



SPECIAL EVENTS & ACTIVITIES APPLICATION

PLEASE SUBMIT THIS FORM 60 DAYS IN ADVANCE OF YOUR EVENT

CITY SERVICES REQUESTED YES NO (PLEASE CIRCLE ONE)

This form is **ONLY A REQUEST** for events to take place on City property, or events that require City services.

This form **DOES NOT** guarantee placement of event in the City's official "Special Events Calendar".

Following conditions that may apply:

NO events before 10:00 a.m. or later than 6:00 p.m. on SUNDAY

NO audio equipment used before 10:00 a.m. or after 10:00 p.m.

NO vehicles permitted on grounds except for deliveries

NO AMPLIFIED NOISE OR MUSIC PER CITY ORDINANCE # 756

And any other conditions applied by the City Council upon approval

Application must be submitted to the Office of the Director of Administration at least sixty (60) days prior to the event. A copy of your non-profit tax exempt certification must be provided.

All information must be typed or clearly printed

1. **Event Title:** _____
2. **Event Sponsor:** _____
3. **Date(s) of the Event:** _____
4. **Location of Event:** _____
5. **Time & Duration of Event:** _____

6. **Type/Purpose of Event (Give detailed description):** _____

7. **Anticipated Number of Participants:** _____

8. **Are City Services Requested?** YES NO

9. **If YES:** POLICE OFFICER ASSIGNED NORMAL PATROL
 DPW OTHER

10. **Explain Services Requested:** _____

11. **Road Closure Required:** YES NO

12. **List City Roadways Affected by the Event (Name, block(s), and numbers):**

13. **Event Sponsor's Contact/ Designated Liaison :**

Name _____

Address _____

Phone#: Day _____ Evening _____

14. **Map of routes affected and requested use of streets plan must be attached, if applicable.**

15. Additional Permits: 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 permit will be issued until all additional permits have been submitted to the Office of the Director of Administration.

All permits are the responsibility of the Sponsor, and copies of each must be submitted prior to the day of the Event.

16. Banner Deposit: One hundred twenty five (\$125.00) per banner. (Refundable ONLY if removed as specified.)

I hereby agree and acknowledge that the event sponsor and the participants will comply with all applicable City Ordinances and Maryland laws, and will adhere to the conditions granted by this permit. By affixing my signature on this form, the sponsor and/or the individual participants agree to hold the City departments and agencies, and the City of Havre de Grace, harmless from any liability incurred by them or to others associated with this event.

This 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 be filed with this application prior to final approval of the permit.

The City of Havre de Grace reserves the right to deny any permit upon its sole discretion. The City of Havre de Grace provides no exclusive use of Public Domain.

The information provided in this application is true to the best of my knowledge.

Sponsor's Authorized Representative

Date

DO NOT WRITE BELOW THIS LINE

Approval for the requested Event has been granted by an authorized officer for the City of Havre de Grace.

Authorized Signature

Date