



CITY OF TANEYTOWN

17 E. Baltimore Street
Taneytown, MD 21787
410-751-1100 Telephone
410-751-1608 Fax

info@taneytownmd.gov Email



SPECIAL EVENT PERMIT APPLICATION

Use this application form for any event in City-owned parks:

- *Requiring more facility use than a standard pavilion reservation;*
- *Open to the public (certificate of insurance required; see below).*

Attach additional information as necessary to include all event details (i.e., location, entertainment, etc.).

Name of Applicant _____

Street Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

Name of Organization _____

Street Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

Nonprofit? ____ Yes ____ No If Yes, Nonprofit Status / ID No. _____

Type of Gathering / Name of Event _____

Location _____

Map of proposed location with event perimeters outlined must be included with application.

Date(s) _____ Time(s) _____

Anticipated Number of Persons Attending _____

Plans for Crowd Control / Traffic Control / Parking _____

Will food be served? ____ Yes ____ No
[If yes, Applicant must have approval from Health Department.]

Will alcoholic beverages be served?
____ Yes ____ No
Beverage License No. _____

Will entertainment be provided? ____ Yes ____ No

If yes, entertainment type (music, magic, face painting, etc.) and performance time(s) _____

Name of Performer/Agent/Representative _____

Street Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

Athletic Field Reservation Request [Rental Rate: \$30.00 per Hour, per Field]

Field(s) Requested _____ Park _____

Date(s) _____ Purpose _____

OFFICIAL USE ONLY Field(s) Available? ☐ Yes ☐ No Initialed _____

Terms and Conditions

See also, APPLICATION TERMS AND DEFINITIONS

1. There is a non-refundable Special Event Permit Application fee of \$100.00 which must accompany all applications. Payment may be made by check or money order, payable to City of Taneytown. [Civic and non-profit organizations are exempt from this fee with proof of 501(c)(3) status or a Tax Exemption Certificate.]
2. A security deposit of \$200.00 must accompany all applications. This amount may be increased depending on the scale of the event planned. Deposit must be made by check or money order, payable to City of Taneytown. This deposit will be returned to the Applicant / Permittee upon conclusion of the Special Event and the City's inspection of the premises thereafter as provided for below. Application fee and security deposit must be submitted separately (i.e., two separate checks or money orders).
3. If athletic field rental is requested, the total rental fee must be paid as soon as field availability is confirmed. If payment has not been received prior to the event date, the field rental reservation will be canceled.
4. Incomplete applications will not be considered.
5. Completion and submittal of this application does not guarantee approval. If an application is not approved, the Special Event Permit Application Fee will not be refunded, however the security deposit will be returned.
6. This application must be submitted at least forty (40) days prior to the event. All non-City sponsored events must be approved by the Mayor and Council at a regularly scheduled City Council Meeting.
7. At the conclusion of the Special Event period, the Applicant / Permittee shall restore the public premises to their original condition, including removing all trash, decorations, signage, etc. If said premises are not returned to their original condition, the City shall be permitted, without liability to Applicant / Permittee or anyone claiming by or through them, to restore said premises to their original condition by disposing of all articles, signage, debris and other paraphernalia and restoration of any impervious or pervious surfaces and/or equipment located on the premises through whatever means the City deems proper and necessary. If deemed necessary, the cost for such restoration will be deducted from the Applicant's / Permittee's security deposit and the Applicant / Permittee shall be responsible for any additional costs beyond the security deposit amount. The City will NOT be responsible for any items left behind by Applicant / Permittee, their agents, guests and invitees. The public may claim and deliver lost and found items at the Taneytown Police Department.
8. The Director of Parks and Recreation must be notified immediately if there is an event change [time, date(s), location, route, etc.]. Contact: Lorena Vaccare, email: lvaccare@taneytownmd.gov, 410-751-1100 tel / 443-487-1942 cell.
9. Applicant / Permittee expressly agrees to indemnify the City for any damage caused to the premises during the term of the Special Event.
10. The City shall assume no responsibility for and shall not be liable for injury or damage to property of Applicant / Permittee brought onto the premises.
11. Applicant / Permittee hereby expressly agrees to indemnify and save harmless the City from any and all claims or damages arising out of the use of said premises by Applicant / Permittee and agents, guests and invitees of Applicant / Permittee.
12. Applicant / Permittee must provide a Certificate of Insurance for the Special Event with the City of Taneytown listed as an Additional Insured as well as other pertinent details (*see Insurance, Application Terms and Definitions*).
13. Parking is allowed only in designated parking spaces, unless expressly granted by the Director and conveyed in writing. Recreational Vehicles (RVs) are expressly prohibited.
14. Applicant must provide signage for the Special Event notifying participants of designated event area, parking area, etc.
15. Utilities such as water and electricity will not be provided. If such utilities are required, please notify the Director of Parks and Recreation at least two (2) weeks prior to the event to request an invoice for the applicable utility; payment must be received prior to the event. Failure to pay for the utilities will result in revocation of the permit and the inability to apply for future permits.
16. If portable toilet units are required for the Special Event, it is the responsibility of the Applicant / Permittee to obtain them. Positioning of said units must be approved by the Director of Parks and Recreation.
17. Inaccurate application representation and/or deviation from final approved permit may result in immediate revocation of the permit and the inability of the Applicant / Permittee to use City facilities.
18. The City reserves the right to refuse future permits if any of these terms and conditions are not met.
19. Obtaining a Special Event Permit for an event does not confer any reservation or guarantee for a similar event in the future. Each event requires a separate and individual Special Event Permit which may be obtained no earlier than one (1) year in advance of the consecutive event date.

APPLICATION TERMS AND DEFINITIONS

PURPOSE: Any individual or organization wishing to reserve a park or portion of a park property owned by the City of Taneytown must first apply for exclusive use of a specified area, and submit the application fee and the security deposit and receive approval from the City. Any individual or organization wanting to ensure use of a park facility must follow these guidelines. Permit application may be obtained from the City of Taneytown Parks and Recreation Department. Such approval is required in order to coordinate multiple uses of limited space, to assure preservation of park facilities, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.

PRIORITY: Any individual or organization wishing to reserve a park or portion of a park property owned by the City of Taneytown is hereby advised that athletic and sports events as scheduled by the Taneytown Athletic Association have priority on those park properties with athletic and sports facilities. Approval of and issuance of a Special Event Permit does not convey authorization of athletic and sports facility usage. If such usage is desired, authorization must be obtained from the Director of Parks and Recreation in cooperation with the Taneytown Athletic Association.

INSURANCE: Any public event requires a certificate of insurance in the amount of \$1,000,000.00, naming the City of Taneytown as an Additional Insured. The certificate of insurance must include in the "Event Description" language detailing the name, date, time and location of the event. The insurance must cover the Applicant / Permittee for the specific event in the specified parks facility. It is the responsibility of the Applicant / Permittee to acquire, collect and submit to the Department of Parks and Recreation all required proofs of coverage within ten (10) business days of approval of the permit [no less than two (2) weeks]. Failure to submit required proofs of coverage will result in revocation of the permit.

FOOD: Any Applicant / Permittee wishing to serve or sell food must contact the Carroll County Health Department to see which permits are required. Visit the CCHD office at 290 S. Center Street, Westminster, MD 21157, call them at 410-876-2152, or visit their website: <https://cchd.maryland.gov/>. Applicant / Permittee must submit a copy of any granted permit from the Health Department to the City of Taneytown's Department of Parks and Recreation at least two (2) weeks, ten (10) business days before the event. For the protection of the public, the City reserves the right to shut down any vendor and/or revoke the event permit if the Applicant / Permittee fails to acquire approval from the Health Department to serve or sell food.

ALCOHOL: Any Applicant / Permittee wishing to serve or sell alcohol must contact the Carroll County Board of License Commissioners / Office of Administrative Hearings to see which temporary licenses are required. Contact the Office of Administrative Hearings at 410-386-2094 or visit their website at <https://www.carrollcountymd.gov/government/boards-commissions/board-of-license-commissioners-liquor-board/>. Applicant / Permittee must submit a copy of any granted license to the City of Taneytown's Department of Parks and Recreation at least two (2) weeks, ten (10) business days before the event. For the protection of the public, the City reserves the right to shut down any vendor and/or revoke the event permit if the Applicant / Permittee fails to acquire approval from the Carroll County Board of License Commissioners / Office of Administrative Hearings to serve or sell alcohol.

SMOKING: Smoking or being in possession of lighted tobacco products is prohibited in all City parks.

ELECTRICITY: Basic electricity is available at some pavilions. Electrical service will support limited use of items such as radios, CD players, small cookware and small residential appliances. For larger needs, Applicant / Permittee must supply their own independent power source (i.e., a generator).

PARK HOURS: Applicant / Permittee must abide by the times approved on the application, allowing for setup and cleanup time. Official park hours for all City parks are 6:00 a.m. to 10:00 p.m.

PAYMENT: Payment of the permit application fee is required in full and must be received by the City at the time of permit application. Payment of the security deposit is required in full and must be received by the City upon approval of the Permit prior to Permit issuance; Permits will not be issued until the security deposit is received.

CANCELLATIONS / REFUNDS: Applicant / Permittee must notify Department of Parks and Recreation of cancellation at least two (2) weeks, ten (10) business days before the scheduled event. The security deposit is refundable. The permit application fee is non-refundable. All reservations are rain or shine; the City does not give refunds due to inclement weather.

REVOCATION OF PERMITS, REFUSAL OF FUTURE PERMITS: The City of Taneytown reserves the right to revoke an applicant's permit and/or refuse future permits for any or all of the following conditions:

- Failure to submit required liability insurance.
- Failure to submit required auxiliary permits (i.e., for food, alcohol).
- Damages to City property.
- Failure to adhere to the terms and conditions listed.
- Failure to adhere to park rules.
- Excessive calls for service from the Police Department or Fire Department.
- Excessive complaints received by the City.

EQUIPMENT: The City DOES NOT provide sports equipment, sound systems, generators, tables, tents, water coolers, benches and/or chairs for private or public events on City property. Applicant / Permittee is solely responsible for supplying equipment to support event.

PROMOTION: Promotional materials for the event such as flyers, posters, advertisements for media (including social media) must be approved by the City prior to distribution. Approval will be conveyed in writing to the Applicant / Permittee. Such promotional material shall not state or otherwise infer that the planned event is a function of or endorsed by the City of Taneytown, unless otherwise approved by the City.

SIGNAGE: Temporary signage should be displayed during the event only unless express written authorization is provided by the City. All desired signage is to be supplied by the Applicant / Permittee. All signage is to be removed by the Applicant / Permittee upon conclusion of the event.

RESTORATION OF PREMISES / LOST AND FOUND: At the conclusion of the Special Event period, the Applicant / Permittee shall restore the public premises to their original condition, including removing all trash, decorations, signage, etc. If said premises are not returned to their original condition, the City shall restore said premises to their original condition by disposing of all articles, signage, debris and other paraphernalia and restoration of any impervious or pervious surfaces and/or equipment located on the premises through whatever means City deems proper and necessary. The cost for such restoration will be deducted from the Applicant's / Permittee's security deposit. The City will NOT be responsible for any items left behind by Applicant / Permittee, their agents, guests and invitees. The public may claim and deliver lost and found items at the Taneytown Police Department.

***** THIS IS AN APPLICATION, NOT A BINDING CONTRACT TO USE CITY-OWNED PARK OR PUBLIC SPACES. APPROVAL IS REQUIRED. *****

By signature, applicant acknowledges that they have read, understood and accepted all terms and conditions as listed within this application.

Signature of Applicant _____ **Date** _____

REVIEWS AND APPROVALS – OFFICIAL USE ONLY

Taneytown Department of Parks and Recreation Use

Permit Fee Paid _____ Form of Payment/Number _____

Security Deposit Paid _____ Form of Payment/Number _____

Permit No. Issued _____ (if approved by Mayor and City Council)

Post-Event Inspection Date / Initials _____ / _____

Inspection Notes: _____

Security Deposit Eligible for Return? _____ Date Returned _____

Taneytown Department of Public Works Use

Reviewed by: _____ Date: _____

Signature: _____

Comments:

Taneytown Police Department Use

Reviewed by: _____ Date: _____

Signature: _____

Comments:

Taneytown Mayor and City Council Use

Approved? _____ Yes _____ No Date of Council Meeting: _____

Signature: _____, Mayor of Taneytown

Comments / Conditions:

