



**Special Events  
and  
Special Activities  
Application**

**106 South Main Street, North East, Maryland 21901  
Telephone: (410) 287-5801  
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# Special Events and Special Activities Application

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Please type or print clearly all information.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Name of Sponsoring Organization: \_\_\_\_\_

Name of Event Organizer for Sponsoring Organization: \_\_\_\_\_

Applicant Name (complete when Event is NOT association with an Organization or Agency): \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: (    ) \_\_\_\_\_ Evening Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web Page: \_\_\_\_\_

Manager *on site* day of event: \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

SPECIAL EVENT INFORMATION

Type of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Title of the Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Rain Date (if applicable): \_\_\_\_\_

Is this an annual event? Yes/No    If Yes, how many years have you been holding this event? \_\_\_\_\_

Estimated Daily Attendance: \_\_\_\_\_

Locations of Event (Please list all Public and Private Areas): To assist with the review of this application please provide as much detail as possible.

Private Area/Property(s): \_\_\_\_\_

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

(Attach letter of consent from Private Property Owner)

Public Area(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If the North East Community Park is included above, please indicate if the request also includes the following:

YES	NO		YES	NO	
___	___	Benjamin Pavilion (1)	___	___	Crouch Pavilion (1)
___	___	Gilbert Lighthouse Pavilion (1)(2)	___	___	Levy Pavilion (1)

(1) No person shall staple, nail or affix in anyway anything to the Pavilion.

(2) No food or drinks permitted on the Pavilion.

Set Up Date: \_\_\_\_\_ Set Up Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Clean Up Date: \_\_\_\_\_ Clean Up Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

**EVENT FEATURES**

All event features are subject to the approval of the Town. Additionally, certain event features such as alcohol will require additional permits from the Town and/or County. Please indicate below if the following features pertain to your event. If you answer Yes, please provide additional information as requested below (such as the number, quantity, size, etc.). If you have hired a contractor, etc. state the name of the contractor and/or company. Please feel free to use additional pages if necessary.

**ALCOHOL**

*Service:* Are you requesting permission to SERVE beer or wine at your event? \_\_\_\_\_ Yes \_\_\_\_\_ No

*Sale:* Are you requesting permission to SELL beer or wine at your event? \_\_\_\_\_ Yes \_\_\_\_\_ No

YES NO

\_\_\_ \_\_\_ Are you requesting permission to serve, sample or sell Food and/or Beverages?  
 Detail: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If food will be cooked in the event area please specify method:

\_\_\_ Gas \_\_\_ Electric \_\_\_ Charcoal \_\_\_ Other: \_\_\_\_\_

YES NO

\_\_\_ \_\_\_ Will **Vendors** be present? (organizations and businesses that may sell or advertise product and/or services to event participants)  
Detail: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_ \_\_\_ Will your event have **Tables and/or Chairs**?  
Number of: \_\_\_\_\_  
Table Sizes: \_\_\_\_\_

\_\_\_ \_\_\_ Will your event have **Booths, Exhibits, Displays and /or Enclosures**?  
Number of: \_\_\_\_\_  
Sizes: \_\_\_\_\_

\_\_\_ \_\_\_ Will your event have **Tents and Canopies**?  
Number of: \_\_\_\_\_  
Sizes: \_\_\_\_\_

\_\_\_ \_\_\_ Will your event have **Scaffolding, Bleachers, Platforms, Grandstands or Related Structures**?  
Number of: \_\_\_\_\_  
Sizes: \_\_\_\_\_

\_\_\_ \_\_\_ Will your event feature **Vehicles and/or Trailers**?  
Number of: \_\_\_\_\_

\_\_\_ \_\_\_ Will your event have **Stages**?  
Number of: \_\_\_\_\_  
Size: \_\_\_\_\_

\_\_\_ \_\_\_ Will your event include the use of **Portable Toilets**?  
Number of Portable Toilets: \_\_\_\_\_  
Number of Handicap Accessible Portable Toilets? \_\_\_\_\_  
Number of Hand Washing Stations? \_\_\_\_\_  
Company Providing: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

\_\_\_ \_\_\_ Will your event include the use of **Dumpsters**?  
Number of: \_\_\_\_\_  
Size: \_\_\_\_\_  
Company Providing: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

\_\_\_ \_\_\_ Will your event include the use of **Trash Cans**?  
Number of: \_\_\_\_\_  
Size: \_\_\_\_\_

\_\_\_ \_\_\_ Will your event include the use of **Recycling Containers**?  
Number of: \_\_\_\_\_  
Size: \_\_\_\_\_

YES NO

\_\_\_ \_\_\_ Will your event include the use of **Barricades**?  
Number of: \_\_\_\_\_  
Size: \_\_\_\_\_

\_\_\_ \_\_\_ Will your event include the use of **Generators**?  
Number of: \_\_\_\_\_  
Description: \_\_\_\_\_

\_\_\_ \_\_\_ Will your event feature **Music or Entertainment (Live or Otherwise)**?  
Detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ \_\_\_ Are you requesting permission to have **Amplified Sound**?  
Hours of Amplified Sound: \_\_\_\_\_  
Describe Sound System: \_\_\_\_\_  
Describe purpose for Amplified Sound: \_\_\_\_\_

\_\_\_ \_\_\_ Will your event feature **Inflatable Devices and/or Amusement Rides, Climbing Walls**?  
Number of: \_\_\_\_\_  
Description: \_\_\_\_\_

\_\_\_ \_\_\_ Will your event include the installation of **Fencing**?  
Description: \_\_\_\_\_  
Location: \_\_\_\_\_

\_\_\_ \_\_\_ Are you requesting permission to use **Electricity**?  
Describe Needs: \_\_\_\_\_  
Duration of Need: \_\_\_\_\_

\_\_\_ \_\_\_ Will your event feature **Animals and/or an Exhibition or Petting Zoo**?  
Description: \_\_\_\_\_  
\_\_\_\_\_

**TRANSPORTATION PLAN**

Provide a transportation plan that explains how participants and spectators will get to and from the event. Explain in detail where participants and spectators will parking during the event.

Detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

YES NO

Shuttle Buses - will shuttle buses be provided for the Event? If Yes, how many buses? \_\_\_\_\_

Company Providing: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Describe shuttle bus route and frequency of stops. Include when the shuttle bus will begin and end.

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

Street Closure(s) - will you be requesting to close a public street or public way (including sidewalks, cross walks or street crossings)?

Street Name Street Closure Begins (state time) Street Re-Opens (state time)

Street Name Street Closure Begins (state time) Street Re-Opens (state time)

Street Name Street Closure Begins (state time) Street Re-Opens (state time)

Parking Lot Closure(s) - will you be requesting to close a public parking lot?

Parking Lot Name Parking Lot Closure Begins (state time) Parking Lot Re-Opens (state time)

Parking Lot Name Parking Lot Closure Begins (state time) Parking Lot Re-Opens (state time)

Parking Lot Name Parking Lot Closure Begins (state time) Parking Lot Re-Opens (state time)

**SECURITY PLAN AND SERVICES**

Lighting - describe how you will handle providing lighting for the event: \_\_\_\_\_

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

Security - describe the events on-site security services: \_\_\_\_\_

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

First Aid - describe the events on-site first aid services: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Volunteers/Staff - describe how many volunteers and or staff will be on the grounds during the event. Also, describe the means of communication between the volunteers and or staff: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADVERTISING AND MARKETING**

Please list all methods by which your event will be advertised: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Web Page Link: \_\_\_\_\_

Face Book Link: \_\_\_\_\_

**TOWN SERVICES AND/OR PERSONNEL**

Please indicate and describe in detail what Town services are needed and please be specific (state purpose; number of personnel needed; hours, etc.):

Police Department: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Maintenance Department: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other (describe): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



SITE PLAN AND DETAILS OF EVENT LAYOUT

A Site Layout to Scale is required for the overall event layout as well as any separately fenced areas such as beer/wine gardens or other contained areas. The Site Layout should include but not be limited to sources of amplified sound and direction of sound; point of entry, exits, proposed activities, on-site parking, location of dumpsters, portable toilets, lighting plan, location of on-site emergency communications and services.

Will an entrance fee be collected      Yes \_\_\_\_\_ No \_\_\_\_\_

INSURANCE REQUIREMENTS

Insurance Company and Agent Information: \_\_\_\_\_

Applicant will be required to carry and maintain at its own expense public liability insurance with respect to the premises to afford protection of limits for each occurrence of not less than One Million (1,000,000.00) Dollars with respect to personal injury or death and Five Hundred Thousand (500,000.00) Dollars with respect to any property damage. The Applicant shall also maintain to the extent required by law any workmen's compensation or similar insured in the forms and amounts required by law. **The Applicant further agrees to name the Town as an additional insured upon Applicant's public liability policy and to evidence same fifteen (15) days prior to event. Failure to provide said evidence will be grounds for the Town to revoke this Application.**

The Applicant shall hereby indemnify the Town and hold the Town harmless and at Town's option agrees to defend it from any and all claims, actions, damages, liability and expense, including attorney's fees and other professional fees in connection with any loss of life, personal injury, other damage to any property arising from or out of the occupancy or use by the Applicant of the premises or any part thereof, occasioned wholly or in part by any act or omission of the Town, its officers, agents, contractors, employees or invitees. The Applicant also agrees to indemnify and hold the Town harmless against any costs or claims arising from the Applicant's violation or alleged violation of any other law or applicable regulation.

The Town shall not be responsible or liable to the Applicant or those claiming by, through or under the Applicant for any loss or damage which may be occasioned by or through the acts of omission of persons occupying the premises or any part of the premises for any loss or damage resulting to the Applicant where there is claiming by or through or under the Applicant or their property.

**[Intentionally Left Blank]**

INCLEMENT WEATHER

The Town reserves the right to cancel or relocate an event due to poor weather and/or turf conditions prior to or on the day of the event that may cause excessive damage to the North East Community Park property.

Please note this application is for informational use only. Town Board approval is required prior to the North East Community Park Lease Agreement being issued for execution. The Town of North East retains the right to request additional information prior to Town Board approval and to require additional Town services as deemed warranted by the Chief of Police and other Town Departments.

You may be required to apply for additional permits from County or State Authorities depending on the nature of your event (s) (i.e. alcohol, gambling, fireworks, etc.). No Lease Agreement will be executed until all additional permits have been submitted to the office of the Town Administrator.

The Town reserves the right to deny any permit upon its sole discretion. We provide no exclusive use of Public Domain.

The event organizer is responsible for and will bear all costs related to the event which includes among other things policing, cleaning and restoring Town property upon conclusion of the event or activity and will reimburse the Town for any such costs incurred by the Town.

AFFIDAVIT OF APPLICANT

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this application as they pertain to the requested usage. By signing this application, the applicant agrees to follow all rules and regulations. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Town.

\_\_\_\_\_  
Event Organizer for Sponsoring Organization

\_\_\_\_\_  
Date