City of Havre de Grace

SPECIAL EVENTS & ACTIVITIES APPLICATION

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.

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 Scott
711 Pennington Avenue, Havre de Grace, MD 21078
shylas@havredegracemd.com
Ph. 410-939-1800 Fax: 410-939-5920

Title of Event: Arts, Wine + Jazz Feast Date of Event: 8/25/2018 Event Start Time: 2:00 /Event End Time: 8:00

Set-up Date and Time: 8/18/2018 / 8:00 Take-Down Date and Time: 8/25/2018 / 9:00

Location of Event: Susquehanna Lockhouse Museum Description of Event: Arts, Wine + Jazz Fest at the Susquehanna Lockhouse Museum

Type/Purpose of Event (i.e. Community Event, Fundraiser) Fundraiser

Contact Person (on site during event): Patricia Cole Phone (cell, preferably): 443-939-0366

Sponsor: Havre de Grace Colored School E-Mail: Hdg colored School@g.com Phone: 443-939-0603

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:* 7
- ☐ ***It is the responsibility of the event sponsor to arrange for recycle cans and dispose appropriately. If requested, the City will supply the containers for an additional fee. See page 3 for details. Indicate number of recycle cans needed*** 9
- ☐ Electricity - Explain: _____
- ☑ Signage *(example: No Parking Signs)* _____
  *Event Promotion signs: posted no earlier than 21 days prior, to be removed within 48 hours after event.
- ☐ Emergency Service (First Aid) Explain needs for City Support _____
- ☐ Banner Placement on City Light Poles *(Upon recommendation of Tourism Advisory Board; separate application required*

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.lgit.org/lcu/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

Applicant Signature — DATE 6/5/18 — POC - Carol Bruce 443-421-1502

Office of the Mayor — DATE

Notification: Internal Use Only

- ☐ DPW _____
- ☐ PD _____
- ☐ Ambulance Corps.
- ☐ SHCO

Event:	Arts, Wine and Jazz Feast
Dates:	8/25/18
Time of set up:	8:00 AM
Take down time:	8:00 PM
Time of actual event:	2-8 pm
Location:	Lockhouse

	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		$0.00
Notes	This event will be handled by patrol units.								

	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	2	2	5	$53.75	7	$510.63	$0.00		$510.63
Notes	Barricades, Trash Barrels, Trash Pick Up								

Grand Total	2	2	5	$53.75	7	$510.63	$0.00	See above	$510.63

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