



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

Ph. 410-939-1800 Fax: 410-939-5920

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.

Title of Event: Tomahawk Run 5K Date of Event: 4/10/17 Event Start Time: 0800 /Event End Time: 1100

Set-up Date and Time: 4/10/17 / 0600 Take-Down Date and Time: 4/10/17 / 1100

Location of Event: Tydings Park FSK Route Description of Event: 5K fundraiser for HDG Rec Wrestling & Girls Lacrosse

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

Contact Person (on site during event): Michael Lambert Phone (cell, preferably): (443) 807-1844

Sponsor: Michael Lambert E-Mail: medicjack80@comcast.net Phone: (443) 807-1844 Mailing Address: 813 Maryland Ave HDG, 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.

- 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 [Upon recommendation of Tourism Advisory Board; separate application required]
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:

Liability Insurance Information (if applicable). Insurance Provider: Harsham & Associates Policy Number: Phone:

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.

ACKNOWLEDGEMENT SIGNATURES Applicant Signature DATE 9/12/16 Havre de Grace Police Department DATE Office of the Mayor DATE Department of Public Works DATE

Special Events Cost Sheet

| | |
|----------------------|-----------------|
| Event: | Tomahawk Run 5k |
| Dates: | 4.10.17 |
| Time of set up: | 6:00 AM |
| Take down time: | 11:00 AM |
| Time of actual event | 8-11am |
| 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 |
|--------------------|---|---|----|---------|----|------------|--------|-----------|------------|

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