



**COMMISSIONERS OF LEONARDTOWN**  
**P. O. BOX 1, 41660 COURTHOUSE DRIVE**  
**LEONARDTOWN, MD 20650**  
**PHONE: 301-475-9791 FAX: 301-475-5350**  
[www.leonardtown.somd.com](http://www.leonardtown.somd.com)

## SPECIAL EVENT PERMIT APPLICATION AND AGREEMENT

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_ to \_\_\_\_\_ (Open to the public)

Total Time: \_\_\_\_\_ to \_\_\_\_\_ (Including Set-Up and Take-Down)

Event Location Requested: \_\_\_\_\_

\_\_\_\_\_ Street Closure Requested – Specify Streets/Intersections \_\_\_\_\_

Name of Sponsoring Organization: \_\_\_\_\_

Organization's Website URL: \_\_\_\_\_

Brief Description and Purpose of Event: \_\_\_\_\_

Estimated Attendance: Spectators: \_\_\_\_\_ Participants: \_\_\_\_\_ Vehicles: \_\_\_\_\_

### Applicant/Chairperson Contact Information:

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Cell

Work

Home

#### FOR OFFICE USE ONLY

Form filed with COL \_\_\_/\_\_\_/\_\_\_

check # \_\_\_\_\_ enclosed

Event Approved \_\_\_/\_\_\_/\_\_\_ Initials \_\_\_\_\_

COI attached

CC: LVFD \_\_\_\_\_

Route Map/Site plan attached

LVRS \_\_\_\_\_

Traffic Control Plan attached

SMCSO \_\_\_\_\_

Event added to Master Calendar

EVENT ORGANIZER \_\_\_\_\_

**Event Information:**

1. **Equipment:** The Applicant is responsible for providing all furnishings required by your event. This includes advertising, tents, umbrellas, tables, chairs, sound equipment, DJ, band, music/CD's, CD player, food, ice, decorations, extension cords, advertising, signage, fans, heaters, trash bags, etc.

2. **Tents:** Not using tents \_\_\_\_\_ Number of Tents \_\_\_\_\_ Sizes \_\_\_\_\_

Number of tents with walls/enclosed sides \_\_\_\_\_

Tents must be provided by the Applicant. The size and location(s) of tents, canopies or other structures must be indicated on the site plan. **Stakes should not be used due to possible underground lines. A certificate of flame resistance for tents larger than 200 sq. ft. must be provided by Applicant.**

3. **Electricity:** Not using electricity \_\_\_\_\_ Town outlets (110V- limited availability) \_\_\_\_\_  
Bringing generator(s) \_\_\_\_\_ Combination Town outlets and generators (recommended) \_\_\_\_\_

4. **Music:** No Music \_\_\_\_\_ Live music \_\_\_\_\_ DJ \_\_\_\_\_ CD's on Town system \_\_\_\_\_

Name of Band/Type of music \_\_\_\_\_

Providing an Amplified Sound System \_\_\_\_\_ Requesting use of the Town system \_\_\_\_\_

The Town's Sound System broadcasts throughout the Square and is mainly used for announcements, rather than music. There is only 1 microphone with limited range and does not include a mixing board or monitors.

5. **Stage:** Not using a stage \_\_\_\_\_ Bringing a \_\_\_\_\_ x \_\_\_\_\_ platform/stage \_\_\_\_\_

Requesting Town stage (16'x16' black metal mobile trailer) \_\_\_\_\_ Stage lights \_\_\_\_\_  
(Stage may only be used in certain locations; put up, moved and taken down by authorized personnel and incurs an additional fee. Placement of stage will be designated on the Site Plan.)

6. **Restrooms/hand washing stations:** No restrooms needed \_\_\_\_\_ Wharf Restrooms \_\_\_\_\_

Number of restrooms with hand sanitizer being ordered: Reg \_\_\_\_ ADA \_\_\_\_ Family \_\_\_\_ Sinks \_\_\_\_  
A sufficient number of port-o-lets, with hand sanitizer, must be provided by the Applicant, including at a minimum, one ADA Compliant Unit. Applicant must also provide a hand washing station if providing food or using animals of any kind during the event.

7. **Trash:** No trash bins needed \_\_\_\_\_ Town trash cans \_\_\_\_\_

Number of trash barrels and/or recycling bins being provided: \_\_\_\_\_ Trash \_\_\_\_\_ Recycle \_\_\_\_\_

Current Maryland State law requires special event organizers using public property, hosting 200 or more people and serving food and/or drink of any kind to (1) provide a recycling receptacle immediately adjacent to each trash receptacle (2) to ensure that all recycling receptacles are clearly distinguished by color and/or signage (3) and to ensure that all collected recyclables are picked up or delivered to a recycling facility. Failure to comply with this mandate could result in fines up to \$300 per day.

- 8. Food:** If at all possible, applicants are encouraged to cooperate with Leonardtown food establishments - including restaurants, caterers and LBA-approved food truck vendors.
- Outsourcing food to vendors from outside St. Mary's County requires special permission from the Commissioners of Leonardtown and the Leonardtown Business Association.
  - Outside food vendors must offer products or services that are not already conveniently and reasonably offered by an existing Town establishment.
  - Outside food vendors may not be set up within 30' of an established restaurant unless granted special permission from the Commissioners of Leonardtown, the Leonardtown Business Association and business.
  - Food trucks may not be placed in front of or block the view of any establishment, unless that establishment is closed during the entirety of the event or grants special permission to the event organizer.

\_\_\_\_\_ We are cooperating with Leonardtown businesses. No outside food will be sold or given away at the event  
 \_\_\_\_\_ Pre-packaged/sponsored food will be given to event participants  
 \_\_\_\_\_ Vendors/organizations will be selling or giving away food/drink or samples of food/drink

Vendors/organizations giving away food/drink or samples or selling food/drink must be approved/licensed by the St. Mary's County Health Department Environmental Section. A hand washing station must be provided by Applicant and indicated on the site plan. Food vendor's Certificate of Insurance including product liability must be obtained no later than 14 business days before event.

Food providers/vendors \_\_\_\_\_

Type of food provided \_\_\_\_\_

- 9. Alcohol:** Not serving/selling alcohol \_\_\_\_\_ Serving/selling alcohol during the event \_\_\_\_\_  
 To serve or sell alcoholic beverages, Applicant must obtain all necessary permits as required by the Commissioners of Leonardtown and the St. Mary's County Alcohol Beverage Board. Applicant is responsible for enforcing the rules and boundaries for Alcohol Consumption provided by the ABB.

Alcohol providers/vendors \_\_\_\_\_

Type of alcohol provided \_\_\_\_\_

- 10. Animals:** No animals \_\_\_\_\_ Type(s) of animal(s) \_\_\_\_\_ How many? \_\_\_\_\_  
 Indicate the location of animals on the site plan. A hand washing station must be provided by Applicant and indicated on the site plan. Applicant or animal owner(s) must provide Certificate of Veterinary Inspection and Certificate of Insurance.

- 11. Amusements:** No inflatables or rides \_\_\_\_\_ Moon Bounce \_\_\_\_\_

Other \_\_\_\_\_ Name of Provider \_\_\_\_\_

Please indicate the location(s) of amusements on the site plan. For Public Events, Provider and Amusement must be insured and registered with the MD State Inspector. Applicant must provide Certificate of Inspection, a Certificate of Insurance and a sufficient number of volunteers to man the amusements.

Number of **STATE** Troopers Requested \_\_\_\_\_

**12. Police Support:** No Support Needed \_\_\_\_\_ Number of **COUNTY** Deputies Requested \_\_\_\_\_

**The Applicant will be responsible for paying any charges for the presence of police personnel required for the event.** Events over 300 estimated participants or that cross or close streets or intersections require Police Assistance. It is highly recommended that events involving alcohol of any kind also request police assistance. The St. Mary's County Sheriff's Office has final approval of the number of officers needed for each event.

**13. Parking:** Parking area is sufficient \_\_\_\_\_ Overflow parking requested \_\_\_\_\_  
We will be running a shuttle/golf carts from auxiliary lots to event site \_\_\_\_\_

The Applicant is responsible for requesting use of auxiliary lots, as well as volunteers, signs and cones to help with parking. If at all possible, event staff and participants should park in public lots and leave parking closest to the Square available for local business patrons.

**14. Staffing:** Number of volunteers/paid staff from Sponsoring Organization \_\_\_\_\_  
Number of Community Service Volunteers Requested \_\_\_\_\_

The Applicant is responsible for supplying the necessary number of volunteers, including making application to the State's Attorney's Office for community service volunteers. Using the form provided, please fax your request for Community Service to Cathy Conlon @ 301-475-4956 at least 2 months before your event.

**15. Town Assistance**

- \_\_\_\_\_ Orange traffic cones (up to 200 - Quantities over 200 must be provided by applicant)
- \_\_\_\_\_ Yellow Safety vests for volunteers
- \_\_\_\_\_ Event Parking signs (Town will provide signs and placement map)
- \_\_\_\_\_ No Parking signs - Town will place signs 2 days prior to event - weather permitting (minimum order 35, or price per sign + \$10 setup fee)
- \_\_\_\_\_ Request on-site emergency services (LVRS and/or LVFD, and/or Command Post)

List any special needs or requests: \_\_\_\_\_

**16. Attachments:** The following attachments should be submitted with this signed Application, as applicable:

- \_\_\_\_\_ Site Plan, including placement of tents, stage, restrooms, amusements, animals, etc.
- \_\_\_\_\_ Traffic Control Plan, including road closures, detours and parking map
- \_\_\_\_\_ Mapped route for Walk or Run
- \_\_\_\_\_ Mapped route for Parade
- \_\_\_\_\_ \$1,000,000 General Liability Certificate of Insurance naming the Commissioners of Leonardtown as Additional Insured
- \_\_\_\_\_ Check # \_\_\_\_\_ for \$ \_\_\_\_\_ Reservation Fee + \$ \_\_\_\_\_ Additional fees except those to be billed after the event.

**17. Fees:**

Reservation Fee        \$75.00 (up to 75 people) \_\_\_\_\_        \$150.00 (over 75 people) \_\_\_\_\_

Stage fee                \$150.00 \_\_\_\_\_        Skirting \_\_\_\_\_        Lights \_\_\_\_\_

Additional trash cans    \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Additional recycle bins \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Portable restrooms    \_\_\_\_\_ ADA @ \$ \_\_\_\_\_ ea = \$ \_\_\_\_\_

                              \_\_\_\_\_ Regular @ \$ \_\_\_\_\_ ea = \$ \_\_\_\_\_        \_\_\_\_\_ Family size @ \$ \_\_\_\_\_ ea = \$ \_\_\_\_\_

   \_\_\_\_\_ Sinks @ \$ \_\_\_\_\_ ea = \$ \_\_\_\_\_

Signs \_\_\_\_\_ X \$ \_\_\_\_\_ = \_\_\_\_\_

**18. Term and Conditions**

- a) This event shall **adhere** to the route, number of participants and vehicles (not more than 10% higher than the numbers on this permit), dates and times shown on the attached sheets.
- b) The Organizer shall **ensure** that the approved Traffic Control Plan is followed
- c) In the event of inclement weather or other emergency requiring access to the requested area of use, the event may be postponed or cancelled by the event Organizers, the Commissioners of Leonardtown, or the St. Mary’s County Sheriff’s Department.
- d) Immediately following the event, the Organizer shall **clean up** all litter, temporary signs and other event materials and return the requested and surrounding areas to a condition equal to or better than its condition before the event
- e) **Any changes** to this contract or the scope, scale, location, purpose or content of the event should be filed with the Leonardtown Event Coordinator no less than 2 weeks prior to the event or risk cancellation and forfeiture of reservation fees.
- f) Effective May 2011, The Commissioners of Leonardtown established a **reservation fee** of \$75 for events expecting less than 75 people and \$150 for events expecting more than 75 people. This fee includes the reservation of the park grounds and facilities for the event, as well as administrative assistance by Town staff. The Commissioners of Leonardtown reserves the right to amend Reservation Fees and/or establish rental fees for the use of Town services or equipment. This includes reimbursement for signs, portable restrooms, trash service and recycling units.
- g) **Additional stipulations:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Organizer (please print name): \_\_\_\_\_

Representative (please print name): \_\_\_\_\_

Representative Signature: \_\_\_\_\_

**19. Organizer’s Acknowledgement**

By signing below, the Event Organizers and their representatives agree to the following:

- a) I/We hereby affirm that the Organizer of the Event and all Participants **will comply** with the Laws of the State of Maryland and the Statutes and Ordinances of St. Mary’s County and the Town of Leonardtown.
- b) I/We will also **adhere to** the Terms and Conditions set forth in this Permit.
- c) The Organizer **will obtain** Liability and Property Damage Insurance with the limits of \$1,000,000 per incident and provide a Certificate of Liability Insurance for said policy, specifying the Commissioners of Leonardtown as Additional Insured for this Event.
- d) My/Our signatures below **confirm** that the Organizer and all Participants agree to **indemnify** and **hold harmless** The Commissioners of Leonardtown and its officials, employees, and agents from and against and all liabilities, judgments, settlements, losses, costs, or charges (including attorneys’ fees), incurred by the Commissioners of Leonardtown or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss of property, damage caused by, arising out of, related to, or associated with the use of the Property by the User or by the User’s members, employees, agents or invitees.
- e) I/We **waive any and all claims** against the Commissioners of Leonardtown for any and all physical loss or damage to the property, including the cost to repair or replace the property caused by, arising out of, relating to, or associated with the use of the property by the user of by the user’s members, employees, agents, or invitees.

Organizer (please print name): \_\_\_\_\_

Representative (please print name): \_\_\_\_\_

Representative Signature: \_\_\_\_\_

**20. Agency Approvals**

**Before signing and giving your approval for your agency, consider the following:**

- a) **Ensure you have the approval authority to sign for your agency to commit manpower and resources.**
- b) **Ensure you have looked over the entire application package, including the Route Map and Traffic Control Plan. If you identify any problems, have the event organizer address them prior to signing.**
- c) **If reimbursement is required, ensure you have a mutually agreed upon amount (in writing) and terms under which payment will be made.**

\_\_\_\_\_  
Commissioners of Leonardtown Event Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioners of Leonardtown Town Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
St. Mary’s County Sheriff’s Office

\_\_\_\_\_  
Date