

# City of Hagerstown Special Events Application





# CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

## SPECIAL EVENT APPLICATION

for special events taking place on city-owned property

*For events taking place on private property that may be impacted by City regulations, please contact the Community Events Coordinator ([DCED@hagerstownmd.org](mailto:DCED@hagerstownmd.org)).*

Business/Organization: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Is your organization a 501(c)3 non-profit organization?  YES  NO

If yes, please attach a copy of your IRS determination letter.

Name of Event: \_\_\_\_\_

Proposed Date: \_\_\_\_\_

Proposed rain date, if applicable: \_\_\_\_\_

Proposed Event Hours (include set up and clean up time): \_\_\_\_\_

Proposed Event Location(s) (attach map and/or describe route below if a traveling event, such as a run):

- University Plaza
- Park. Which park? \_\_\_\_\_
- City Street(s). Which street(s)? \_\_\_\_\_
- City Parking Lot. Which lot(s)? \_\_\_\_\_
- Cultural Trail

Description of Event (attach pages if necessary):

Number of People expected: \_\_\_\_\_

Proposed event is:

FREE       TICKETED       BY INVITATION

Does proposed event require street closure?

YES       NO

Are you requesting that Route 40 (Washington Street, Franklin Street) be closed?

YES       NO

Will alcohol be served?

YES       NO

If yes, who will hold the alcohol license? \_\_\_\_\_

Will food be available?

YES       NO

If food is for sale, who will be selling it? \_\_\_\_\_

Will other products be sold:

YES       NO

Will there be tents?

YES       NO

If yes, what size: \_\_\_\_\_

Will there be a stage?

YES       NO

If yes, what size stage? \_\_\_\_\_

Who is providing the stage? \_\_\_\_\_

Will there be live music or amplified sound?

YES       NO

Will there be inflatables (e.g. Bounce House)?

YES       NO

Who is the provider of the inflatable? \_\_\_\_\_

Will there be fireworks?

YES       NO

Who is the fireworks vendor? \_\_\_\_\_

Will you require electrical access?

YES       NO

What will the electricity be used for? \_\_\_\_\_

Will you require water?

YES       NO

What will the water be used for? \_\_\_\_\_

Will there be live animals?

YES       NO

Describe: \_\_\_\_\_

How will you notify the surrounding residents/businesses of your event and any potential impacts?

Describe your plans for marketing your event:

**Return to:**

Community Events Coordinator  
[kclark@hagerstownmd.org](mailto:kclark@hagerstownmd.org)  
City of Hagerstown  
14 N. Potomac Street, Suite 200A  
Hagerstown, MD 21740



# CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

## CITY OF HAGERSTOWN HOLD HARMLESS AGREEMENT

Lessee/User: \_\_\_\_\_

Events/Use: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

The Lessee/User agrees that it shall indemnify the City of Hagerstown and hold the City of Hagerstown harmless against any and all fines, suits, claims, demands, expenses, actions, losses, alleged losses, or liabilities of whatsoever nature or kind incurred either directly or indirectly either in law or equity, paid, suffered or incurred as a result of the acts, activities, or omissions of the Lessee/User, its agents, servants, or employees, due to operation and use of the premises. It is further agreed that the Lessee/User shall in addition to holding the City of Hagerstown harmless from any and all liabilities or damage or injury to both persons and property, occurring as a result of the use of said premises, shall defend the City of Hagerstown at Lessee's/User's expense against any and all claims, suits, demands, of whatsoever nature or kind.

\_\_\_\_\_  
Lessee/User

\_\_\_\_\_  
By (Signature and Titles)

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

Street: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Witness: \_\_\_\_\_

### Return to:

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City of Hagerstown  
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Hagerstown, MD 21740

**PLANNING CHECKLIST- NOT TO BE RETURNED WITH APPLICATION**

Use this checklist to ensure you have fulfilled all requirements related to your special event. It is not an exhaustive list, but touches upon the main components required to receive a Special Event Permit from the City of Hagerstown and to implement a successful event.

Site plan submitted	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Public safety/security plan reviewed with City	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Severe weather/contingency plan approved	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Crowd manager training completed	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Electricity and water needs communicated	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Parking spaces requested	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Overtime police officers contracted	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Licensed security officers contracted	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Other overtime staff contracted	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Open container law exemption approved by Mayor & Council	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Liquor license obtained from Washington County Liquor Board	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Noise ordinance exemption approved by Mayor & Council	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
City street closure approved by Mayor & Council	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
State highway closure permit applied for	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Fireworks permit received	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Food permits from Washington County Health Department received from food vendors	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Certificates of Insurance from food vendors provided to City	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Hold Harmless agreements from all vendors provided to City	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Sales & Use Tax Certificates received from vendors	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Tables, chairs, tents rented	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Trash management plan approved	<input type="checkbox"/> YES	<input type="checkbox"/> N/A

- |  |                              |                              |
|--|------------------------------|------------------------------|
| Certifications and inspections for tents   | <input type="checkbox"/> YES | <input type="checkbox"/> N/A |
| Certifications and inspections for inflatables   | <input type="checkbox"/> YES | <input type="checkbox"/> N/A |
| Assembly permit applied for  | <input type="checkbox"/> YES | <input type="checkbox"/> N/A |
| Certificate of insurance provided to City  | <input type="checkbox"/> YES | <input type="checkbox"/> N/A |
| Notification about event provided to businesses/residents<br>(includes traffic control plan) | <input type="checkbox"/> YES | <input type="checkbox"/> N/A |