



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, Contact Information sheet, and Checklist for your files as you plan and execute your event.

- Yes Completed and signed application
- Yes Contacted Havre de Grace Police Department (410-939-2121)
- Yes Attached Certificate of Insurance
City must be listed as certificate holder with minimum liability limits of \$1 million
- Yes Attached detailed site plan (map)
- Yes Attached documentation of non-profit status
- Yes Attached Traffic Control Plan (if applicable)
- Yes Attached 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 at least 45 days prior to the event.

Sincerely,

Christopher Ricci

Director of Administration
711 Pennington Avenue
Havre de Grace, MD 21078
410-939-1800 x1116
Email: chrisr@havredegracemd.com

Questions:

Bambi Johnson
Chief of Parks, Events and Recreation
410-939-1800 x5200
bambij@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 for tents/canopies or fencing; only base weights can be used to secure the tent/canopy or fencing.
- 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. (Ordinance No. 756, City Code §116-2).
- Use of the Community Pavilion (tent) at Hutchins Memorial Park costs \$250 per day (City Code 70: Fees). Amplified sound is not permitted in Hutchins Memorial Park.
- Vehicles are not permitted on park grounds: Hutchins Memorial 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 as part of the Special Event application, 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 License must be provided to the Chief of Parks, Events and Recreation at least 3 business 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/>.
- Please note: **The City does not provide nor install fencing or portable bathrooms.**
- Please note: For events serving food and/or drink, you are responsible for trash collection and disposal. See page 4 for details.
- A copy of your non-profit status documentation and a Certificate of Insurance with minimum liability limits of \$1 million must be provided along with your application.
- Once the application is approved, a copy of any advertising material for the event must be emailed to the City for proof of accuracy to the application and final approval before your event may be advertised to the public.
- Temporary signs may be posted in the City’s right-of-way 45 days prior to the date of the event. All temporary signs must be removed within 7 days following the event. See page 3 for more details.
- It is the responsibility of the event sponsor to contract with a commercial ambulance service if onsite services are needed.
- The City of Havre de Grace has the right to a vendor booth, free of charge, at the event.
- 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.

Event Site Plan:

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

- 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. (**Vehicles are not permitted on park grounds:** Hutchins Memorial Park paved area is the exception, however vehicles are not permitted under the Pavilion. This includes loading and unloading.) Vehicles and trailers are not permitted to block access to driveways or gates, providing adjoining property owner access to the paved area of Hutchins Memorial Park to allow for possible emergency access.
- Exit locations for outdoor events that are fenced.
- Due to the irrigation system, **no tents/canopies or fencing can be erected in Tydings Park using stakes;** only base weights can be used to secure the tent/canopy or fencing.
- If you are erecting tents or fencing on City property (other than Tydings Park-see above), you are required to notify **Miss Utility 48 hours 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.

Signage:

- Temporary signs are professionally manufactured yard signs, not larger than 8 sq. ft. (ex. 24" x 48").
 - Hand written, hand-painted or hand-drawn signs are not permitted.
- Temporary signs announcing a special event are permitted within a City right-of-way and City parks.
 - May not be placed in a city flower bed/garden.
 - If placed in the City right-of-way adjacent to a sidewalk shall not be located in the parkway strip between the sidewalk and curb or street. If no sidewalk is located in the City right-of-way, the temporary sign shall be placed no less than 15 feet from the curb or street.
 - Permission of the immediate property owner or occupant adjacent to the City right-of-way where the sign is to be located must be obtained.
- Temporary signs are prohibited within all State Highway Administration (SHA) rights-of-way except for Union Avenue when permitted by the Mayor and City Council.
 - Special permission from the Maryland State Highway Administration must be obtained for signs located on:
 - Ohio Street
 - Otsego Street
 - Revolution Street
 - Superior Street
 - Union Avenue (except when permitted by the Mayor and City Council)
 - US Route 40

<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.
- Temporary signs may be posted 45 days prior to the event.
- Temporary signs must be removed within 7 days after the event.

Advertising:

An email will be sent to you with more details after your event is approved by the City Council. A copy of any advertising material for the event must be emailed to the City for proof of accuracy to the application and final approval before your event may be advertised to the public.

Trash and Recycling Collection and Disposal:

If you are providing food and/or drink or the nature of your event will generate more trash than you can take with you, it is the responsibility of the EVENT SPONSOR for the collection and disposal of both Trash and Recycling. Please carefully review the following to assist with your planning:

- The City has existing trash cans and recycling containers at event sites and will place additional containers at no charge based on the estimated attendance.
- The City will not provide staff to monitor or empty trash.
- The Event Sponsor and their vendors must remove and take with them any cooking oils and greases generated by the event immediately following event end. Please make sure your vendors are made aware of this requirement.
- The City will determine whether your event must contract with the City's trash collection vendor for trash disposal at the pre-established cost structure. (Events sponsored by the City or its Commissions must also contract with the trash collection vendor through the City's contract.)
 - If the City determines your event will need to contract with the trash collection vendor, the Event Sponsor will receive a separate email with the process and contact information for the trash collection vendor.
 - The current cost structure is:
 - Flat Fee per Special Event: \$300 (includes extra bags, a truck to place trash, and trash removal, but no staff to monitor or empty trash)
 - On-site Refuse Monitoring (where applicable): \$45 per person, per hour duration of the event (contractor supplies labor and materials)
 - On-site Dumpster (as necessary): \$275 flat fee for 30 yd. (in addition to the \$300 flat fee)

Recycling Containers:

Since October 1, 2015, Maryland law requires event organizers to provide recycling at any special event that:

- includes temporary or periodic use of a public street, publicly owned facility or public park; and
- serves food or drink; and
- is expected to have 200 or more persons in attendance.

Note: plastic bags of any kind are not permitted in the recycling containers per Harford County guidelines (plastic bags jam up the sorting machines).

Walking and Running Events:

- Per Ordinance No. 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

- Event Sponsor will receive an invoice from the City of Havre de Grace upon City Council approval. Payment in full is required within 30 days of receiving the invoice.
- Non-compliance with submission of fee will result in a cancelled event.
- Race events will not be permitted on Federal Holidays. Race events will only be permitted on Saturdays (with no rain date).
- Event 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.
- Event Sponsor will provide for participant safety (Event Sponsor to contract with a commercial ambulance service, as applicable).
- Event Sponsor will obtain and submit a Special Event Permit from the Maryland State Highway Administration (MSHA) for events using any of the following streets:
 - Ohio Street
 - Otsego Street
 - Revolution Street
 - Superior Street
 - Union Avenue
 - US Route 40

MSHA Special Event Permit: <https://www.roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=59>

Note: Event Sponsor will submit the MSHA Permit with this Special Event Application, but should not contact or submit the permit to MSHA – the Havre de Grace Police Department will handle this part of the process with MSHA.

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-1116	Christopher Ricci, Director of Administration chrisr@havredegracemd.com
Havre de Grace Department of Public Works (DPW)	410-939-1800 x1107	EJ Millisor, Director of Public Works ejm@havredegracemd.com
Havre de Grace Department of Planning	410-939-1800 x1120	Tim Bourcier, Director of Planning timothyb@havredegracemd.com
Havre de Grace Office of Tourism	410-939-2100	Lauri Orzewicz, Manager of Tourism laurio@havredegracemd.com <i>Please contact if you need help with advertising your event.</i>
Havre de Grace Police Department	410-939-2121	Lt. Terry, Capt. John Krass, Capt. Joe Alton
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	For Signs: For Road Use:	https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807 https://www.roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=59
Party Rentals		
Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Ambulance Service		
Food/Beverage Vendor(s)		

DOWNTOWN Havre de Grace



EVENT APPLICATION CHECKLIST

Office Use Only
Date Received _____
Tracking # _____

EVENT NAME: _____

Sponsor Organization: _____

Business Address: _____

On-Site Contact Person: _____

Contact Information **Phone:** _____ **Email:** _____

Back-Up On-Site Contact Person: _____

Contact Information **Phone:** _____ **Email:** _____

Note: *The on-site 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 # _____ (attach non-profit status documentation to application)

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

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 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: _____ Begin Time: _____

Event Starts Date: _____ Time: _____

Event Ends Date: _____ Time: _____

Breakdown Date: _____ End Time: _____

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

If no, include new times: _____

Location: (see attached map)

- | | |
|--|--|
| <input type="checkbox"/> Millard E. Tydings Memorial Park
(352 Commerce Street) | <input type="checkbox"/> Community Pavilion (tent) at Frank J. Hutchins
Memorial Park (100 Congress Avenue) \$250 fee per day
(no amplified sound) |
| <input type="checkbox"/> Concord Point Park (701 Concord Street) | <input type="checkbox"/> David Craig Park (553 N. Union Avenue) |
| <input type="checkbox"/> McLhinney Park (811 N. Adams Street) | <input type="checkbox"/> K-9 Cody Dog Park (100 Lagaret Lane) |
| <input type="checkbox"/> Veteran's Park (418 Concord Street) | <input type="checkbox"/> Other location (explain) |

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

Anticipated Attendance: _____

Admission Fee (if any): _____

Requested City Services:

Following is a list of services City Staff may provide at no charge to Event Sponsors to help make your event successful. 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 describe and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures.

Note: Ohio Street, Otsego Street, Revolution Street, Superior Street, Union Avenue, and US Rt. 40 are State Roads, so Event Sponsor must submit the Maryland State Highway Administration (MSHA) Permit with this Special Event Application, but should not contact or submit the permit to MSHA – the Havre de Grace Police Department will handle this part of the process with MSHA. (<https://www.roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=59>)

- Parking/No Parking Signs:** Please designate 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 Park, and McLhinney Park. These public restrooms will be cleaned and stocked with the necessary supplies.

- Electricity Needed (limited availability):** Please attach an electrical site plan to include placement of extension cords, generators and the anticipated amperage draw.

- Other:** Please explain:

It is the responsibility of the EVENT SPONSOR to provide tables, chairs, podium, stage, audio, fencing, and port-a-pots as needed.

Please remove all items at the end of your event and return the area to an equal or better condition than before the event; additional fees will/may apply for any damage caused by your event or items not removed at the end of your event.

Food Service:

Yes No Will there be food sold at your event?

Yes No Will there be food given away at your event?

It is the responsibility of the EVENT SPONSOR to contact and comply with the Harford County Health Department Regulations. It is also the responsibility of the EVENT SPONSOR to ensure the removal of all trash and recycling (see Trash and Recycling Collection and Disposal on page 4 of this application).

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>.

It is the responsibility of the EVENT SPONSOR to contact the Liquor Board for the appropriate permit. The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Chief of Parks, Events and Recreation at least 3 business days prior to the scheduled event.

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:

MANDATORY before submitting application - Contact the Havre de Grace Police Department at 410-939-2121 to discuss safety and security during the event.

Officer's Name: _____ Badge # _____

Date Contacted: _____

Gambling:

Yes No Will there be raffles, 50/50 or other gambling games?

It is the responsibility of the EVENT SPONSOR to contact the Harford County Sheriff's Office for the appropriate permit: <https://harfordsheriff.org/services/gambling/>. A copy of the approved License must be provided to the Chief of Parks, Events and Recreation prior to the scheduled event.

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.

Affidavit:

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.

Event Name: _____

Print Name of Event Sponsor _____

Title _____

Phone _____ Email _____

Signature _____ Date _____

Received by _____
City Official Date

Completed application may be mailed or delivered to:

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

or emailed to: rebeccak@havredegracemd.com