

Rental Requirements

Last Edit: January 2020

Insurance	Any event open to the public or use of the Band Shell requires a Certificate of Insurance (COI) in the amount of one million dollars general liability naming the City of Hagerstown as additional insured. The COI must include in the “Description of Operations” the name, date, and location of the event, and must include all the event’s related activities . The insurance must cover the User for the specific event away from their place of business, in the specified park facility. It is the sole responsibility of the Applicant/User to acquire, collect, and submit to the Parks & Recreation office all required proofs of coverage and applicable permits no less than 10 business days prior to the schedule event. (See instructions on how to obtain insurance through TULIP.)
Food/Drink	Applicants approved to serve or sell food and/or drink to the public must contact the Washington County Health Department (WCHD) at 240-313-3400 to obtain the required permits. Applicant must post food permit(s) on site the day of the event. The City of Hagerstown reserves the right to shut down any vendor who does not post the required permit. If Applicant is using a food/drink vendor and does not include the vendor on the Applicant’s Certificate of Insurance, the food/drink vendor must follow the same insurance guidelines as explained in the Insurance requirements. At City Park, giving or selling food and/or drink to the public is NOT permitted.
Electric	Basic electricity is available in most pavilions which will support limited use of items such as radios, CD players, small cookware, etc. For larger needs including but not limited to inflatables, you must supply an independent power source which requires further approval of the Parks & Recreation Manager. The City Park Band Shell is equipped with a basic PA system, however, no microphones are provided. You may bring your own amplification equipment system if desired.
Tents	<p>Requires additional approval from Parks & Recreation Manager at least ten (10) business days prior to installation. Tent structure must be properly anchored (above ground, without soil penetration) and supported to prevent uplift and collapse. Tents larger than 20’ x 30’ must be erected by a professional installer with insurance, naming the City of Hagerstown as additional insured (see Insurance requirements). All tent material must be flame resistant and must be properly labeled by an approved testing agency. User is fully responsible for following these requirements.</p> <p>Tents NOT used for cooking or assembly (gathering of persons under the tent): Any electrical wiring must be performed by a professional electrician, licensed by the City of Hagerstown. An electrical permit and inspection approvals are required. Please contact Code Administration and Permits at 301-739-8577, ext. 103.</p> <p>Congregation or assembly in the tent: Tents larger than 20’ x 30’ require an “assembly permit” which must be obtained by contacting the Hagerstown Fire Department at 301-739-8577, ext. 104.</p> <p>Cooking under a tent (regardless of size): A flame-retardant certification is required and the Fire Department MUST perform an inspection prior to use. Please contact the Hagerstown Fire Department at 301-739-8577, ext. 104. Cooking cannot occur under a tent where people are assembled (except for those cooking/service); propane tanks must be secured and protected from damage; an approved fire extinguisher must be on hand.</p> <p>NO STAKES MAY BE DRIVEN INTO THE GROUND.</p>
Inflatables	All outdoor inflatables or moon bounces must be installed by a licensed and insured professional, with the insurance listing the City of Hagerstown as additional insured (see Insurance Requirements above) Structure must be properly anchored (above ground, without soil penetration) and supported to prevent uplift and collapse. NO STAKES MAY BE DRIVEN INTO THE GROUND.
Alcohol	Alcohol is prohibited. Special permission may be considered for University Plaza only. Additional fees, licenses, and permits are required. Please call 301-739-8577, ext. 116 for more information.
Payment	After event is approved, payment in full must be received within ten (10) business days of approval or Applicant forfeits facility rental. A \$37.50 fee will be charged for a check returned by the bank.
Refunds or Reschedules	Requests for refunds or reschedules must be submitted in writing to the Parks & Recreation office at least 45 days prior to scheduled event. A refund of 50% of the rental fee paid will be issued in the form of a credit which can be used for future Parks & Recreation rentals and/or registrations. No cash, check, or credit card refunds will be issued. If written request is not received within 45 days of scheduled event, renter forfeits the entire amount paid.

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