

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
shylas@havredegracemd.com
Ph. 410-939-1800 Fax: 410-939-5920

Title of Event: H.D.G. Rec Comm Halloween Parade Date of Event: 10-30-16 Event Start Time: 6:00 pm / Event End Time: 8:30 pm
Set-up Date and Time: 10-30 / 5:00 pm Take-Down Date and Time: 10-30 / 9:00 pm

Location of Event: Washington St between Congress and Pennington Description of Event: Halloween Costume Parade, Contest

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

Contact Person (on site during event): John Maxwell / Jim Neeneth Phone (cell, preferably): John 410-937-9078 / Jim 410-459-8245

Sponsor: H.D.G. Recreation Committee E-Mail: Barker2001@Comcast.net Phone: John Maxwell-410-939-5108
Mailing Address: H.D.G. Recreation Committee 351 Lewis Lane Phone: PAR office 410-939-6724

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: No parking on Wash St, Congress to Pennington
- Trash Cans (in addition to existing containers) Indicate number needed: _____
It is the responsibility of the event sponsor to provide recycle cans and dispose appropriately
- Electricity - Explain: _____
- Signage (example: No Parking Signs) No Parking on Wash St, Congress to Pennington
**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]
- Other: Close Washington St between Congress & Pennington 5:00pm

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.igit.org/lcu/documents/TULIP.pdf.

Liability Insurance Information (if applicable)

Insurance Provider: Horsman & Associates

Policy Number: SRPGP-101-044

Phone: 800-575-4140

ATTACH
PROOF OF
INSURANCE
WITH
APPLICATION

ACKNOWLEDGEMENT SIGNATURES

By checking this box, I agree & acknowledge 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.

Jim Neeneth 8-26-16
Applicant Signature DATE

Office of the Mayor DATE

Havre de Grace Police Department DATE

Department of Public Works DATE

Special Events Cost Sheet

Event:	HDG Recreation Halloween Parade
Dates:	10/30/16
Time of set up:	5:00 PM
Take down time:	9:00 PM
Time of actual event	6-8:30
Location:	Washington between Congress and Pennington

	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	3		18	\$72.75	18	\$1,964.25	\$0.00		\$1,964.25
Notes									

	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	2	2	\$53.75	4	\$268.75	\$0.00		\$268.75
Notes									

Grand Total	4	2	20	\$69.78	22	\$2,233.00	\$0.00	See above	\$2,233.00
--------------------	---	---	----	---------	----	------------	--------	-----------	------------

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