To ensure time for the Mayor and Council to evaluate your application, this form must be submitted 60 days in advance of your requested event.

City of Havre de Grace

SPECIAL EVENTS & ACTIVITIES APPLICATION

This form is Only a Request for Events to take place on City Property, or events that require City services. The City reserves the right to deny permission to hold an event upon its sole discretion. The City provides no exclusive use of Public Domain.

When form is completed, please submit to:
Havre de Grace City Hall Attn: Shyla Glassman
711 Pennington Avenue, Havre de Grace, MD 21078
shylag@havredegracemd.com
Ph. 410-939-1800 Fax: 410-939-5920

Title of Event: 8th annual Pet Blessing & Expo *Date of Event:* 9/9/2018 *Event Start Time:* 12:00 p.m. */Event End Time:* 4:00 p.m.

Set-up Date and Time: 9/9/2018 / 10 am - 12 pm *Take-Down Date and Time:* 9/9/2018 / 4:00 pm - 5:30 pm

Location of Event: Tydings Park *Description of Event:* Pet blessings with pet oriented vendors

Type/Purpose of Event (i.e. Community Event, Fundraiser) Community event to bless pets and provide pet information and demonstrations to the public

Contact Person (on site during event): Tammy Brinkman Phone (cell, preferably): 410-939-6105 (h) 443-285-3969 (cell)

Sponsor: Havre de Grace United Methodist Church E-Mail: tbrinkman@verizon.net Phone: 410-939-2464
Mailing Address: 101 South Union Avenue, Havre de Grace, MD 21078

If City services are required please check the appropriate boxes below:
Please Note: Only those services approved prior to the event will be provided. Charges may apply.

- ☐ Traffic Control *(use map provided to indicate streets affected and Road Closures)*
- ☐ Parking - Explain needs for City support: _____
- ☐ Trash Cans *(in addition to existing containers) Indicate number needed:* _____
- ☑ Electricity - Explain: at gazebo for portable microphone
- ☐ Signage *(example: No Parking Signs)* _____
  *Event Promotion signs: posted no earlier than 21 days prior, to be removed within 48 hours after event.
- ☐ Banner Placement on City Light Poles *(Upon recommendation of Tourism Advisory Board; separate application required*
- ☐ Other: _____

Permits will be required for Liquor, Food, Gambling & Fireworks
Event sponsor is responsible for securing all permits.

Please check box if the following is to be part of your event:

☐ Alcohol ☐ Food ☐ Gambling ☐ Fireworks

Your event may require the purchase of insurance up to $1,000,000.00 (liability) and $300,000.00 (property). Copies of insurance agreements, if required, will need to be filed with this application prior to final approval of your event. For further information visit: www.jgit.org/icu/documents/TULIP.pdf.

Liability Insurance Information (if applicable)
Insurance Provider: _____
Policy Number: _____
Phone: _____

ATTACH PROOF OF INSURANCE WITH APPLICATION

☑ *By checking this box, I agree & acknowlege that the event sponsor and participants will comply with all applicable City Ordinances and Maryland laws, and will adhere to the conditions granted by approval of this application. My signature indicates that the sponsor and/or the individual participants agree to hold harmless the City of Havre de Grace from any liability incurred by them or to others associated with this event. Additionally, the event sponsor agrees to reimburse the City for damages (including settlements) and/or expenses (including attorney fees, court and expert witness fees, etc) regardless of which party is at fault.*

ACKNOWLEDGEMENT SIGNATURES

Tammy Brinkman 5/21/18
Applicant Signature DATE

Havre de Grace Police Department DATE

Office of the Mayor DATE

Department of Public Works DATE

May-21-2018 01:50 PM HCDSS 410-836-4990

Special Events Cost Sheet

Event:	8th Annual Pet Blessing and Expo
Dates:	9/9/18
Time of set up:	10:00 AM
Take down time:	4:00 PM
Time of actual event:	12-4pm
Location:	

	Number of personnel	Regular Pay (Hours)*	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
PD					0	$0.00			$0.00
Notes	Unit on patrol will handle this event.								

	Number of personnel	Regular Pay (Hours)*	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
DPW	1	1		$53.75	1	$53.75	$0.00		$53.75
Notes	TURN ON POWER AT GAZEBO.								

Grand Total	1	1	0	$53.75	1	$53.75	$0.00	See above	$53.75

*Note: Normal salary includes fringe benefits; OT salary is 1.5 times average salary