

APPLICATION FOR EVENT SPACE

CHRISTMAS ON THE SQUARE

Friday, November 23, 2012 - 5:00 p.m. – 9:00 p.m.

Rain date: Saturday, November 24, 2012 (Tree Lighting & Santa's Arrival only)

Event sponsored by: Leonardtown Commissioners and Leonardtown Business Association

Organization Name: _____ Non-Profit? _____

Contact Name: _____ Phone #: _____

Mailing Address: _____

Alt Phone #: _____ E-Mail Address: _____

Describe display; include items for sale or distribution, exhibit materials, and/or informative literature

Photo or photocopy of items to be sold/displayed included with application? Yes _____ No _____

Location request or any other Special Requests or Concerns _____

Indicate if you require more than one 10'x12' space: Yes _____ No _____ If Yes, how many? _____

Will your display include a tent? Yes _____ No _____ List Size: _____

Will your display include a van or other large unit? Yes _____ No _____ If Yes, list size: _____

Will your display require electricity? Yes _____ No _____

Copy of "Certificate of Insurance" (Proof of Liability Insurance) provided? Yes _____ N/A _____

*Application, Fees and Certificate of Insurance naming the Leonardtown Business Association and the Commissioners of Leonardtown as additional insured must be received **no later than October 19, 2012.** Vendor/Exhibitor hereby acknowledges that he/she has read and agrees to comply with the attached "Special Event Guidelines and Agreement for Vendors & Exhibitors". Applicant hereby irrevocably waives any and all claims against the Leonardtown Business Association and the Commissioners of Leonardtown or any of its officials, employees or agents for any bodily injury, including death, loss or property damage incurred by the user as a result of using the property and hereby irrevocably releases and discharges the local government and any of its officials, employees or agents from any and all claims arising out of or association with the use of the property. **Fees are non refundable.***

- _____ \$45.00 per space Space Fee (\$45.00 per space x # of spaces _____)
- _____ \$ 0.00 per space Non-profit Organization (exempt from Space Fee)
- _____ \$ 0.00 per space Current LBA Member (exempt from Space Fee)
- _____ \$25.00 per space Requiring electricity (110V only) (\$25.00 per space x # of spaces _____)

Total amount included with this application: \$ _____

Make check payable to: Leonardtown Business Association

Mail Application and check to: Leonardtown Business Association
c/o Maria Fleming, Events Coordinator
P.O. Box 1
Leonardtown, MD 20650

Applicant signature: _____ Date: _____

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NOTE: You will be contacted via e-mail regarding approval of your request and location assignment.

For additional information, contact Maria Fleming @ the Town of Leonardtown

Phone: 301-475-9791 or e-mail: maria.fleming2@verizon.net