



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

Title of Event: HHS Homecoming Parade Date of Event: 10/7/16 Event Start Time: 5:30 /Event End Time: 6 pm

Set-up Date and Time: 10/7/16, 4:45 Take-Down Date and Time: No take downs needed

Location of Event: Hutchins Park - Congress Ave - HHS Description of Event: Homecoming Parade

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

Contact Person (on site during event): Dena Cardwell Phone (cell, preferably): 443-876-6591

Sponsor: Dena Cardwell / HHS PTSA E-Mail: rdassacardwell@yahoo.com Phone: 443-876-6591

Mailing Address: 138 Remington St Havre MD 21078

- 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. [X] 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: It is the responsibility of the event sponsor to provide recycle cans and dispose appropriately if 200 participants or more. [] Electricity - Explain: [] Signage (example: No Parking Signs) *Event Promotion signs posted no earlier than 22 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

ACKNOWLEDGEMENT SIGNATURES

Applicant Signature: Dena Cardwell DATE: 9/13/16 Havre de Grace Police Department DATE: Office of the Mayor DATE: Department of Public Works DATE:

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

Special Events Cost Sheet

Event:	HHS Homecoming Parade
Dates:	10/7/2016
Time of set up:	4:45
Take down time:	6:00 PM
Time of actual event	5:30-6pm
Location:	Hutchins Park and Congress Ave

	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	Will be handled by routine patrol. Traffic control at Union and Congress								

	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					0	\$0.00	\$0.00		\$0.00
Notes	Staging will occur at Hutchins Park. Parade will start at 5:30. No road closures or parking.								

Grand Total	0	0	0	\$0.00	0	\$0.00	\$0.00	See above	\$0.00
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*Note: Normal salary includes fringe benefits; OT salary is 1.5 times average salary