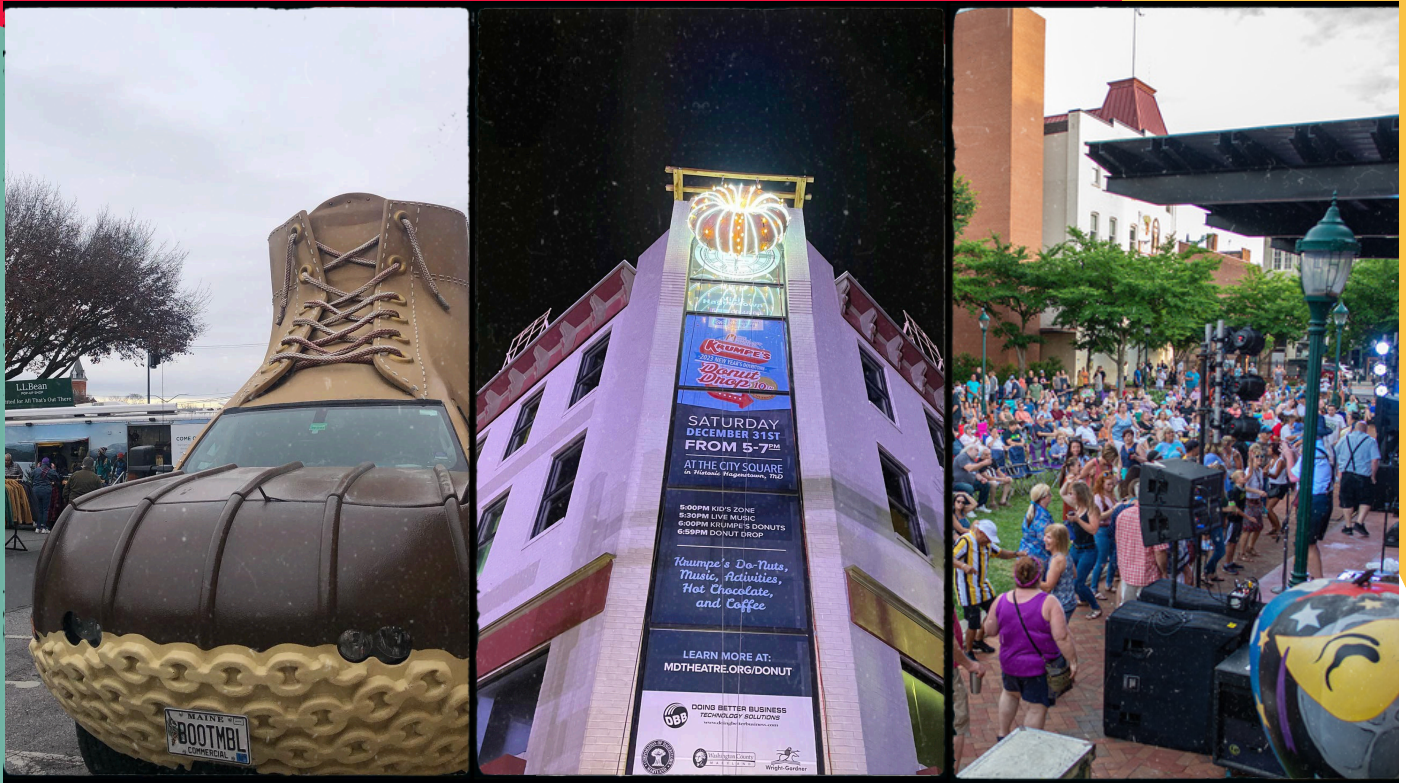


CITY OF HAGERSTOWN

# SPECIAL EVENTS GUIDEBOOK AND APPLICATION



Dear Event Organizer:

Thank you for your interest in having a special event in the City of Hagerstown. Please review this guidebook which contains the **Special Event Application** and information about the processes required to obtain a **Special Event Permit** from the City. It is the City's goal to assist event organizers in producing safe and successful events with minimal impact on the residents and businesses surrounding the event.

Hagerstown is the institutional and cultural heart of Washington County and the surrounding tri-state area. It has a proud history initially as a center of agriculture and later as a center of industry. Hagerstown is a Main Street community with a state-designated Arts and Entertainment District, an impressive stock of historic buildings, and numerous parks with a range of amenities. We welcome special events to our City, and our staff is ready to work with you on the successful implementation of your event.

Special Events — pre-planned, temporary, major events involving use of City property — generally fall into the categories of **entertainment, celebration, cultural recognition, fundraising, arts and crafts displays/sales, and sports demonstrations/competitions**. These events enhance the quality of life for our residents, entice visitors to our city, and have a positive economic impact, and they may also impact vehicular and pedestrian traffic flow and adjacent neighborhoods. Our staff will work to maximize the positive and minimize negative impacts.

**A Special Event application must be submitted if the proposed event uses City facilities/property AND meets any of the following criteria:**

- Involves a large group of people (relative to the usual occupancy of the site);
- Is advertised to the public;
- Does not regularly occur on the site;
- Impacts use of City streets, sidewalks, or public rights-of-way.

**We recommend that you submit a Special Event Application at least 6 months – but no less than 3 months - in advance of your event.** This lead time will ensure the most beneficial outcome for your event. The City's Logistics Committee, made up of staff from the departments of Public Works, Parks, Engineering, Community Engagement Office, Safety and Risk Management, Police, and Fire will be involved in reviewing your Special Event Application. After review, the Community Engagement Officer will be in contact with you about next steps.

In some circumstances, staff may approve special events in less time, but this is always at the discretion of City staff, taking City resources and public safety into consideration.

Please note that submission of this application alone does not guarantee that a Special Event Permit will be issued, or that a particular facility has been reserved for your event. If a permit is approved, it is the responsibility of the event organizer to ensure that the event follows all state and local guidelines, including those related to Covid-19 or similar public health issue, as far as number of people allowed, social distancing, and mask requirements. The City maintains the right to deny a permit based on state or local guidelines, including those related to Covid-19 or similar.

**Private Events**

If the proposed event is taking place on private property and is a private event, ceremony, or party, a special event permit is **not** required. However, if any of the following will be part of a private event, you may be required to obtain permission from various city and/or county departments:

- Attendance is expected to exceed 50 people;
- Money will be collected;
- Food, beverages, alcohol or other products will be sold;
- Bounce houses, animals, amusement rides or similar entertainment features will be included;
- A street closure is requested;
- Amplified sound/music;
- Tents larger than 10'x10'.

Contact the Community Engagement Officer at [events@hagerstownmd.org](mailto:events@hagerstownmd.org) for more information. Do not submit a Special Events Application.

Thanks again for your interest. If you have questions as you review this guide and complete the application, please do not hesitate to contact the Community Engagement Officer at [events@hagerstownmd.org](mailto:events@hagerstownmd.org), 301-739-8577, x. 344, with any questions.

Sincerely,

THE CITY OF HAGERSTOWN

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## CITY OF HAGERSTOWN SPECIAL EVENT GUIDEBOOK

The following pages include information related to many areas of consideration as you plan your special event. Please read through all of the relevant sections before completing and submitting your Special Event Application, which will be reviewed by the **City's Logistics Committee** (made up of staff from Fire, Police, Public Works, Engineering/Parks & Recreation, Safety & Risk Management, and Community Engagement Office). Please contact the Community Engagement Officer at 301-739-8577, x. 344 or [events@hagerstownmd.org](mailto:events@hagerstownmd.org) with any questions you may have.

### SITE PLAN

The City's Logistics Committee will meet with event organizer to develop a site plan, which must include the following:

- Fencing (if applicable)
- Locations of entrance and emergency exits
- Locations and sizes of tents
- Locations and sizes of stages
- Locations of vendors, showing electrical and/or water needs and fuel use, if applicable
- Locations of alcohol sales
- Locations of portajohns (including handicap portajohns)
- Streets, parking lots, and/or parking spaces impacted
- Total Square Feet of Event Space
- Calculated Maximum Capacity

*See ADDENDUM for sample site plans.*

### PUBLIC SAFETY/SECURITY PLAN

- Event organizer is responsible for providing a safe and secure event.
- Organizer must ensure that adequate personnel will be present to provide general security, maintain order, contain liquor to licensed premises, protect money, provide medical assistance, etc.
- Hagerstown Police Department will determine if the event requires overtime police officers or other security officers licensed in the State of Maryland (see **Overtime Police** below).

### CONTINGENCY PLAN

- We require a Contingency Plan for your special event and it must be reviewed and approved by the City's Logistics Committee.
- A Contingency Plan should contain the following:
  - List and contact information for members of contingency team.
  - Designated meeting point in case the contingency team needs to meet.
  - Pre-written scripts that notify your attendees of decisions made about the event (monitoring weather, postponing, evacuating, canceling).
  - Designated places to direct your attendees to in the event of severe weather (a nearby public building, parking deck, or to their vehicles).
- Please include Contingency Plan with your Site Plan.

*See ADDENDUM for sample scripts and contingency plans.*

## CROWD MANAGEMENT

- The Maryland State Fire Prevention Code requires a trained crowd manager in all assembly occupancies where the occupant load exceeds 50 persons, other than occupancies used exclusively for religious worship with an occupant load not exceeding 500.
- Crowd managers are responsible for knowing the event's emergency evacuation plan and for assisting in directing the crowd in an orderly manner in the event that evacuation is required.
- One crowd manager for every 250 people at the event is required. The names of all certified crowd managers working your event will need to be provided to the City Fire Marshal.
- [Crowd Management Training](#) can be taken online through the Maryland State Police. It is also sometimes offered by the City's Fire Marshal.

*See RESOURCES at the end of this document for Washington County Liquor Board information.*

## EMERGENCY SERVICES

- The City's Logistics Committee will review event details to ensure that sufficient emergency service resources are available.
- A determination may be made that an event requires more services, in which case the City may charge event organizer for additional resources.

## OVERTIME POLICE

- Security needs of your event will be discussed with the City's Logistics Committee.
- If the City determines that an event warrants security, overtime Hagerstown Police Department officers may be assigned to cover your event.
- Private security officers licensed in the State of Maryland may be utilized for specific, non-law enforcement functions, with approval of the Logistics Committee. Determination will be made upon review of your event and on a case-by-case basis.
- Every attempt will be made to utilize Auxiliary Police, who work on a volunteer basis, to help with road closures and pedestrian cross walks. However, the City has the final say in determining how many paid police officers are required and the locations where they are needed.
- If your event includes alcohol, overtime police or security officers licensed in the State of Maryland are required.
- The City will determine the number of officers required to ensure a safe event for participants, pedestrians, and drivers (in the event of road closures). Factors determining the number of officers include, but are not limited to:
  - the anticipated number of participants;
  - the location of the event;
  - if alcohol is served;
  - previous history of disruptions;
  - police intelligence gathering;
  - road closures and fortification of intersections to ensure complete separation of vehicular and pedestrian traffic.
- For events in which overtime police will be utilized, an estimated cost will be given to event organizers prior to the event. All police costs will be paid by the event organizer, regardless of the original estimated costs outlined in the Special Event Agreement.
- The Police Department will adhere to the original time frame as much as possible. However, if the City determines that overtime officers need to be on site longer than originally planned (e.g. the event runs longer than planned, it takes longer than anticipated to re-open a street, or a disturbance occurs at the event), additional costs will be incurred.
- Event organizers will be invoiced for the cost of overtime officers after the event.

## ALCOHOL

Alcohol may be permitted at special events. It is prohibited in all parks, with the exception of University Plaza.

Please review the following steps that pertain to obtaining a license to serve/sell alcohol at your event:

- Contact the Washington County Liquor Board to discuss the licenses available for your event and the requirements of each.
- Obtain an exemption from the open container law from the Mayor and Council. The Community Engagement Officer will draft an "Application Permit" and will take the request to the Mayor and Council for consideration and approval. Depending on the event, organizers may be asked to attend and speak at a work session with the Mayor and Council to provide them more information so they can make a determination on whether or not to grant the exemption.
- Attend a Liquor Board Commissioners meeting to obtain your license.
- Fence the area in which you intend to serve alcohol, and have people at all entry/exit points to ensure that alcohol does not leave the event site. Some event sites in the City are already fenced; others will require you to provide fencing at your own expense. City staff can advise on the type of fencing required.
- Check identification of all people who intend to consume alcohol at your event. Event organizers are responsible for providing wrist bands that identify those of legal drinking age.
- Provide the City with a Certificate of Insurance naming the City as additional insured in the amount of \$2,000,000.

*See RESOURCES at the end of this document for Washington County Liquor Board information.*

## FOOD and COOKING

- Food at your special event can be sold by food vendors/food trucks or provided by event organizers (cooking on site or catered).
- Regardless of whether food is sold or given away, there are requirements by the Fire Marshal and the Washington County Health Department.
- Food vendors are required to properly dispose of any cooking oils or grease. ***No dumping of grease or cooking oils into the public sewer system is permitted.***
- There are many food vendors and food trucks which service special events; a list is available from the City upon request.

### ***Fire Marshal Requirements***

- Cooking cannot occur under a tent where people are assembled.
- For tents under which there is cooking, a flame-retardant certification is required.
- Propane tanks must be secured and protected from damage.
- A fire extinguisher with a current inspection certificate must be on hand.
- Cooking is subject to fire marshal inspections and shall comply with the requirements of the fire and life safety code as adopted
- Food vendors (including food trucks) who are cooking must be 15 feet away from buildings, vehicles, and other food vendors.

*See RESOURCES at the end of this document for the Fire Marshal's contact information.*

### ***Washington County Health Department***

- Food vendors and servers must adhere to the rules/guidelines of the Washington County Health Department.
- Food vendors and servers may be required to obtain a health permit from the Washington County Health Department.

- Vendors must contact the Health Department directly to obtain a permit.
- Event organizers are required to forward copies of the County Health Department permits obtained from each food vendor to the City's Community Engagement Officer.

*See RESOURCES at the end of this document for Health Department information.*

*See ADDENDUM for sample temporary food permit.*

#### **Food Vendors and Insurance**

- The City requires event organizers to obtain Certificates of Insurance from every food vendor participating in their event.
- Event organizers are required to forward copies of each food vendor's Certificate of Insurance to the City's Community Engagement Officer.

### **VENDORS**

- Vendors selling food, beverages, or any other product are required to obtain a Vendor Permit from the City Clerk's office. There are some exceptions to this requirement, including whether your event receives City sponsorship. Non-profit organizations do not have to pay the fee, but are required to obtain a permit.
- All vendors (including food vendors) are required to have a Sales and Use tax account through the State of Maryland Comptroller's office.
- The City requires that all participating vendors at special events sign a Hold Harmless agreement and provide it to the City's Community Engagement Officer.
- All food vendors are required to provide a Certificate of Insurance, a copy of which must be provided to the City's Community Engagement Officer.

*See RESOURCES at the end of this document for contact information for the City Clerk and for the Maryland Comptroller's office.*

*See ADDENDUM for the Vendor Permit Application and Hold Harmless Agreement.*

### **SALES TAX**

- All vendors (including food vendors) are responsible for complying with laws regarding the collection of Maryland State sales tax.
- All vendors should contact the State of Maryland Comptroller's office to apply for a Sales and Use tax account.
- Event organizers are responsible for ensuring that vendors are abiding by all state regulations.

*See RESOURCES at the end of this document for contact information for the State of Maryland Comptroller's office.*

### **TENTS and INFLATABLES**

- Tents are subject to Fire Marshal inspections and shall comply with the appropriate requirements of the fire and life safety code as adopted.
- For tents under which there is cooking, a flame-retardant certification is required.
- An Assembly Permit is required for tents larger than 20' x 30'. This is obtained through the Hagerstown Fire Marshal. See **Assembly Permit** section below.
- A building permit is required for erecting tents larger than 20' x 30' (unless on Park property), and is obtained through the City of Hagerstown's Code Administration and Permitting Office. The tent will need to be inspected prior to use.

- An electrical permit is required if any electrical wiring is done in a tent. Such work must be performed by a professional electrician, licensed by the City of Hagerstown, and must be inspected by the City of Hagerstown Code Administration and Permitting.
- All outdoor inflatables or moon bounces must be installed by a licensed and insured professional.
- Inflatables are not permitted in City parks, including University Plaza.
- Tents and inflatables must be staked or weighted down properly. City staff will advise on the best anchoring systems, as some locations do not allow for staking.
- The City may not allow inflatables or tents under certain weather conditions.
- City departments are not able to provide tents, tables, or chairs to event organizers.

*See RESOURCES at the end of this document for contact information for Hagerstown Fire Marshal and City of Hagerstown Planning and Code Administration.*

## **FIREWORKS**

- Event organizers who wish to include fireworks as part of their event must work with the City Fire Marshal to obtain the appropriate permits.
- In addition, all fireworks displays in the City require obtaining an exemption to the Noise Ordinance. See **Noise Ordinance Exemption** below.

*See RESOURCES at the end of this document for contact information for Hagerstown Fire Marshal*

## **NOISE ORDINANCE EXEMPTIONS**

- Events with amplified speakers, amplified music, and fireworks may need an exemption from the City's noise ordinance.
- Special events with noise expected to violate the noise ordinance may seek an exemption from the Mayor and Council.
- The Community Engagement Officer will work with organizers on compiling the needed information and will take the request to the Mayor and Council for consideration and approval.
- Depending on the event, organizers may be asked to attend and speak at a work session with the Mayor and Council so they can make a determination on whether or not to allow the exemption to the noise ordinance.

## **STREET CLOSURES**

- If your event requires that streets be closed, City staff will review street closure requests to determine potential impact on businesses, residents, and vehicular traffic.
- U.S. Route 40 (Franklin Street and Washington Street) goes through the City and requires additional steps with the State Highway Department for closure.

### **City Streets**

- Street closures are categorized as either Level One or a Level Two. The City's Logistics Committee makes that determination based on a review of the Special Event Application.
- Low impact events and events that have previously taken place successfully are categorized as Level One street closures.
- New events and events that are considered high impact are considered Level Two street closures. Level Two closures require approval by Mayor and City Council.
- The Community Engagement Officer will work with organizers on compiling the needed information and will take the request to the Mayor and Council for consideration and approval. Depending on the event, organizers may be asked to attend and speak at a work session with



the Mayor and Council so they can make a determination on whether or not to allow the street closure.

- The Department of Public Works will post parking spaces for NO PARKING for approved street closures.

### **State Highways**

- Franklin Street and Washington Street are state highways (U.S. Route 40).
- In addition to any approvals required by the Mayor and Council, approval for the closure of any portion of U.S. Route 40 in the City is through the State Highway Administration.

*See RESOURCES at the end of this document for SHA contact information.*

*See ADDENDUM for SHA application.*

### **TRAFFIC CONTROL PLAN**

- If your event requires street closures, the City's Department of Engineering and Hagerstown Police Department will develop a Traffic Control Plan.
- This is a required attachment for any State Highway or City street closure request.

### **PARKING**

- The City maintains several surface lots and two parking decks that are available for event attendees, in addition to metered street spaces.
- Lots and all metered spaces are free daily from 5 pm until 9 am the following morning, as well as on Saturdays and Sundays.
- The decks are free from 6:00 am Sunday to 6:00 am Monday.
- Parking spaces may be reserved for your event through the Department of Public Works, and those needs will be discussed at your meeting with the Logistics Committee.

### **TRASH and RECYCLING**

- Logistics Committee will assess your trash and recycling needs. You may be required to obtain and pay for a dumpster if it is determined that your event will generate a significant amount of trash. Otherwise, receptacles and liners will be provided by the City at no charge for your special event.
- Events at which food and drinks will be available, and that have more than 200 people, are required by State law to have recycling receptacles available. The City will provide recycling receptacles and liners.
- Event organizers are responsible for changing the trash liners throughout the duration of their event, as needed.
- Event organizers are responsible for placing full trash and recycling bags at a location designated by the Department of Public Works or the Parks Department.
- Trash and recycling receptacles are re-usable; event organizers are asked to leave these at a location identified in advance.
- Event organizers are responsible for completely cleaning the site after the event. In the event that the site is not cleaned after the event, organizers will be billed for the cost of cleanup and may not be permitted to use City facilities in the future.
- Should the City's Logistics Committee determine that the amount of waste estimated to be generated warrants a dumpster, event organizers are wholly responsible for arranging and paying for dumpster. The Department of Public Works or the Parks Department will identify a location for the dumpster.

## ELECTRICITY

- Depending on where your event is proposed to take place, electricity may or may not be available.
- Be sure to check that you require electricity on the Special Event Application.
- City Staff will let you know what electricity is available at your preferred location.
- Upon review of your event, a determination to charge for electricity may be made.
- If electrical configuration is required, a licensed electrician is required to do the work. Permit fees may apply.

## WATER

- Depending on where your event is proposed to take place, water may or may not be available.
- Be sure to check that you require water on the Special Event Application.
- City Staff will let you know what water is available at your preferred location as well as whether it is potable or non-potable.
- Upon review of your event, a determination to charge for water may be made.

## OVERTIME PUBLIC WORKS

- The Department of Public Works does the majority of work related to Special Events during regular business hours, at no cost to event organizers.
- In the event that Public Works staff support is required outside of regular business hours to support your event, a charge to your organization will be incurred.
- This determination will be made by the Director of Public Works prior to your event, and you will be notified in advance.

## EVENTS IN CITY PARKS

- To use a park for your special event, with the exception of University Plaza, please contact the Parks Department directly for their policies and rental application.
- Organizers who wish to use University Plaza should complete both the Special Event Application and the University Plaza Application, which can be found here:  
<https://www.hagerstownmd.org/1509/University-Plaza>.
- With the exception of University Plaza, alcohol is prohibited from City Parks.

*See RESOURCES at the end of this document for Parks Department contact information.*

*See ADDENDUM for a copy of Park Regulations.*

## OVERTIME PARKS ATTENDANTS

- The Parks & Recreation Division may require parks attendants be present at your special event, in which case, overtime charges will be incurred.
- This determination will be made by Parks staff prior to your event, and you will be notified in advance.

## ASSEMBLY PERMITS

- All events where more than 50 people will gather, or where more people are gathered than the space is normally used for, require an Assembly Permit.
- Assembly Permits are applied for through the Hagerstown City Fire Marshal's Office.
- Permits are issued after a fire inspection is conducted and the Fire Marshal determines that the event area meets fire safety standards.

- The Assembly Permit designates the maximum permitted occupant capacity for the event area and needs to be prominently posted in a location approved by the Fire Marshal.
- It is the responsibility of the event organizer to ensure that the total number of persons in the event area does not exceed the posted occupant capacity.
- Failure to comply with the Assembly Permit requirements may result in a fine and time in jail.
- The fee for the Assembly Permit is \$50.

*See RESOURCES at the end of this document for Fire Marshal's contact information.*

*See ADDENDUM for Assembly Permit application.*

## INSURANCE

- For event organizer's protection and protection of the City, the City requires all special event organizers to carry general liability insurance for events taking place on City property.
- Event organizers must provide the City with a Certificate of Insurance (COI) naming the City of Hagerstown as additional insured. The amount of the policy must be in the amount of at least \$1 million; if the event is serving alcohol, the policy must be in the amount of at least \$2 million.
- The Certificate of Insurance must:
  - name the City as an Additional Insured;
  - contain a provision for ten (10) days prior written notice to the City if the policy expires or is canceled or changed;
  - not have exclusions in the insurance coverage regarding publicly owned or leased property or City operations or personnel, employees, licensees or agents.
- Upon review of event, the Logistics Committee may require higher amounts of insurance coverage.
- Other entities may be required to be named as additional insured.
- Vendors involved with the event who serve alcohol, sell food, or provide games, amusement rides, bounce houses, animals or similar entertainment activities, must also provide insurance coverage to the City. ***The event organizer is responsible for ensuring vendors provide all necessary paperwork/licenses prior to the event.***
- For those organizers without liability insurance, a TULIP (Tenant User Liability Insurance Program) policy may be able to provide an insurance policy for your event. Offered by the Local Government Insurance Trust, TULIP is a low-cost insurance policy that includes coverage for bodily injury and property damage.
- All event organizers must also sign a Hold Harmless Agreement, in addition to providing a COI. A Hold Harmless is included as part of this Special Event Application.
- The Special Event Permit will not be issued until the Certificate of Insurance is provided.
- The City reserves the right to review and require specific coverages for your event.

*See RESOURCES and ADDENDUM for additional information on TULIP.*

## BUSINESS AND NEIGHBORHOOD NOTIFICATIONS

- It is the responsibility of event organizers to notify affected businesses and/or residents of any street closures or other potential impacts (e.g. noise).
- Organizers can distribute flyers door-to-door, meet people one-on-one, or have neighborhood meetings to notify.
- For street closures, we recommend including a copy of the City-issued traffic advisory with your notification.

*See ADDENDUM for sample neighborhood notification and traffic advisory.*

## RESOURCES

### *City of Hagerstown*

|                                                                                                                                                                                                                                                                                                                                                    |                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| City Clerk's Office<br>1 East Franklin St., Room 202, Hagerstown, MD 21740<br><a href="mailto:dspickler@hagerstownmd.org">dspickler@hagerstownmd.org</a><br><a href="https://www.hagerstownmd.org/66/City-Clerk">https://www.hagerstownmd.org/66/City-Clerk</a>                                                                                    | 301-766-4183          |
| Code Administration and Permits<br>1 E. Franklin St., 3 <sup>rd</sup> Floor, Hagerstown, MD 21740<br><a href="mailto:codecompliance@hagerstownmd.org">codecompliance@hagerstownmd.org</a><br><a href="https://www.hagerstownmd.org/755/Code-Administration-and-Permitting">https://www.hagerstownmd.org/755/Code-Administration-and-Permitting</a> | 301-739-8577, x. 103  |
| Community Engagement Office<br>1 E Franklin St, Room 210A, Hagerstown, MD 21740<br><a href="http://downtownhagerstown.org">downtownhagerstown.org</a>                                                                                                                                                                                              | 301-766-4258          |
| Department of Community & Economic Development<br>14 N. Potomac St., Suite 200A, Hagerstown, MD 21740<br><a href="mailto:DCED@hagerstownmd.org">DCED@hagerstownmd.org</a>                                                                                                                                                                          | 301-739-8577, x. 111  |
| Department of Engineering<br>1 E. Franklin Street, Rm. 301, Hagerstown, MD 21740<br><a href="https://www.hagerstownmd.org/150/Engineering">https://www.hagerstownmd.org/150/Engineering</a>                                                                                                                                                        | 301-739-8577, x. 125  |
| Department of Public Works<br>51 W. Memorial Blvd., Hagerstown, MD 21740<br><a href="https://www.hagerstownmd.org/67/Public-Works">https://www.hagerstownmd.org/67/Public-Works</a>                                                                                                                                                                | 301-739-8577, x. 176  |
| Hagerstown Police Department<br>50 N. Burhans Blvd., Hagerstown, MD 21740<br><a href="https://www.hagerstownmd.org/141/Police">https://www.hagerstownmd.org/141/Police</a>                                                                                                                                                                         | 301-790-3700          |
| Fire Marshal's Office<br>25 W. Church Street, Hagerstown, MD 21740<br><a href="https://www.hagerstownmd.org/1078/Fire-Marshals-Office">https://www.hagerstownmd.org/1078/Fire-Marshals-Office</a>                                                                                                                                                  | 301-790-2476          |
| Parks & Recreation Division<br>351 N. Cleveland Ave, Hagerstown, MD 21740<br><a href="http://www.hagerstownmd.org/145/Parks-Recreation">www.hagerstownmd.org/145/Parks-Recreation</a>                                                                                                                                                              | 301-739-8577, x. 169  |
| Safety & Risk Management<br>1 East Franklin Street, Hagerstown, MD 21740<br><a href="https://www.hagerstownmd.org/142/Human-Resources">https://www.hagerstownmd.org/142/Human-Resources</a>                                                                                                                                                        | 301-739-8577 ext. 189 |

### ***Washington County***

Washington County Health Department  
1302 Pennsylvania Ave, Hagerstown, MD 21742  
www.washcohealth.org  
240-313-3400

Washington County Liquor Board  
148 W. Washington St., Hagerstown, MD 21740  
<https://www.wcliquorboard.com/>  
301-797-4591

### ***State of Maryland***

State Comptroller's Office  
[www.marylandtaxes.gov](http://www.marylandtaxes.gov)  
410-260-7980

State Highway Administration  
Download SHA street closure permits here:  
<https://www.roads.maryland.gov/Index.aspx?PageId=59>  
800-639-2937

### ***Crowd Management Training***

Maryland State Police  
<https://mdsp.maryland.gov/firemarshal/Pages/CrowdManagerTraining.aspx>

### ***Insurance***

TULIP Insurance - *Event insurance for those without insurance*

[www.onebeaconentertainment.com](http://www.onebeaconentertainment.com)

To obtain a quote, visit their website and click on **PURCHASE or QUOTE**. Use **0501-Aj3** when prompted to enter the venue code.

## ADDENDUM

1. Site Plans
2. Weather Delay Script
3. Contingency Plan
4. Temporary Food Permit Example
5. Vendor Permit Application
6. Hold Harmless Agreement (blank)
7. State Highway Administration Application for Street Closure
8. City of Hagerstown Park Regulations
9. Assembly Permit Application
10. TULIP Insurance Information
11. Neighborhood Notification
12. Traffic Advisory



## SAMPLE SITE PLANS





# SAMPLE WEATHER DELAY SCRIPT

## **SPECIAL EVENT SCRIPTS FOR WEATHER ALERTS, DELAYS, CANCELLATION**

### **WEATHER ALERT - potential severe weather within next hour**

**Attention:** We are monitoring potentially severe weather that may impact the Imagine Hagerstown activities within the **next hour**. Please re-group with members of your party, including children, and be prepared to stay together during this alert.

*If conditions continue to worsen, another announcement will be made.*

.....

### **SEVERE WEATHER ALERT DELAY— severe weather within 15 minutes**

**Attention:** We are issuing a SEVERE WEATHER DELAY, effective immediately. Radar tracking indicates that potentially severe weather may reach this area within 15 minutes. For your safety, please seek shelter in your vehicle or in a building immediately.

*After the severe weather has passed, our festivities will continue.*

*Again, a Severe Weather Delay has been issued effective immediately; you are directed to seek shelter.*

*Another announcement regarding weather conditions will be made within 30 minutes.*

.....

### **DELAY STILL IN EFFECT ANNOUNCEMENT**

**Attention:** the Severe Weather Delay is still in effect. The threat of potentially severe weather still exists near the festival area. We will continue to monitor the weather conditions, and will make another announcement regarding the resumption or cancellation of the event within **30 minutes**. Thank you for your patience and cooperation during the delay.

.....

### **RESUMPTION ANNOUNCEMENT**

*We are pleased to announce that the Severe Weather Delay has now been lifted. The entertainment will resume.*

.....

### **CANCELLATION ANNOUNCEMENT**

**Attention:** for everyone's safety, we have made the decision to cancel the remainder of events on today's program.

## **SAMPLE CONTINGENCY PLAN**

### **IN ADVANCE OF EVENT:**

- Any member of Contingency Team may call a contingency meeting if extreme weather is in the forecast. We must decide to move events indoors no later than 10 am on Friday for Friday events and no later than 11 pm on Friday for Saturday events.

In the event of such a forecast, contingency meeting may be called to include HPD Assigned Lead Staff, Parks Assigned Lead Staff, DCED Lead Staff, and Sound Company Representative.

### **DURING EVENT:**

- HPD Assigned Lead Staff monitors weather throughout event.
- When storm approaches, HPD Lead Staff alerts Community Engagement Staff to call a contingency plan meeting.
- Community Engagement Officer sends text to members of Contingency Team (HPD Assigned Lead Staff, Parks Assigned Lead Staff, Community Engagement Staff) to meet at HPD Office in USMH Building.
- HPD leads the meeting with a recommendation. Additional team members discuss and support the decision.
- Community Engagement Staff communicates decision to CoH Communications Staff, on-site vendors, artists.
- Community Engagement Staff notifies DCED Director and City Administrator of decisions.
- HPD Lead Staff will also monitor non-weather related incidents/emergencies that require delay or cancellation of events and initiate a contingency plan meeting. Community Engagement Staff communicates decision to CoH Communications Staff, on-site vendors, artists. Emcee announces delay/cancellation.

| <b>When Problem Arises:</b> |                                                                                                                                                                                                                                                                                                                 |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meet at                     | HPD Office-USMH Building                                                                                                                                                                                                                                                                                        |
| Who                         | Community Engagement Staff, HPD Assigned Lead Staff, Parks Assigned Lead Staff                                                                                                                                                                                                                                  |
| What we do                  | <p>Emcee makes announcements regarding weather, delays, etc.</p> <p>In the event of lightning or other inclement weather, people are told to return to their cars or seek shelter in nearby buildings.</p> <p>Community Engagement Officer and City Administrator notified of meeting and course of action.</p> |



## SAMPLE TEMPORARY FOOD PERMIT

POST IN A CONSPICUOUS PLACE

TEMPORARY FOOD PERMIT



STATE OF MARYLAND

**DHMH**

Maryland Department of Health and Mental Hygiene

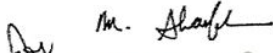
(Not transferable except as expressly provided by statute or regulation)

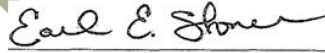


This license has been granted to:

to operate a FOOD SERVICE FACILITY trading at:

THIS LICENSE IS GRANTED PURSUANT TO MARYLAND CODE ANNOTATED, HEALTH-GENERAL, ARTICLE 21-305 AND IS SUBJECT TO ANY AND ALL STATUTORY PROVISIONS INCLUDING ALL APPLICABLE STATUTES AND REGULATIONS PROMULGATED THEREUNDER.

  
Joshua M. Sharfstein, Secretary  
Department of Health and Mental Hygiene

  
Earl E. Stoner, Health Officer  
Washington County Health Department

TOTAL MENU: Example-Hot Dogs, Hamburgers, Soda

Permit#:

Date Issued:

Event Date(s):

Expiration Date:

Rain Date:

## VENDOR PERMIT APPLICATION





# VENDOR PERMIT APPLICATION

CITY OF HAGERSTOWN, MARYLAND

**Vendor** means a person or entity engaged in a business for profit who does not occupy a building or structure, but who uses or occupies a fixed place of business on a private property, or on the streets, sidewalks, right-of-ways or public lands of the City for the purpose of selling or offering to sell goods, merchandise or commodities of any type for a period of up to one year.

## Permit Information

1. ALL vendors (either profit or non-profit) selling food or novelties, must obtain a permit from the City Clerk's Office (1 East Franklin Street, City Hall, Room 200). You may apply by mail, fax or in person. **The cost for a Vendor Permit is \$250.00 and is good for one year from the date of issuance.** Checks should be made payable to the City of Hagerstown. Non-profit organizations may request an exemption from the fee.
2. ALL vendors will be issued a permit along with a license identification card. Both of these items must be carried with the vendor at all times. You will be required to have your picture taken at City Hall for the license identification card. Photos are taken at City Hall, Room 100 every Monday between 2:00 p.m. – 4:00 p.m.  
  
**Please note that vendors are now required to carry both their permit and license identification card when selling. The hours for selling are from 10 a.m. to dusk.**
3. ALL profit selling vendors must obtain a temporary sales and use tax number from the State of Maryland. The telephone number is 1.800.638-2937. A copy of the certificate must be presented with the City's Vendor Permit Application.
4. ALL vendors selling food must contact the Washington County Health Department (13332 Pennsylvania Avenue, Hagerstown or 240.313.3400) to obtain a food permit. A copy of this permit must be presented with the City's Vendor Permit Application.

Date: \_\_\_\_\_ Location of Sale: \_\_\_\_\_ State of MD Sales Tax #: \_\_\_\_\_

Nature of business for which permit is desired or please indicate the articles offered for sale: \_\_\_\_\_

Name (First/Middle Initial/Last): \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Address (City/State/Zip): \_\_\_\_\_ Phone: \_\_\_\_\_

Physical Identification: Gender: Male Female Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_

Personal description of applicant, including marks of physical identification: \_\_\_\_\_

Employer/Employee Address: \_\_\_\_\_ Years there: \_\_\_\_\_

Have you ever been convicted of a crime? Yes ☐ No ☐ If yes, please provide additional information: \_\_\_\_\_

References: Please include three references that have known you for a minimum of one year:

1. Name and phone number: \_\_\_\_\_
2. Name and phone number: \_\_\_\_\_
3. Name and phone number: \_\_\_\_\_

Please submit your completed application to the Office of the City Clerk, 1 East Franklin Street, Room 200, Hagerstown, MD 21740. Any questions, please call 301.739.8577, Ext. 113.



# CITY OF HAGERSTOWN, MARYLAND

*Please complete this application and return it to:*

Office of the City Clerk, One East Franklin Street, City Hall, Room 200, Hagerstown, MD 21740  
301.739.8577, Ext. 113 ♦ [www.hagerstownmd.org](http://www.hagerstownmd.org)

---

## Vendor Permit

### OWNER'S REPRESENTATIVE AFFIDAVIT FOR PERMISSION TO SELL MERCHANDISE FROM PROPERTY

---

If you are **NOT** the owner of the property in which you will be setting up and selling, then this document must be completed and returned to the City Clerk's Office along with your Vendor Permit Application. This document is to certify that the peddler applicant named below is authorized to sell merchandise as a licensed peddler from the designated property and that permission is granted by the property owner as required by Chapter 176 of the City Code.

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

---

\_\_\_\_\_  
Peddler Applicant – Name (*Please Print*)

\_\_\_\_\_  
Owner of Property – Name (*Please Print*)

\_\_\_\_\_  
Peddler's Home Street Address

\_\_\_\_\_  
Owner's Street Address

\_\_\_\_\_  
Peddler's City, State & Zip

\_\_\_\_\_  
Owner's City, State & Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Peddler's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Owner's Signature

## HOLD HARMLESS AGREEMENT



## Release & Waiver of Liability

### **IMPORTANT: PLEASE READ CAREFULLY BEFORE SIGNING THIS DOCUMENT.**

This **Release and Waiver of Liability** (the “Release”) is executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ a participant who has attained the age of majority (the “Participant”), in favor of the City of Hagerstown, a municipal corporation formed under the laws of Maryland, as well as its agents, servants, employees, volunteers, insurers, successors and assigns, collectively or individually, (collectively, the “City”). The Participant desires to participate in the \_\_\_\_\_ [name, location and date of event, hereinafter referred to as the “Activity”]. Participant affirms that s/he is in good health and capable of undertaking the activities for which this Release is being granted.

The Participant does hereby freely, voluntarily and without duress execute this Release under the following terms:

1. **Waiver and Release.** In consideration of being permitted to attend the Activity, Participant agrees to release and forever discharge and hold harmless the City from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Participant’s participation in the Activity.

Participant acknowledges that this Release forever discharges City from any and all liability, claim or cause of action that the Participant may have against City with respect to any bodily injury, personal injury, illness (including but not limited to COVID-19), loss, death, or damage to personal property which may result directly or indirectly from Participant’s participation in the Activity.

2. **Medical Treatment.** Participant does hereby release and forever discharge City from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, medical care or service rendered in connection with the Participant’s participation in of the Activity.

3. **Assumption of Risk.** The Participant acknowledges that participating in the Activity may include activities that may be hazardous to the Participant. Participant hereby expressly and specifically assumes the risk of injury or harm in these activities and releases City from any and all liability for injury, illness, death or property damage resulting from the Participant’s activities relating to the Activity.

4. **Insurance.** The Participant acknowledges that City does not carry or maintain health, medical or disability insurance coverage for any Participant. **EACH PARTICIPANT IS ENCOURAGED TO OBTAIN HIS OR HER OWN MEDICAL AND/OR HEALTH INSURANCE COVERAGE BEFORE PARTICIPATING IN THE ACTIVITY.**

5. **Rules and Regulations.** Participant agrees to abide by all applicable City and/or Activity Rules and Regulations. Failure to do so will be grounds for immediate expulsion from the Activity without refund of any

fee paid by the Participant.

6. **Other.** Participant expressly agrees that this Release is intended to be as broad and inclusive as permitted under the laws of the State of Maryland and this Release shall be governed by and interpreted in accordance with the laws of the State of Maryland (without regard to its conflicts of laws principles). Participant agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be in full force and effect.

7. **Effective Date.** This Release shall be effective immediately upon execution and shall apply to any and all activities occurring at the Activity.

IN WITNESS WHEREOF, Participant has read and understood this Release and all of its terms and conditions and has executed this Release as of the day and year first above written.

**PARTICIPANT:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name(s)- Minors

\_\_\_\_\_  
Participant Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Phone Number

**WITNESS:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

## STATE HIGHWAY ADMINISTRATION APPLICATION





# Maryland Department of Transportation

## Special Event Permit - Data Sheet

|                         |  |                     |  |
|-------------------------|--|---------------------|--|
| Event Name:             |  |                     |  |
| Submittal Date:         |  |                     |  |
| Start Date:             |  | End Date:           |  |
| Start Time:             |  | End Time:           |  |
| Purpose/Type:           |  |                     |  |
| Organizer:              |  |                     |  |
| Contact Person:         |  | Daytime Phone:      |  |
| Address:                |  | Evening Phone:      |  |
|                         |  | Email Address:      |  |
| Number of Participants: |  | Number of Vehicles: |  |
|                         |  | Rain/Snow Date:     |  |

Proposed Route (Written Description)

|                                                                   |                             |                              |                             |
|-------------------------------------------------------------------|-----------------------------|------------------------------|-----------------------------|
| Will you be occupying <b>all</b> or <b>part</b> of a travel lane? | No <input type="checkbox"/> | Yes <input type="checkbox"/> |                             |
| Will you be closing <b>all</b> or <b>part</b> of a roadway?       | No <input type="checkbox"/> | Yes <input type="checkbox"/> |                             |
| Have you enlisted local police assistance ?                       | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Number <input type="text"/> |
| Have you enlisted Maryland State Police assistance?               | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Number <input type="text"/> |

### THE EVENT ORGANIZER IS RESPONSIBLE FOR OBTAINING LOCAL AND/OR MARYLAND STATE POLICE ASSISTANCE AND APPROVAL SIGNATURES

Place an "X" on the line next to the MDOT SHA District(s) your event will take place in.

|            |                                                 |                          |
|------------|-------------------------------------------------|--------------------------|
| District 1 | Dorchester / Somerset / Wicomico / Worcester    | <input type="checkbox"/> |
| District 2 | Caroline / Cecil / Kent / Queen Anne's / Talbot | <input type="checkbox"/> |
| District 3 | Montgomery / Prince George's                    | <input type="checkbox"/> |
| District 4 | Baltimore / Harford                             | <input type="checkbox"/> |
| District 5 | Anne Arundel / Calvert / Charles / St. Mary's   | <input type="checkbox"/> |
| District 6 | Allegany / Garrett / Washington                 | <input type="checkbox"/> |
| District 7 | Carroll / Howard / Frederick                    | <input type="checkbox"/> |

Attach The Following

- ☐ Map of affected routes
- ☐ Cue sheets (If Available)
- ☐ **TRAFFIC CONTROL PLAN** - Including details on how intersections will be controlled and by whom, a detour plan, locations of police officers, locations of marshals/volunteers, and locations of traffic control devices.
- ☐ Other Event Details:

(Contact the MDOT SHA District Office in which the majority of your event takes place to determine if any additional information is required. )

**Submit completed DATA SHEET and SIGNATURE SHEET to the MDOT SHA - NO LATER THAN 60 DAYS PRIOR TO YOUR EVENT**





# Maryland Department of Transportation Special Event Permit - Signature Sheet

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

## Organizer's Acknowledgement

I/We hereby affirm that the **Organizer** of the **Event** and all **Participants** will comply with the Laws of the State of Maryland and any applicable county and municipal ordinances and will adhere to the terms and conditions set forth in the **Permit**. My/Our signature(s) below confirm that the **Organizer** and all **Participants** agree to hold harmless from any liability incurred by them or to others associated with this **Event**, or the various governmental agencies providing assistance for this **Event**. The **Organizer** may be required to obtain Liability and Property Damage Insurance with limits of at least \$300,000 per incident/\$1,000,000 aggregate.

Organizer: \_\_\_\_\_

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

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

## Terms and Conditions

- 1 This Event shall adhere to the route, number of participants, and vehicles (Not more than 10% higher than the numbers on this Permit), Date(s), and times shown on Page 1.
- 2 The Organizer shall ensure the the approved **TRAFFIC CONTROL PLAN** is followed.
- 3 In the event of winter weather during the event, the MDOT SHA will require access to all State Highways for weather related operations. This may require cancellation of the event.
- 4 Immediately following the event, the Organizer shall clean up all litter, temporary signs and other event materials and return the roadway to a condition equal to or better than its condition before the event.
- 5 Additional Stipulations:

## Agency Approvals

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

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

## Local Government / Police

| Agency Name | Signature | Print Name | Date |
|-------------|-----------|------------|------|
|-------------|-----------|------------|------|

## Local Government / Police

| Agency Name | Signature | Print Name | Date |
|-------------|-----------|------------|------|
|-------------|-----------|------------|------|

## Local Government / Police

| Agency Name | Signature | Print Name | Date |
|-------------|-----------|------------|------|
|-------------|-----------|------------|------|

## Maryland State Police

|  | Signature | Print Name | Date |
|--|-----------|------------|------|
|--|-----------|------------|------|

## MDOT SHA

|  | Signature | Print Name | Date |
|--|-----------|------------|------|
|--|-----------|------------|------|



# Maryland Department of Transportation

## Special Event Permit - Checklist

### Event:

- 1) Provide detailed event timelines to include start times, expected times when all participants would clear certain key points, cutoff times when any participants left will be removed for the course, and finish times.
- 2) Identify conflict points with all businesses/churches along the route.
  - a. Explain impacts (Not required if closed during event's timeline or very minor if event passes quickly)
  - b. If impacting, explain plan to avoid conflict as much as possible.
  - c. If impacting, explain plan to notify affected businesses/churches.
- 3) Provide detailed Route Plan including maps with diagrammatic layouts along roadways.
  - a. Identify plan for all signalized intersections.
  - b. Consider parking (if requesting any temporary street parking restrictions, identify police action plan to do so and notification for residences and businesses.
  - c. If requesting a lane closure for event:
    - i. Identify detour route.
    - ii. Identify delineation/signage plan.
    - iii. Identify notification plan for all affected residents.
    - iv. Identify plan to man intersections.
- 4) Identify First-Aid station locations.
  - a. Include approval from property or business owner for that location.
  - b. Identify size or footprint First-Aid station will require.
  - c. Identify equipment/gear for volunteers.
  - d. Identify plan to clean any and all litter generated.
- 5) Identify exact spectator locations and supplied published materials.
  - a. Identify safe parking in and around these locations.
  - b. Identify any hazards and mitigation plan associated with each location.
- 6) Identify all traffic control devices (cones, drums, signs, PCM's, etc.) to be used during event.
  - a. Identify quantities required.
  - b. Identify from where materials will be required and cost estimate.
  - c. Identify who will place materials and cost estimate.
  - d. Identify timeline for material set-up and removal.



## Maryland Department of Transportation Special Event Permit - Checklist

- 7) Identify all detour plans for areas where lanes will be closed.
  - a. Identify detour routes.
  - b. Identify timelines (i.e. detour starts at 0600 and ends at 0900)
  - c. Option for 2-way flagging and/or temporary traffic stoppage may be considered.
- 8) Identify allowances for Emergency Services
  - For the event participants.
  - For other emergencies within event footprint.
- 9) Identify manning plan.
  - a. Identify exact locations and how many police officers are required. (All signalized intersections and detour areas.
    - i. Identify which police entity will be at each location.
    - ii. Identify time when police will be released from each location.
    - iii. Identify cost estimate for their overtime (if applicable).
  - b. Identify locations and how many adult volunteers are required at county and private roadway intersections and businesses.
    - i. Identify equipment/gear for all volunteers (i.e. Safety vests, others....)
  - c. Identify Maryland Department of Transportation - State Highway Administration personnel are required.
    - i. Identify cost estimate for their overtime (if applicable).
  - d. Provide contact information for event leadership/coordinators and their positions on event day.
  - e. If using "leap-frog" approach in shifting volunteers, provide a detailed plan including original location and subsequent locations with arrival and departing times at each. (Consider travel delays for traffic back-ups)
  - f. Memorandums of Agreement (MOA) will need to be written and signed for agreed upon reimbursement amounts. Signatures on application will suffice if non-profit event and no funds required for government agencies.
- 10) Identify details surrounding the insurance plan for the event.
- 11) Identify inclement weather plan.

## CITY OF HAGERSTOWN PARKS RULES





# CITY OF HAGERSTOWN, MARYLAND

Department of Parks and Engineering

## Park Rules

*(Last Revised Feb 2021)*

The following rules govern the use of the City of Hagerstown park properties and facilities by members of the public. These rules define the general privilege of use relating to the parks and recreation facilities and do not create rights of use. The Parks and Recreation Division retains the authority to modify these rules at any time, and the Parks management is at their discretion to revoke, suspend, or modify any person's privileges of use upon good cause.

1. Pets are permitted in designated areas only and must be on a lead and in full compliance with the Washington County animal control laws. Pets are not allowed in pavilions, on athletic fields, courts or playgrounds.
2. The use of any tobacco products, e-cigarettes, or vaping is prohibited in all of the parks of the City of Hagerstown.
3. Alcoholic beverages, illegal drugs and weapons are prohibited.
4. The sale of goods or services or the solicitation of donations in exchange for goods or services is prohibited unless such activity is approved by the City in advance or as part of a City-approved event.
5. Any motorized vehicles, motorized scooters, mopeds or any other like recreational motorized devices are prohibited.
6. Bicycles, skateboards, rollerblades, etc, are only permitted in designated areas.
7. Noise level restrictions will be enforced. No form of amplified sound is permitted except in Band Shells, University Plaza, or approved stages.
8. Inappropriate or indecent conduct, harassment and/or language that can create a public nuisance are prohibited.
9. Only the use of City provided grills is acceptable. All other grills or fires are prohibited.
10. Swimming is prohibited in any body of water except Antietam Creek.
11. Fishing is prohibited in any body of water except at Pangborn Park and Antietam Creek. Boating is only permitted on the Antietam Creek. State laws must be adhered to.
12. Tents, pop-up canopies and tarps are prohibited unless authorized in advance by the City. Inflatables are prohibited.
13. Metal detectors are prohibited.
14. Glass containers, gambling, and overnight camping are all prohibited.
15. Operation of hot air balloons, model aircraft, rockets and drones, remote controlled vehicles and all watercraft, etc, are prohibited unless approved by Mayor and Council.
16. Litter and refuse are to be placed in proper receptacles by the User. Confetti is prohibited.
17. Firearms, bows and arrows, devices creating a fire hazard, hunting, trapping, disturbing the wildlife, etc, are prohibited. Paintball activities are prohibited.
18. Interference with employee and/or volunteer duties is prohibited.
19. Parking or driving on turf or unauthorized areas is prohibited.
20. Alteration or installation of equipment (volleyball nets, etc) is prohibited.
21. Defacing of property (indoors or outdoors) is prohibited. Staples, nails, etc are prohibited.
22. Any other conduct that may jeopardize the safety of others is prohibited.
23. Being present on park property other than during the posted hours of operation of "sunrise to one-half hour after sunset" is prohibited unless such activity is approved by the City in advance or as part of a City-approved event.

**In addition to facing any applicable civil or criminal penalties, any person who violates any of the foregoing rules may be issued a Letter of No Trespass and be prohibited from entering onto City of Hagerstown park properties.**

### Parks and Recreation Division

351 North Cleveland Avenue • Hagerstown, MD 21740  
Ph: 301.739.8577 Ext. 169 • Fax: 301.790.0171

### Engineering Division

1 East Franklin Street • Hagerstown, MD 21740-4817  
Ph: 301.739.8577 Ext. 125 • Fax: 301.733.2214

## ASSEMBLY PERMIT



# HAGERSTOWN FIRE DEPARTMENT CITY OF HAGERSTOWN

25 W. Church Street  
Hagerstown, Maryland 21740



(301) 790-2476

FAX (301) 797-7448

## ASSEMBLY PERMIT APPLICATION

**Business Name:** \_\_\_\_\_

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

City / State: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax # : \_\_\_\_\_

Web site: \_\_\_\_\_

Primary Business Contact: \_\_\_\_\_

**Building Owner:**

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

City / State: \_\_\_\_\_

Phone #: \_\_\_\_\_

*Provide a list of certified Crowd Managers for this Assembly location. If only names are provided, Inspector shall verify names before permit is released.*

*A copy of the Assembly Occupancy requirements has been provided to this establishment.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### Fire Marshal's Office Only

1. Approved Capacity Amount and Location: \_\_\_\_\_

2. Approved Capacity Amount and Location: \_\_\_\_\_

3. Occupancy Sign Posted at entrance: \_\_\_\_\_

4. Assembly Permit Posted at visible location: \_\_\_\_\_

5. Live Entertainment Y / N

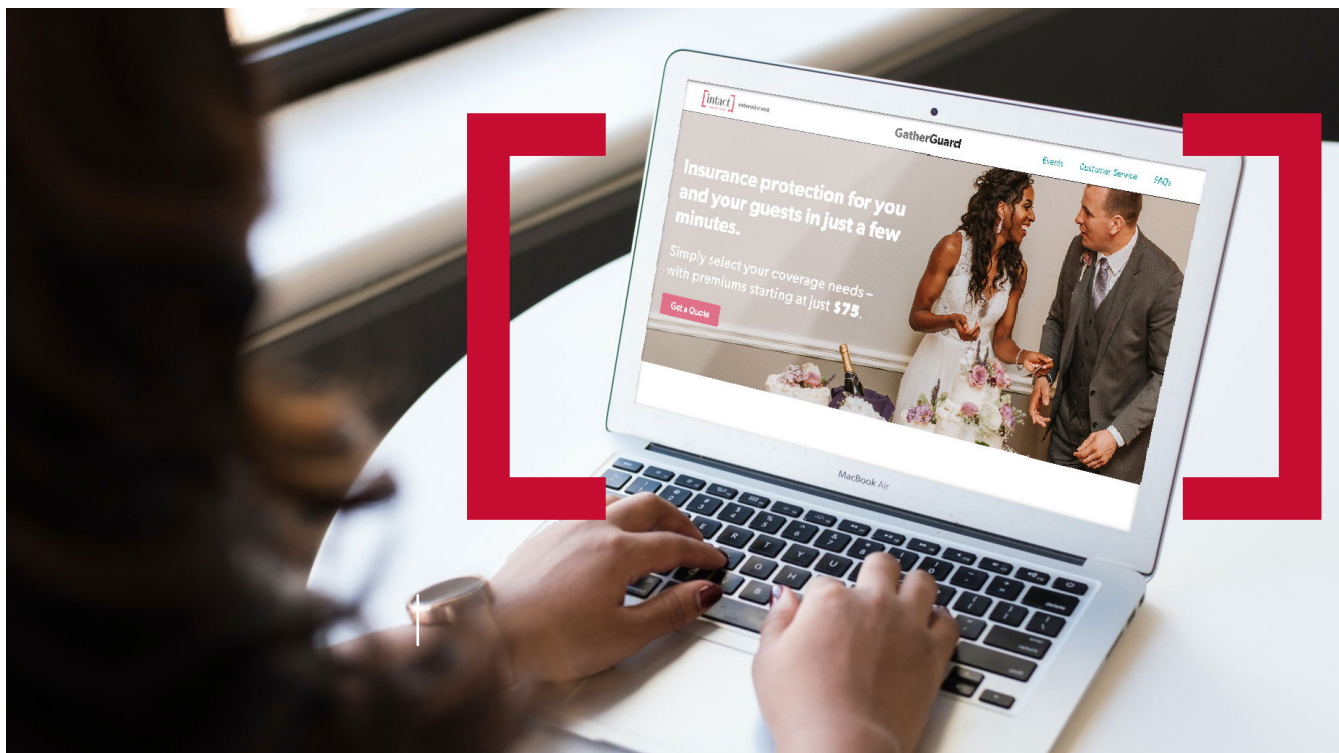
**Date of Inspection:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_

**Permit #** \_\_\_\_\_



GATHER GUARD INFORMATION



Intact Entertainment

## GatherGuard Purchasing Instructions

Special events, whether a wedding reception or a professional seminar, involve considerable coordination between host and event staff. But despite careful planning the unexpected may occur—exposing the host to potential liability for bodily injury or property damage. Intact Entertainment can help with GatherGuard—a general liability insurance program that provides low-cost coverage for special events.

### Purchasing Instructions:

GatherGuard is accessible through two easy methods:

**Tip:** Internet Explorer is not supported, for the best experience, please use the Chrome, Safari or Firefox browsers

#### Venue ID Codes

- Visit our website at [gatherguard.com](https://gatherguard.com)
- Select Get a Quote and answer a few questions about your event
- Where prompted, enter the applicable venue ID code provided by your venue, or search for your venue
- Complete the application and purchase coverage

#### Direct Referral Link

- Visit the website provided by the venue containing the referral link
- Click the referral link
- Complete the application and purchase coverage

You can verify the additional insured information before completing your purchase by using the “Preview my certificate language” link found at the righthand side of the application. Once the application has been completed, and credit card payment confirmed, you will receive an email with a full copy of your policy and certificate of liability insurance.

**Purchasing tip:** Purchase your coverage several days in advance of your event to leave time for any changes that may need to be made.

## Sample Policy

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You can view a sample policy at any time. Simply click “View Sample Policy” located at the bottom of our website homepage or on each page of the quote/purchasing process.

## Contact Us

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Customer Service is available to assist with questions at **844-747-6240**, Monday through Friday from **8:00 a.m. to 8:00 p.m.** Eastern Time.

### About Intact Insurance Specialty Solutions

Throughout the United States, Intact Insurance Specialty Solutions’ underwriting companies offer a broad range of specialty insurance products through independent agencies, regional and national brokers, wholesalers and managing general agencies. Each business is managed by an experienced team of specialty insurance professionals focused on a specific customer group or industry segment, and providing distinct products and tailored coverages and services. Targeted solutions include group accident and health; commercial and contract surety; entertainment; environmental; excess property; financial institutions; financial services; inland marine; management liability; ocean marine; technology; and tuition refund. For further information about U.S. products and services visit: [intactspecialty.com](https://intactspecialty.com).

Intact Insurance Specialty Solutions is a marketing brand for the insurance company subsidiaries of Intact Insurance Group USA LLC, a member of Intact Financial Corporation (TSX: IFC), the largest provider of property and casualty insurance in Canada, a leading provider of global specialty insurance, and, with RSA, a leader in the U.K. and Ireland. The insurance company subsidiaries of Intact Insurance Group USA LLC include Atlantic Specialty Insurance Company, a New York insurer, Homeland Insurance Company of New York, a New York insurer, Homeland Insurance Company of Delaware, a Delaware insurer, OBI America Insurance Company, a Pennsylvania insurer, OBI National Insurance Company, a Pennsylvania insurer, and The Guarantee Company of North America USA, a Michigan insurer. Each of these insurers maintains its principal place of business at 605 Highway 169 N, Plymouth, MN 55441, except The Guarantee Company of North America USA, which is located at One Towne Square, Southfield, MI 48076. For information about Intact Financial Corporation, visit: [intactfc.com](https://intactfc.com).

## **SAMPLE BUSINESS & NEIGHBORHOOD NOTIFICATION**

Dear Neighbors of Fairgrounds Park,

Please join us for the City of Hagerstown's annual Fireworks at Fairgrounds Park on Wednesday, July 4, 2018. The event begins at 6 pm and the fireworks are expected to start at approximately 9:30 pm and last for about 30 minutes. The rain date (fireworks only) is Thursday, July 5.

We expect large crowds and increased traffic in the area on this day. Attendees will be able to park in Fairgrounds Park and are also encouraged to park at Municipal Stadium and take the free shuttle bus running between Municipal Stadium and Fairgrounds Park.

### **Please note the following parking and driving restrictions on July 4:**

- Beginning at 6:00 pm, Cannon Avenue will be closed to traffic between Jefferson Street and North Mulberry Street.
- Beginning at 4:00 pm,
  - no on-street parking will be permitted on Cleveland Avenue between Jefferson Street and Fairgrounds Park entrance
  - no on-street parking will be permitted on Security Road between Vale Street and Pangborn Boulevard
  - no westbound parking on Security Road between Vale Street and Pangborn Boulevard
- Medway Rd. will be closed between Brookline and Security beginning at 9 PM
- Jefferson closed between Cleveland and Mulberry from 9 PM-11 PM
- Additional street closures will be implemented by the Hagerstown Police Department and the Auxiliary Police at the beginning and end of the fireworks show to control traffic flow near the Park.
- Streets are expected to be reopened to traffic by 11:00 pm

We hope you enjoy your neighborhood fireworks show! Just a reminder, alcoholic beverages, personal fireworks, sparklers, remote controlled or aerial devices, and pets are prohibited in the festival area. Only service animals are permitted.

For more information, please call 301.739.8577 ext. 111 or 116. Thank you for your cooperation and assistance with this event.



# **SAMPLE TRAFFIC ADVISORY**



## **CITY OF HAGERSTOWN, MARYLAND**

Department of Parks and Engineering

August 31, 2015

### **TRAFFIC ADVISORY**

On the afternoon of Saturday, September 12<sup>th</sup>, the Historic Heights Neighborhoods 1<sup>st</sup> Group will be holding the 2015 Porchfest event on South Prospect Street. Beginning at noon, South Prospect Street will be closed to all traffic between W. Washington Street and S. Walnut Street to accommodate activities along the street corridor. Traffic approaching the closure will be forced to detour via other City streets as shown on the attached exhibit. Motorists approaching the closure should expect to encounter cones, barricades, and other traffic control devices. The event is scheduled to end at 7:00 PM, at which time the street will be reopened to traffic.

Emergency vehicles will be able to pass through South Prospect Street during the event.

Please contact the City's Department of Community and Economic Development at (301) 739-8577 ext. 820 if you have any questions about the event or this advisory.

### **CITY DEPARTMENT OF PARKS & ENGINEERING**

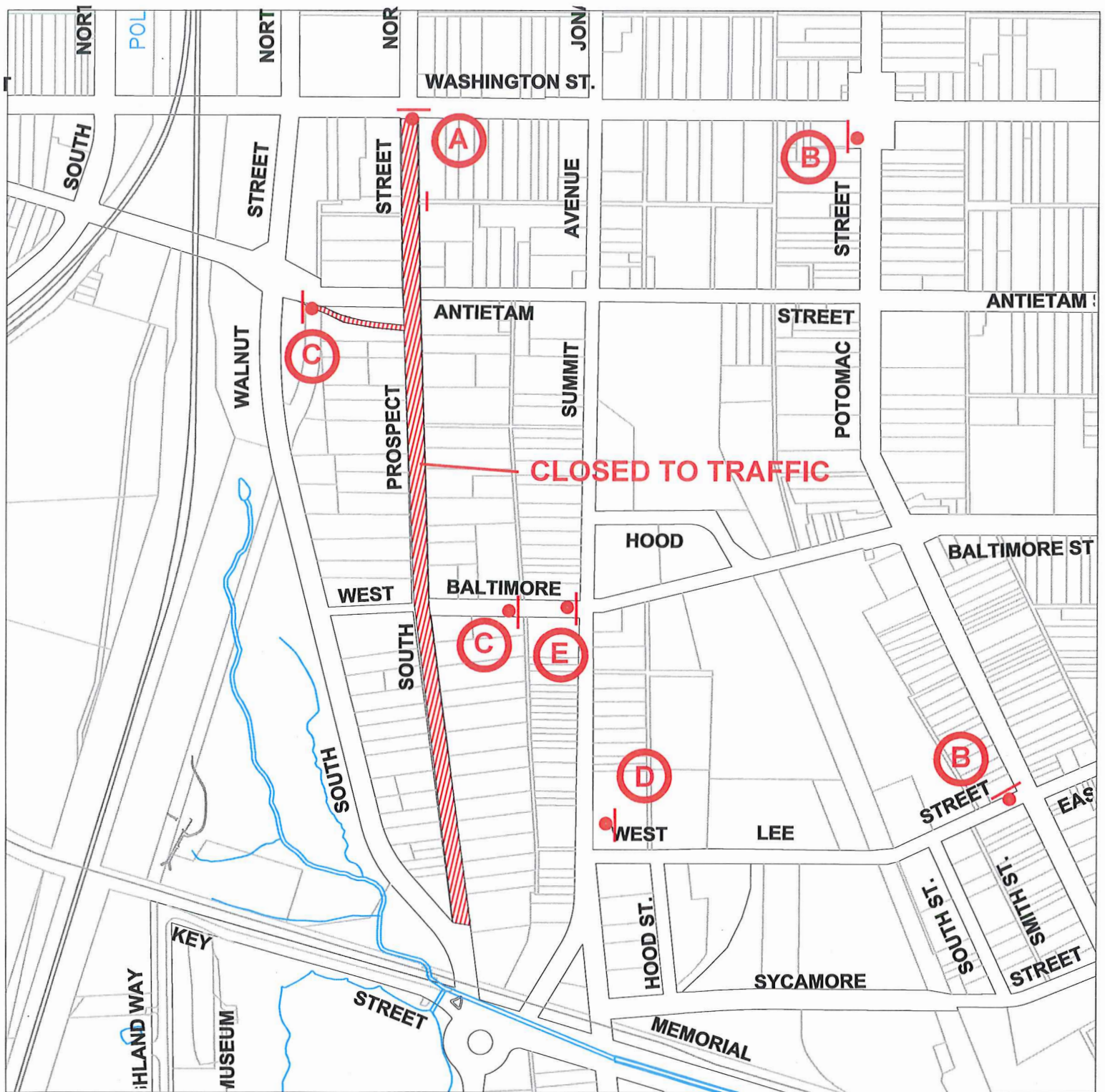
#### **Parks and Recreation Division**

351 North Cleveland Avenue • Hagerstown, MD 21740  
Ph: 301.739.8577 Ext. 169 • Fax: 301.790.0171

#### **Engineering Division**

1 East Franklin Street • Hagerstown, MD 21740-4817  
Ph: 301.739.8577 Ext. 125 • Fax: 301-733.2214





|                                                                                                                     |                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <p><b>A</b></p> <p><b>ROAD CLOSED</b></p> <p>R11-2 WITH TYPE III BARRICADE</p> <p><b>DETOUR</b> ←</p> <p>M4-10L</p> | <p><b>C</b></p> <p><b>ROAD CLOSED</b></p> <p>R11-2 WITH TYPE III BARRICADE</p> <p><b>DETOUR</b> ←</p> <p>M4-9L</p> |
| <p><b>B</b></p> <p><b>DETOUR</b> →</p> <p>M4-9R</p>                                                                 | <p><b>E</b></p> <p><b>ROAD CLOSED TO THRU TRAFFIC</b></p> <p>R11-4</p>                                             |

**TRAFFIC CONTROL PLAN  
FOR  
PORCHFEST - 9/12/15  
SCALE: 1"= 400'  
SEP 8 '14**



# CITY OF HAGERSTOWN

# SPECIAL EVENTS APPLICATION





# CITY OF HAGERSTOWN, MARYLAND

## Community Engagement Office

### 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 Engagement Officer([events@hagerstownmd.org](mailto:events@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 Engagement Officer

[events@hagerstownmd.org](mailto:events@hagerstownmd.org)

City of Hagerstown

1 E Franklin Street, Room 210A

Hagerstown, MD 21740



## Release & Waiver of Liability

### **IMPORTANT: PLEASE READ CAREFULLY BEFORE SIGNING THIS DOCUMENT.**

This **Release and Waiver of Liability** (the “Release”) is executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ a participant who has attained the age of majority (the “Participant”), in favor of the City of Hagerstown, a municipal corporation formed under the laws of Maryland, as well as its agents, servants, employees, volunteers, insurers, successors and assigns, collectively or individually, (collectively, the “City”). The Participant desires to participate in the \_\_\_\_\_ [name, location and date of event, hereinafter referred to as the “Activity”]. Participant affirms that s/he is in good health and capable of undertaking the activities for which this Release is being granted.

The Participant does hereby freely, voluntarily and without duress execute this Release under the following terms:

1. **Waiver and Release.** In consideration of being permitted to attend the Activity, Participant agrees to release and forever discharge and hold harmless the City from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Participant’s participation in the Activity.

Participant acknowledges that this Release forever discharges City from any and all liability, claim or cause of action that the Participant may have against City with respect to any bodily injury, personal injury, illness (including but not limited to COVID-19), loss, death, or damage to personal property which may result directly or indirectly from Participant’s participation in the Activity.

2. **Medical Treatment.** Participant does hereby release and forever discharge City from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, medical care or service rendered in connection with the Participant’s participation in of the Activity.

3. **Assumption of Risk.** The Participant acknowledges that participating in the Activity may include activities that may be hazardous to the Participant. Participant hereby expressly and specifically assumes the risk of injury or harm in these activities and releases City from any and all liability for injury, illness, death or property damage resulting from the Participant’s activities relating to the Activity.

4. **Insurance.** The Participant acknowledges that City does not carry or maintain health, medical or disability insurance coverage for any Participant. **EACH PARTICIPANT IS ENCOURAGED TO OBTAIN HIS OR HER OWN MEDICAL AND/OR HEALTH INSURANCE COVERAGE BEFORE PARTICIPATING IN THE ACTIVITY.**

5. **Rules and Regulations.** Participant agrees to abide by all applicable City and/or Activity Rules and Regulations. Failure to do so will be grounds for immediate expulsion from the Activity without refund of any

fee paid by the Participant.

6. **Other.** Participant expressly agrees that this Release is intended to be as broad and inclusive as permitted under the laws of the State of Maryland and this Release shall be governed by and interpreted in accordance with the laws of the State of Maryland (without regard to its conflicts of laws principles). Participant agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be in full force and effect.

7. **Effective Date.** This Release shall be effective immediately upon execution and shall apply to any and all activities occurring at the Activity.

IN WITNESS WHEREOF, Participant has read and understood this Release and all of its terms and conditions and has executed this Release as of the day and year first above written.

**PARTICIPANT:**

**WITNESS:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Printed Name(s)- Minors  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Participant Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Phone Number



**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<br>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 |

## **SPECIAL EVENTS - LOGISTICS COMMITTEE SIGN OFF SHEET**

Items checked off will provide the basis for the Special Events Permit the City will issue the event organizer.

**EVENT NAME:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_

### **Public Works:**

- ☐ Post the following streets for no parking: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Provide barricades for street closures
- ☐ Provide trash and recycling receptacles for non-park locations and notify organizer where to place trash and recycling at end of their event
- ☐ Ensure electricity is turned on in non-park locations (Locations: \_\_\_\_\_)

### **Engineering:**

- ☐ Develop traffic control plans
- ☐ Issues traffic advisories

### **Parks:**

- ☐ Provide trash and recycling receptacles for park locations and notifies organizer where to place trash and recycling at end of their event
- ☐ Ensure electricity is turned on in University Plaza or Cultural Trail (circle one)

### **Hagerstown Police Department:**

- ☐ Provide overtime officers as required (# of OT: \_\_\_\_\_)
- ☐ Coordinate auxiliary police as required
- ☐ Confer with Engineering on traffic control plans

### **Hagerstown Fire Marshal:**

- ☐ Coordinate emergency services
- ☐ Fill water barricades for street closures
- ☐ Ensure event organizer obtains assembly permit
- ☐ Inspect tents and food vendors
- ☐ Coordinate fireworks displays

### **Safety & Risk Management:**

- ☐ Ensure event organizer's insurance is adequate

### **Community & Economic Development:**

- ☐ Work with event organizer to gain exemption to open container law
- ☐ Work with event organizer to gain exemption to noise exemption ordinance
- ☐ Work with event organizer on any other issues requiring Mayor and Council approval
- ☐ Request Mayor/Council presence at event



# CITY OF HAGERSTOWN, MARYLAND

## Community Engagement Office

### Special Event Agreement

Event Organizer: \_\_\_\_\_

Location of Event: \_\_\_\_\_

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

#### Event Organizer Has:

- ☐ Provided a Site Plan, Public Safety Plan, and Contingency Plan to City
- ☐ Secured overtime police or licensed security officers as outlined by City
- ☐ Provided a Certificate of Insurance naming the City of Hagerstown as additional insured in the amount of \$1,000,000 (or \$2,000,000 if serving alcohol)
- ☐ Provided copies of Certificates of Insurance from food vendors to City
- ☐ Provided signed Hold Harmless agreements from all vendors to City
- ☐ Had all participating vendors obtain a vendor permit from City Clerk (if applicable)
- ☐ Notified area residents and businesses of the event if streets are closed or another impact, between 10-15 days in advance of event
- ☐ Applied for Assembly Permit from Fire Marshal

#### Event Organizer Agrees to:

- ☐ Place all bagged trash and bagged recycling in area designated by Public Works or Parks
  - o Designated area: \_\_\_\_\_
- ☐ Pay for all City Services that have been outlined in advance
  - o overtime HPD
  - o overtime PW
  - o overtime Parks
- ☐ Abide by all State, County, and City regulations including those regarding alcohol, crowd control training, food service, cooking, sales tax, assembly, and any relevant guidelines related to Covid-19 or similar

#### The City agrees to the following, if checked:

- ☐ Close the following streets: \_\_\_\_\_
  - o Times of street closures: \_\_\_\_\_
- ☐ Provide auxiliary police to assist with street closures, traffic direction, and pedestrian crossings
- ☐ Provide \_\_\_\_ number of overtime HPD officers from \_\_\_\_\_ to \_\_\_\_\_ at an approximate cost of \$\_\_\_\_\_ to be paid by Event Organizer
- ☐ Provide electricity
- ☐ Provide water
- ☐ Provide \_\_\_\_ trash receptacles and \_\_\_\_ recycling receptacles and \_\_\_\_ liners for each
- ☐ Reserve \_\_\_\_ number of parking spaces on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_
- ☐ You have / have not been granted an exemption to the open container law.
- ☐ You have / have not been granted an exemption to the noise ordinance.

Other:

When signed by both parties below, this indicates that the Special Event Organizer has fulfilled the requirements of the City of Hagerstown to hold a Special Event as outlined above. A Special Event Permit is attached.

The reverse side of this Agreement has important contact information for the day of your event.

AGREEMENT AND ACCEPTANCE:

\_\_\_\_\_  
Special Event Organizer

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Hagerstown

\_\_\_\_\_  
Date

.....  
**The following people/departments may be contacted the day of your event if the need arises:**

Public Works: \_\_\_\_\_  
(name and phone number)

Hagerstown Police Department: \_\_\_\_\_  
(name and phone number)

Hagerstown Fire Department : \_\_\_\_\_  
(name and phone number)

Parks: \_\_\_\_\_  
(name and phone number)



# City of Hagerstown, MD

## SPECIAL EVENT PERMIT

This permit is issued to \_\_\_\_\_  
for the following Special Event:

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

Location of Event: \_\_\_\_\_

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

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

Time of Event: \_\_\_\_\_

**This permit, and the attached Special Event Agreement, is valid only for the above date(s).**

This permit has been issued by the City Clerk on the \_\_\_\_th day of \_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Permit Number: \_\_\_\_\_