



TOWN OF NORTH EAST

Dear Event Organizer,

Thank you for your interest in holding your special event or festival in the Town of North East. In this packet you will find all the information that you need to begin your permit application process. Where you are proposing your event (private or public property) will determine which regulations are applicable to your request.

Private Property

If you are proposing to have a special event or festival on your property or private property of others the Town's Zoning Ordinance will be the governing regulations.

Public Property/Town Parks

It is the intent of the Town to preserve public access and use of the North East Community Park while when appropriate allowing private use of the park when it is in the public's interest. If you are proposing to have a special event or festival on public property or Town Parks the Town's Code of Ordinances will be the governing regulations.

Special events and festivals will be scheduled on a first come first served basis. Special events and festivals may not be placed on the official town calendar until a complete application and all applicable fees are paid. Once the application and fees are paid, a temporary hold will be placed on the requested dates if they are available until the Special Events Committee meets to review and approve the application, and the Mayor and Commissioners approve the application (if applicable).

Lease Agreement

All potential event organizers will be provided a copy of the Special Events Leasing Policies and will be required to sign an acknowledgement of receipt as part of the application process. If events are approved, event organizers will be required to sign a lease agreement in a form approved by the Town's legal counsel. Signed leases must be returned to the Town no later than thirty (30) days prior to an event or the event will be canceled by the Town.

Special Events Committee

Once your completed application has been received, it will be reviewed by the Town's Special Event Committee. The Committee is composed of the following Town officials: Chief of Police, Director of Finance, Director of Planning, Town Clerk and the Maintenance Supervisor. The Town Administrator or designee chairs the meetings. The Committee may need to speak with you about specifics of your application. If that is the case, you will be contacted to schedule a

meeting. If they do not need to meet with the event organizers the Committee will review the application and make either a favorable (with or without conditions) or unfavorable recommendation to the Mayor and Commissioners. The Mayor and Commissioners will then vote to approve (with or without conditions) or deny the event.

Repeat Events

If the event is a repeat event – has taken place in any two of the prior three years and was originally approved by the Mayor and Commissioners before the first event – the Committee may approve or deny an application at their discretion. If the Committee decides to deny the application, applicants may appeal the decision to the Town Administrator.

Mayor and Commissioners – Meeting Schedule

Unless otherwise noted, the Town Board agenda deadline is Friday proceeding the second and fourth Wednesday of the month.

Advertising

The event organizer is encouraged not to advertise the event prior to receiving approval of their event application.

Application Amendment(s)

Once an application has been submitted please do contact the committee members with questions or changes to the application. All amendments shall be submitted to the following:

Private Property Applications: Betsy Vennell at bvennell@northeastmd.org

Public Property Applications: Stephanie Dean at sdean@northeastmd.org

Sincerely,

Melissa B. Cook-MacKenzie

Town Administrator

410-287-5801 ext. 103

mmackenzie@northeastmd.org



**Special Events
&
Special Activities
Application**

106 South Main Street, North East, Maryland 21901

Phone: (410) 287-5801

Fax: (410) 287-8267

E-Mail: office@northeastmd.org



Town of North East
Special Events and Special Activities Application
106 S. Main St., North East, MD 21901
Telephone: (410) 287-5801 Fax: (410) 287-8267

Please type or print clearly all information.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Name of Sponsoring Organization: _____

Name of Event Organizer for Sponsoring Organization: _____

Applicant Name (complete when Event is NOT associated with an Organization or Agency): _____

Address: _____ Town: _____ State: _____ Zip: _____

Daytime Phone: () _____ Evening Phone: () _____ Fax: () _____

E-Mail: _____ Web Page: _____

Manager *on site* day of event: _____ Cell Phone: () _____

SPECIAL EVENT INFORMATION

Type of Event: _____

Purpose of Event: _____

Title of the Event: _____

Event Date(s): _____ Rain Date (if applicable): _____

Event Start Time: _____ and Event End Time: _____

Is this an annual event? ___ Yes ___ No Is this a one-time event? ___ Yes ___ No Other (please describe in detail) _____

If the event is a multi-day event please indicate the Estimated Daily Attendance: _____

LOCATION OF EVENT ~ PLEASE LIST ALL *PRIVATE AREAS* TO ASSIST WITH THE REVIEW OF THIS APPLICATION PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE

Private Area(s)/Property(s): _____

NORTHEAST ZONING ORDINANCE

In addition to this application please note that Section 6-30. Outdoor Festivals or Special Events of the North East Zoning Ordinance shall apply:

Section 6-30. Outdoor Festivals or Special Events

Occasional outdoor festivals or special events, including, but not limited to horse shows, carnivals, dog shows, arts and crafts shows, music festivals, etc., and seasonal business use may be permitted in any district by the Mayor and Commissioners provided that fees are paid and licenses obtained as required by the Town of North East and further provided:

1. The proposed site shall be of sufficient size to accommodate the use without adversely affecting adjacent land uses.
2. Temporary sanitary facility, trash receptacle, toilets or tents should be located as far as possible from an existing dwelling as possible.
3. A drawing to scale shall accompany the application and shall accurately depict the standards of this section.
4. The Mayor and Commissioners may limit the number of days in any calendar year non-recurring festivals or events may be permitted in any twelve (12) consecutive month period.
5. Seasonal business uses shall not exceed a total of 90 days in any twelve (12) consecutive month period.
6. A maximum continuous sound level of 60 db and a maximum peak sound level of 75 db shall not be exceeded adjacent to land used for residential purposes, and operations shall cease not later than 11:30 p.m.
7. Activity areas shall be at least twenty-five (25) feet from any adjoining principal residential structure and shall be located at a minimum of three (3) feet from inside the property line of the location the event is taking place.
8. Vehicular access shall be derived only from an arterial or major collector highway or street.

9. A minimum of one (1) parking space shall be provided for every five-hundred (500) square feet of ground area.
10. Where it is deemed necessary, the Mayor and Commissioners may require the applicant to post a letter of credit to ensure compliance with the conditions of the conditional-use permit.
11. If the permit applicant requests the Town to provide extraordinary services or equipment or it is otherwise determined that extraordinary services or equipment should be provided to protect the public health or safety, the applicant shall be required to pay to the Town a fee sufficient to reimburse the Town for the costs of these services. These requirements shall not apply if the event has been anticipated in the budget process and sufficient funds have been included in the budget to cover the costs incurred. In addition, the applicant shall be required to maintain adequate liability insurance coverage as may be deemed appropriate.

EVENT FEATURES

All event features are subject to the approval of the Town. Additionally, certain event features such as alcohol will require additional permits from the Town and/or County. Please indicate below if the following features pertain to your event. If you answer **Yes**, please provide additional information as requested below (such as the number, quantity, size, etc.). If you have hired a contractor, etc. state the name of the contractor and/or company. Please feel free to use additional pages if necessary.

ALCOHOL

Service: Are you requesting permission to **SERVE** beer or wine at your event? _____ Yes _____ No

Sale: Are you requesting permission to **SELL** beer or wine at your event? _____ Yes _____ No

YES NO

_____ _____ Are you requesting permission to serve, sample or sell **Food and/or Beverages**?
 Detail:

If food will be cooked in the event area please specify method:
 _____ Gas _____ Electric _____ Charcoal _____ Other: _____

_____ _____ Will **Vendors** be present? (organizations and businesses that may sell or advertise product and/or services to event participants)
 Detail (list goods, products and services to be sold or given away): _____

YES NO

___ ___ Will your event have **Tables and/or Chairs?**
Number of: _____
Table Sizes: _____

___ ___ Will your event have **Booths, Exhibits, Displays and /or Enclosures?**
Number of: _____
Sizes: _____

___ ___ Will your event have **Tents and Canopies?**
Number of: _____
Sizes: _____

___ ___ Will your event have **Scaffolding, Bleachers, Platforms, Grandstands or Related Structures?**
Number of: _____
Sizes: _____

___ ___ Will your event feature **Vehicles and/or Trailers?**
Number of: _____
Sizes: _____

___ ___ Will your event have **Stages?**
Number of: _____
Size: _____

___ ___ Will your event include the use of **Portable Toilets?**
Number of Portable Toilets: _____
Number of Handicap Accessible Portable Toilets? _____
Number of Hand Washing Stations? _____
Company Providing: _____
Telephone Number: _____

___ ___ Will your event include the use of **Dumpsters?**
Number of: _____
Size: _____
Company Providing: _____
Telephone Number: _____

___ ___ Will your event include the use of **Trash Cans?**
Number of: _____
Size: _____

YES NO

___ ___ Will your event include the use of **Recycling Containers**?
Number of: _____
Size: _____

___ ___ Will your event include the use of **Traffic Barricades**?
Number of: _____
Size: _____

___ ___ Will your event include the use of **Safety Cones**?
Number of: _____

___ ___ Will your event include the use of **Generators**?
Number of: _____
Description: _____

___ ___ Will your event feature **Music or Entertainment (Live or otherwise)**?
Detail: _____

___ ___ Are you requesting permission to have **Amplified Sound**?
Hours of Amplified Sound: _____
Describe Sound System: _____
Describe purpose for Amplified Sound: _____

___ ___ Will your event feature **Inflatable Devices and/or Amusement Rides, Climbing Walls**?
Number of: _____
Description: _____

___ ___ Will your event include the installation of **Fencing**?
Description: _____
Location: _____

___ ___ Will your event feature **Animals and/or an Exhibition or Petting Zoo**?
Description: _____

TRANSPORTATION PLAN

Provide a transportation plan that explains how participants and spectators will get to and from the event. Explain in detail where participants and spectators will parking during the event.

Detail: _____

YES NO

____ Shuttle Buses ~ will shuttle buses be provided for the Event? If Yes, how many buses? _____

Company Providing: _____

Telephone Number: _____

Describe shuttle bus route and frequency of stops. Include when the shuttle bus will begin and end.

____ Street Closure(s) ~ will you be requesting to close a public street or public way (including sidewalks, cross walks or street crossings)?

____ Street Name Street Closure Begins (state time) Street Re-Opens (state time)

____ Street Name Street Closure Begins (state time) Street Re-Opens (state time)

____ Street Name Street Closure Begins (state time) Street Re-Opens (state time)

____ Parking Lot Closure(s) ~ will you be requesting to close a public parking lot?

____ Parking Lot Name Parking Lot Closure Begins (state time) Parking Lot Re-Opens (state time)

____ Parking Lot Name Parking Lot Closure Begins (state time) Parking Lot Re-Opens (state time)

____ Parking Lot Name Parking Lot Closure Begins (state time) Parking Lot Re-Opens (state time)

SECURITY PLAN AND SERVICES

Lighting - describe how you will handle providing lighting for the event: _____

Security - describe the events on-site security services: _____

First Aid - describe the events on-site first aid services: _____

Volunteers/Staff - describe how many volunteers and or staff will be on the grounds during the event. Also, describe the means of communication between the volunteers and or staff (i.e. cell phones, portable radios): _____

ADVERTISING AND MARKETING

Please list all methods by which your event will be advertised: _____

Web Page Link: _____

Face Book Link: _____

SIGNAGE

Location, size, type, and depiction of all signs and/or banners which will be utilized in conjunction with the event (including all sponsor signs, event signs, and directional signs – both on and off the premises)

BANNER ACROSS MAIN STREET

Will you be requesting a permit to hang a banner across Main Street: Yes No

SITE PLAN AND DETAILS OF EVENT LAYOUT

Applicant shall submit with this application a scaled drawing for the overall layout of the event as well as any separately fenced areas such as beer/wine gardens or other contained areas. In addition the drawing shall illustrate all event features that applicant has indicated "YES" to throughout the application.

TOWN SERVICES AND/OR PERSONNEL

Please indicate and describe in detail what Town services are needed and please be specific (state purpose; number of personnel needed; hours, etc.):

Summary of Equipment + Services Requested of the Town from Pages 3, 4 and 5:

Police Department:

Maintenance Department:

Other (describe):

INSURANCE REQUIREMENTS

Insurance Company and Agent Information: _____

Applicant will be required to carry and maintain at its own expense public liability insurance with respect to the premises to afford protection of limits for each occurrence of not less than One Million (1,000,000.00) Dollars with respect to personal injury or death and Five Hundred Thousand (500,000.00) Dollars with respect to any property damage. The Applicant shall also maintain to the extent required by law any workmen's compensation or similar insured in the forms and amounts required by law. **The Applicant further agrees to name the Town as an additional insured upon Applicant's public liability policy and to evidence same fifteen (15) days prior to event. Failure to provide said evidence will be grounds for the Town to revoke this Application.**

The Applicant shall hereby indemnify the Town and hold the Town harmless and at Town's option agrees to defend it from any and all claims, actions, damages, liability and expense, including attorney's fees and other professional fees in connection with any loss of life, personal injury, other damage to any property arising from or out of the occupancy or use by the Applicant of the premises or any part thereof, occasioned wholly or in part by any act or omission of the Town, its officers, agents, contractors, employees or invitees. The Applicant also agrees to indemnify and hold the Town harmless against any costs or claims arising from the Applicant's violation or alleged violation of any other law or applicable regulation.

The Town shall not be responsible or liable to the Applicant or those claiming by, through or under the Applicant for any loss or damage which may be occasioned by or through the acts of omission of persons occupying the premises or any part of the premises for any loss or damage resulting to the Applicant where there is claiming by or through or under the Applicant or their property.

[INTENTIONALLY LEFT BLANK]

AFFIDAVIT OF APPLICANT

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this application as they pertain to the requested usage. By signing this application, the applicant agrees to follow all rules and regulations. The application, if granted, is not transferable and is revocable at any time at the absolute discretion of the Town.

Applicant (PLEASE PRINT)

Date

Applicant (SIGNATURE)

Date

LIST THE NAMES AND ADDRESSES OF ALL PROPERTY OWNERS. ATTACH ADDITIONAL SHEETS IF NECESSARY.
(Please Print Clearly)

Owner Name Address Phone

Owner Name Address Phone

Owner Name Address Phone

AFFIDAVIT OF OWNER(S)

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this application as they pertain to the requested usage. By signing this application, the applicant agrees to follow all rules and regulations. The application, if granted, is not transferable and is revocable at any time at the absolute discretion of the Town.

Owner (SIGNATURE)

Date

Owner (SIGNATURE)

Date

Owner (SIGNATURE)

Date

LOCATION OF EVENT - PLEASE LIST ALL PUBLIC AREAS TO ASSIST WITH THE REVIEW OF THIS APPLICATION PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE.

Public Area(s)/Property(s): _____

It is the intent of the Mayor and Commissioners of the Town of North East to preserve public access and use of the North East Community Park when appropriate allowing private use of the park when it is in the public's interest. These policies govern the leasing of the North East Community Park for special events and festivals.

SCHEDULING

- 1) Special events and festivals will be scheduled on a first come first served basis.
- 2) Special events and festivals may not be placed on the official town calendar until a complete application and all applicable fees are paid. Once the application and fees are paid, a temporary hold will be placed on the requested dates if they are available until the Special Events Committee meets to review and approved the application, and the Mayor and Commissioners approve the application (if applicable).
- 3) Applications must be submitted and fees paid no later than sixty (60) days prior to an event. No application for a special event or festival shall be accepted where the requested date is less than sixty (60) days in advance.
- 4) The leasing season runs from April through October each year.
- 5) There shall be no more than two events per month, and there must be one weekend between events, not counting weekends held as rain dates.
- 6) The park may be leased for a maximum of 20 days during the season for all events.

LEASING TIMES

Leases for Special Events and Festivals shall run from 5:00 PM the evening prior to an event through 10:00 AM the morning after an event. Event organizers and their staff have full unimpeded access to the zone(s) which have been leased.

EVENT AREAS

- 1) The North East Community Park is divided into three zones.
 - a) Zone 1 – Parking area between Walnut and Cherry Streets on the east side of the park including the Gilbert Lighthouse Pavilion to the South, and the grassy area between Walnut Street and the Cherry Street Access Road. Parking areas include, both sides of Walnut Street and the parking lot in front of the Upper Bay Museum.
 - b) Zone 2 – Cherry Street Access Road from the gate at Cherry Street to the second trash can south of the pier, and from the north edge of the Access Road to the water.

- c) Zone 3 – Area south and west of the Gilbert Lighthouse Pavilion on the East to the water on the north, west and south, including the playground, bathrooms, Crouch and Levy pavilions and walking path as well as parking areas adjacent to the playground.
- 2) Zone 3 will not be leased for private events unless the event organizer can show at least two (2) of the following:
 - a) Event organizers will not charge an entrance fee to the event,
 - b) Closing the entirety of the park is required for public safety, or
 - c) The event has historically drawn more than one thousand five hundred (1,500) people.
 - 3) Zone 3 may not be rented if the town has previously issued a pavilion permit for any of the pavilions prior to the submission of the completed applications and fees.
 - 4) The Town allows for private vendors to operate at the North East Community Park. Those vendors shall retain their right to operate in their designated areas during events and festivals. The designated areas for those vendors are not subject to leases of the Community Park and event organizers must ensure they are not impeded from their ability to conduct business.
 - a. s) which have been leased.

LEASING FEES

- 1) The following fees are in effect for leasing the North East Community Park for a Special Event or Festival for one to three days (not including allotted set-up and clean-up time under VII above) are as follows.
 - a) Zone 1 - \$400 per event
 - b) Zone 2 - \$100 per event
 - c) Zone 3 - \$500 per event
- 2) Special Events and Festivals lasting longer than three days will be charged a \$100.00 fee per day over the 3 days, not including allotted set-up and clean-up time under VII above.
- 3) Events organized by a registered 501^c(3) corporation or an agency or instrumentality of the federal, state or local government will not be charged for leasing Zone 1 only. Zone 2 and Zone 3 will be assessed a fee of 50% of the fees established in VIII (a) each per event.
- 4) Leasing fees are due at the time of application, no application will be reviewed or dates reversed until fees are paid.
- 5) If an event permit is denied, all fees paid will be refunded to the event organizers. If an event organizer withdraws their application at least sixty (60) days prior to an event all fees will be refunded to the event organizer. If an event organizer withdraws their application thirty (30) days prior to an event 50% of the fees will be refunded. If an event organizer withdraws their application less than thirty days before an event no fees will be refunded. If an event is canceled by the Town due to an event organizer failing to meet any requirements set forth in the policies, no refund for event fees will be given.

CORRESPONDENCE AND PAYMENTS.

All correspondence and payments related to Special Events and Festivals should be mailed to: the Town of North East, P.O. Box 528, North East, Maryland 21901-0528. Attention: Special Events Committee

EVENT FEATURES

All event features are subject to the approval of the Town. Additionally, certain event features such as alcohol will require additional permits from the Town and/or County. Please indicate below if the following features pertain to your event. If you answer **Yes**, please provide additional information as requested below (such as the number, quantity, size, etc.). If you have hired a contractor, etc. state the name of the contractor and/or company. Please feel free to use additional pages if necessary.

ENTRANCE FEE

Will an entrance fee be collected _____ Yes _____ No

ALCOHOL

In general, alcohol is prohibited in the North East Community Park [North East Code of Ordinances Section 4-702. Certain Actions and Conduct Prohibited subsection (2) (a)]. If an event organizer intends to serve or sell alcohol they must obtain special permission from the Mayor and Commissioners every year and they must obtain a license from the Cecil County Liquor Board.

Service: Are you requesting permission to **SERVE** beer or wine at your event? _____ Yes _____ No

Sale: Are you requesting permission to **SELL** beer or wine at your event? _____ Yes _____ No

YES NO

____ Are you requesting permission to use **Electricity**?
Describe Needs: _____
Duration of Need: _____

____ Are you requesting permission to serve, sample or sell **Food and/or Beverages**?
Detail:

If food will be cooked in the event area please specify method:
____ Gas ____ Electric ____ Charcoal ____ Other: _____

____ Will **Vendors** be present? (organizations and businesses that may sell or advertise product and/or services to event participants)

Detail (list goods, products and services to be sold or given away): _____

YES NO

____ _ Will your event have **Tables and/or Chairs**?
Number of: _____
Table Sizes: _____

____ _ Will your event have **Booths, Exhibits, Displays and/or Enclosures**?
Number of: _____
Sizes: _____

____ _ Will your event have **Tents and Canopies**?
Number of: _____
Sizes: _____

____ _ Will your event have **Scaffolding, Bleachers, Platforms, Grandstands or Related Structures**?
Number of: _____
Sizes: _____

____ _ Will your event feature **Vehicles and/or Trailers**?
Number of: _____
Sizes: _____

____ _ Will your event have **Stages**?
Number of: _____
Size: _____

PORTABLE TOILETS

Event organizers must provide portable toilets for any event where attendance is expected to exceed 100 people, and are solely responsible for contracting with a licensed vendor for providing them.

YES NO

____ _ Will your event include the use of **Portable Toilets**?
Number of Portable Toilets: _____
Number of Handicap Accessible Portable Toilets? _____
Number of Hand Washing Stations? _____
Company Providing: _____
Telephone Number: _____

GARBAGE

Event organizers are solely responsible for collecting and disposing of all garbage and recycling in accordance with state and local law.

YES NO

___ ___ Will your event include the use of **Dumpsters?**
Number of: _____
Size: _____
Company Providing: _____
Telephone Number: _____

___ ___ Will your event include the use of **Trash Cans?**
Number of: _____
Size: _____

RECYCLING

Recycling at special events and festivals is mandatory. Event organizers must place a recycling bin next to every trash receptacle.

YES NO

___ ___ Number of: _____
Size: _____

___ ___ Will your event include the use of **Traffic Barricades?**
Number of: _____
Size: _____

___ ___ Will your event include the use of **Safety Cones?**
Number of: _____

___ ___ Will your event include the use of **Generators?**
Number of: _____
Description: _____

___ ___ Will your event feature **Music or Entertainment (Live or otherwise)?**
Detail: _____

YES NO

____ ____ Are you requesting permission to have **Amplified Sound**?
Hours of Amplified Sound: _____
Describe Sound System: _____
Describe purpose for Amplified Sound: _____

____ ____ Will your event feature **Inflatable Devises and/or Amusement Rides, Climbing Walls**?
Number of: _____
Description: _____

____ ____ Will your event include the installation of **Fencing**?
Description: _____
Location: _____

____ ____ Will your event feature **Animals and/or an Exhibition or Petting Zoo**?
Description: _____

TRANSPORTATION PLAN

Provide a transportation plan that explains how participants and spectators will get to and from the event. Explain in detail where participants and spectators will parking during the event.

Detail: _____

YES NO

____ ____ **Shuttle Buses** ~ will shuttle buses be provided for the Event? If **Yes**, how many buses? _____
Company Providing: _____
Telephone Number: _____

Describe shuttle bus route and frequency of stops. Include when the shuttle bus will begin and end.

YES NO

___ ___ **Street Closure(s)** - will you be requesting to close a public street or public way (including sidewalks, cross walks or street crossings)?

Street Name Street Closure Begins (state time) Street Re-Opens (state time)

Street Name Street Closure Begins (state time) Street Re-Opens (state time)

Street Name Street Closure Begins (state time) Street Re-Opens (state time)

___ ___ **Parking Lot Closure(s)** - will you be requesting to close a public parking lot?

Parking Lot Name Parking Lot Closure Begins (state time) Parking Lot Re-Opens (state time)

Parking Lot Name Parking Lot Closure Begins (state time) Parking Lot Re-Opens (state time)

Parking Lot Name Parking Lot Closure Begins (state time) Parking Lot Re-Opens (state time)

SECURITY PLAN AND SERVICES

Event organizers are responsible for providing security for privately owned equipment, prior to and after an event. The Town of North East will not be liable for damage related to vandalism or theft of equipment left overnight at the North East Community Park. Event organizers may contract with the Town of North East to provide sworn police officers for security at the rate currently in effect.

Lighting - describe how you will handle providing lighting for the event: _____

Security - describe the events on-site security services: _____

First Aid - describe the events on-site first aid services: _____

Volunteers/Staff - describe how many volunteers and or staff will be on the grounds during the event. Also, describe the means of communication between the volunteers and or staff (i.e. cell phones, portable radios): _____

ADVERTISING AND MARKETING

Please list all methods by which your event will be advertised: _____

Web Page Link: _____

Face Book Link: _____

SIGNAGE

Location, size, type, and depiction of all signs and/or banners which will be utilized in conjunction with the event (including all sponsor signs, event signs, and directional signs – both on and off the premises)

BANNER ACROSS MAIN STREET

Will you be requesting a permit to hang a banner across Main Street: _____ Yes _____ No

SITE PLAN AND DETAILS OF EVENT LAYOUT

Applicant shall submit with this application a scaled drawing for the overall layout of the event as well as any separately fenced areas such as beer/wine gardens or other contained areas. In addition the drawing shall illustrate all event features that applicant has indicated "YES" to throughout the application.

TOWN SERVICES AND/OR PERSONNEL

Please indicate and describe in detail what Town services are needed and please be specific (state purpose; number of personnel needed; hours, etc.):

Summary of Equipment + Services Requested of the Town from Pages 3, 4 and 5:

PUBLIC SAFETY CHARGES

If any event requires police, emergency services, or other public safety personnel presence at an event either as required by (b) below or at the request of event organizers, police coverage will be arranged by the Chief of Police either with North East Police Officers (rate established by the Town) or sworn officers from allied agencies, emergency medical technicians, paramedics, firefighters and apparatus at the rate established by those agencies.

All fees for public safety charges must be paid 30 days in advance of an event. Failure to pay the public safety charges will result in an event being canceled.

A police presence shall be required by the Town of North East for any event that meets at least one of the following criteria:

- 1) Event serves alcohol
- 2) Expected attendance exceeds 250 people

Police Department Services:

MAINTENANCE CHARGES

When scheduling permits, event organizers may request the services of the Town's Maintenance Department to assist with the set-up/clean-up of an event. Those services will be billed in hourly increments at the rate established by the Town. Any portion of an hour will be billed as a full hour.

Maintenance services must be requested in advance, and if available, the estimated cost must be paid ten (10) days in advance. If actual charges exceed the estimate due to the work taking longer than anticipated, the difference will be deducted from the event's security deposit.

Maintenance Department Services:

Other Services (please describe):

INSURANCE REQUIREMENTS

Insurance Company and Agent Information: _____

Applicant will be required to carry and maintain at its own expense public liability insurance with respect to the premises to afford protection of limits for each occurrence of not less than One Million (1,000,000.00) Dollars with respect to personal injury or death and Five Hundred Thousand (500,000.00) Dollars with respect to any property damage. The Applicant shall also maintain to the extent required by law any workmen's compensation or similar insured in the forms and amounts required by law. **The Applicant further agrees to name the Town as an additional insured upon Applicant's public liability policy and to evidence same fifteen (15) days prior to event. Failure to provide said evidence will be grounds for the Town to revoke this Application.**

The Applicant shall hereby indemnify the Town and hold the Town harmless and at Town's option agrees to defend it from any and all claims, actions, damages, liability and expense, including attorney's fees and other professional fees in connection with any loss of life, personal injury, other damage to any property arising from or out of the occupancy or use by the Applicant of the premises or any part thereof, occasioned wholly or in part by any act or omission of the Town, its officers, agents, contractors, employees or invitees. The Applicant also agrees to indemnify and hold the Town harmless against any costs or claims arising from the Applicant's violation or alleged violation of any other law or applicable regulation.

The Town shall not be responsible or liable to the Applicant or those claiming by, through or under the Applicant for any loss or damage which may be occasioned by or through the acts of omission of persons occupying the premises or any part of the premises for any loss or damage resulting to the Applicant where there is claiming by or through or under the Applicant or their property.

INCLEMENT WEATHER

The Town reserves the right to cancel or relocate an event due to poor weather and/or turf conditions prior to or on the day of the event that may cause excessive damage to the North East Community Park property.

OTHER

Please note this application is for informational use only. Town Board approval is required prior to the North East Community Park Lease Agreement being issued for execution. The Town of North East retains the right to request additional information prior to Town Board approval and to require additional Town services as deemed warranted by the Chief of Police and other Town Departments.

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 Lease Agreement will be executed until all additional permits have been submitted to the office of the Town Administrator.

The Town reserves the right to deny any permit upon its sole discretion. We provide no exclusive use of Public Domain.

The event organizer is responsible for and will bear all costs related to the event which includes among other things policing, cleaning and restoring Town property upon conclusion of the event or activity and will reimburse the Town for any such costs incurred by the Town.

AFFIDAVIT OF APPLICANT

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this application as they pertain to the requested usage. By signing this application, the applicant agrees to follow all rules and regulations. The application, if granted, is not transferable and is revocable at any time at the absolute discretion of the Town.

Applicant (PLEASE PRINT)

Date

Applicant (SIGNATURE)

Date

LIST THE NAMES AND ADDRESSES OF ALL PROPERTY OWNERS. ATTACH ADDITIONAL SHEETS IF NECESSARY.
(Please Print Clearly)

Owner Name

Address

Phone

Owner Name

Address

Phone

Owner Name

Address

Phone

AFFIDAVIT OF OWNER(S)

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this application as they pertain to the requested usage. By signing this application, the applicant agrees to follow all rules and regulations. The application, if granted, is not transferable and is revocable at any time at the absolute discretion of the Town.

Owner (SIGNATURE)

Date

Owner (SIGNATURE)

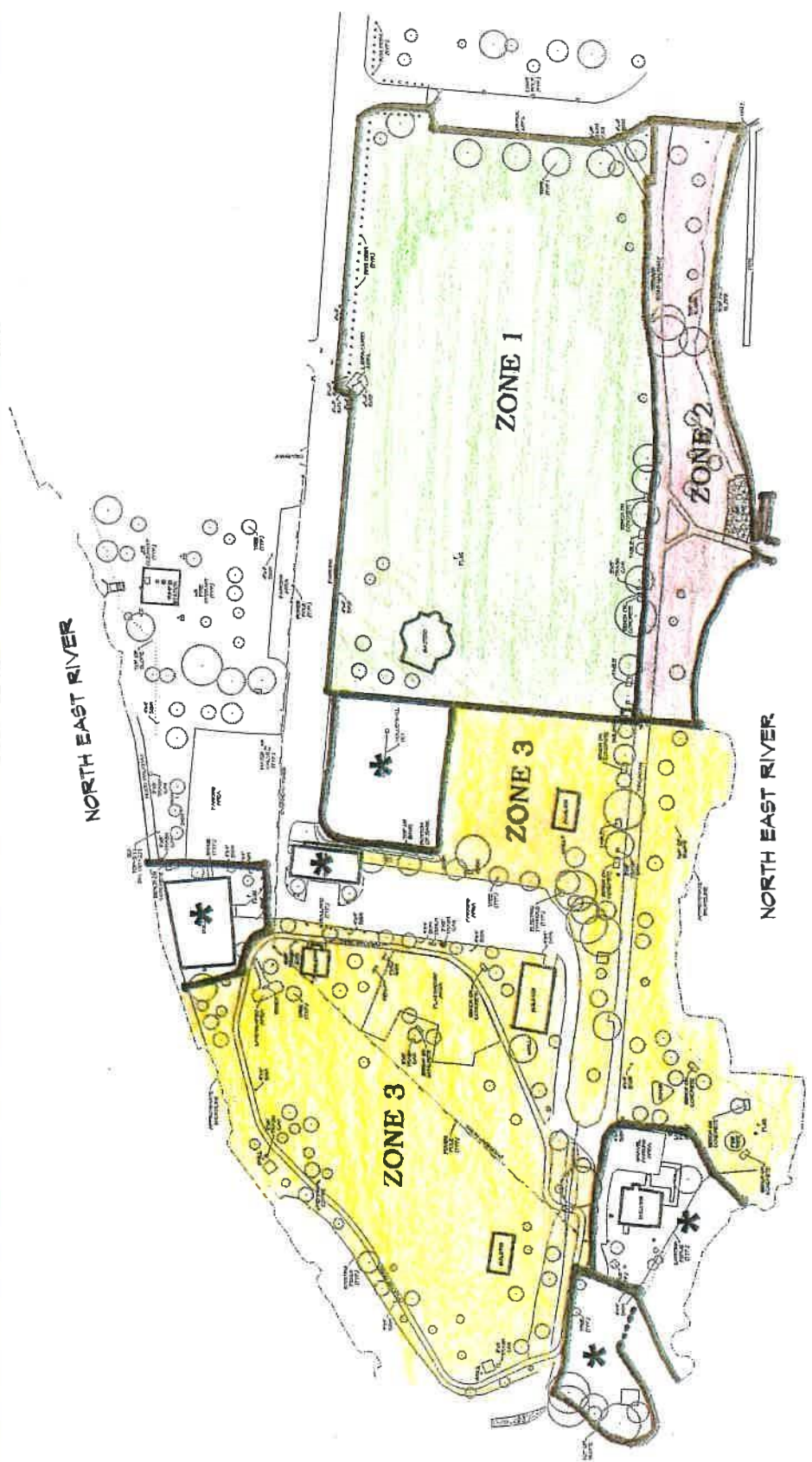
Date

Owner (SIGNATURE)

Date

NORTH EAST RIVER

NORTH EAST RIVER



* AREA NOT SUBJECT TO LEASE



Civil Engineers • Land Surveyors • Landscape Architects
 Planners • Geotechnical Engineers • Environmental Engineers
 215 Bynum Road
 Forest Hill, Maryland 21050
 Phone (410) 879-7200 • Fax (410) 838-1811
 E-mail: cnamail@cna-engineers.com

NORTH EAST COMMUNITY PARK

MALIBU STREET
 TOWNEGATE DISTRICT
 CECIL COUNTY, MARYLAND

Drawn: SAW | Date: 2/2/15 | Scale: 1"=100' | Job No: 08058