATION**CITY OF HAVRE DE GRACE
711 Pennington Ave
Havre De Grace, MD 21078

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

AUTHORIZED REPRESENTATIVE

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

DEPARTMENT OF THE TREASURY

Date: FEB 12 1998

Employer Identification Number:
31-1542913

DLN:
318029471

LOWER SUSQUEHANNA HERITAGE GREENWAY,
INC
259 BROAD ST
PERRYVILLE, MD 21903

Contact Person:
D. A. DOWNING
Contact Telephone Number:
(513) 241-5199

Accounting Period Ending:
December 31

Form 990 Required:
YES

Addendum Applies:
YES

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Letter 947 (DO/CG)

LOWER SUSQUEHANNA HERITAGE GREENWAY

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

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$20 per day for each day there is a failure to comply (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

LOWER SUSQUEHANNA HERITAGE GREENWAY

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Paul M. Harrington". The signature is fluid and cursive, with the first name "Paul" and last name "Harrington" clearly distinguishable.

District Director

Enclosure(s):
Addendum

LOWER SUSQUEHANNA HERITAGE GREENWAY

Guidelines under which private foundations may rely on this determination, for gifts, grants, and contributions made after March 13, 1989, were liberalized and published in Rev. Proc. 89-23, Cumulative Bulletin 1989-1, page 844.



City of Havre de Grace

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

410-939-1800

Dear Event Sponsor,

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

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

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

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

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

Applications must be submitted 45 days prior to the event.

Sincerely,

Patrick Lypolt

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

Administrative Assistant

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

EVENT APPLICATION & CHECKLIST:

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

EVENT APPLICATION - GUIDELINES

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

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

- If you are planning to mark spaces on City property, or roadways **you must use washable paint.** No other paint is allowed.
- Nails, screws, ropes or wires attached to any tree are not permitted. Stakes are not permitted in Tydings Park.
- No cooking devices closer than 10 feet from the base of a tree, 25 feet from any building and NEVER under any building, pavilion or awning.
- No audio equipment used before 7 am or after 10 pm.
- Vehicles are not permitted on park grounds: Hutchins Park paved area is the exception, however vehicles are not permitted under the Pavilion. This includes loading and unloading. **No exceptions. Additional fees will apply for damage to the grounds caused by your event.**

- Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council, and you apply for and receive a Liquor License from the Harford County Liquor Board. The Liquor Board requires a permit if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved application must be provided to the Administrative Assistant 3 working days prior to the scheduled event.

- Food Service – If you are providing food at your event you may need a Temporary Food Service License. Contact the Harford County Health Department at: <https://harfordcountyhealth.com/>.
- A copy of your non-profit tax exempt certification must be provided along with your application.
- Please note: **The City does not provide nor install fencing or portable bathrooms.**
- Please note: **The City is not responsible for the collection and disposal of trash generated by your event, unless prior approval was granted by the Mayor and City Council.**
- **ONLY** Non Profit Groups that obtain an **“APPROVED”** special event application may place **“APPROVED” signs in “APPROVED” locations** within the City’s right-of-way 21 days prior to the event and signs must be removed within 48 hours following the event.
- It is the responsibility of the sponsor to contact Emergency Medical Services (EMS) if onsite services are needed.
- The City of Havre de Grace has the right to deny any application, the right to add, delete or modify any of the conditions for the permitting of an event at any time it is deemed necessary by the Director of Administration.

SPECIAL EVENTS WORK SHEET

	Event:	River Sweep 2021		Tracking ID: 1011 19 0015		
	Dates:	9/18/2021				
	Time of set up:	7:30 am - 8:30 am				
	Take down time:	12 pm - 1 pm				
	Time of actual event:	8:30 am - 12 pm				
	Location:	Tydings Park Gazebo (cleanup throughout the City)				
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD					0	\$0.00
Notes	This event will be handled by units on duty.					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	2		4	\$41.75		\$250.50
Notes	2 employees, 4 hours overtime. Pick up trash and debris from various locations around the City					
	2	0	4	\$41.75	0	\$250.50
Grand Total						
REVISION 1/10/2020	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					

Rec'd
6/10/21

EVENT APPLICATION CHECKLIST:

EVENT NAME: Pyrex & Vintage Fest 1011190025

Sponsor Organization: Havre de Grace Alliance

Business Address: 137 N Washington Street

On Site Contact Person: Jolene Forrester

Contact Information Phone: _____ Email: _____

Back-Up Site Contact Person: Luke Forrester

Contact Information Phone: _____ Email: _____

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

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

Is the Sponsor Organization a 501 C3? ☒ Yes ☐ No

Tax ID # 47-5585317

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

Event Category:

☐ Athletic/Recreation ☐ Concert/Performance ☒ Other (explain)

☒ Festival ☐ Carnival Shopping Event

☐ Parade ☐ 5K/10K/Walk *

☐ Rally ☐ Fishing Tournament

* a fee may be charged

Date/Time:

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

Setup Date: 9/18 Begin Time: 7:00 AM

Event Starts Date: 9/18 Time: 9:00 AM

Event Ends Date: 9/18 Time: 4:00 PM

Breakdown Date: 9/18 End Time: 5:00 PM

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

If no, include new times: _____

Location: (see attached map)

☐ Millard E. Tydings Memorial Park

☐ Community Pavilion at
Frank J. Hutchins Memorial Park

☐ Concord Point Park

☐ David Craig Park

☐ McLhinney Park

☐ K-9 Cody Dog Park

☐ Veteran's Park

Other location, please explain: the 2 Blocks of
Pennington Ave at the intersection of N Washington St

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

Pyrex & Vintage Fest September 18, 2021

**Sponsored by Havre de Grace Alliance, Inc.
Hosted by JoRetro Inc.**

This is JoRetro's 5th year of hosting Pyrex & Vintage Fest with the Havre de Grace Alliance. Our goal is to create a fun unique event that brings shoppers to downtown Havre de Grace. We partner with several restaurants and shops to increase their foot traffic and revenue.

With every event the number of visitors and vendors has grown. We expect well over 1000 visitors to Havre de Grace the day of the Fest. Many collectors and vendors travel and spend the weekend, benefitting Harford County hotels, restaurants and shops. Our Fest's partnership with the Alliance has allowed us to donate \$2,000 to them in 2019.

Each year we try to grow the Fest in new directions. This year we are excited to have Seneca Cannery Antiques placing vendors on their outdoor porch. With the added number of Antique and Vintage dealers participating in the Fest we anticipate an increase in visitors that love hunting for antiques!

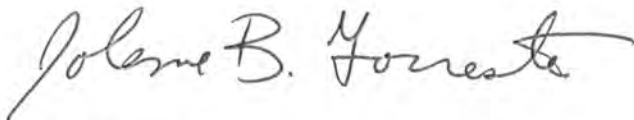
The Fest has grown from 11 vendors to over 60. We are excited to host this popular event that is on many collector's "Bucket List" of events to attend.

We are requesting the two blocks of Pennington Ave on either side of N. Washington be closed to traffic from 7:00 am to 5:00 pm on Saturday, September 18, 2021.

We have checked with all of our neighboring businesses and have their signed approval for the closure. See included Map for a detail of the requested road closure.

Thank you for your ongoing support.

Sincerely,

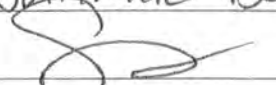
A handwritten signature in black ink that reads "Jolene B. Forrester". The signature is fluid and cursive, with the first name "Jolene" being more prominent and the last name "Forrester" written in a slightly smaller, more compact script.

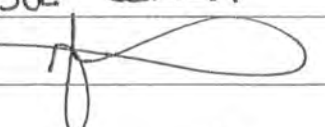
Jolene B. Forrester
JoRetro Inc.
137 N. Washington St.
Havre de Grace, MD 21078

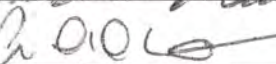
Pyrex & Vintage Fest September 18, 2021
Sponsored by Havre de Grace Alliance, Inc and cohost JoRetro

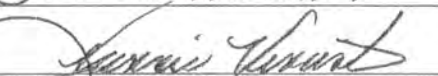
I understand and approve that PENNINGTON AVE. next to my business can be closed to traffic and parking on Saturday, September 18 from 7:00 am to 5:00 pm.

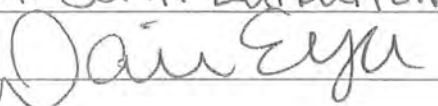
Business Owner Approval:

Business: Funnel Vintage
Name: Sergio Delo
Signature:  Date: 6.4.21

Business: THE VINEYARD WINE BAR
Name: JOE LERTCH
Signature:  Date: 6.4.21

Business: AMANDA'S
Name: Chris Matthews
Signature:  Date: 6/4/21

Business: Vincenti Decors
Name: Jeannie Vincenti
Signature:  Date: 6/4/21

Business: River Dental
Name: Dr. John Luftbarrow
Signature:  Date: 6/10/21

Business: _____
Name: _____
Signature: _____ Date: _____

Anticipated Attendance: 1000 +

Admission Fee (if any): none

Requested City Services:

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

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

- ☒ **Traffic Control:** Please explain and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures. street closure on the 2 blocks of Pennington Ave on both sides of N Washington Street up to N Lodge Lane. Closure from 7:00 AM to 5:00 PM.

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

- ☒ **Parking / No Parking Signs:** Please indicate on a map the areas to be designated for Parking / No Parking (include Handicap Parking).

- ☒ **Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point and McLhinney Parks.

- ☒ **Trash Containers:** (in addition to existing containers) **Please indicate if additional containers will be required and the number needed:** 4

- ☒ **Recycling Containers:** Required for all organizers of events serving food or drink and events expected to have 200 or more persons in attendance. (per State of Maryland Law enacted in 2015) **Please indicate the number of containers needed:** 2

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

- ☐ **Water Supply Needed:** please explain: _____

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

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

- ☐ **Other:** Please explain: _____

Food Service:

It is your responsibility to contact and comply with the Harford County Health Department Regulations. It is also the EVENT SPONSOR'S responsibility to ensure the removal of (take with you) cooking oils and greases, food, trash, and recyclables, such as cardboard boxes, generated by vendors when the event is over.

Alcohol:

☐ Yes ☒ No Will there be alcohol sold at your event?

☐ Yes ☐ No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board.

The Harford County Liquor Board requires a License if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. Again, it is the **EVENT SPONSOR's** responsibility to contact the Liquor Board for the appropriate permit.

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.

Security:

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

Gambling:

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

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

First Aid Services/Medical Plan:

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies. First Aid Kit and Supplies are available at the JoRetro Shop.

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

Event Site Plan:

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

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

Advertising/Signage:

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

Who may post a sign?

- Only Non-Profit Organizations may post event signs.

When should signs be posted?

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

What is an Approved Sign?

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

What is not an approved sign?

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

Approved Locations:

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

Walking and Running Events:

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

Walk/Run Event Fees:

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

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

Affidavit:

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

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

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

Print Name of Event Organizer Jolene Forrester / Bambi Johnson

Title Owner JoRetro Inc / Executive Dir. HdG Alliance

Phone

Email

Signature

Jolene B. Forrester Bambi Johnson

Date

5/18/2021

Event Title:

Pyrex + Vintage Fest

Received by

Tamara Brinkman

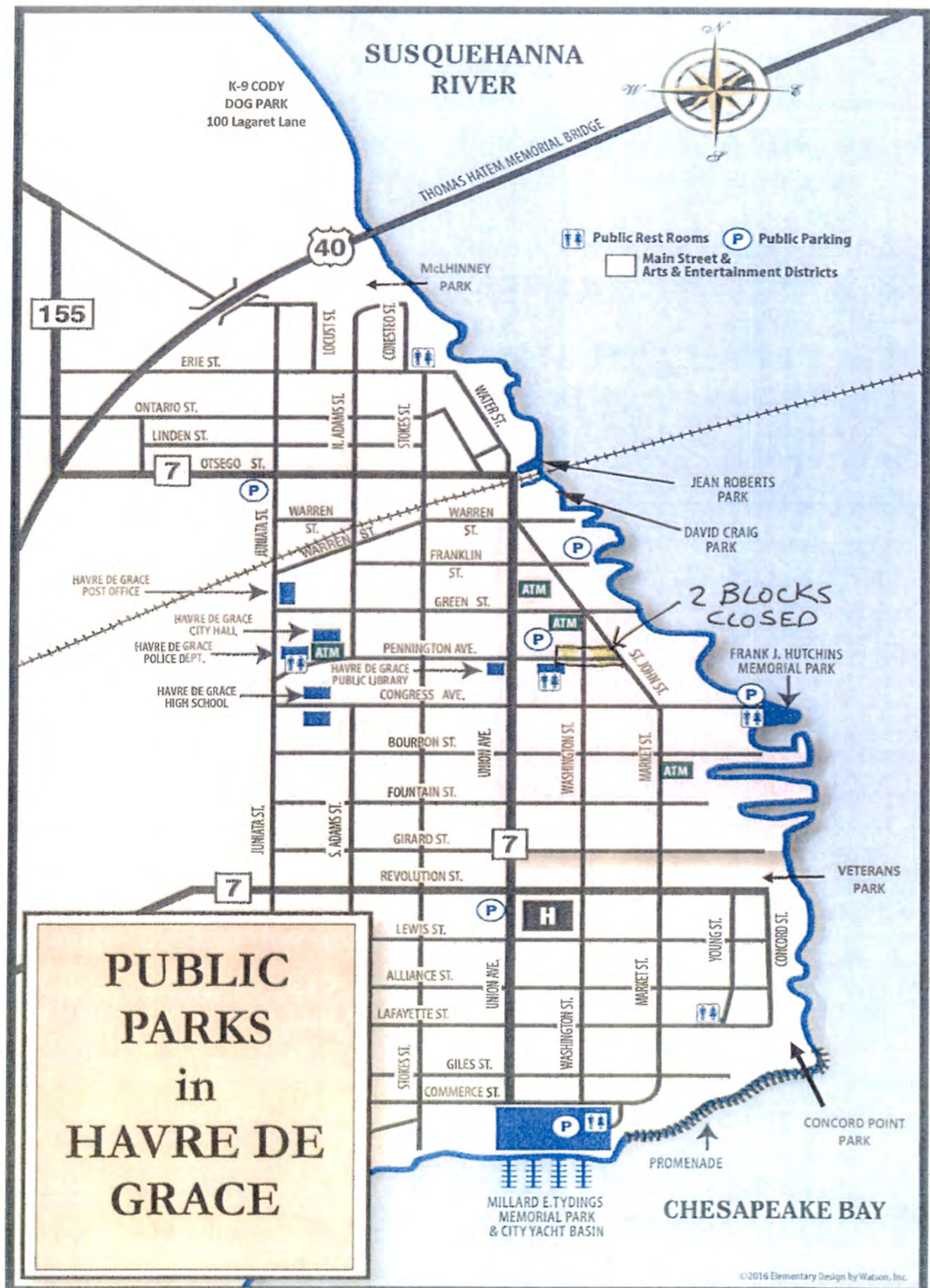
City Official

6-10-2021

Date

Notification: Internal Use Only:

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



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CERTIFICATE OF LIABILITY INSURANCE

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

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

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

PRODUCER	Crothers Insurance Agencies, Inc. Main St. & Valley View Dr. P.O. Box 470 Rising Sun, MD 21911	CONTACT NAME Joyce Ragan PHONE (A/C, NA, Ext.) (410) 658-5200 E-MAIL joycer@zoominternet.net ADDRESS	FAX (A/C, No.) (410) 658-9570
INSURED	Havre de Grace Alliance Inc. 201 St. John St. Havre de Grace, MD 21078	INSURER(S) AFFORDING COVERAGE INSURER A: SELECTIVE INS CO OF AMERICA NAIC # 12572 INSURER B: SELECTIVE INS CO OF SC 19259 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

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

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

CERTIFICATE HOLDER

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

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Joyce E. Ragan

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

DEPARTMENT OF THE TREASURY

Date: **MAY 20 2016**

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

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

Dear Applicant:

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

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

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

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

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

Letter 947



City of Havre de Grace

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

410-939-1800

Dear Event Sponsor,

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

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

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

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

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

Applications must be submitted 45 days prior to the event.

Sincerely,

Patrick Sypolt

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

Administrative Assistant

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

EVENT APPLICATION & CHECKLIST:

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

EVENT APPLICATION - GUIDELINES

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

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

- If you are planning to mark spaces on City property, or roadways **you must use washable paint.** No other paint is allowed.
- Nails, screws, ropes or wires attached to any tree are not permitted. Stakes are not permitted in Tydings Park.
- No cooking devices closer than 10 feet from the base of a tree, 25 feet from any building and NEVER under any building, pavilion or awning.
- No audio equipment used before 7 am or after 10 pm.
- Vehicles are not permitted on park grounds: Hutchins Park paved area is the exception, however vehicles are not permitted under the Pavilion. This includes loading and unloading. **No exceptions. Additional fees will apply for damage to the grounds caused by your event.**
- Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council, and you apply for and receive a Liquor License from the Harford County Liquor Board. The Liquor Board requires a permit if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved application must be provided to the Administrative Assistant 3 working days prior to the scheduled event.

- Food Service – If you are providing food at your event you may need a Temporary Food Service License. Contact the Harford County Health Department at: <https://harfordcountyhealth.com/>.
- A copy of your non-profit tax exempt certification must be provided along with your application.
- Please note: **The City does not provide nor install fencing or portable bathrooms.**
- Please note: **The City is not responsible for the collection and disposal of trash generated by your event, unless prior approval was granted by the Mayor and City Council.**
- ONLY Non Profit Groups that obtain an “APPROVED” special event application may place “**APPROVED**” signs in “**APPROVED**” locations within the City’s right-of-way 21 days prior to the event and signs must be removed within 48 hours following the event.
- It is the responsibility of the sponsor to contact Emergency Medical Services (EMS) if onsite services are needed.
- The City of Havre de Grace has the right to deny any application, the right to add, delete or modify any of the conditions for the permitting of an event at any time it is deemed necessary by the Director of Administration.

SPECIAL EVENTS WORK SHEET

Event:	Pyrex & Vintage Fest	Tracking ID: 1011190025
Dates:	9/18/21	
Time of set up:	7:00 AM	
Take down time:	5:00 PM (road closure until 5 pm)	
Time of actual event:	9 am - 4 pm	
Location:	2 blocks of Pennington Avenue at the intersection of N. Washington Street - adjacent to the JoRetro Shop	

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

Notes

This event will be handled by patrol units on duty. Updated 6/11/2021 Lt.

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	4	2.5	7	\$41.75	9.5	\$542.75

Notes

Services requested include: prepping/posting signs, delivering cones, barricades, delivering 2 additional recycling containers and 4 extra trash cans. Trash removal possibly. Public Bathrooms at VC and Hutchins Park cleaned and stocked throughout event.

Grand Total	4	2.5	7	\$41.75	9.5	\$542.75
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REVISION 1/10/2020	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					
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12-6-21
6-14-21

EVENT APPLICATION CHECKLIST:

EVENT NAME: 2021 Susquehanna River Running Festival 1011 19 0009

Sponsor Organization: The Albert Cesy Scholarship Fund, Inc.

Business Address: PO Box 571, Bel Air, MD 21014

On Site Contact Person: D. Sean McCone

Contact Information Phone: _____ Email: sean@srrf.org

Back-Up Site Contact Person: Dominic Corson

Contact Information Phone: _____ Email: _____

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

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

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

Tax ID # 52-1413396

If the Sponsor Organization is not a Havre de Grace Non-Profit, please provide additional details below:
We ask to be considered a Havre de Grace Non-Profit. for the following two reasons:

1) we have awarded over \$50,000 in scholarships to HHS graduates. 2) we will agree to pay al

Event Category:

<input checked="" type="checkbox"/> Athletic/Recreation	_____ Concert/Performance	_____ Other (explain)
<input checked="" type="checkbox"/> Festival	_____ Carnival	_____
_____ Parade	<input checked="" type="checkbox"/> 5K/10K/Walk *	_____
_____ Rally	_____ Fishing Tournament	_____

* a fee may be charged

Date/Time:

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

Setup	Date: <u>9/24/2021</u>	Begin Time: <u>1000hr</u> <u>10 AM</u>
Event Starts	Date: <u>9/25/2021</u>	Time: <u>0600hr</u> [<u>0800hr start</u>] <u>6 am / 8 AM</u>
Event Ends	Date: <u>9/25/2021</u>	Time: <u>1600hr</u> <u>4 pm</u>
Breakdown	Date: <u>9/25/2021</u>	End Time: <u>1800hr</u> <u>6 pm</u>
Rain Date	Date: _____	Is timeframe the same? _____ Yes _____ No
		If no, include new times: _____

Location: (see attached map)

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

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

Susquehanna River Running Festival - 2021

Friday, September 24

Setup will start at Tydings Park at 10:00 am. The Expo will be from noon-8:00pm. We don't need exclusive use of the park and it can be open to all on both days. Our traffic management company may stage some cones/barriers along the route just off the side of the road Friday afternoon as they have in the past two events. All other setup of course and aid stations (streets & Craig park) will be on Saturday and broken down on Saturday by the time stated.

Saturday, September 25

From 7:30am to 11:30am, we will limit spectators and others in the finish and start areas and generally try to keep people off the course, specifically around the finish (Commerce).

We have historically had 150-200 volunteers and anticipate the same this year to support as needed. We will also be hiring a licensed traffic control company and race management company as in the previous years.

All races will be the same course as approved in 2019. Half marathon is the same as 2019 and will be across the bridge. 10k will start in the VA and end in Havre de Grace. 5k will be all within Havre de Grace. We have approval from MDTA and Harford County.

Anticipated Attendance: 5000

Admission Fee (if any): Varies

Requested City Services:

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

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

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

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

- ☒ **Parking / No Parking Signs:** Please indicate on a map the areas to be designated for Parking / No Parking (include Handicap Parking).

- ☒ **Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point and McLhinney Parks.

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

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

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

- ☐ **Water Supply Needed:** please explain: _____

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

- ☒ **Staff:** Event Sponsor requires City Staff to be on site. Please provide details of this request: We intive the mayor to send off the runners. We will require support from City police.

- ☐ **Other:** Please explain: _____

Food Service:

It is your responsibility to contact and comply with the Harford County Health Department Regulations. It is also the EVENT SPONSOR'S responsibility to ensure the removal of (take with you) cooking oils and greases, food, trash, and recyclables, such as cardboard boxes, generated by vendors when the event is over.

Alcohol:

☒ Yes ☐ No Will there be alcohol sold at your event?

☒ Yes ☐ No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board.

The Harford County Liquor Board requires a License if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. Again, it is the **EVENT SPONSOR's responsibility to contact the Liquor Board for the appropriate permit.**

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.

A qualified third party vendor will provide sale and distribution of alcohol at our event.

Area will be fenced to meet the statutory requirements.

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. This event will be supported by a local medical provider. There will be

2-3 medical aid stations within the City of Havre de Grace. Staffing will be determined based on prior year's experience. Communication will be via portable radios (Harford County DES) and cell phone.

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

Event Site Plan:

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

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

Advertising/Signage:

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

Who may post a sign?

- Only Non-Profit Organizations may post event signs.

When should signs be posted?

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

What is an Approved Sign?

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

What is not an approved sign?

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

Approved Locations:

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

Walking and Running Events:

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

Walk/Run Event Fees:

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

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

Affidavit:

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

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

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

Print Name of Event Organizer David Sean McCone, ACSF

Title Assistant Treasurer

Phone _____ Email sean@srrf.org

Signature _____

Date June 1, 2021

Event Title: Susquehanna River Running Festival

Received by Terrance Binkra
City Official

6-14-21
Date

Notification: Internal Use Only:

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

IMPORTANT CONTACT INFORMATION FOR YOUR PLANNING NEEDS

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

The City of Havre de Grace	410-939-1800 x-1131	Patrick Sypolt, Director of Administration patrick@s@havredegracemd.com
Havre de Grace Department of Public Works (DPW)	410-939-1800 x1107	Tim Whittie, Director of Public Works timw@havredegracemd.com
Havre de Grace Office of Tourism	410-939-2100	Lauri Orzewicz, Manager of Tourism & Marketing; laurio@havredegracemd.com <i>Please contact if you need help with advertising your event.</i>
Havre de Grace Police Department	410-939-2121	Capt. John Krass, Capt. Joe Alton
Havre de Grace Ambulance Corps	443-413-9486	Chief Pete Quackenbush
Concord Point Lighthouse	410-939-3213	
The Decoy Museum	410-939-3739	
The Maritime Museum	410-939-4800	
The Lock House Museum	410-939-5780	
Liquor Control Board	410-638-3028	http://www.hclcb.org/alcoholic-beverage-license-applications
Harford County Health Department	410-638-3344	https://harfordcountyhealth.com/
Harford County Sheriff's Office	410-838-6600	https://harfordsheriff.org/services/gambling/
Miss Utility	800-257-7777	You must call if erecting a tent or driving stakes into the ground. Miss Utility will ensure that you do not hit buried electrical lines. State Law requires that Miss Utility be called 48 hours prior to work commencing.
State Highway Administration		https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807
Party Rentals		
Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Food/Beverage Vendor(s)		



City of Havre de Grace

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

410-939-1800

Dear Event Sponsor,

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

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

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

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

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

Applications must be submitted 45 days prior to the event.

Sincerely,

Patrick Sypolt

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

Administrative Assistant

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

EVENT APPLICATION & CHECKLIST:

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

EVENT APPLICATION - GUIDELINES

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

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

- If you are planning to mark spaces on City property, or roadways you must use washable paint. No other paint is allowed.
- Nails, screws, ropes or wires attached to any tree are not permitted. Stakes are not permitted in Tydings Park.
- No cooking devices closer than 10 feet from the base of a tree, 25 feet from any building and NEVER under any building, pavilion or awning.
- No audio equipment used before 7 am or after 10 pm.
- Vehicles are not permitted on park grounds: Hutchins Park paved area is the exception, however vehicles are not permitted under the Pavilion. This includes loading and unloading. **No exceptions. Additional fees will apply for damage to the grounds caused by your event.**
- Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council, and you apply for and receive a Liquor License from the Harford County Liquor Board. The Liquor Board requires a permit if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved application must be provided to the Administrative Assistant 3 working days prior to the scheduled event.

- Food Service – If you are providing food at your event you may need a Temporary Food Service License. Contact the Harford County Health Department at: <https://harfordcountyhealth.com/>.
- A copy of your non-profit tax exempt certification must be provided along with your application.
- Please note: **The City does not provide nor install fencing or portable bathrooms.**
- Please note: **The City is not responsible for the collection and disposal of trash generated by your event, unless prior approval was granted by the Mayor and City Council.**
- ONLY Non Profit Groups that obtain an “APPROVED” special event application may place “APPROVED” signs in “APPROVED” locations within the City’s right-of-way 21 days prior to the event and signs must be removed within 48 hours following the event.
- It is the responsibility of the sponsor to contact Emergency Medical Services (EMS) if onsite services are needed.
- The City of Havre de Grace has the right to deny any application, the right to add, delete or modify any of the conditions for the permitting of an event at any time it is deemed necessary by the Director of Administration.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
31 HOPKINS PLAZA
BALTIMORE, MD 21201

DEPARTMENT OF THE TREASURY

Date: OCT 22 1991

Employer Identification Number:
52-1413396
Contact Person:
M MCCARTHY,
Contact Telephone Number:
(301) 962-7756

THE ALBERT CESKY SCHOLARSHIP
FUND INC
37 S MAIN STREET
BEL AIR, MD 21014-3760

Addendum Applies:
Yes

Dear Applicant:

Based on the information you recently submitted, we have classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in 501(c)(3) is still in effect.

WHAT HAS SAID?
This classification is based on the assumption that your operations will continue as you have stated. If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status.

This supersedes our letter dated April 15, 1991.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

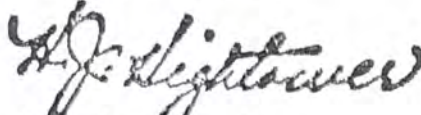
If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, you should keep it in your permanent records.

THE ALBERT CESKY SCHOLARSHIP

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,


District Director

Enclosure:
Addendum

THE ALBERT CESKY SCHOLARSHIP

Guidelines under which private foundations may rely on this determination for gifts, grants, and contributions made after March 13, 1989, were liberalized and published in Rev. Proc. 89-23, Cumulative Bulletin 1989-1, page 844.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/8/2021

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

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

PRODUCER	CONTACT NAME: Tony Bennett
Famous & Spang Associates	PHONE (A/C, No, Ext): 4102722300
200 W. Bel Air Avenue	FAX (A/C, No):
	E-MAIL ADDRESS: tbennett@famousspanginsurance.com
Aberdeen MD 21001	INSURER(S) AFFORDING COVERAGE
	INSURER A: HARLEYSVILLE WORCESTER INS CO
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GL 00000032696D	10/10/2020	10/10/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Susquehanna Running Festival 9/25/2021

CERTIFICATE HOLDER CANCELLATION

City of Havre de Grace 711 Pennington Ave. Havre de Grace MD 21078	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Gregory Bennett
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Appendix E – Traffic Control Plan

TCP Concept

There are four main areas where vehicular traffic needs to be maintained. For this event, they have been generally separated by major jurisdiction into: City of Havre de Grace (HdG), Hatem Bridge (HB), Town of Perryville (TP), Perry Point VA Medical Center (VAMC).

Havre de Grace Area (HdG)

The event route has been designed to minimize impact on vehicular traffic, while maintaining safety for all. The event will start near Tydings Park and proceed down Union Ave (MD-490). Signalized or major intersections include Union/Revolution. Then continue down Union Ave (MD-7A). Signalized or major intersections include Union/Congress, Union/Pennington. The course will depart Union and follow Otsego St (MD-7A), turn right on Juniata St to Erie St. Signalized or major intersections include Otsego/Juniata. While not signalized, the intersection of Juniata/Erie is major and detailed. The event will split depending on the distance, but the main route will turn left on Erie St and proceed to Pulaski Hwy (US-40 EB) through the HB area, the TP area, the VAMC area, the TP area, the HB area and return to the HdG area at same point at Erie St and Pulaski Hwy (US-40 EB). On the return, the event will proceed back Erie St toward Water St, then back on Union Ave (MD-7A) for 200', then proceed onto St. John St, then onto Market St, then Girard St, then Concord St, then Lafayette St, then back on Market St, and end on Commerce St (MD-490) near Tydings Park. There are no signalized intersections on the return event route in the HdG area and the route has been designed to be close to the Susquehanna River to minimize the number of vehicles that would need to cross the event route.

General Concept: Major intersections will be police controlled. Minor streets on event route will be closed at least 15 min prior runners passing by volunteers. Minor intersections will be staffed by volunteers or course marshals with instructions. Once all races pass, major and minor intersections will be reopened to traffic.

Hatem Bridge Area (HB)

The event route in this area is limited to the Eastbound lanes on Pulaski Hwy (US-40 EB) from Erie St (HdG area) to Aiken Ave MD-222 (TP Area). The event route will cross the Hatem Bridge twice. The first time it will begin at Erie St (HdG area) and proceed in the US-40 EB lanes until Aiken Ave (TP area). The event will proceed through the TP area, the VAMC area, the TP area, and return to the HB area at the Pulaski/Perryville/Aiken intersection, doubling back in the US40-EB lanes until Erie St (HdG area).

General Concept: Traffic on Pulaski Hwy that normally travels in the EB direction to the toll plaza (Harford to Cecil) will be maintained in the WB lanes on Pulaski Hwy. The shift will begin at the Pulaski/Ohio/Otsego intersection, and conclude at the Pulaski/Perryville/Aiken intersection, with TTC prior to shift. Traffic on Pulaski Hwy in the WB direction (Cecil to Harford) will be detoured to the Tydings Bridge (I-95 SB) at the Pulaski/Perryville/Aiken intersection and conclude at the Pulaski/Ohio/Otsego intersection, with TTC prior to detour. Most of the detailed TTC will be around this part of the event and details intersections adjacent to the event route. The detailed intersections along Pulaski include: Pulaski (US-40)/Ohio(MD-155)/Otsego(MD-7A), Pulaski/Ontario, Pulaski/Erie,

Pulaski/Perryville/Aiken, Pulaski/Coudon. The intersections adjacent include: Ohio/Erie, Level/Ohio/Superior, Superior/Park, Superior/Juniata.

Town of Perryville Area (TP)

The event route in this area adjoins the HB area at the Pulaski/Perryville/Aiken intersection. The event continues down Aiken Ave (MD-222) to the end at Aiken/Broad/Philadelphia (MD-7). The event route proceeds down Broad and continues onto Avenue A (VMAC area). The event route will travel through the VAMC area and reconnect back at this same point. On the return, the event route will proceed back Broad St (MD-7), to Aiken Ave (MD-222), to Pulaski Hwy (HB area).

General Concept: There are no signalized intersections within the TP area. The event route in this area have been designed to minimize impacts to vehicular traffic to the Town of Perryville residents, but some residents only have access by crossing the race course.

Different from the 2018 event, vehicular traffic will NOT be maintained along Aiken Ave in the NB direction (from Broad St to US-40). All of Aiken Ave (MD-222) will be used for the race route. Different from 2018, vehicular traffic will NOT be maintained along Broad St (MD-7) in the EB direction (from the VA to Aiken Ave (MD-222). All of Broad St (MD-7) will be used for the race route.

Coudon Blvd will be unaffected. Susquehanna Rd and Roundhouse Dr to Frenchtown Road will be unaffected. The intersection of Aiken/Broad will be police controlled. The minor intersections along Aiken and Broad will be controlled at the direction of Perryville Police by police, auxiliary police, volunteers or course marshals.

Perry Point VA Medical Center (VAMC)

The event route in this area will proceed down Avenue A, then stay left on 1st Street. The event route will proceed on 1st Street, slight right on Avenue D, left on Tenth, right on Avenue F, right on Eighth St. The course will leave VAMC and enter Perryville Community Park, go right on Marion Tapp Pkwy, right at first parking area near bathrooms, right Avenue A at end of parking area baseball field. The route will leave Perryville Community Park and enter VAMC on Avenue A. The Relay Exchange Point will be on the right at mile 6.8. The route will continue straight on Avenue A and make a slight left on 1st Street then continue onto Avenue A (TP area).

General Concept: The entrance to the VAMC at Avenue A will be closed. The VAMC will utilize the entrance from Marion Tapp Pkwy onto Avenue G. There are no signalized intersections within the VAMC area. The course has been designed to stay close to the water to minimize cross traffic. Intersections along Avenue A will be volunteer or course marshal controlled. The Perryville Community Park will be closed to the public. Only official race vehicles will be permitted. The relay staging and exchange will occur in the park. Intersections along Avenue F, and Avenue D will be volunteer or course marshal controlled.

TTC Plan Major Intersections

US-40 / MD-222 (Aiken Ave / Perryville RD)

Concept of intersection operation. Intersection will be police controlled.

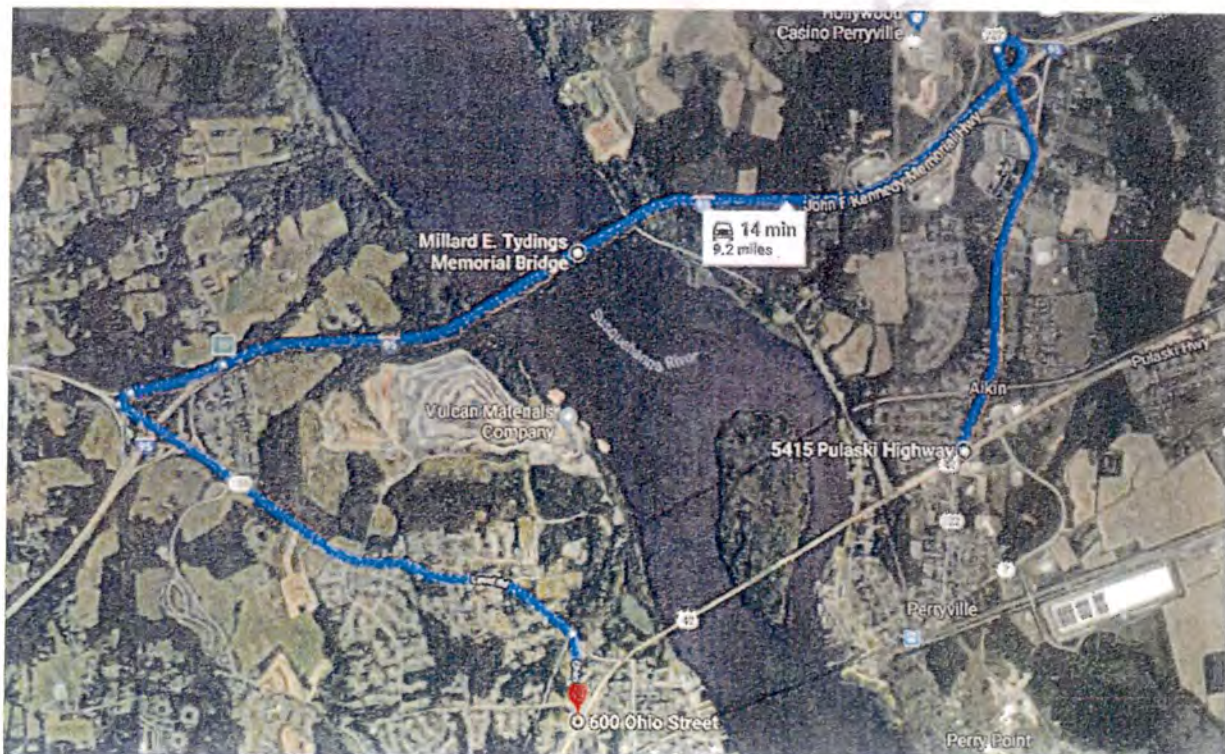
US-40 WB (Pulaski Hwy) approaching MD-222 (Perryville Rd / Aiken Ave)

Priority movement. Traffic will be channelized and not enter the intersection.

US-40 WB will be tapered down to the right lane (beginning after Coudon Blvd). Left turn lane for Coudon Blvd signal will operate as normal.

Left turn on Aiken Ave will not be maintained, nor permitted as Aiken Ave SB will be closed. All US-40 WB traffic will be diverted North on MD-222 (Perryville Rd).

US-40 WB detour route: MD-222 North (Perryville Rd). Right on ramp to I-95 South (JFK Memorial Hwy). Cross Millard E. Tydings Bridge. Exit on ramp to MD-155 (Level Rd). Stay left and go left onto MD-155 E (SB) (Level Rd / Superior St). Stay right onto MD-155 E (Ohio St). End detour at US-40. Detour length 9.2 miles. Variance 7.1 miles (9.2 mi less 2.1 mi)



MD-222 (Aiken Ave) between US-40 and Broad St

There will be no vehicles approaching from Aiken Ave.

US-40 EB (Pulaski Hwy) approaching MD-222 (Perryville Rd / Aiken Ave)

Priority movement. Police should consider keeping traffic flowing in this direction.

US40 EB traffic will be maintained in the US-40 WB lanes. Entering the intersection, it will be tapered down to one lane. All traffic from this direction will be directed to shift back into the US-40 EB lanes at this intersection. Motorist wishing to turn left to MD-222 NB can make a U-turn at Coundon and follow US-40 WB to MD-222 NB.

While not encouraged, it will be left to the discretion of the police to permit a left turn movement at this intersection to head onto MD-222 (Perryville Road) NB.

MD-222 SB (Perryville Rd) approaching US-40

Right turn lane on to US-40 WB will be coned off beginning at left/straight shift. Access will be maintained to business via MD-222 only (Atlantic Auto, Apartments, Curl Up and Dye Salon). The only movement permitted will be a left turn onto US-40 EB.

Motorists wishing to make a right onto US-40 WB and cross the Hatem Bridge will make a left turn onto US-40 EB, a U-turn at Coundon, and follow US-40 WB to MD-222 NB. A portable variable message sign (PVMS) will be placed on MD-222 SB near I-95 to prevent motorists from this confusion. Additional pre-event PVMS signs along with public information messages will also help to inform motorists.

US-40 (Pulaski Hwy) / MD-155 (Ohio St) / MD-7A (Otsego St)

Concept of intersection operation. Intersection will be police controlled.

US-40 EB (Pulaski Hwy) approaching intersection

US-40 EB will be tapered down to the left lane (beginning after overhead VMS), so there is one single lane of traffic approaching the intersection. Ohio St at Level Home Services will be closed and detoured to Warren St.

A channelized exit will be maintained to allow a right turn onto MD-7A (Otsego St) towards Juniata.

Priority movement. At intersection, US-40 EB traffic will shifted/detoured into the US-40 WB lanes, maintaining the one lane of US-40 EB traffic. US-40 EB motorist wishing to turn left onto MD-155 (Ohio St) may do so.

There will be no exit prior to crossing the Hatem Bridge. Access to Royal Farms from US-40 will not be maintained. Ontario between Ohio and Pulaski Hwy will be closed.

Access to Erie St, will not be maintained. This intersection will be police controlled to ensure vehicles go the correct direction. While not encouraged, police have discretion to allow exit from US-40 or entrance to cross Hatem from here.

US-40 EB traffic will be maintained in a single lane in the normal US-40 WB lanes (northern most lane adjacent to water). The other lane will be kept free for emergency pull off or emergency vehicles. This traffic pattern will be maintained until the US-40 / MD-222 (Aiken Ave / Perryville RD) intersection.

MD-155 (Ohio St) approaching intersection

Priority movement. Traffic approaching from Ohio St will be channeled into the US-40 WB direction. To keep traffic flowing, the left turning movement onto Otsego will NOT be permitted. And, the left/U-turn movement onto US-40 EB to cross the Hatem will NOT be permitted. Motorists wishing to go these directions will proceed along US-40 EB until the signalized intersection at Lewis Ln and make a U-Turn or continue on an alternate route to downtown Harve de Grace.

MD-7A (Otsego St) approaching intersection

Approach will operate as normal, except no right turn will be permitted on US-40 for local businesses (Waffle House, McDonald's, China Palace). Business access will be maintained via Legion Dr.

MD-155 (Level Rd / Ohio St) / Superior St

After truck check area prior to Canvasback Rd a PVMS will indicate Superior St closed. Left lane that develops between Martin Rd and Bayview Dr will be coned off and not permitted for use. MD-155 EB (Level Rd) traffic stay in one travel lane. Access to Graceview Dr will be maintained. Traffic will be channelized in one lane down the hill to stay on MD-155 (Ohio St). Access to Tydings Rd and Van Buren St will be maintained. Additional traffic control devices will be required to channelize traffic onto Ohio St (one every 20'). Traffic will not be permitted to continue onto Superior St. Residents can use Erie St to Park St to maintain access. The rest of the intersection will operate as normal.

If police enforced, special attention must be paid to vehicles that do not adhere to traffic control devices and proceed straight onto Superior. Placement of the officer or patrol car should consider the possibility of a motorist proceeding straight on Superior.

TTC Plan Minor Intersections

Superior St

Superior St will be closed between Ohio St and N Juniata St. Only local traffic will be permitted.

MD 7A (Union Ave)

Signalized or major intersections include Union/Revolution, Union/Congress, Union/Pennington. These intersections will be police controlled.

Minor cross streets on event route will be closed at least 15 min prior to runners passing, by volunteers on S Stokes St and S Washington St with cones and/or barricades (Type 1 or A-Frame). Minor intersections will be staffed by volunteers or course marshals with instructions. Once all races pass, major and minor intersections will be reopened to traffic.

MD 7A (Otsego St) / N Juniata St

Concept of intersection operation. This is a signalized intersection and will be police controlled. Traffic will only approach from two directions. Vehicles driving EB on Otsego (MD-7A) from US 40 will only be permitted to turn right onto SB Juniata St towards High School. Vehicles coming from NB Juniata St from High School will only be permitted to turn left onto Otsego St (MD-7A) towards US 40.

N Juniata St

N Juniata St will be closed between Superior St and Otsego St for runners at the beginning of the race. After the runners pass, it will be open to local traffic.

Otsego St

Otsego St will be closed between N Juniata and Union St during the beginning of the race.

Sequence of TTC

0. Phase 0 – Pre Event

- 0.1. Setup PVMS 1 on MD 155 at brake check area prior to Canvasback Dr. Display Pre-Event message: **MD 763, TO BE, CLOSED : SATURDAY, 9/28/19, 6AM-12PM**
- 0.2. Setup PVMS 2 on Perryville Rd (MD-222 SB) just prior to US 40. Display Pre-Event message.
- 0.3. Setup PVMS 3 on Pulaski Hwy (US-40 WB) at specified distance. Display Pre-Event message.
- 0.4. Display Pre-Event message on on permanent VMS on sign #8880 at US-40 EB prior to Otsego St: **HATEM BRIDGE EVENT, SAT 9/15/18, EXPECT DELAYS**
- 0.5. Display Pre-Event message on permanent VMS on sign #2231 at US-40 WB prior to MD-272 (@North East Creek): **HATEM BRIDGE EVENT, SAT 9/15/18, EXPECT DELAYS**
- 0.6. Stage US-40 WB detour signs along detour route.

1. Phase 1 – Event Start

- 1.1. Setup PVMS 4 on Pulaski Hwy (US-40 WB) prior to Lewis Ln on right shoulder. Display Event message: **DOWNTOWN, HDG : NEXT, LEFT, ←**
- 1.2. Setup PVMS 5 on Pulaski Hwy (US-40 WB) in median prior to Coudon Blvd. Display Event message: **SB, MD-222, CLOSED : USE, COUDON, ←**
- 1.3. Display Event message on permanent VMS on sign #8835 at I-95 SB MM98: **HATEM BRIDGE EVENT, US-40 WB CLOSED, CONTINUE ON I-95 SOUTH**
- 1.4. Change Event message on on permanent VMS on sign #8880 at US-40 EB prior to Otsego St to read: **HATEM BRIDGE CLOSED, FOLLOW DETOUR**
- 1.5. Change Event message on permanent VMS on sign #2231 at US-40 WB prior to MD-272 (@North East Creek) to read: **HATEM BRIDGE CLOSED, FOLLOW DETOUR**

2. Phase 2 –TTC begins, MD-155 / Superior St / Juniata St Restrictions (0600hr)

- 2.1. **Crew 1:** Setup US-40 WB detour signs along detour route.
- 2.2. **Crew 1:** Relocate PVMS 1 on MD-155 to Maryland Ave. Change message to read: **MD 763, CLOSED : FOLLOW, DETOUR**
- 2.3. **Crew 1:** Setup MD-155 lane restriction. Keep all traffic on MD-155 (Ohio St).
- 2.4. **Crew 1:** Close Superior St at Park Dr. Close Juniata St at Superior St.
- 2.5. **Crew 1:** Cone Erie St at Juniata St.

3. Phase 3 – **Perryville Side:** US-40 traffic lanes reduced, traffic maintained (0600hr)

- 3.1. **Crew 2:** Setup US-40 WB lane taper to one lane. Continue across Hatem Bridge and set up single lane US-40 WB control across Hatem bridge. Return to Perryville Side.
- 3.2. **Crew 2:** Relocate PVMS 2 on Perryville Rd (MD-222) to location near Chesapeake Overlook Pkwy. Change message to read: **US 40 WB, BRIDGE, CLOSED : FOLLOW, DETOUR, ←**
- 3.3. **Return to Aiken/US-40 intersection and HOLD.**

4. Phase 4 – **HdG Side:** US-40 traffic lanes reduced, traffic maintained (0600hr)
 - 4.1. Crew 3: Close Erie St at US-40 WB (near Park Dr).
 - 4.2. Crew 3: Close Ontario St at Ohio St and US-40 WB.
 - 4.3. Crew 3: Close access to US 40 at Royal Farms.
 - 4.4. Crew 3: Setup US-40 EB lane taper to one lane up until US-40 (Pulaski Hwy) / MD-155 (Ohio St) / MD-7A (Otsego St) intersection. Close Ohio St and detour to Warren Rd. **Remain at Ohio/Otsego/US-40 intersection and HOLD.**
5. Phase 5 – US-40 WB Detour (0650hr)
 - 5.1. Verify Police control US-40 / MD-222 (Aiken Ave / Perryville RD) intersection and US-40 (Pulaski Hwy) / MD-155 (Ohio St) / MD-7A (Otsego St) intersection.
 - 5.2. Alert Incident Command & Major Intersections: **"US 40 WB DETOUR IS STARTING"**
 - 5.3. Crew 2: Close right turn lane on MD-222 S (Perryville Rd).
 - 5.4. Crew 2: Close US-40 WB at intersection. Start detour and divert US-40 WB traffic on MD-222 NB.
 - 5.5. Alert Incident Command & Major Intersections: **"TRAIL VEHICLE HEADED FROM PERRYVILLE TO HAVRE DE GRACE to CLEAR US 40 WB BRIDGE"**
 - 5.6. Send police/maintenance vehicle to follow last US-40 WB vehicle from Perryville to clear bridge of all WB traffic. US-40 EB traffic can continue to flow in the normal EB lanes until the bridge is clear and the diversion occurs.
 - 5.7. Crew 2: Reposition and **HOLD** on MD-222 (Aiken Ave) at US-40 EB during the running event.
6. Phase 6 – US-40 EB Detour (immediately after Phase 5)
 - 6.1. **HOLD UNTIL police/maintenance vehicle arrives from Perryville and clears bridge of all WB traffic.** US-40 EB traffic can continue to flow in the normal EB lanes until the bridge is clear and the diversion occurs.
 - 6.2. Upon arrival of police/maintenance vehicle. Alert Incident Command & Major Intersections: **"US 40 WB DETOUR COMPLETE, TRAIL VEHICLE HAS CLEARED US 40 WB and US 40 EB DETOUR IS STARTING"**
 - 6.3. Crew 3: Complete lane shift, so US-40 EB traffic in one single leftmost lane.
 - 6.4. **HOLD US-40 EB traffic.** Position police/maintenance vehicle to lead US-40 EB traffic in the US-40 WB lane (beginning of contraflow traffic pattern)
 - 6.5. Send police/maintenance vehicle to lead first US-40 EB vehicle from Havre de Grace to Perryville. Alert Incident Command & Major Intersections: **"US 40 EB DIVERSION COMPLETE, LEAD IS ACROSS"**
 - 6.6. Crew 3: Block US-40 EB with Type III barricades.
 - 6.7. Crew 3: Close US-40 access to Waffle House, McDonalds, China Palace, Terrance Garden Apartments. Park vehicles at access points. Close Ontario St at US-40 EB.
 - 6.8. Send police/maintenance vehicle to follow last US-40 EB vehicle from Havre de Grace to Perryville to clear bridge of all EB traffic. Upon arrival at US-40 / MD-222 (Aiken Ave / Perryville RD) intersection, Alert Incident Command & Major Intersections: **"US 40 EB BRIDGE**

VEHICLE HAS CLEARED US 40 EB, ALL TRAFFIC CONTROL IS IN PLACE, MDTA AND CHARM CITY ARE CLEAR TO SETUP ON EAST BOUND SPAN"

6.9. Crew 3: Block bridge at Erie St with heavy vehicle & Type III barricades.

6.10. Crew 3: HOLD on US-40 at Erie St during the running event.

7. Phase 7 – Closures during the Event (including above)

7.1. 0600hr

7.1.1. Commerce St will be closed between S Stokes St and Market St

7.1.2. Juniata St will be closed between Superior St and Otsego St

7.1.3. MD-155 EB will be reduced to one lane towards Havre de Grace. Superior St will be closed between Ohio St and Juniata St. All traffic must use Ohio St to US-40 / Otsego St.

7.1.4. US-40 EB will be reduced to one lane from Lewis Lane to Aiken Ave (includes Hatem Bridge)

7.1.5. US-40 WB will be reduced to one lane from Aiken Ave to Otsego St (includes Hatem Bridge)

7.1.6. Perryville Community Park (Marion Tapp Parkway at VA Medical Center Entrance) will be closed

7.2. 0700hr Closures

7.2.1. US-40 WB will be CLOSED at MD-222 (Perryville Rd/Aiken Ave). All traffic will be detoured to I-95 SB (Tydings Bridge)

7.2.2. US-40 EB will be shifted into the US-40 WB lanes from Otsego St to MD-222 (Perryville Rd/Aiken Ave)

7.2.3. MD-222 (Aiken Ave) will be closed between US-40 and Broad St

7.2.4. MD-7 (Broad St) will be closed between MD-222 (Aiken Ave) and Ave A.

7.2.5. The VA Medical Center Entrance at Ave A and 1st St will be closed. Alternate entrance at Marion Tapp Parkway will be open.

7.3. 0730hr Closures

7.3.1. MD-490 (Union Ave) & MD-7A (Union Ave) will be closed to traffic. Traffic will only be allowed to cross Union Ave at police-controlled intersections (Pennington Ave, Congress Ave, Revolution St). All other cross streets will be closed between Freedom Ln and Lodge Ln

7.3.2. Erie St will be closed

7.3.3. MD-7A (Otsego St) will be closed

7.4. 0800hr Closures

7.4.1. St John St will be closed.

7.4.2. Market St will be closed between St. John St and Commerce St

7.4.3. Girard St will be closed between Market St and Concord St

7.4.4. Concord St will be closed between Girard St and Lewis Ln

7.4.5. Lewis Ln will be closed between Concord St and Market St

7.4.6. VA Medical Center: Ave A will be closed.

7.4.7. VA Medical Center: Ave D will be closed.

7.4.8. VA Medical Center: Ave F will be closed.

7.4.9. VA Medical Center: 10th St will be closed between Ave F & Ave D

7.4.10. VA Medical Center: 1st St will be closed.

8. Phase 8 – Sequence for partial removal of TTC – HdG Area

- 8.1. [about 0818hr] All runners clear of MD-490 (Union Ave) from Lafayette St to Revolution St. Remove traffic control from MD-490 (Union Ave), redeploy resources.
- 8.2. [about 0827hr] All runners clear of MD-7A (Union Ave) from Revolution to Otsego St. Remove traffic control from MD-7A (Union Ave), redeploy resources. Police presence to remain at Otsego/Union/Water/St John/Warren area. Cones may remain on double yellow line along MD-7A (Union Ave) for later pickup.
- 8.3. [about 0831hr] All runners clear of MD-7A (Otsego St) from Union Ave to Juniata St. Remove traffic control from MD-7A (Otsego St), redeploy resources. Reposition cones and Type III barricade on Juniata St to block traffic from heading towards Erie St / Superior St. Police presence to remain on Juniata St at Erie St to enforce.

9. Phase 9 – Sequence for removal of TTC – VAMC Area

- 9.1. [about 0926hr] All runners clear of Avenue D. Clear event and all resources from Avenue D.
- 9.2. Reopen Avenue D.
- 9.3. [about 0932hr] All runners clear of Tenth St, Avenue F, Eighth St. Clear event and all resources from Tenth St, Avenue F, Eighth St.
- 9.4. [about 0938hr] All runners clear of Perryville Community Park. Clear event and all resources from Perryville Community Park.
- 9.5. [about 0958hr] All runners clear of Avenue A. Clear event and all resources from Avenue A
- 9.6. Remove any remaining TTC.
- 9.7. **Alert Incident Command: "VAMC area clear of runners and traffic control has been removed."**

10. Phase 10 – Sequence for removal of TTC – TP Area

- 10.1. [about 1006hr] All runners clear of MD-7 (Broad St). Clear event and all resources from MD-7 (Broad St). Reopen Broad St. Cones may remain on double yellow line along MD-7 (Broad St) for later pickup.
- 10.2. [about 1015hr] All runners clear of Aiken Ave. Clear event and all resources from Aiken Ave. Cones may remain on double yellow line along MD-222 (Aiken Ave) for later pickup.
- 10.3. **Alert Incident Command & Major Intersections: "TP area clear of runners and traffic control has been removed. MD-7 (Broad St) and MD-222 (Aiken Ave) are open to traffic"**

11. Phase 11 – Sequence for removal of Juniata TTC – HdG Area

- 11.1. [about 1044hr] All runners clear of Erie St & Juniata. Clear event and all resources from Juniata St.
- 11.2. **Crew 1: Remove TTC working from Otsego St & Juniata St towards Superior St. Alert Incident Command "Juniata St clear and reopened to traffic."**
- 11.3. Continue to remove TTC on Superior St back up towards Level Rd. Remove TTC on Level Rd towards I-95. **Alert Incident Command "Superior St and MD-155 (Level Rd) clear and reopened to traffic."**

12. Phase 12 – Sequence for removal of TTC – HB Area (about 1100hr)

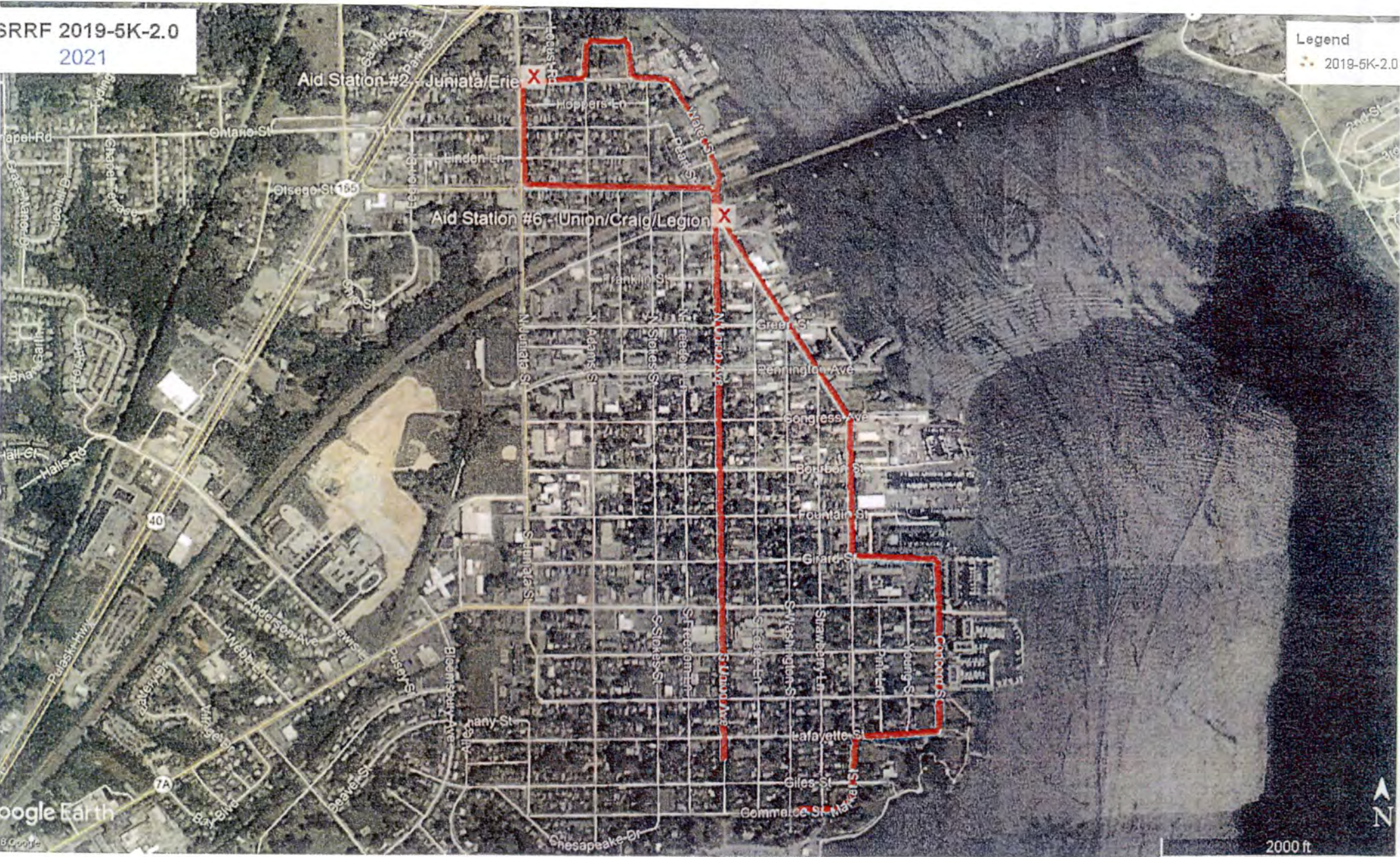
- 12.1. [about 1045hr] All runners clear of bridge. Clear event and all resources from the EB lanes of the Hatem Bridge.
- 12.2. [about 1100hr] Confirm with MDTA police, bridge is clear of all runners, volunteers, staff, police, and all items. **Alert Incident Command & Major Intersections: "Hatem Bridge clear of runners and all event equipment. US 40 EB DIVERSION REMOVAL IS STARTING"**
- 12.3. Send police vehicle from Perryville to Havre de Grace to clear EB lanes of the bridge. Police vehicle to hold at Erie St and reposition to return to Perryville in EB lanes in the EB direction. **Alert Incident Command & Major Intersections: "US 40 EB BRIDGE VEHICLE HAS CLEARED US 40 EB"**
- 12.4. Crew 3: Upon arrival of police vehicle at Erie St. Remove barriers from US-40EB lanes and re-open US-40 EB access to Waffle House, McDonalds, China Palace, Terrance Garden Apartments. Remove closure at Ontario St at US-40 EB.
- 12.5. Crew 2: Remove barriers from US-40EB lanes from Perryville major intersection (ONLY barriers in the US-40 EB lanes, leave US-40 WB TTC in place). Reposition on US-40 WB just prior to MD-222 (Aiken Ave / Perryville Rd)
- 12.6. **HOLD US-40 EB traffic. Alert Incident Command & Major Intersections: "TRAIL VEHICLE HEADED FROM HAVRE DE GRACE TO PERRYVILLE to CLEAR US 40 WB BRIDGE"** Send different trail police vehicle from Havre de Grace to Perryville to follow and clear WB lanes of the bridge. Police vehicle to hold at US-40 / MD-222 (Aiken Ave / Perryville Rd) intersection and reposition to return to Havre de Grace in WB lanes in the WB direction.
 - 12.6.1. Immediately after police/maintenance vehicle leaves, Crew 3: Remove/Relocate cones on MD-155 (Ohio St) to re-establish a left turn lane. Crew 3: Remove barriers from US-40 EB lanes from HdG major intersection.
 - 12.6.2. **RELEASE US-40 EB traffic** and re-establish US-40 EB traffic for normal operation. Traffic will approach police vehicle in holding pattern on US-40 at Erie St. Police vehicle will lead traffic along US-40 EB Hatem Bridge to Perryville. Crew 3: Begin removal of all TTC along US-40 EB working in reverse from HdG major intersection towards Lewis Ln.
- 12.7. **Alert Incident Command & Major Intersections: "US 40 EB DIVERSION HAS ENDED. US 40 WB DETOUR REMOVAL IS STARTING"**
- 12.8. Traffic cones will still be on US-40 WB span of bridge.
- 12.9. **HOLD US-40 WB traffic. Crew 2:** Remove ONLY one lane of traffic barriers and detour at US-40 / MD-222 (Aiken Ave / Perryville Rd) and re-establish ONLY one lane of traffic.
- 12.10. **RELEASE US-40 WB traffic** and re-establish US-40 WB traffic for normal operation in ONLY one lane. Traffic will approach police vehicle in holding pattern on US-40 at Perryville Rd. Police vehicle will lead traffic along US-40 EB Hatem Bridge to Perryville.
- 12.11. **Alert Incident Command & Major Intersections: "US 40 WB DETOUR HAS ENDED."**
- 12.12. Crew 2: Remove MD-222 (Perryville Rd) traffic control.
- 12.13. Crew 2: Take US-40 WB to Havre de Grace to US-40 (Pulaski Hwy) / MD-155 (Ohio St) / MD-7A (Otsego St) intersection.
- 12.14. Crew 2: Working from Havre de Grace to Perryville, backup and remove cones on US-40 WB Hatem Bridge span. Continue through US-40 / MD-222 (Aiken Ave / Perryville Rd) intersection and remove remaining traffic control on US-40 WB including PVMS.

13. Phase 10 – Sequence for removal of TTC – Any remaining

- 13.1. Remove any remaining TTC within HdG as race is completed. **Report as needed to Incident Command.**

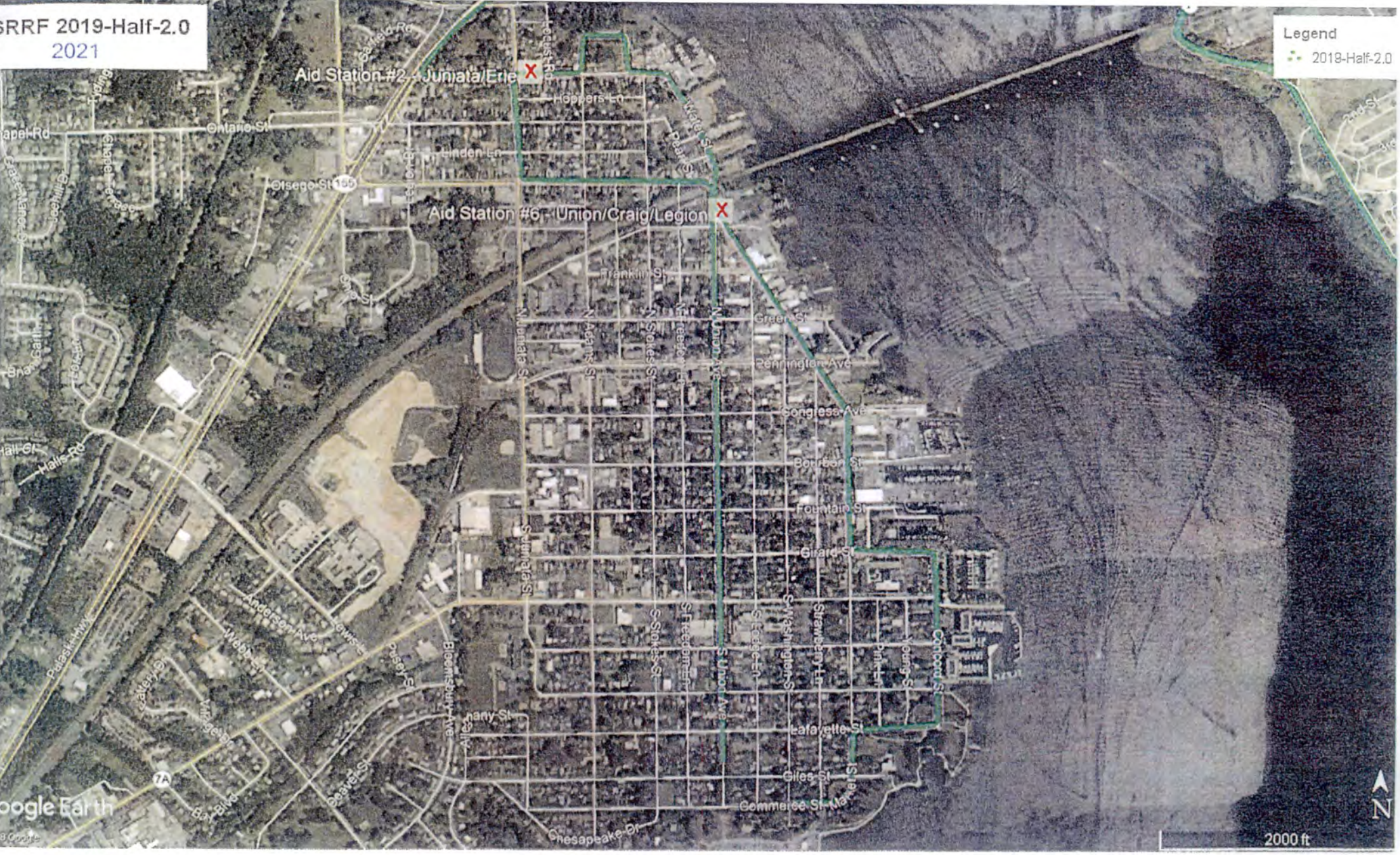
SRRF 2019-5K-2.0
2021

Legend
2019-5K-2.0

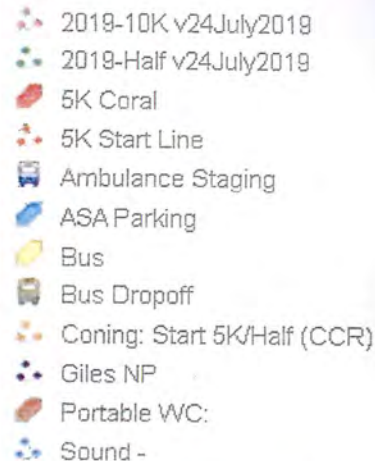


SRRF 2019-Half-2.0
2021

Legend
2019-Half-2.0



Start Area for SRRF 2021



Non-Bus Dropoff

Bus Dropoff

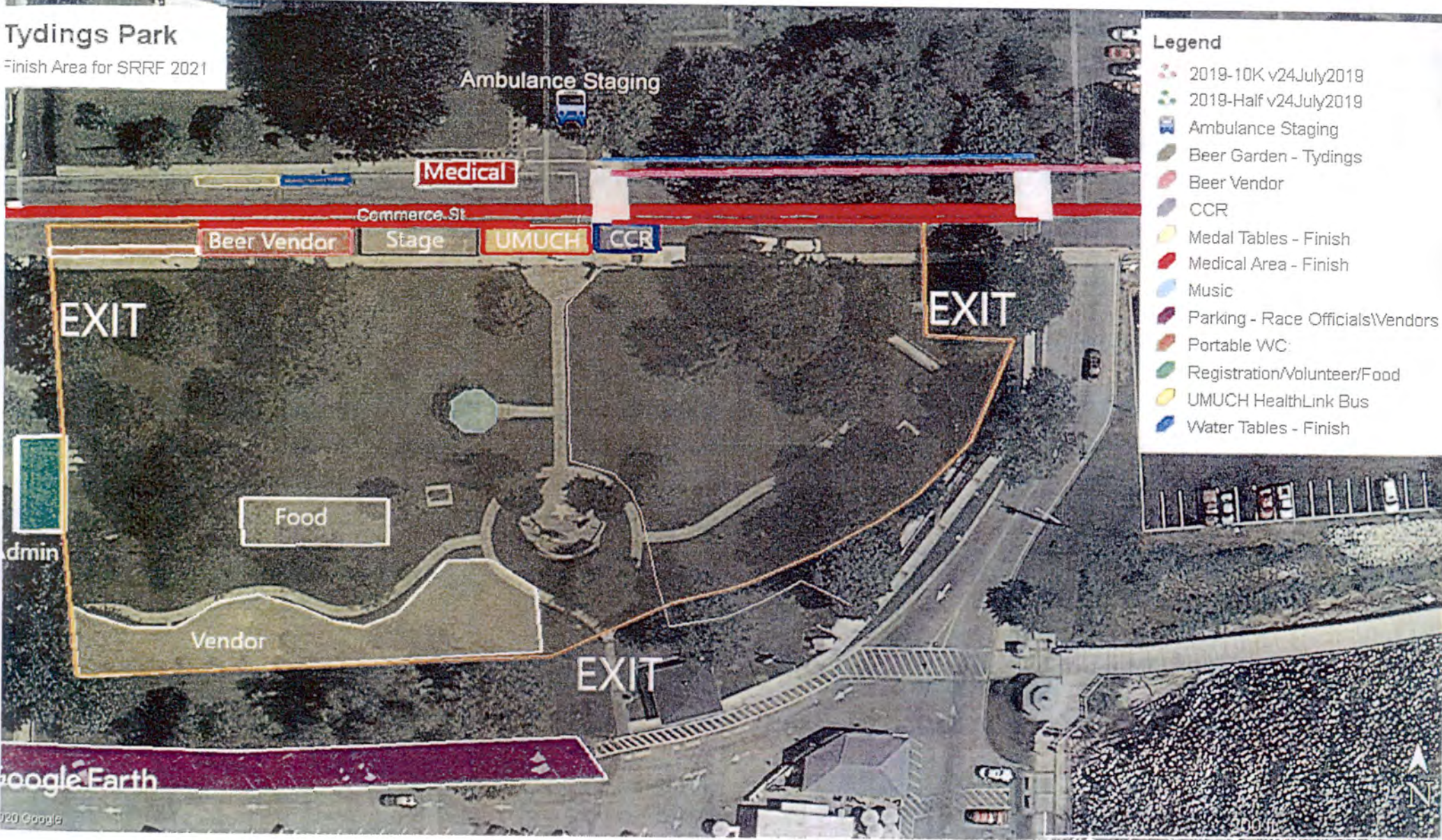
Commerce St.

400 ft

★
N

Tydings Park

Finish Area for SRRF 2021



SPECIAL EVENTS WORK SHEET

Event:	Susquehanna River Running Festival	Tracking ID: 1011 19 0009
Dates:	September 24 & 25, 2021	
Time of set up:	10 am on 9/24/21	
Take down time:	4 pm - 6 pm on 9/25/21	
Time of actual event:	9/24/21: 10 am for registration and 9/25: 6 am - 4 pm (8 am start)	
Location:	Tydings Park & David Craig Park	

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD	20	140		\$113.00	140	\$15,820.00
Notes						

This is an estimated cost for Havre de Grace personnel only and does not include the cost of any assistance from allied agencies.

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	4	8		\$41.75	8	\$334.00

Notes 2 day event. DPW to: prep, post NP & Handicap signs, deliver barricades, provide 30 extra trash & 10 extra recycling barrels, clean and re-stock all public bathrooms, Remove all signs, barricades, barrels at event end. Dumpster provided by event sponsor. Sponsor responsible for trash /recycling collections/disposal throughout event as well.

Grand Total	24	148	0	\$154.75	148	\$16,154.00
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REVISION 1/10/2020	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					
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CITY COUNCIL

READ FILE COVER SHEET

Subject: Special Event – Out of the Darkness Walk

October 2, 2021

Date: 6/10/2021

Notice: Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

Purpose:

- ☐ FYI
- ☒ Read and Comment as Needed
- ☒ Action Required by June 21, 2021
- ☐ In Confidential File Drawer

Approve:

Casi Boyer

☐ Yes

☐ No

☐ No Comment

Comment: _____

David Glenn

☐ Yes

☐ No

☐ No Comment

Comment:  _____

Dave Martin

☐ Yes

☐ No

☐ No Comment

Comment: _____

Jim Ringsaker

☐ Yes

☐ No

☐ No Comment

Comment: _____

Jason Robertson

☐ Yes

☐ No

☐ No Comment

Comment: _____

Carolyn Zinner

☐ Yes

☐ No

☐ No Comment

Comment: _____

Note: N/A

2020
6/19/21

EVENT APPLICATION CHECKLIST:

EVENT NAME: Havre de Grace Out of the Darkness Walk 10/11/19 2021

Sponsor Organization: American Foundation for Suicide Prevention, Maryland Chapter

Business Address: PO Box 169, Annapolis, MD 21404

On Site Contact Person: Samantha Yeager

Contact Information Phone: _____ Email: havredegraceotd@gmail.com

Back-Up Site Contact Person: Kat Olbrich

Contact Information Phone: _____ Email: kolbrich@afsp.org

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

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

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

Tax ID # 13-3393329

If the Sponsor Organization is not a Havre de Grace Non-Profit, please provide additional details below:
The AFSP's mission is to save lives and bring hope to those affected by suicide by funding research, education, advocacy, and support for suicide loss survivors.

Event Category:

<input type="checkbox"/> Athletic/Recreation	<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Other (explain) _____
<input type="checkbox"/> Festival	<input type="checkbox"/> Carnival	_____
<input type="checkbox"/> Parade	<input checked="" type="checkbox"/> 5K/10K/Walk *	_____
<input type="checkbox"/> Rally	<input type="checkbox"/> Fishing Tournament	_____

* a fee may be charged

Date/Time:

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

Setup	Date: <u>10/2/2021</u>	Begin Time: <u>6 AM</u>
Event Starts	Date: <u>10/2/2021</u>	Time: <u>8.30 AM</u>
Event Ends	Date: <u>10/2/2021</u>	Time: <u>12 PM</u>
Breakdown	Date: <u>10/2/2021</u>	End Time: <u>1 PM</u>
Rain Date	Date: <u>N/A</u>	Is timeframe the same? _____ Yes _____ No
		If no, include new times: _____

Location: (see attached map)

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

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

Anticipated Attendance: 600

Admission Fee (if any): None

Requested City Services:

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

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

- ☒ **Traffic Control:** Please explain and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures. Start out at Commerce Street, Market Street, Lafayette Street, Concord Street, Revolution Street, Market Street, St. John Street, Pennington Avenue, Juniata Street, Alliance Street, Adams Street and end at Commerce Street at the Park. Participants will only use sidewalk
No road closures. Participants will not walk as a big group, rather spread out over the course of 3 hours.

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

- ☐ **Parking / No Parking Signs:** Please indicate on a map the areas to be designated for Parking / No Parking (include Handicap Parking).

- ☒ **Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point and McHinnery Parks.

- ☒ **Trash Containers:** (in addition to existing containers) Please indicate if additional containers will be required and the number needed: 4

- ☒ **Recycling Containers:** Required for all organizers of events serving food or drink and events expected to have 200 or more persons in attendance. (per State of Maryland Law enacted in 2015) Please indicate the number of containers needed: 2

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

- ☐ **Water Supply Needed:** please explain: _____

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

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

- ☐ **Other:** Please explain: _____

Food Service:

It is your responsibility to contact and comply with the Harford County Health Department Regulations. It is also the EVENT SPONSOR'S responsibility to ensure the removal of (take with you) cooking oils and greases, food, trash, and recyclables, such as cardboard boxes, generated by vendors when the event is over.

Alcohol:

☐ Yes ☒ No Will there be alcohol sold at your event?

☐ Yes ☒ No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board.

The Harford County Liquor Board requires a License if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. Again, it is the **EVENT SPONSOR's** responsibility to contact the **Liquor Board for the appropriate permit**.

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.

N/A

Security:

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

Gambling:

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

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

First Aid Services/Medical Plan:

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies. First aid kit available at registration and with event contact. In addition, police and EMS certified volunteers (1-2) will be at the event site starting at 8.30 am.

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

Event Site Plan:

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

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

Advertising/Signage:

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

Who may post a sign?

- Only Non-Profit Organizations may post event signs.

When should signs be posted?

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

What is an Approved Sign?

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

What is not an approved sign?

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

Approved Locations:

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

Walking and Running Events:

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

Walk/Run Event Fees:

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

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



Affidavit:

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

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

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

Print Name of Event Organizer Kat Olbrich

Title Area Director

Phone _____

Email kolbrich@afsp.org

Signature Kat Olbrich

Date 6/9/2021

Event Title: HDB Out of the Darkness Walk

Received by Tammy Brekna
City Official

6-9-2021
Date

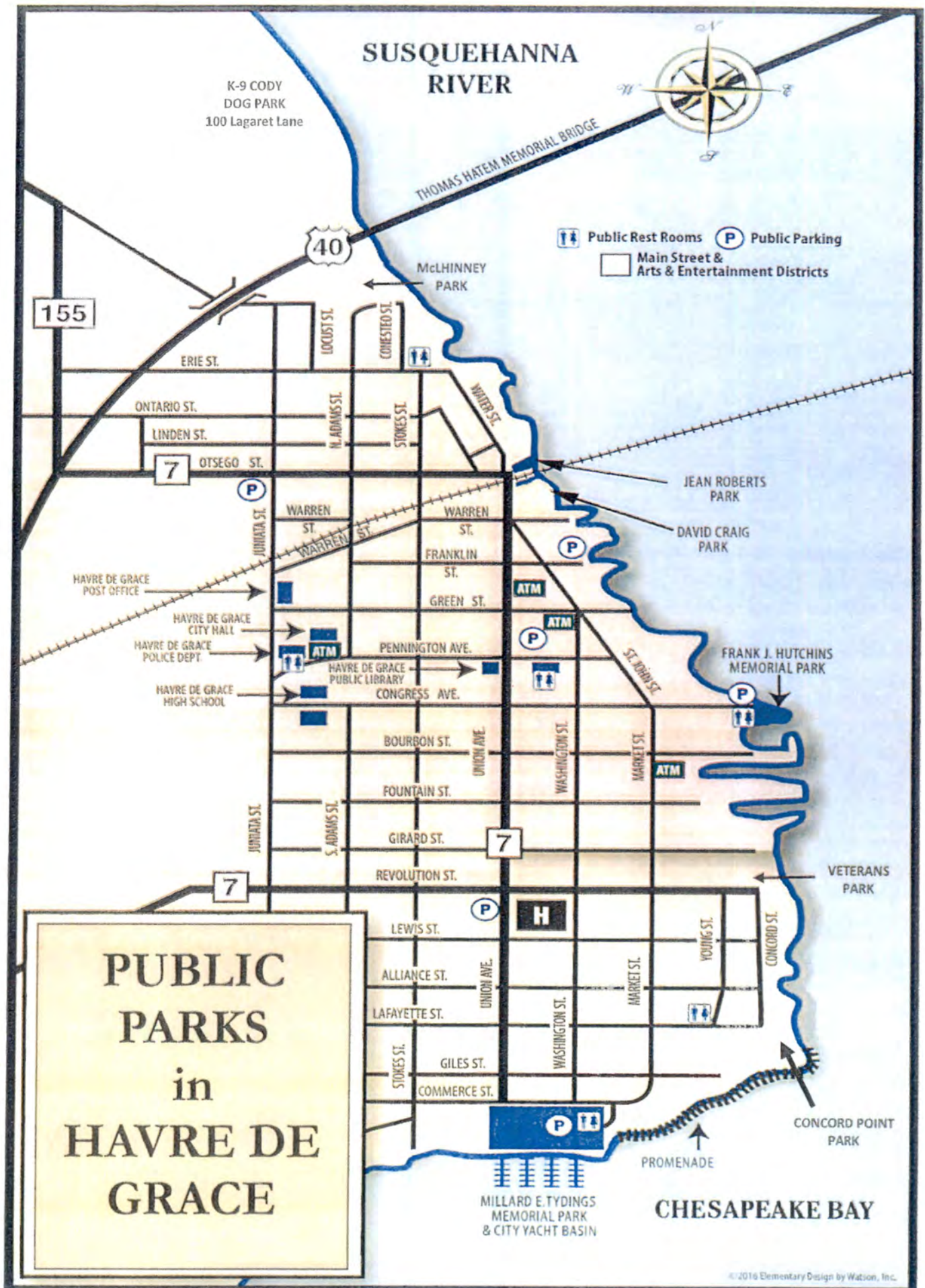
Notification: Internal Use Only:

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

IMPORTANT CONTACT INFORMATION FOR YOUR PLANNING NEEDS

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

The City of Havre de Grace	410-939-1800 x-1131	Patrick Sypolt, Director of Administration patrick@s@havredegracemd.com
Havre de Grace Department of Public Works (DPW)	410-939-1800 x1107	Tim Whittie, Director of Public Works timw@havredegracemd.com
Havre de Grace Office of Tourism	410-939-2100	Lauri Orzewicz, Manager of Tourism & Marketing; laurio@havredegracemd.com <i>Please contact if you need help with advertising your event.</i>
Havre de Grace Police Department	410-939-2121	Capt. John Krass, Capt. Joe Alton
Havre de Grace Ambulance Corps	443-413-9486	Chief Pete Quackenbush
Concord Point Lighthouse	410-939-3213	
The Decoy Museum	410-939-3739	
The Maritime Museum	410-939-4800	
The Lock House Museum	410-939-5780	
Liquor Control Board	410-638-3028	http://www.hclcb.org/alcoholic-beverage-license-applications
Harford County Health Department	410-638-3344	https://harfordcountyhealth.com/
Harford County Sheriff's Office	410-838-6600	https://harfordsheriff.org/services/gambling/
Miss Utility	800-257-7777	You must call if erecting a tent or driving stakes into the ground. Miss Utility will ensure that you do not hit buried electrical lines. State Law requires that Miss Utility be called 48 hours prior to work commencing.
State Highway Administration		https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807
Party Rentals		
Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Food/Beverage Vendor(s)		





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/7/2021

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

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

PRODUCER
Arthur J. Gallagher Risk Management Services, Inc.
250 Park Avenue, 5th Floor
New York NY 10177

CONTACT NAME: Mollie Smith
PHONE (A/C, No, Ext):
E-MAIL: mollie.smith@ajg.com
ADDRESS:

FAX (A/C, No):

License#: BR-724491
AMERFOU-01

INSURED
American Foundation for Suicide Prevention
199 Water Street
New York NY 10038

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Fireman's Fund Insurance Company	21873
INSURER B: National Surety Corporation	21881
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 697852325

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	UST004009200	12/31/2020	12/31/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			UST004009200	12/31/2020	12/31/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			UST000479201	12/31/2020	12/31/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	SCW0171682001	12/31/2020	12/31/2021	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	All Risk Property			UST004009200	12/31/2020	12/31/2021	\$90,000 Limit

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is included as additional insured as respects agreement with the named insured.
AFSP OOTD Walk 2021 - 10/2/2021

CERTIFICATE HOLDER

City of Havre de Grace
711 Pennington Avenue
Havre de Grace MD 21078

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

POLICYNUMBER:
UST004009200

COMMERCIAL GENERAL LIABILITY
AMERICAN FOUNDATION FOR SUICIDE PREVENTION CG 24 04 05 09

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:

City of Havre de Grace
711 Pennington Avenue
Havre de Grace MD 21078

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights of Recovery Against Others To Us** of
Section IV – Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

© ISO Properties, Inc.

© Insurance Services Office, Inc.

Internal Revenue Service

District
Director

Department of the Treasury

35 Tillary St., Brooklyn, N.Y. 11201

Date: JUL 0 6 1987

American Suicide Association
1045 Park Avenue
New York, NY 10028

Employer Identification Number:
13-3393329
Accounting Period Ending:
June 30th
Foundation Status Classification:
509(a)(1) & 170(b)(1)(A)(vi)
Advance Ruling Period Ends:
June 30, 1991
Person to Contact:
D.M. Hamilton
Contact Telephone Number:
(718) 780-6138

Dear Taxpayer:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section(s) 509(a)(1) & 170(b)(1)(A)(vi).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for further periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Letter 1045(DO)(6-77)

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(1) & 170(b)(1)(A)(vi) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) & 170(b)(1)(A)(vi) status, or acquired knowledge that the Internal Revenue Service has given notice that you would be removed from classification as a section 509(a)(1) & 170(b)(1)(A)(vi) organization.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Beginning January 1, 1984, unless specifically excepted, you must pay taxes under the Federal Insurance Contributions Act (social security taxes) for each employee who is paid \$100 or more in a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

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

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$10,000*, or \$25,000 for years ended on or after December 31, 1982. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

(3)

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

cc: Carol F. Burger, Esquire
Parker, Chapin, Flattau, & Klimpl
1211 Avenue of the Americas
New York, NY 10036

Enclosure: Form 872-C

* For tax years ending on and after December 31, 1982, organizations whose gross receipts are not normally more than \$25,000 are excused from filing Form 990. For guidance in determining if your gross receipts are "normally" not more than the \$25,000 limit, see the instructions for the Form 990.

Letter 1045(DO)(6-77)

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
G.P.O. BOX 1680
BROOKLYN, NY 11202

DEPARTMENT OF THE TREASURY

Date: NOV 19 1991

AMERICAN SUICIDE FOUNDATION
1045 PARK AVENUE
NEW YORK, NY 10028

Employer Identification Number:
13-3393329

Contact Person:
FRED HYDMITZ

Contact Telephone Number:
(718) 780-6114

Our Letter Dated:
July 6, 1987

Addendum Applies:
NO

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social Security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. For guidance in determining whether your gross receipts are "normally" more than \$25,000, see the instructions for Form 990. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

AMERICAN SUICIDE FOUNDATION

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Eugene D. Alexander". The signature is fluid and cursive, with the first name "Eugene" being more prominent.

Eugene D. Alexander
District Director

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

DEPARTMENT OF THE I

Date:

JAN 12 1948

AMERICAN FOUNDATION FOR SUICIDE
PREVENTION
120 WALL ST - 22 FLOOR
NEW YORK, NY 10005-4001

Employer Identification Number:
13-3393329

DLN:

318012067

Contact Person:

MORRIS PITTINSKY

Contact Telephone Number:

(718) 488-2349

Date of Exemption:

198701

Internal Revenue Code

Section 501(c)(03)

Dear Applicant:

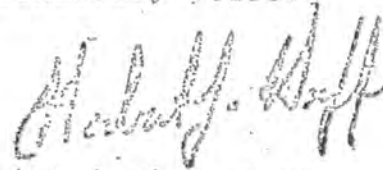
Thank you for submitting the information shown on the enclosure. We made it a part of your file.

The changes indicated do not adversely affect your exempt status and exemption letter issued to you continues in effect.

Please let us know about any future change in the character, purpose, method of operation, name or address of your organization. This is a requirement for retaining your exempt status.

Thank you for your cooperation.

Sincerely yours,



District Director

AMERICAN FOUNDATON FOR SUICIDE

Item Changed	From	To
Name Change	American Suicide Foundation	American Foundation for Suicide Prevention



City of Havre de Grace

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

410-939-1800

Dear Event Sponsor,

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

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

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

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

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

Applications must be submitted 45 days prior to the event.

Sincerely,

Patrick Bypolt

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

Administrative Assistant

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

EVENT APPLICATION & CHECKLIST:

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

EVENT APPLICATION - GUIDELINES

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

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

- If you are planning to mark spaces on City property, or roadways you must use washable paint. No other paint is allowed.
- Nails, screws, ropes or wires attached to any tree are not permitted. Stakes are not permitted in Tydings Park.
- No cooking devices closer than 10 feet from the base of a tree, 25 feet from any building and NEVER under any building, pavilion or awning.
- No audio equipment used before 7 am or after 10 pm.
- Vehicles are not permitted on park grounds: Hutchins Park paved area is the exception, however vehicles are not permitted under the Pavilion. This includes loading and unloading. **No exceptions. Additional fees will apply for damage to the grounds caused by your event.**
- Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council, and you apply for and receive a Liquor License from the Harford County Liquor Board. The Liquor Board requires a permit if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved application must be provided to the Administrative Assistant 3 working days prior to the scheduled event.

- Food Service – If you are providing food at your event you may need a Temporary Food Service License. Contact the Harford County Health Department at: <https://harfordcountyhealth.com/>
- A copy of your non-profit tax exempt certification must be provided along with your application.
- Please note: **The City does not provide nor install fencing or portable bathrooms.**
- Please note: **The City is not responsible for the collection and disposal of trash generated by your event, unless prior approval was granted by the Mayor and City Council.**
- ONLY Non Profit Groups that obtain an “APPROVED” special event application may place “APPROVED” signs in “APPROVED” locations within the City’s right-of-way 21 days prior to the event and signs must be removed within 48 hours following the event.
- It is the responsibility of the sponsor to contact Emergency Medical Services (EMS) if onsite services are needed.
- The City of Havre de Grace has the right to deny any application, the right to add, delete or modify any of the conditions for the permitting of an event at any time it is deemed necessary by the Director of Administration.

COVID-19 Plan & Walk Route

Havre de Grace Out of the Darkness Walk

- *will be adapted as we get closer to the event following CDC and local health officials' guidelines
- **guidelines will be shared/updated regularly on the event website and communicated to participants via email

Protective Gear

AFSP will provide the following to **volunteers** and **event staff** at no cost: hand sanitizer, masks, cleaning supplies to wipe down surfaces, gloves

AFSP will provide the following to **participants** at no cost: hand sanitizer and masks for those who forgot to bring their own

Volunteers

If required by State or recommended by CDC: Volunteers are required to wear a face mask at all times. We will make it clear that they will not be able to participate if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone suspected or confirmed to have COVID-19. If required by health officials, event staff will take temperatures from all volunteers and event staff before set-up. Volunteers will be encouraged to wear gloves and instructed on how to wipe down surfaces on a regular basis.

Resource Vendors

If required by State or recommended by CDC: Resources vendors are required to wear a face mask at all times. We will make it clear that they will not be able to participate if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone suspected or confirmed to have COVID-19. If required by health officials, event staff will take temperatures from vendors before set-up. Vendors will be made aware to follow social distancing guidelines when communicating with participants, volunteers, or event staff before and at the event. Resources tables will be spread out across the Stadium's parking lot to help spread out participants.

Participants

Will be informed before the event and reminded on the day of the event to bring their personal face masks and to follow social distancing guidelines.

Social Distancing

We will encourage and remind participants, volunteers, vendors, and event staff to follow social distancing guidelines to the best of their abilities throughout set-up, the event, and break down. Volunteers will work in pairs/groups (ideally same household). To avoid bigger gatherings, the registration process will be simplified allowing participants to check-in with their personal electronic device. As of right now we plan to stagger walk times for participants and spread them out over a three hour window. We also plan to not have them gather for an opening or closing ceremony. Resource vendor tables will be spread out across the park to allow to avoid bigger gatherings.

Signage

AFSP will provide signage at entrance/exit points, across the event area and along the walk route to remind participants and volunteers about social distancing guidelines and to wear face masks.



Maryland Department of Transportation Special Event Permit - Signature Sheet

Event Name: Havre de Grace Out of the Darkness Walk

Organizer's Acknowledgement

I/We hereby affirm that the **Organizer** of the Event and all **Participants** will comply with the Laws of the State of Maryland and any applicable county and municipal ordinances and will adhere to the terms and conditions set forth in the Permit. My/Our signature(s) below confirm that the **Organizer** and all **Participants** agree to hold harmless from any liability incurred by them or to others associated with this Event, or the various governmental agencies providing assistance for this Event. The **Organizer** may be required to obtain Liability and Property Damage Insurance with limits of at least \$300,000 per incident/\$1,000,000 aggregate.

Organizer: American Foundation for Suicide Prevention

Representative: Kat Olbrich

Signature: Kat Olbrich

Terms and Conditions

- 1 This Event shall adhere to the route, number of participants, and vehicles (Not more than 10% higher than the numbers on Permit), Date(s), and times shown on Page 1.
- 2 The Organizer shall ensure the the approved **TRAFFIC CONTROL PLAN** is followed.
- 3 In the event of winter weather during the event, the MDOT SHA will require access to all State Highways for weather related operations. This may require cancellation of the event.
- 4 Immediately following the event, the Organizer shall clean up all litter, temporary signs and other event materials and return the roadway to a condition equal to or better than its condition before the event.
- 5 Additional Stipulations:

Agency Approvals

Before signing and giving approval for your agency, consider the following:

- 1 Ensure you have the approval authority to sign for your agency to commit manpower and resources.
- 2 Ensure you have looked over the entire application package, including Route Map, Cue Sheets and Traffic Control Plan. If you identify any problems, have the event Organizer address them prior to signing.
- 3 If reimbursement is required, ensure you have mutually agreed upon the amount (In writing) and terms under which payment will be made.

Local Government / Police

Agency Name	Signature	Print Name	Date
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Local Government / Police

Agency Name	Signature	Print Name	Date
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Local Government / Police

Agency Name	Signature	Print Name	Date
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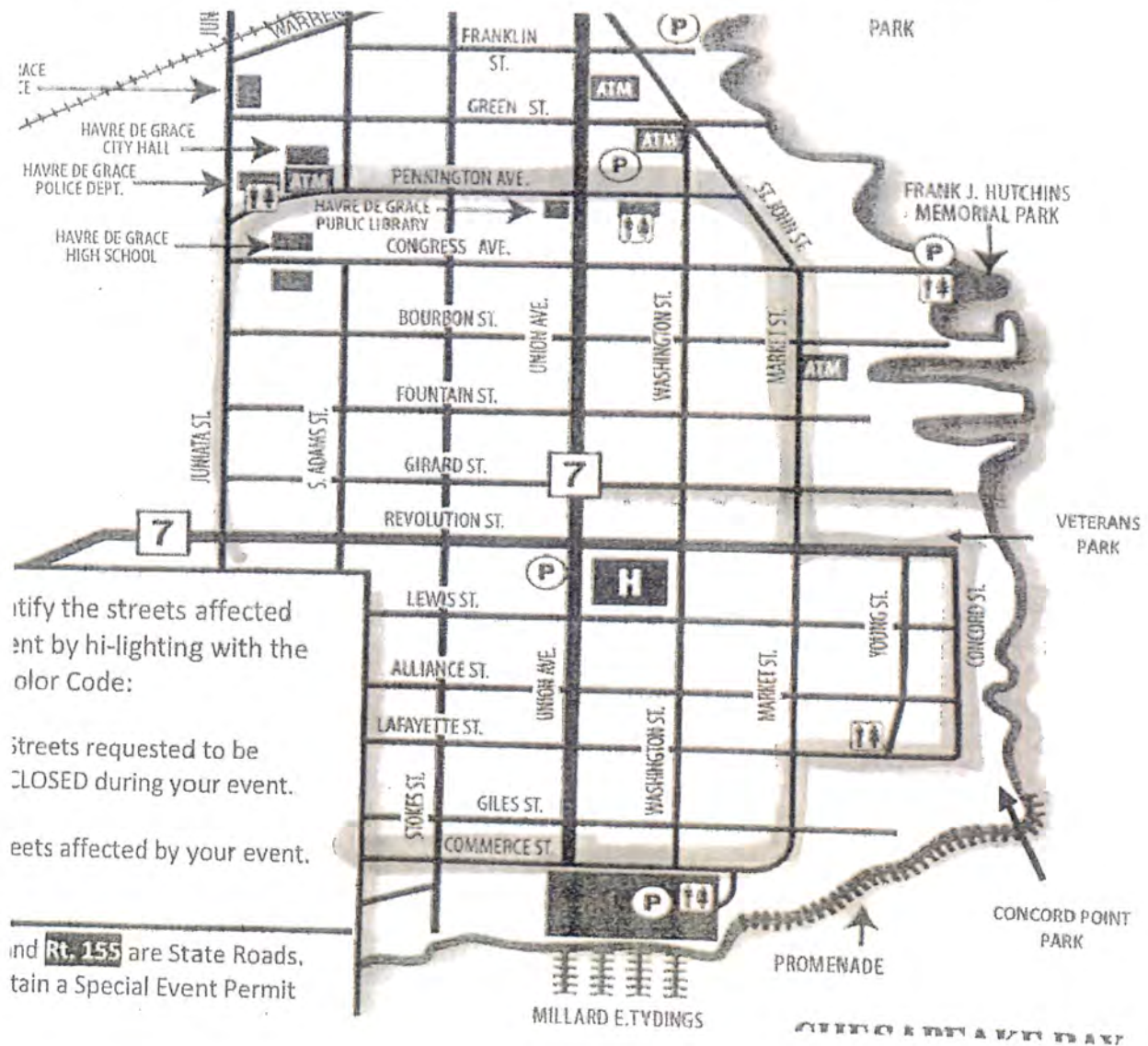
Maryland State Police

	Signature	Print Name	Date
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MDOT SHA

	Signature	Print Name	Date
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Start out at Commerce Street, Market Street, Lafayette Street, Concord Street, Revolution Street, Market Street, St. John Street, Pennington Avenue, Juniata Street, Alliance Street, Adams Street and end at Commerce Street at the Park. Participants will only use sidewalks. Walkers will be spread out over a 3 hour window and not walk as a big group. Volunteers will guide participants along the walk route.



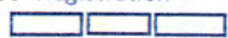


St

Commerce St Registration

Commerce St

Commerce St



Resource Vendor Tables



Bead Table



- 3 Registration Tents & Tables
- 9 Tents and Tables for Resources
- 1 Memorial Activity Tent & Table
- 1 Honor Bead Tentn & Table
- 1 DJ

DJ

Memorial Activity Table



Millard Tyngs
Memorial Park
Riverfront site
for picnics
& play



ncord Point Park

The Promenade Grille
Takeout



SPECIAL EVENTS WORK SHEET

Event:	Out of the Darkness Walk	Tracking ID: 1011 19 0014
Dates:	10/2/21	
Time of set up:	6:00 AM	
Take down time:	12 pm - 1 pm	
Time of actual event:	8:30am - 12:00pm	
Location:	Millard Tydings Memorial Park to Start/Finish	

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

Notes

Sponsors of this event stated in the application that they do not need road closures, and would be in small groups walking on the sidewalk. Patrol units on duty will monitor this event.

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	3	3		\$41.75	3	\$125.25

Notes

Anticipated attendance is 600. Bathrooms throughout City to be cleaned and stocked. Extra trash and recycling containers requested. Collection and disposal of trash/recycling to be handled by Event Sponsor.

	3	3	0	\$41.75	3	\$125.25
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Grand Total

REVISION 1/10/2020	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					
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