



Town of Charlestown
PO Box 154
Charlestown MD 21914
410-287-6173
townclerk21914@comcast.net

EVENT REQUEST PERMIT

APPLICANT INFORMATION:

Date: _____

Request being made by: _____ Individual _____ Organization - Non-profit? ____yes ____no

Organization Name: _____

Name of Applicant/Agent of Organization: _____
(must be an individual)

Address: _____
 Street City State Zip

Phone/Cell Phone: _____ Email: _____ Website: _____
(must be available day of the event)

EVENT INFORMATION:

Date of Event: _____ Type of Event: _____

Location of Event: _____

Town Facilities to be reserved:
____ Long Point ____ Veterans Park ____ Athletic Complex ____ Fairgreen Park Area
____ Lot B

Hours - Start: _____ AM /PM End: _____ AM/PM

____ Private Event ____ Public Event Anticipated Number of Guests: _____

Admission Charged: ____yes ____no Amount: _____

Brief Description of Event: _____

Check all that apply:

_____ Is this a Town Sponsored Event? _____ Yes _____ No

_____ Traffic Control

(all traffic control issues are at the applicant's expense and you must make your own arrangements)

_____ Road Closures _____ Yes _____ No

If Yes, Names of roads _____

_____ Parade Route (attach map with start to end locations) _____ Yes _____ No

_____ Off Site Parking Shuttle _____ Yes _____ No

If Yes, Staging pick up/drop off sites _____

_____ Live Music/Band _____ Yes _____ No

_____ PA Equipment _____ Yes _____ No

_____ Animals Involved (removal of waste is applicant's responsibility) _____ Yes _____ No

_____ Alcoholic Beverages _____ Yes _____ No

_____ Name of Insurance Co. _____ Policy # _____

(tentative approval is given, until a Certificate of Insurance naming the Town as additional insured is provided within 45 days of submittal for at least \$1,000,0000 liability coverage) The Town of Charlestown reserves the right to deny any and all applications due to incomplete information of lack of insurance.

Roads to be closed: _____

If a State Highway is on the route to be closed, a State Highway Road Closure form must be submitted to the State by the applicant and the approved form must be provided to the Town in advance of the event.

REQUIREMENTS:

- Applicant must be 21 years or older to apply for an event permit.
- Organizations and/or public event sponsors must provide a Certificate of Liability Insurance for the event.
- Application may be forwarded by the Town to the Cecil County Department of Emergency Services and/or the Sheriff's Office for approval. Applicant will be notified and must comply with any additional requirements from other agencies for the event. Applicant will be responsible for all expenses for services required and provided by other agencies for the event.
- Applicant must provide portable restrooms for the event. Placement of the restrooms must be approved by the Town before the event. Applicant must provide a diagram of the proposed location with this application.
- Applicant must follow the Special Events Recycling Program through the Solid Waste Division of the Cecil County Public Works Department. A copy of the fact sheet will be provided if this applies to your event request.

RULES AND REGULATIONS

NOTE: Town Council reserves the right to assess fees depending on the type of event.

This permit is issued by the authority of the Town. Any activity authorized by this permit shall be conducted strictly in conformance with the terms and conditions described below and as required by the rules and regulations and the ordinances of the Town. The facility reserved is subject to inspection by any authorized representative of the Town in order to assure proper use of Park property in compliance with Park rules and regulations.

PERMIT MUST BE IN THE POSSESSION OF THE PERSON TO WHOM IT IS ISSUED AND SHOWN UPON REQUEST.

1. The applicant is responsible and will be held liable for damage, loss, breakage and/or removal of town property and/or equipment arising from any activities under this permit.
2. The permit is for the specific area and time designated. Use of the approved area may not interfere or encroach upon others in adjoining areas.
3. Applicant agrees to leave the facility clean and is responsible for collection and removal of all trash arising from the activities promptly after conclusion of the event.
4. The applicant shall supply and be responsible for all equipment necessary for the event. The Town will not be responsible for any damages, loss and/or theft of any equipment supplied by the applicant.
5. **USE OF THE FACILITY IS AT YOUR OWN RISK.** The Town is not responsible for injuries, death, or personal property which is damaged, misplaced, lost, or stolen belonging to any individual or group using the facilities.
6. Amusement equipment for events, i.e., moon bounce, trampoline, etc. is prohibited unless a certificate of liability insurance is provided by the owner/rental agent of such equipment.
7. Parking is in designated areas only. No parking is permitted on sidewalks, grass, etc.
8. Applicant is responsible to be on-site during the event at all times, must be available by cell phone, and must have full responsibility to make any decisions regarding the event. Unruly conduct or behavior will not be tolerated.
9. Tents may be used for events; however, staking on paved surfaces is prohibited. Tents must be secured.
10. Signage for the event is permitted. Signs must be removed promptly at the conclusion of the event.
11. The use of grills is only permitted in the designated areas.
12. Alcoholic beverages are prohibited in the park areas; however, the Commissioners reserve the right, at their discretion to grant for special occasions and events with the issuance of a permit, an exception to the provisions of this section.

13. Bands and live music are prohibited in the park areas; however, the Commissioners reserve the right, at their discretion to grant for special occasions and for specific events with the issuance of a permit, an exception to the provisions of this section.
14. Applicant will be responsible for ensuring all live or amplified music and/or entertainment for the event does not interfere with others use and enjoyment of the park.
15. Applicant shall not practice, conduct or solicit for any trade, occupation, business, or profession, and shall not distribute any handbills or circulars, or post notices, advertisements, or matter of any kind.
16. The Town reserves the right to cancel an event permit with as much notice as possible.
17. A refund will be given only if written notice of cancellation is received a minimum of 2 days before the scheduled event. The Town will work with the applicant to re-schedule the event due to unfavorable weather conditions.

My signature on this permit certifies that I am 21 years old or older and indicates my agreement to observe the rules and regulations listed above and accept all conditions of this permit.

I, THE UNDERSIGNED INDIVIDUAL OR AUTHORIZED AGENT OF THE ORGANIZATION NAMED IN THIS APPLICATION, AGREE TO ABIDE BY THE RULES, REGULATIONS, AND POLICIES OF THE TOWN OF CHARLESTOWN, AND ALL APPLICABLE LAWS PERTAINING TO THE ISSUANCE OF THIS PERMIT. I AGREE TO BE PRESENT AND RESPONSIVE DURING THE PERIOD OF THIS EVENT.

I, FURTHER AGREE IN CONSIDERATION OF THE ISSUANCE OF THIS PERMIT, TO PROTECT, DEFEND, INDEMNIFY AND HOLD HARMLESS THE TOWN OF CHARLESTOWN, ITS OFFICERS, ELECTED AND APPOINTMENT OFFICIALS/REPRESENTATIVES, EMPLOYEES AND AGENTS AGAINST ANY AND ALL CLAIMS DEMANDS, AWARDS, SUITS, JUDGMENT, LIABILITY, LOSS PERSONAL INJURY, OR PROPERTY DAMAGES ARISING OUT OF, OR BEING CONNECTED IN ANY WAY WITH THE PERMITTED EVENT AND MY USE AND/OR THE ORGANIZATION'S USE OF THE TOWN'S GROUNDS.

Signature of Applicant

Printed Name

Date: _____

IF THE INDIVIDUAL NAMED IN THIS APPLICATION IS AN AGENT OF AN ORGANIZATION, THE PRESIDENT OR OTHER AUTHORIZED OFFICER OF THE ORGANIZATION MUST SIGN THE APPLICATION TO ACKNOWLEDGE THE AUTHORITY OF THE INDIVIDUAL TO ACT AS AN AGENT OF THE ORGANIZATION.

Signature of President/Officer

Printed Name

Date: _____

TOWN OF CHARLESTOWN:

Approved by: _____ Town Administrator Date _____

FOR OFFICE USE
ONLY

Fee for use: _____ Received by: _____

Insurance Certificate Required/Received: _____ Restrooms provided: _____

Additional Insurance Certificate Required: (Vendors) _____

Waiver provided for: _____

Additional Requirements:

Sheriff's Office: _____

Dept. Emergency Services: _____

Other: _____
