



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

Title of Event: Rudolph Run 5K Date of Event: 12/24/16 Event Start Time: 0800 /Event End Time: 1000

Set-up Date and Time: 12/24/16 0500 Take-Down Date and Time: 12/24/16 1100

Location of Event: Tydings Park H66 Description of Event: 5K Fundraiser

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

Contact Person (on site during event): Christopher Shelton Phone (cell, preferably): 410 688 5540

Sponsor: National PTSD Foundation E-Mail: chris@bluebeethtimmy.org Phone: 410 287 8149

Mailing Address:

- 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: [] Electricity - Explain: [] Signage (example: No Parking Signs) *Event Promotion signs: posted no earlier than 21 days prior, to be removed within 48 hours after event. [] Banner Placement on City Light Poles [] Other:

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: Selective Policy Number: 464-633-519 Phone: 800-777-9656

ATTACH PROOF OF INSURANCE WITH APPLICATION

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.

Applicant Signature DATE 9/10/16

Office of the Mayor DATE

ACKNOWLEDGEMENT SIGNATURES

Havre de Grace Police Department DATE

Department of Public Works DATE

Special Events Cost Sheet

Event:	Annual Rudolph Run 5K
Dates:	12.24.16
Time of set up:	5:00
Take down time:	11:00 AM
Time of actual event	8-10am
Location:	Tydings Park

	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	4		12	\$72.75	12	\$1,309.50	\$0.00		\$1,309.50
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	1		\$53.75	1	\$53.75	\$0.00		\$53.75
Notes	TURN ON POWER AT GAZEBO								

Grand Total	5	1	12	\$71.75	13	\$1,363.25	\$0.00	See above	\$1,363.25
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*Note: Normal salary includes fringe benefits; OT salary is 1.5 times average salary



bluecheetah RUNNING SERIES

CATS AND BATS 5K

Bunny Run 5k



5 Kilometers
3.106856 Miles

Howe de Grace, MD



39°32'20.36"N, 76°05'19.20"W
(WGS84)

Measured by:
Nathan Porch

Dec. 5th, 2015
nporch@bluecheetahtiming.com
(844) 424-3382



Course #
MD15015NP
Effective:
Dec 8th, 2015 to Dec. 31st, 2025

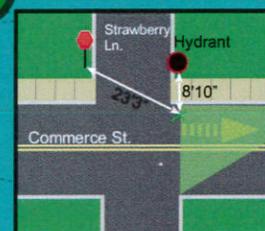
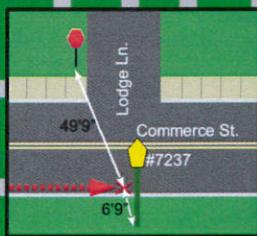
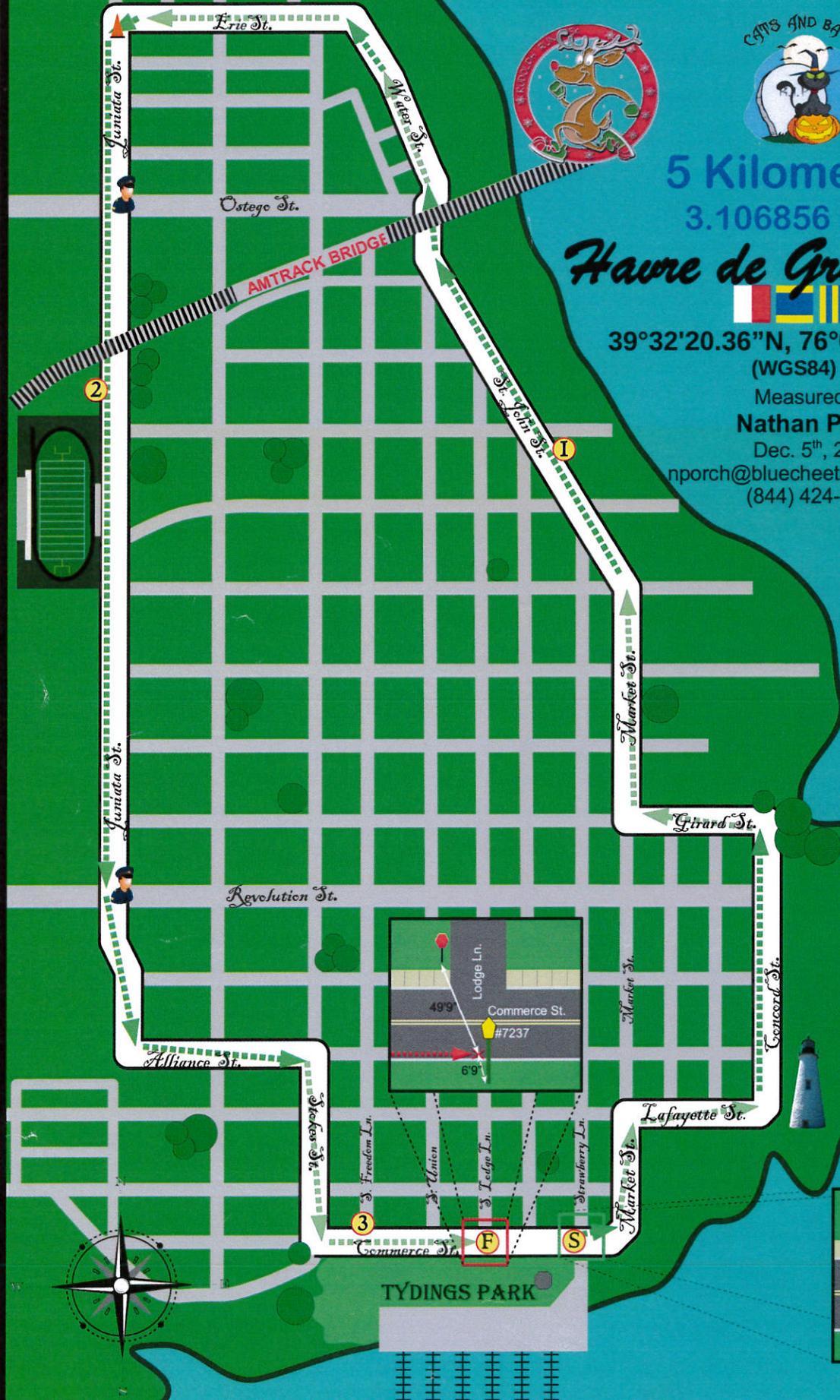
Start: On Commerce St. going East at the intersection with Strawberry Ln., 8'10" South of the hydrant, 23'3" SE of the stop sign on Strawberry Ln.

Mile 1: On St. John heading NW, 30' before pole #G&E70675

Mile 2: On Juniata St. heading South, across from the post office, 15' North of pole #375704

Mile 3: On Commerce St. heading East, at the intersection with Freedom Ln., even with pole #G&E107485

Finish: On Commerce St. approaching from the West, 6'9" North of light #7237, 49'9" South of the stop sign on Lodge Ln.





The City
of
Havre de Grace

Shyla Scott <shylas@havredegracemd.com>

HdG & SHA Permits for Cats & Bats 5k (10/29) / Rudolph Run 5k (12/24)

1 message

Christopher D. Shelton, M.B.A. <chris@bluecheetahtiming.com>

Fri, Sep 9, 2016 at 6:56 PM

To: "shylag@havredegracemd.com" <shylag@havredegracemd.com>

Cc: Randy Bosley <RBosley@sha.state.md.us>, John Vananzo <JVananzo@sha.state.md.us>, "Andrea Gilde, M.S." <andrea@bluecheetahtiming.com>, Nathan Porch <nporch@bluecheetahtiming.com>

Hello All:

Attached, please find the City Permits, Traffic Control / Course Marshal Plan, USATF Race Map, Proof of Liability Insurance, and SHA Permits for the two fall races in Havre de Grace. The first race is the annual Cats & Bats 5k Run / Walk on 10/29, and the second event is the annual Rudolph Run 5k on 12/24. The 10/29 event is expected to draw about 1100 runners and walkers, and the 12/24 event is estimated to draw about 600 runners and walkers. Both events will start at 0800 HRS with the course remaining open and protected for a duration of 60 minutes. The finish line will remain open for 75 minutes. Participants that are unable to finish during this time will be instructed to move to the pedestrian walkways and free up traffic flow. Set-up for both events will begin at about 0400HRS and we are usually wrapped up and are gone by about 1100 HRS at the latest. As in the past, we may stage a few of our commercial trucks in the marina parking lot overnight at the far end of the boat ramp parking area.

Should you need anything further, please do not hesitate to contact me at any time. My info can be found in the sig line below, or you can reach me on my cell at [410-688-5540](tel:410-688-5540).

Thank you everyone for your continued support in allowing us to bring these premier events to the City of Havre de Grace, and to support a great cause in the proces! We appreciate the efforts of you, your staff, DPW, Police, SHA, and EMS greatly, and we couldn't do it without you!

Have a great day,

Warmest,

Chris

Christopher D. Shelton, MBA

Founder & Senior Race Director

Blue Cheetah Sports Timing, LLC.

P.O. Box 486 - North East - MD 21901

Ph: (410) 287-8149

www.bluecheetahtiming.com