

**MAYOR AND COUNCIL MEETING
TUESDAY, JULY 27, 2021, 6:00PM**

1. **CALL TO ORDER, PLEDGE, AND ROLL CALL**
2. **MAYOR'S REMARKS**
 - a. Police Captain Swearing In
3. **CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
4. **INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
5. **COUNCIL MEMBER/COMMISSION REPORTS**
6. **CONSENT AGENDA**
 - a. Purchase Order Approval – WW10-22 – JWC Environmental - \$10,589
 - b. Purchase Order Approval – WW12-22 – Parkson - \$16,025
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
 - a. Preservation Maryland Letter of Support – vote anticipated
 - b. Event Applications Approval – vote anticipated
 1. BARC – Wedding Vowel Renewal Ceremony
 2. BARC – 12th Annual Great Deadman's Hill Challenge
 3. BARC – Hayride & Dance Entertainment for Downtown Halloween Party
 4. BARC – Jingle Bell Run & Santa Stroll
9. **ADJOURNMENT**

7/23/2021 12:44 PM

Oath of Office

I, Matthew Lynch, do solemnly swear that I will support the Constitution of the United States of America and the laws and Constitution of the State of Maryland, and that I will, to the best of my ability, diligently and faithfully execute the duties of Police Captain, City of Brunswick, Frederick County, Maryland, so help me God.

Matthew Lynch

Sworn to and subscribed before me, Mayor of Brunswick, Maryland this
22nd day of July, 2021.

Nathan Brown, Mayor

CITY OF BRUNSWICK, MD
1 WEST POTOMAC ST.
BRUNSWICK, MD 21716

PURCHASE ORDER

VENDOR: JWC Environmental

DATE: 7-19-2021

P.O. NO.: WW10-22

SHIP TO: WWTP
Galyn Manor

INVOICE TO: City Administrator
City Hall
1 West Potomac St.
Brunswick, MD 21716


1. Direct all payment inquiries to 301-834-7500.
2. Avoid partial invoices. Do not combine different purchase orders on one invoice.
3. Price to include F.O.B. delivery to building, applicable taxes and insurance, unless specifically stated otherwise.
4. Prepay all freight shipments.
5. Seller agrees to be bound by the terms and conditions on this order. No modifications or additions shall be binding upon purchaser unless agreed to in writing. Please place purchase order number on packing slips and invoices.

QUANTITY	DESCRIPTION	UNIT	PRICE	TOTAL
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Replacement Muffin Monster Grinder
at Galyn Manor Pump Station. _____ \$10,589

FY22 Budgeted Item
Quote attached - Sole Source

60-533-61-6419

J. Mose 7-19-21


SHIPPING

TOTAL

\$ 10,589

Approved by:



Customer Service Center
 2600 S. Garnsey Street
 Santa Ana, CA 92707 USA
 Phone: 949 833-3888
 Toll Free: 800 331-2277
 Fax: 714 549-4007

Customer:

Brunswick WWTP
 20 C&O Canal Toepath Road East
 Patrick Hoffmaster -
 PHoffmaster@Brunswickmd.gov
 Brunswick, MD 21716

US

Quote Number: 61389

Quote Date: 07/14/2021

Terms: Due on receipt

Pricing: Valid 60 Days

FOB: Origin

Lead Time: 3-4 Weeks ARO - "Shipping Included in Price"

Grinder Serial #: G008397-2-1

Project: Galyn Manor Pump Station

All orders will be billed the applicable sales tax, based on the "ship to address", unless a valid tax exemption certificate is provided prior to shipment.

Part Number	Description	Qty	Unit Price	Extended Price
30005-0012	30005-0012-DI Muffin Monster Renew 11T Cam Cutters (.310) 1:1 Stack Alloy Steel Buna N Elastomers Cork & Rubber Gaskets Delta-P Siderails Motor Type Electric Less Motor Less Reducer Less Spool Grinder SN: XXXX Paint: Epoxy Green	1	\$10,589.00	\$10,589.00
Shipping	Shipping & Handling	1	\$0.00	\$0.00

Please verify serial number is correct.

Sub Total \$10,589.00
Tax
Total \$10,589.00

Notes:

1. Please fax or mail a Purchase Order for the total amount and we can process your order. Please include the following:
Bill to Address, Ship to Address, tax exemption certificate.
2. Please note there will be a 20% restocking fee on all returned items.
3. Lead time may vary depending on parts availability.
4. JWCE standard one year warranty included except for older models i.e. GTS, MS and SPF models.
5. Subject to attached JWC Environmental Standard Terms and Conditions of Sale.

Thank-You for your Business!

JWC Environmental Inc
Brent Kim
Customer Service



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Santa Ana, CA 92707 USA
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Toll Free: 800 331-2277
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Please provide the following information. Failure to do so may delay processing of order. Quote #: 61389

Bill To Name & Address:

Ship To Name & Address:

Email Address: _____

PO# _____

Payment terms: Net 30 FOB: Origin

Preferred Shipping Method (Required to Process Your Order):

Prepay & Add to Invoice

Collect Account #: _____

Carrier: _____

JWCE will add shipping and handling charges to invoices unless otherwise specified.

Credit cards:

I authorize JWCE to process this order on my credit card and add shipping and handling charges.

Credit card orders are processed after order ships. You will be contacted by JWC Accounting for payment.

Please fax or email your PO and most recent tax certificate to:

Fax (714) 549-4007

Email servicesales@jwce.com

Signature: _____

David B. [Signature]

Date: _____

7/19/2021



Customer Service Center
2600 S. Garnsey Street
Santa Ana, CA 92707 USA
Phone: 949 833-3888
Toll Free: 800 331-2277
Fax: 714 549-4007

JWC ENVIRONMENTAL TERMS AND CONDITIONS OF SALE

Unless otherwise specifically agreed to in writing by the buyer ("Buyer") of the products and or related services purchased hereunder (the "Products") and JWC Environmental (the "Seller"), the sale of the Products is made only upon the following terms and conditions. Whether these terms are included in an offer or an acceptance by Seller, such offer or acceptance is conditioned on Buyer's assent to these terms. Seller rejects all additional, conditional and different terms in Buyer's form or documents.

PAYMENT TERMS

Subject to any contrary terms set forth in our price quotation, order acceptance or invoice the full net amount of each invoice is due and payable in cash within 30 days from the date of the invoice. If any payment is not received within such 30-day period, Buyer shall pay Seller the lesser of 1 1/4% per month or the maximum legal rate on all amounts not received by the due date of the invoice, from the 31st day after the date of invoice until said invoice and charges are paid in full. Unless Seller's documents provide otherwise, freight, storage, insurance and all taxes, duties or other governmental charges related to the Products shall be paid by the Buyer. If Seller is required to pay any such charges, Buyer shall immediately reimburse Seller for said charges. In all cases, regardless of partial payment, title to the Products shall remain the Sellers until payment for the Products has been made in full. All orders are subject to credit approval by Seller. All offers by Seller and/or acceptance of Buyer's order shall be nullified by any failure of Buyer to obtain credit approval. Furthermore, Buyer shall not assert any claim against Seller due to Buyer's inability to obtain credit approval. Irrevocable Letter of Credit from Buyer in form and term acceptable to Seller is required for Product orders delivered outside the United States of America

DELIVERY

Unless otherwise provided in our price quotation, delivery of the Products shall be made F.O.B. place of manufacture. Any shipment, delivery, installation or service dates quoted by the Seller are estimated and the Seller shall be obligated only to use reasonable efforts to meet such dates. The Seller shall in no event be liable for any delays in delivery or failure to give notice of delay or for any other failure to perform hereunder due to causes beyond the reasonable control of the Seller. Such causes shall include, but not be limited to, acts of God, the elements, acts or omissions of manufacturers or suppliers of the Products or parts thereof, acts or omissions of Buyer or civil and military authorities, fires, labor disputes or any other inability to obtain the Products, parts thereof, or necessary power, labor, materials or supplies. The Seller will be entitled to refuse to make, or to delay, any shipments of the Products if Buyer shall fail to pay when due any amount owed by it to the Seller, whether under this or any other contract between the Seller and Buyer. Any claims for shortages must be made to the Company in writing within five calendar days from the delivery date and disposition of the claim is solely subject to Seller's determination

PRICES

Prices of the Seller's Products are subject to change without notice. Quotations are conditioned upon acceptance within 30 days unless otherwise stated and are subject to correction for errors and/or omissions. Prices include charges for regular packaging but, unless expressly stated, do not include charges for special requirements of government or other purchaser. Prices are subject to adjustment should Buyer place an order past the validity period of the quotation or delay delivery of Products beyond the quoted lead time for any reason.

RETURNS

No Products may be returned for cash. No Product may be returned for credit after delivery to Buyer without Buyer first receiving written permission from the Seller. Buyer must make a request for return of Product in writing to Seller at its place of business in Costa Mesa, California. A return material authorization number must be issued by the Seller to the Buyer before a Product may be returned. Permission to return Product to Seller by Buyer is solely and exclusively the Seller's. Product must be returned to Seller at Buyer's expense, including packaging, insurance, transportation and any governmental fees. Any credit for Product returned to Seller shall be subject to the inspection of and acceptance of the Product by the Seller and is at the sole discretion of the Seller.

LIMITED WARRANTY

Subject to the terms and conditions hereof, the Seller warrants until one year after commissioning (written notification to Seller by Buyer required) of the Product or until 18 months after delivery of such Product to Buyer, whichever is earlier, that each Product will be free of defects in material and workmanship. If (a) the Seller receives written notification of such defect during the warranty period and the defective Products use is discontinued promptly upon discovery of alleged defect, and (b) if the owner ("Owner") forwards the Product to the Seller's nearest service/repair facility, transportation and related insurance charges prepaid. The Seller will cause any Products whose defect is covered under this warranty to either be replaced or be repaired at no cost to the Owner. The foregoing warranty does not cover repairs required due to repair or alteration other than by the Seller's personnel, accident, neglect, misuse, transportation or causes other than ordinary use and maintenance in accordance with the Seller's instructions and specifications. In addition, the foregoing warranty does not cover any Products, or components thereof, which are not directly manufactured by the Seller. To the extent a warranty for repair or replacement of such Products or components not manufactured directly by the Seller is available to Buyer under agreements of the Seller with its vendors; the Seller will make such warranties available to Buyer. Costs of transportation of any covered defective item to and from the nearest service/repair center and related insurance will be paid or reimbursed by Buyer. Any replaced Products will become the property of the Seller. Any replacement Products will be warranted only for any remaining term of the original limited warranty period and not beyond that term.

DISCLAIMER OF WARRANTIES AND LIMITATIONS OF LIABILITIES

THE SELLER'S FOREGOING LIMITED WARRANTY IS THE EXCLUSIVE AND ONLY WARRANTY WITH RESPECT TO THE PRODUCTS AND SHALL BE IN LIEU OF ALL OTHER WARRANTIES (OTHER THAN THE WARRANTY OF TITLE), EXPRESS, STATUTORY OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY STATEMENTS MADE BY EMPLOYEES, AGENTS OF THE SELLER OR OTHERS REGARDING THE PRODUCTS. THE OBLIGATIONS OF THE SELLER UNDER THE FOREGOING WARRANTY SHALL BE FULLY SATISFIED BY THE REPAIR OR THE REPLACEMENT OF THE DEFECTIVE PRODUCT OR PART, AS PROVIDED ABOVE. IN NO EVENT SHALL THE SELLER BE LIABLE FOR LOST PROFITS OR OTHER SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, EVEN IF THE SELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE TOTAL LIABILITY OF THE SELLER TO BUYER AND OTHERS ARISING FROM ANY CAUSE WHATSOEVER IN CONNECTION WITH BUYER'S PURCHASE, USE AND DISPOSITION OF ANY PRODUCT COVERED HEREBY SHALL, UNDER NO CIRCUMSTANCES, EXCEED THE PURCHASE PRICE PAID FOR THE PRODUCT BY BUYER. NO ACTION, REGARDLESS OF FORM, ARISING FROM THIS AGREEMENT OR BASED UPON BUYER'S PURCHASE, USE OR DISPOSITION OF THE PRODUCTS MAY BE BROUGHT BY EITHER PARTY MORE THAN ONE YEAR AFTER THE CAUSE OF ACTION ACCRUES, EXCEPT THAT ANY CAUSE OF ACTION FOR THE NONPAYMENT OF THE PURCHASE PRICE MAY BE BROUGHT AT ANY TIME

The remedies provided to Buyer pursuant to the limited warranty, disclaimer of warranties and limitations of liabilities, described herein are the sole and exclusive remedies.

Unless specifically agreed to in writing by the Seller, no charges may be made to the Seller by Buyer or any third party employed by buyer for removing, installing or modifying any Product.

The Seller and its representatives may furnish, at no additional expense, data and engineering services relating to the application, installation, maintenance or use of the Products by Buyer. The Seller will not be responsible for, and does not assume any liability whatsoever for, damages of any kind sustained either directly or indirectly by any person through the adoption or use of such data or engineering services in whole or in part.

CONFIDENTIAL INFORMATION

Except with the Seller's prior written consent, Buyer shall not use, duplicate or disclose any confidential proprietary information delivered or disclosed by the Seller to Buyer for any purpose other than for operation or maintenance of the Products.

CANCELLATION AND DEFAULT

Absolutely no credit will be allowed for any change or cancellation of an order for Products by Buyer after fabrication of the Products to fill Buyer's order has been commenced. If Buyer shall default in paying for any Products purchased hereunder, Buyer shall be responsible for all reasonable costs and expenses, including (without limitation) attorney's fees incurred by the Seller in collecting any sums owed by Buyer. All rights and remedies to the Seller hereunder or under applicable laws are cumulative and none of them shall be exclusive of any other right to remedy. No failure by the Seller to enforce any right or remedy hereunder shall be deemed to be a waiver of such right or remedy, unless a written waiver is signed by an authorized management employee of the Seller and the Seller's waiver of a breach of this agreement by Buyer shall not be deemed to be a waiver of any other breach of the same or any other provision.

CHANGES IN PRODUCTS

Changes may be made in materials, designs and specifications of the Products without notice. The Seller shall not incur any obligation to furnish or install any such changes or modifications on Products previously ordered by, or sold to, Buyer.

APPLICABLE LAW, RESOLUTION OF DISPUTES AND SEVERABILITY

This agreement is entered into in Costa Mesa, California. This agreement and performance by the parties hereunder shall be construed in accordance with, and governed by, the laws of the State of California. Any claim or dispute arising from or based upon this agreement or the Products which form its subject matter shall be resolved by binding arbitration before the American Arbitration Association in Los Angeles, California, pursuant to the Commercial Arbitration Rules, excepting only that each of the parties shall be entitled to take no more than two depositions, and serve no more than 30 interrogatories, 10 requests for admissions and 20 individual requests for production of documents, such discovery to be served pursuant to the California Code of Civil Procedure. Any award made by the arbitrator may be entered as a final judgment, in any court having jurisdiction to do so. If any provision of this agreement shall be held by a court of competent jurisdiction or an arbitrator to be unenforceable to any extent, that provision shall be enforced to the full extent permitted by law and the remaining provisions shall remain in full force and effect.

ASSIGNMENT

This agreement shall be binding upon the parties and their respective successors and assigns. However, except for rights expressly provided to subsequent Owners of the Products under "Limited Warranty"



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Santa Ana, CA 92707 USA
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Toll Free: 800 331-2277
Fax: 714 549-4007

above, any assignment of this agreement or any rights hereunder by Buyer shall be void without the Company's written consent first obtained. Any exercise of rights by an Owner other than Buyer shall be subject to all of the limitations on liability and other related terms and conditions set forth in this agreement.

EXCLUSIVE TERMS AND CONDITIONS

The terms and conditions of this agreement may be changed or modified only by an instrument in writing signed by an authorized management employee of the Seller. This instrument, together with any amendment or supplement hereto specifically agreed to in writing by an authorized management employee of the Seller, contains the entire and the only agreement between the parties with respect to the sale of the Products covered hereby and supersedes any alleged related representation, promise or condition not specifically incorporated herein.

SELLER'S PRODUCTS ARE OFFERED FOR SALE AND SOLD ONLY ON THE TERMS AND CONDITIONS CONTAINED HEREIN. NOTWITHSTANDING ANY DIFFERENT OR ADDITIONAL TERMS OR CONDITIONS CONTAINED IN BUYER'S SEPARATE PURCHASE ORDERS OR OTHER ORAL OR WRITTEN COMMUNICATION, BUYER'S ORDER IS OR SHALL BE ACCEPTED BY THE COMPANY ONLY ON THE CONDITION THAT BUYER ACCEPTS AND CONSENTS TO THE TERMS AND CONDITIONS CONTAINED HEREIN. IN THE ABSENCE OF BUYER'S ACCEPTANCE OF THE TERMS AND CONDITIONS CONTAINED HEREIN THE SELLER'S COMMENCEMENT OF PERFORMANCE AND/OR DELIVERY OF THE PRODUCTS, OR THE SELLER'S STATEMENT OF ACKNOWLEDGMENT OF THE RECEIPT OF BUYER'S PURCHASE ORDER, SHALL BE FOR BUYER'S CONVENIENCE ONLY AND SHALL NOT BE DEEMED OR CONSTRUED TO BE ACCEPTANCE OF BUYER'S DIFFERING TERMS OR CONDITIONS, OR ANY OF THEM. ANY DIFFERENT OR ADDITIONAL TERMS ARE HEREBY REJECTED UNLESS SPECIFICALLY AGREED UPON IN WRITING BY AN AUTHORIZED MANAGEMENT EMPLOYEE OF THE SELLER. IF A CONTRACT IS NOT EARLIER FORMED BY MUTUAL AGREEMENT IN WRITING, BUYER'S ACCEPTANCE OF ANY PRODUCTS COVERED HEREBY SHALL BE DEEMED ACCEPTANCE OF ALL OF THE TERMS AND CONDITIONS STATED HEREIN. THE SELLER'S FAILURE TO OBJECT TO PROVISIONS INCONSISTENT HERewith CONTAINED IN ANY COMMUNICATION FROM BUYER SHALL NOT BE DEEMED A WAIVER OF THE PROVISIONS CONTAINED HEREIN.

F360JWCE0107

CITY OF BRUNSWICK, MD
1 WEST POTOMAC ST.
BRUNSWICK, MD 21716

PURCHASE ORDER

VENDOR: Parkson

DATE: 7-19-2021

P.O. NO.: WW12-22

SHIP TO: WWTP

INVOICE TO: City Administrator
City Hall
1 West Potomac St.
Brunswick, MD 21716

1. Direct all payment inquiries to 301-834-7500.
2. Avoid partial invoices. Do not combine different purchase orders on one invoice.
3. Price to include F.O.B. delivery to building, applicable taxes and insurance, unless specifically stated otherwise.
4. Prepay all freight shipments.
5. Seller agrees to be bound by the terms and conditions on this order. No modifications or additions shall be binding upon purchaser unless agreed to in writing. Please place purchase order number on packing slips and invoices.

QUANTITY	DESCRIPTION	UNIT	PRICE	TOTAL
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Bar screen Conical Blade and Motor

\$ 16,025

FY22 Budgeted Item

Quote Attached - Sole Source

60-533-40-8116

SHIPPING

J. Mose 

\$ 16,025

TOTAL

7-19-21

Approved by:



Aftermarket - Quotation

1401 W. Cypress Creek Road - Suite 100, Fort Lauderdale, FL 33309
 1- 888 PARKSON
 562 Bunker Court, Vernon Hills, IL 60061
 1-800-249-2140

* The Quotation is submitted pursuant to Parkson Corporation's Aftermarket Terms and Conditions, which are attached hereto

Quote Name	Brunswick, MD 250106 AG-MN-SK100 RWC	Created Date	7/16/2021
	07-16-2021	Expiration Date	9/16/2021
Quote Number	00029772		
Prepared By	Ray Coulter	Contact Name	Patrick Hoffmaster
Phone	(954) 917-1879	Phone	(240) 409-7081
Email	rcoulter@parkson.com	Email	phoffmaster@brunswickmd.gov
Fax	(954) 252-4085	Fax	
Bill To Name	Brunswick, MD	Ship To Name	Brunswick, MD
Project #	250106 AG-MN-SK100	Payment Terms	Net 30
Freight	Prepay and Add	Estimated Delivery	7 to 8 weeks
		FOB:	Shipping Point

Item Number	Product	Line Item Description	Quantity	Sales Price	Total Price
Custom	Customized1	015149-01, SpiralKlean Drive Assembly, Includes Auger, Shaft, Conical Blade and Housing	1.00	\$10,920.00	\$10,920.00
Custom	Customized2	SK Motor, 3 hp, Replacement for 003050	1.00	\$2,809.00	\$2,809.00
Custom	Customized3	Motor Equivalent for Marathon C332A, 2 hp, XP	1.00	\$2,296.00	\$2,296.00

Line Items	3	Subtotal	\$16,025.00
		Total Price	\$16,025.00

Please complete information below:

BILL TO Name: <u>City of Brunswick</u>	SHIP TO Name: <u>Brunswick Wastewater Plant</u>
Address: <u>1 West Potomac Street</u>	Address: <u>20 C + O Canal Towpath Rd</u>
City, State, Zip: <u>Brunswick, MD 21716</u>	City, State, Zip: <u>Brunswick, MD 21716</u>
PO #: <u>WW12-22</u>	SHIP TO Attn of: <u>Wastewater Dept.</u>
Bill to - Email: <u>Jmose@Brunswickmd.gov</u> <u>Accounts Payable@Brunswickmd.gov</u>	Phone: <u>301-834-7500</u>

All amounts expressed in US Dollars

Quote Acceptance Information

Signature: David B. Dunn
 Name: DAVID B. DUNN
 Title: CITY ADMINISTRATOR
 Date: 7/19/21



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

July 27, 2021

Preservation Maryland
3600 Clipper Mill Road, Ste 248
Baltimore, MD 21211

RE: The U.S. Department of Agriculture Rural Placemaking Innovation Challenge

Dear Mr. Redding,

On behalf of the Council of Brunswick, I am pleased to support your *Revitalization through Activation* proposal to the U.S. Department of Agriculture's Rural Placemaking Innovation Challenge.

Investing in rural communities is essential as we continue to recover from the economic hardships of the pandemic. Downtown areas have always been the cornerstone of America's cities and towns, and they have an essential part to play in the long term economic revitalization and prosperity of rural towns across the country. The pandemic has provided us with an opportunity to reinvest and reimagine these downtown cores.

Preservation Maryland's proposed project focuses on the Maryland towns of Hancock, New Market, and Brunswick. The project will develop a placemaking plan to support downtown revitalization by establishing both a model and implementation strategies for activating public spaces and maximizing the resulting impact in these historic towns. With this plan and its resulting impact, these Maryland towns can expect an increase in economic growth, support of essential services, and cultivation of placemaking, thereby improving the quality of life for those who work, live, and play in each community. As Maryland's statewide preservation nonprofit organization, Preservation Maryland has the network and resources needed to accomplish this important undertaking.

Please let the people who are reviewing your proposal know that I fully support it.

Sincerely,

Nathan Brown, Mayor
City of Brunswick



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Application for Licenses/Permit for Events

Organization Name:	Brunswick Area Recreation Council (BARC)	
Contact Name:	Terry Faith, or Bob Ward	
Is Organization a Non-Profit:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Address:	227 E Potomac St Brunswick, MD 21716	
Email:	barc.maryland@gmail.com	
Cell Phone:	571-643-8821	

Name and Description of Event:	Wedding Vowel Renewal Ceremony - Community event open to all. Barc will conduct a group wedding vowel renewal ceremony	
Date of Event:	Aug 14, 2021	
Event Time:	Set-Up Time: 11:30 am	Event Start Time: 12:00
	Event Stop Time: 4:00 pm	Event Tear Down Time: 4:30 pm
Location of Event: Identify streets, alleys, sidewalks, etc.	Square Corner Park W Potomac + E Potomac	

Will entertainment be provided? If yes, give details including type of music, time of performance, etc.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Live Band(s) _____ DJ <input checked="" type="checkbox"/> Pop music + standards	Radio _____ Other _____
Will equipment be used? (Generators, tents, inflatables, etc.) If yes, give details.	Yes _____	No <input checked="" type="checkbox"/>



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

City of Brunswick Event Application Check List

(Revised 07/25/2019)

Before you submit an Event Application, please make sure you include the following:

- Signed application for License/Permit for Events Definition/Fact Sheet
- Completed Event Application
- Completed Zoning Certificate
- Completed Hold Harmless Agreement
- Event area map
- Certificate of Insurance (\$1,000,000 – City of Brunswick named as additional insured)
 - *Community Yard Sales and Block Parties are exempt from insurance requirements*

Event Application Review Process

- Applicant submits completed Application Packet
- Application Packet is routed to City Staff for internal review and comment
- After review, Staff may assess applicable City fees
- Application Packet and comments are routed to Mayor & Council for final approval
- Applicant is notified of approval and fee amount
- Applicant pays applicable fees (if required)
- Staff issues license/permit
- Applicant is required to notify downtown businesses of any street closures that may affect their business during the time of the event. Applicant must provide City with proof of notification at least TEN DAYS prior to street closures.

Application for License/Permit for Events
Definition Fact Sheet

- All events being held on public property are REQUIRED to obtain and license/permit from the City of Brunswick. All applications will have input from applicable city departments and will be voted on by the Mayor & City Council. City Park Building rentals are exempt from this process but must complete a Rental Agreement for that building.
- Applications are due AT LEAST 60 DAYS PRIOR TO THE EVENT unless otherwise noted. You must receive approval for your event before you promote, market or advertise your event. Event Applications not submitted within these parameters are subject to automatic denial upon submission.
- Please read and complete the entire application packet prior to submittal. Failure to complete the entire application will result in denial of request.

Permit/License Applications may be obtained from City Hall or the City's website at www.BrunswickMD.gov. Such permits/licenses are required in order to coordinate multiple uses of limited space, to assure preservation of the City facilities/properties, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.

1. PURPOSE

Any organization wishing to hold, sponsor, or conduct an "event" must apply, pay for, and receive an "Event License/Permit" from the City. The City and other governmental agencies with jurisdiction may impose legally enforceable standards and conditions on the Event Permit applicant reasonably necessary to protect the health, safety and welfare of the public and Citizens of the City.

2. DEFINITIONS

- a. "Event" is defined as a gathering or assembly on City owned or maintained property, or any property open to the general public – including Block Parties with yard/garage sales within the identified block boundaries.
- b. "Block Party" is defined as a temporary gathering held on a public street within a residential neighborhood, requiring the closure of a street or portion of a street. *(Legislative Note: Block Parties are not open to the general public unless yard sales are within the identified boundaries are specified in the application.)*
- c. "Parade" is defined as any march, demonstration, procession, or motorcade consisting of persons, animals, or vehicles, or combination thereof, upon the streets, parks or other public grounds within the City with the intent of attracting public attention that affects or may reasonably be expected to affect the normal flow or regulation of vehicular or pedestrian traffic upon the streets, parks, or other public grounds.
- d. "Race" is defined as a competitive, athletic event conducted on foot, using bicycles or other mechanical devices, using a street, park, or other public ground of the City as its primary route of travel.

3. OTHER REQUIRED PERMITS

The applicant/licensee is responsible for obtaining all required Frederick County or Maryland State permits/licenses, including but not limited to, Health Department and Liquor Board permits.

4. INSURANCE

Hold Harmless Agreement indemnifying the City will be required. Any organization having an event, as identified in section one, must obtain insurance on the property for personal injury and property damage in the form of financial guaranty, letter of credit, or Certificate of Insurance in the amount of one million dollars (\$1,000,000), naming the City of Brunswick as additionally insured.

5. PRIVATE USE OF PUBLIC STREET

Closure of main thoroughfares, i.e., Potomac Street, Maple Avenue, etc., is permitted. Events requesting to close public street should meet the following conditions:

- a. Street closures should be as minimum of a timeframe as possible.
- b. Must be a free event and open to the public.
- c. Sidewalks must be kept open for pedestrian traffic to pass through.
- d. Detailed Site Plan must be submitted. Site Plan should detail which streets are requested to be closed and placement of activities, vendors, etc.
- e. Inclusion of local businesses impacted by the road closures is strongly encouraged. Objections for local business owners could result in application denial.
- f. Event applicants must notify property owners and businesses of any street closures in writing at the time of the event application submission. This should include a description of the area to be closed, the dates and times of the closure, and the name, address and phone number of the permit holder.
- g. Outside vendors that compete with local businesses (within the road closure area) are strongly discouraged and could be a factor in denial by the Mayor & City Council during review.
- h. Fees may be implemented at the discretion of the Mayor & Council, with advice of City Staff for events which require significant City resources.
- i. The Permit/License Agreement shall narrowly define the use permitted and the property subject to the license agreement as well as the terms and conditions of the license agreement may include, but is not limited to, a defined time period of the use; a scaled sketch plan for any permanent or semi-permanent use, including street names, property lines, building footprints, sidewalks, street curb lines, trees, tree wells, planters, parking meters, street signs, fire hydrants and proposed location of the use.

6. ENTERTAINMENT

Any entertainment will require a review and approval of one or more City departments.

7. RESTROOM FACILITIES

It will be the discretion of the City of Brunswick whether port-o-pots will be required for the event.

8. SECURITY

- a. The Mayor & City Council shall determine whether the event is likely to require police services. Determination shall consider the number of attendees, whether alcohol will be provided, location, duration, time, and date of the event.
- b. An applicant is responsible for securing police services using private security or contract with the Brunswick Police Department, subject to approval of BPD.

9. TRASH

All trash must be placed in appropriate receptacles at the parks, unless using a trash-free park, in which case, the user group must remove all trash. Please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods.

10. RECYCLING

Recycling containers must be provided when the Event is on a "public street", publicly owned site or facility, or public park, serves food or drink, and expected to have 200 or more persons in attendance. Receptacles must be immediately adjacent to each trash receptacles, clearly marked by color or signage, and collected for recycling (*Md. Article-Environment Section 9-1712*).

11. ALCOHOLIC BEVERAGES

No alcoholic beverages will be allowed during any event on City property without approval of the Mayor & Council. It is the responsibility of the event organizer/applicant to contact and obtain all required permit/license from the Frederick County Liquor Board.

12. MISCELLANEOUS

The City will consider a request for support, as identified in the Application for Events.

13. EVENT HOURS

Times approved on the application, making sure you allow time for set-up and clean-up.

14. ELECTRICITY

Basic electricity may be available at events. Electrical service will support limited use of items such as radios, CD players, small cookware and small residential appliances. For larger needs, including but not limited to inflatables, you may be required to supply an independent power source which may require further approval from the City.

15. REFUNDS

Any request for refunds must be submitted in writing and submitted to City Hall at least ten (10) days before scheduled event to be considered. All reservations are rain or shine and the City does not give refunds due to inclement weather.

16. GRILLS

Make sure charcoal grills are completely out before leaving the premises. If bringing personal grills, they are permitted in the designated areas only. Do not dump charcoal in the park or trash cans.

17. VEHICLES

Vehicles are not allowed in or upon property of the City except in designated areas, without written permission from the City.

18. REVOKING OF APPLICATION AND/REFUSAL OF FUTURE RENTAL

The City of Brunswick reserved the right to revoke a user's application and/or refuse rental for any, but not limited to, the following conditions:

- a. Event patrons are not conducting an event in an orderly manner
- b. The event patrons repeatedly do not adhere to the users' responsibilities
- c. If the City feels that a group's event is detrimental to the wellbeing of staff, public and/or patrons
- d. Events do not adhere to plans submitted in original application for approval
- e. Valid objections from impacted business owners when closing public streets

19. PAYMENTS

Payment is required prior to the issuance of an event/license permit.

20. SIGNAGE/MISCELLANEOUS

- a. Temporary signage may be displayed per the City's Zoning Ordinance prior to and during the event only. All signage must be removed at the conclusion of the event.
- b. The City will not be responsible for any items left behind by rental patrons.

I have read and understand the above language.

Signature of Applicant: <i>Terry M Faith</i>	Date: <i>7/12/21</i>
Applicant Name (Printed): <i>Terry M Faith</i>	

Will Vendors be set up at event? If yes, give details.	Yes _____	No <input checked="" type="checkbox"/>		
Will signage or banners be used? If yes, give details of location, size, etc.	Yes <input checked="" type="checkbox"/>	No _____ Poster on one of the gazebos in Square Corner Park		
Will participants be charged a fee? If yes, provide a detailed budget of proposed activity.	Yes _____	No <input checked="" type="checkbox"/>		
Will admission to event be charged? If yes, what is the cost?	Yes _____	No <input checked="" type="checkbox"/>		
Will event generate income? If yes, who will benefit?	Yes _____	No <input checked="" type="checkbox"/>		
Number of people expected to attend?	Less than 50 _____	51-100 <input checked="" type="checkbox"/>	101-150 _____	More than 150 _____
Will there be alcohol at this event? If yes, please attach Frederick Co Liquor Permit	Yes _____	No <input checked="" type="checkbox"/>		
Who will provide security at this event?				
Please identify type of City support requested: (All are subject to availability)	<input checked="" type="checkbox"/> Electricity at pavilions in Square Corner Park <input type="checkbox"/> Restrooms <input type="checkbox"/> Barricades/Traffic Cones <input type="checkbox"/> City Vehicle <input type="checkbox"/> Trash/Recycle Cans <input type="checkbox"/> Police Escort <input type="checkbox"/> Traffic Control Devices ("No Parking" signs, Bag Meters, Parking Restrictions, etc.) _____ _____ <input type="checkbox"/> Other _____ _____			

Signature of Applicant: Terry Mzaith

Date: July 12, 2021

THIS PAGE IS FOR CITY USE ONLY

Date of Event:	Aug 14, 2021
Name of Event:	Wedding Vowel Renewal Ceremony
Organization Name:	BARCO

Date Application Rec'd:	07/14/2021
Date Application Routed to Departments:	07/14/2021
PW Comments:	
PD Comments:	
P&Z Comments:	
Date of Final Approval:	
Date Applicant Notified:	



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Zoning Certificate Application

Applicant Name: BARC

Phone Number: 571-643-8821 - Terry Faith

Email Address: barc.maryland@gmail.com

Name of Property Owner: City of Brunswick

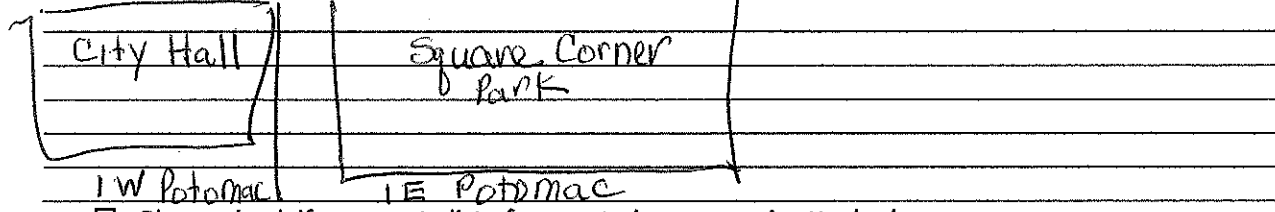
Property Address: 1 E Potomac St., Brunswick, MD 21716

Mailing Address: _____

(All mailed Zoning Certificates will go to the mailing address)

Assessment ID #: 25- **Tax Map:** _____ **Parcel:** _____ **Lot:** _____ **Zone:** _____

Proposed improvement or changes to property. Include as much detail as possible; use a separate sheet of paper if a sketch is required. **Note: All applications for a fence require a sketch with dimensions.*



Please check if a separate list of requested resources is attached.

Signature of Applicant: Terry M Faith **Date:** 7/12/21

OFFICE USE ONLY

#BR-ZC- _____ Fee Paid: _____ Date: _____ Issued by: _____

Conditions:

Cc: DPW _____ Police: _____ Other: _____



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Indemnity/Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization/Individual agrees to indemnify and hold the City of Brunswick, its elected and appointed officials, employees, and volunteers and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefore) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the

Organization/Individual, or anyone acting on its behalf in connection with or incident to the Brunswick Area Recreation Council, scheduled for

Aug. 14, 2021 except that the Organization/Individual shall not be responsible to the City, on indemnity for damages caused by or resulting from the City's sole negligence; and the Organization/Individual shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization/Individual shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Organization/Individual:	<u>BARC/Terry Faith</u>	Date:	<u>7/12/2021</u>
Authorized Signature:	<u>Terry M. Faith</u>		
Address:	<u>227 E Potomac St, Brunswick, MD 21716</u>		
Phone Number:	<u>571-643-8821</u>		
Witness:		Date:	

Lauren Spring

From: Public Works
Sent: Wednesday, July 14, 2021 11:08 AM
To: Lauren Spring; Kevin Grunwell; Heather Gottke
Subject: RE: 2021-08-14 Vow Renewal Event App - Please Approve

DPW is ok.

Charles Crummitt
Public Works Asst. Director
301-834-7500 Phone
301-834-7638 Fax

From: Lauren Spring
Sent: Wednesday, July 14, 2021 11:03 AM
To: Kevin Grunwell <chief@brunswickmd.gov>; Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>
Subject: 2021-08-14 Vow Renewal Event App - Please Approve

Please approve the attached event app.

Lauren Spring
City of Brunswick
1 W. Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

Lauren Spring

From: Heather Gottke
Sent: Wednesday, July 14, 2021 11:09 AM
To: Lauren Spring; Kevin Grunwell; Public Works
Subject: RE: 2021-08-14 Vow Renewal Event App - Please Approve

P&Z approved.

Heather D Gottke
Project Coordinator
City of Brunswick MD
601 E Potomac Street

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Wednesday, July 14, 2021 11:03 AM
To: Kevin Grunwell <chief@brunswickmd.gov>; Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>
Subject: 2021-08-14 Vow Renewal Event App - Please Approve

Please approve the attached event app.

Lauren Spring
City of Brunswick
1 W. Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

Lauren Spring

From: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>
Sent: Wednesday, July 14, 2021 11:51 AM
To: Lauren Spring; Kevin Grunwell; Public Works; Heather Gottke
Subject: RE: 2021-08-14 Vow Renewal Event App - Please Approve

PD is ok with this

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Wednesday, July 14, 2021 11:03 AM
To: Kevin Grunwell <chief@brunswickmd.gov>; Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>
Subject: 2021-08-14 Vow Renewal Event App - Please Approve

[EXTERNAL EMAIL]

Please approve the attached event app.

Lauren Spring
City of Brunswick
1 W. Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Application for Licenses/Permit for Events

Organization Name:	BARC (Brunswick Area Recreation Council)	
Contact Name:	Terry Faith OR Lee Zumbach	
Is Organization a Non-Profit:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Address:	227 E Potomac St Brunswick, MD 21716	
Email:	barc.maryland@gmail.com	
Cell Phone:	571-643-8821 for Terry 301 834-8045 - Lee Zumbach	

Name and Description of Event:	The 12th Annual Great Deadman's Hill Challenge - 2 run options, 1) Square corner Park to Park Ave OR 2) up Deadman's Hill + back <i>Event details attached</i>	
Date of Event:	Sat. August 21, 2021	
Event Time:	Set-Up Time: 8:00 am	Event Start Time: 8:30 am
	Event Stop Time: 10:00 am	Event Tear Down Time: 10:30 am
Location of Event: Identify streets, alleys, sidewalks, etc.	Square Corner Park - Runners have 2 options from Square Corner Park to Park Avenue or to run up Deadman's Hill and back. The second option is age 13+ up. Runners will be treated to an ice cream bundae upon completion of the run.	

Will entertainment be provided? If yes, give details including type of music, time of performance, etc.	Yes _____	No <input checked="" type="checkbox"/>
	Live Band(s) _____	Radio _____
	DJ _____	Other _____
Will equipment be used? (Generators, tents, inflatables, etc.) If yes, give details.	Yes _____	No <input checked="" type="checkbox"/>

Will Vendors be set up at event? If yes, give details.	Yes _____	No <input checked="" type="checkbox"/>		
Will signage or banners be used? If yes, give details of location, size, etc.	Yes <input checked="" type="checkbox"/>	No _____ Small sign in Square Corner Park - poster size		
Will participants be charged a fee? If yes, provide a detailed budget of proposed activity.	Yes <input checked="" type="checkbox"/>	No _____ BARC uses this fee for expenses incurred for the event and community centered charities		
Will admission to event be charged? If yes, what is the cost?	Yes _____	No <input checked="" type="checkbox"/> Spectators may watch and route for runners		
Will event generate income? If yes, who will benefit?	Yes <input checked="" type="checkbox"/>	No _____ BARC uses fees towards free + low cost events and local charities such as the food bank		
Number of people expected to attend?	Less than 50 <input checked="" type="checkbox"/>	51-100 _____	101-150 _____	More than 150 _____
Will there be alcohol at this event? If yes, please attach Frederick Co Liquor Permit	Yes _____	No <input checked="" type="checkbox"/>		
Who will provide security at this event?				
Please identify type of City support requested: (All are subject to availability)	<ul style="list-style-type: none"> <input type="checkbox"/> Electricity <input type="checkbox"/> Restrooms <input type="checkbox"/> Barricades/Traffic Cones <input type="checkbox"/> City Vehicle <input type="checkbox"/> Trash/Recycle Cans <input type="checkbox"/> Police Escort <input type="checkbox"/> Traffic Control Devices ("No Parking" signs, Bag Meters, Parking Restrictions, etc.) _____ <p><input checked="" type="checkbox"/> Other <u>No street closures are needed</u></p>			

Signature of Applicant: Jerry M Faith **Date:** July 16, 2021

THIS PAGE IS FOR CITY USE ONLY

Date of Event:	8/21/2021
Name of Event:	Readmans Hill Challenge
Organization Name:	BARC

Date Application Rec'd:	7/20/2021
Date Application Routed to Departments:	07/20/2021
PW Comments:	✓
PD Comments:	✓
P&Z Comments:	✓
Date of Final Approval:	
Date Applicant Notified:	

B.A.R.C. "GREAT DEADMAN'S HILL CHALLENGE RUN"

ICE CREAM SUNDAE TREAT RUNS

IF YOU ARE LOOKING FOR A FUN / CHALLENGING RUN WITH ICE CREAM SUNDAE AT THE END. THIS IS THE RUN FOR YOU AND YOUR FAMILY!

ICE CREAM DONATED BY "LITTLE RED BARN ICE CREAM SHOP"
EVENT PRESENTED BY THE BRUNSWICK AREA RECREATION COUNCIL

WHAT: The 12TH Annual Great Deadman's Hill Challenge Run, sponsored by Brunswick Area Recreation Council (BARC). The 2021 event replaces the former "Downhill Run", to give 2 options and a more challenging event for those who choose the Deadman's Hill option.

WHEN: Saturday August 21st.

TIME: Registration opens at 8:30 am Run will start at 9:15 am. **RUN MORNING REGISTRATION ONLY.**

WHERE: Square Corner Park in downtown Brunswick at the main traffic light at the corner of Potomac Street and Maple Ave., 1 East Potomac Street, Brunswick, MD 21716

WHO: Open to all youth, teens and adults looking for a fun running activity.

COST: Just \$5 for youth ages 6-17. \$10 for 18 and over.

HEATS & DISTANCES:

We offer two runs:

1st OPTION: "FLAT POTOMAC STREET RUN". We will do the East Potomac Street mostly flat out and back run, a distance of 1,200 meters. (3/4 of a mile) Start near Square Corner Park in downtown Brunswick. Turn around at Park Ave. and come back to finish also near Square Corner Park. This is an excellent option for those not taking on the more challenging Deadman's Hill run. Open to all ages for either a run or a walk. **9:15 AM START.**

2nd OPTION: THE GREAT DEADMAN'S HILL CHALLENGE RUN. Open all runners ages 13 and over. This is a run, not a walk option. The course will start near Square Corner Park, run east on Potomac Street. Climb Deadman's Hill to 9th Ave. Turn left on 9th Ave. Turn left at "A" street. Turn right onto Deadman's Hill and run back to the start. This run is 2 miles in distance. **9:45 AM START**

GIVE AWAY: All runners will be treated to an ice cream sundae upon completion of the run.

OTHER: Parking in the MARC Train Lot 1 block from Square Corner. Rest room available. This is not an award event but times will be taken for runners record.

INFORMATION: For more information on the event you can go to BARCMD.com or call event planner **Lee Zumbach at 301-834-8045**. This is a rain or shine event, unless weather is sever. After the run, take time to visit the Brunswick Railroad Museum, the C & O Canal and Potomac River, the historic train station and a number of interesting shops and eating place in downtown Brunswick.



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

City of Brunswick Event Application Check List

(Revised 07/25/2019)

Before you submit an Event Application, please make sure you include the following:

- Signed application for License/Permit for Events Definition/Fact Sheet
- Completed Event Application
- Completed Zoning Certificate
- Completed Hold Harmless Agreement
- Event area map
- Certificate of Insurance (\$1,000,000 – City of Brunswick named as additional insured)
 - *Community Yard Sales and Block Parties are exempt from insurance requirements*

Event Application Review Process

- Applicant submits completed Application Packet
- Application Packet is routed to City Staff for internal review and comment
- After review, Staff may assess applicable City fees
- Application Packet and comments are routed to Mayor & Council for final approval
- Applicant is notified of approval and fee amount
- Applicant pays applicable fees (if required)
- Staff issues license/permit
- Applicant is required to notify downtown businesses of any street closures that may affect their business during the time of the event. Applicant must provide City with proof of notification at least TEN DAYS prior to street closures.

Application for License/Permit for Events

Definition Fact Sheet

- All events being held on public property are REQUIRED to obtain and license/permit from the City of Brunswick. All applications will have input from applicable city departments and will be voted on by the Mayor & City Council. City Park Building rentals are exempt from this process but must complete a Rental Agreement for that building.
- Applications are due AT LEAST 60 DAYS PRIOR TO THE EVENT unless otherwise noted. You must receive approval for your event before you promote, market or advertise your event. Event Applications not submitted within these parameters are subject to automatic denial upon submission.
- Please read and complete the entire application packet prior to submittal. Failure to complete the entire application will result in denial of request.

Permit/License Applications may be obtained from City Hall or the City's website at www.BrunswickMD.gov. Such permits/licenses are required in order to coordinate multiple uses of limited space, to assure preservation of the City facilities/properties, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.

1. PURPOSE

Any organization wishing to hold, sponsor, or conduct an "event" must apply, pay for, and receive an "Event License/Permit" from the City. The City and other governmental agencies with jurisdiction may impose legally enforceable standards and conditions on the Event Permit applicant reasonably necessary to protect the health, safety and welfare of the public and Citizens of the City.

2. DEFINITIONS

- a. "Event" is defined as a gathering or assembly on City owned or maintained property, or any property open to the general public – including Block Parties with yard/garage sales within the identified block boundaries.
- b. "Block Party" is defined as a temporary gathering held on a public street within a residential neighborhood, requiring the closure of a street or portion of a street. *(Legislative Note: Block Parties are not open to the general public unless yard sales are within the identified boundaries are specified in the application.)*
- c. "Parade" is defined as any march, demonstration, procession, or motorcade consisting of persons, animals, or vehicles, or combination thereof, upon the streets, parks or other public grounds within the City with the intent of attracting public attention that affects or may reasonably be expected to affect the normal flow or regulation of vehicular or pedestrian traffic upon the streets, parks, or other public grounds.
- d. "Race" is defined as a competitive, athletic event conducted on foot, using bicycles or other mechanical devices, using a street, park, or other public ground of the City as its primary route of travel.

3. OTHER REQUIRED PERMITS

The applicant/licensee is responsible for obtaining all required Frederick County or Maryland State permits/licenses, including but not limited to, Health Department and Liquor Board permits.

4. INSURANCE

Hold Harmless Agreement indemnifying the City will be required. Any organization having an event, as identified in section one, must obtain insurance on the property for personal injury and property damage in the form of financial guaranty, letter of credit, or Certificate of Insurance in the amount of **one million dollars (\$1,000,000)**, naming the City of Brunswick as additionally insured.

5. PRIVATE USE OF PUBLIC STREET

Closure of main thoroughfares, i.e., Potomac Street, Maple Avenue, etc., is permitted.

Events requesting to close public street should meet the following conditions:

- a. Street closures should be as minimum of a timeframe as possible.
- b. Must be a free event and open to the public.
- c. Sidewalks must be kept open for pedestrian traffic to pass through.
- d. Detailed Site Plan must be submitted. Site Plan should detail which streets are requested to be closed and placement of activities, vendors, etc.
- e. Inclusion of local businesses impacted by the road closures is strongly encouraged. Objections for local business owners could result in application denial.
- f. Event applicants must notify property owners and businesses of any street closures in writing at the time of the event application submission. This should include a description of the area to be closed, the dates and times of the closure, and the name, address and phone number of the permit holder.
- g. Outside vendors that compete with local businesses (within the road closure area) are strongly discouraged and could be a factor in denial by the Mayor & City Council during review.
- h. Fees may be implemented at the discretion of the Mayor & Council, with advice of City Staff for events which require significant City resources.
- i. The Permit/License Agreement shall narrowly define the use permitted and the property subject to the license agreement as well as the terms and conditions of the license agreement may include, but is not limited to, a defined time period of the use; a scaled sketch plan for any permanent or semi-permanent use, including street names, property lines, building footprints, sidewalks, street curb lines, trees, tree wells, planters, parking meters, street signs, fire hydrants and proposed location of the use.

6. ENTERTAINMENT

Any entertainment will require a review and approval of one or more City departments.

7. RESTROOM FACILITIES

It will be the discretion of the City of Brunswick whether port-o-pots will be required for the event.

8. SECURITY

- a. The Mayor & City Council shall determine whether the event is likely to require police services. Determination shall consider the number of attendees, whether alcohol will be provided, location, duration, time, and date of the event.
- b. An applicant is responsible for securing police services using private security or contract with the Brunswick Police Department, subject to approval of BPD.

9. TRASH

All trash must be placed in appropriate receptacles at the parks, unless using a trash-free park, in which case, the user group must remove all trash. Please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods.

10. RECYCLING

Recycling containers must be provided when the Event is on a "public street", publicly owned site or facility, or public park, serves food or drink, and expected to have 200 or more persons in attendance. Receptacles must be immediately adjacent to each trash receptacles, clearly marked by color or signage, and collected for recycling (*Md. Article-Environment Section 9-1712*).

11. ALCOHOLIC BEVERAGES

No alcoholic beverages will be allowed during any event on City property without approval of the Mayor & Council. It is the responsibility of the event organizer/applicant to contact and obtain all required permit/license from the Frederick County Liquor Board.

12. MISCELLANEOUS

The City will consider a request for support, as identified in the Application for Events.

13. EVENT HOURS

Times approved on the application, making sure you allow time for set-up and clean-up.

14. ELECTRICITY

Basic electricity may be available at events. Electrical service will support limited use of items such as radios, CD players, small cookware and small residential appliances. For larger needs, including but not limited to inflatables, you may be required to supply an independent power source which may require further approval from the City.

15. REFUNDS

Any request for refunds must be submitted in writing and submitted to City Hall at least ten (10) days before scheduled event to be considered. All reservations are rain or shine and the City does not give refunds due to inclement weather.

16. GRILLS

Make sure charcoal grills are completely out before leaving the premises. If bringing personal grills, they are permitted in the designated areas only. Do not dump charcoal in the park or trash cans.

17. VEHICLES

Vehicles are not allowed in or upon property of the City except in designated areas, without written permission from the City.

18. REVOKING OF APPLICATION AND/REFUSAL OF FUTURE RENTAL

The City of Brunswick reserved the right to revoke a user's application and/or refuse rental for any, but not limited to, the following conditions:

- a. Event patrons are not conducting an event in an orderly manner
- b. The event patrons repeatedly do not adhere to the users' responsibilities
- c. If the City feels that a group's event is detrimental to the wellbeing of staff, public and/or patrons
- d. Events do not adhere to plans submitted in original application for approval
- e. Valid objections from impacted business owners when closing public streets

19. PAYMENTS

Payment is required prior to the issuance of an event/license permit.

20. SIGNAGE/MISCELLANEOUS

- a. Temporary signage may be displayed per the City's Zoning Ordinance prior to and during the event only. All signage must be removed at the conclusion of the event.
- b. The City will not be responsible for any items left behind by rental patrons.

I have read and understand the above language.

Signature of Applicant: <i>Terry M Faith</i>	Date: <i>7/16/21</i>
Applicant Name (Printed): <i>Terry M. Faith</i>	



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Zoning Certificate Application

Applicant Name: BARC (Brunswick Area Recreation Council) ^{Recreation}

Phone Number: Lee Zumbach 301 834-~~8045~~ 8045

Email Address: barc.maryland@gmail.com

Name of Property Owner: City of Brunswick

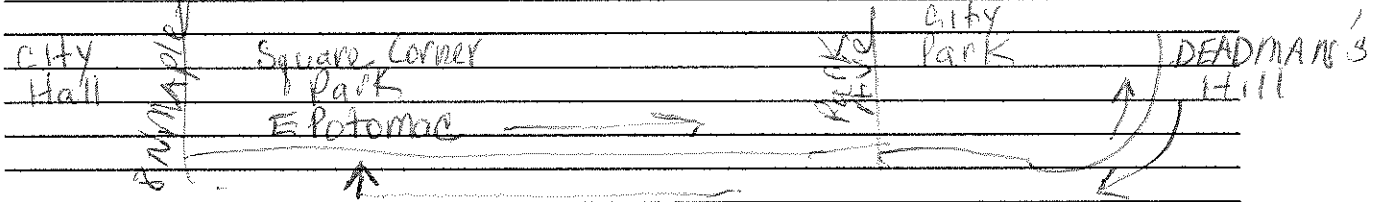
Property Address: Square Corner Park

Mailing Address: _____

(All mailed Zoning Certificates will go to the mailing address)

Assessment ID #: 25- **Tax Map:** _____ **Parcel:** _____ **Lot:** _____ **Zone:** _____

Proposed improvement or changes to property. Include as much detail as possible; use a separate sheet of paper if a sketch is required. *Note: All applications for a fence require a sketch with dimensions.



Please check if a separate list of requested resources is attached.

Signature of Applicant: Jerry M Zaith **Date:** 7/16/21

OFFICE USE ONLY

#BR-ZC- _____ Fee Paid: _____ Date: _____ Issued by: _____

Conditions: _____

Cc: DPW _____ Police: _____ Other: _____



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Indemnity/Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization/Individual agrees to indemnify and hold the City of Brunswick, its elected and appointed officials, employees, and volunteers and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefore) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the

Organization/Individual, or anyone acting on its behalf in connection with or incident to the BARC, scheduled for

Aug 21, 2021 except that the Organization/Individual shall not be responsible to the City, on indemnity for damages caused by or resulting from the City's sole negligence; and the Organization/Individual shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization/Individual shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Organization/Individual:	BARC	Date:	7/15/21
Authorized Signature:	Jerry M Faith		
Address:	224 E Potomac St, Brunswick, MD 21716		
Phone Number:	571 643-8821		
Witness:		Date:	

Lauren Spring

From: Public Works
Sent: Tuesday, July 20, 2021 12:48 PM
To: Lauren Spring; Heather Gottke; Kevin Grunwell
Subject: RE: 2021-08-21 BARC Deadmans Hill Challenge - Please Approve

DPW is ok.

Charles Crummitt
Public Works Asst. Director
301-834-7500 Phone
301-834-7638 Fax

From: Lauren Spring
Sent: Tuesday, July 20, 2021 12:06 PM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-08-21 BARC Deadmans Hill Challenge - Please Approve

Please approve.

Lauren Spring
City of Brunswick
1 W. Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

Lauren Spring

From: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>
Sent: Tuesday, July 20, 2021 12:52 PM
To: Lauren Spring; Public Works; Heather Gottke; Kevin Grunwell
Subject: RE: 2021-08-21 BARC Deadmans Hill Challenge - Please Approve

PD is ok with this event.

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, July 20, 2021 12:06 PM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-08-21 BARC Deadmans Hill Challenge - Please Approve

[EXTERNAL EMAIL]

Please approve.

Lauren Spring
City of Brunswick
1 W. Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

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Lauren Spring

From: Heather Gottke
Sent: Wednesday, July 21, 2021 8:11 AM
To: Lauren Spring; Public Works; Kevin Grunwell
Subject: RE: 2021-08-21 BARC Deadmans Hill Challenge - Please Approve

P&Z approved

Heather D Gottke
Project Coordinator
City of Brunswick MD
601 E Potomac Street

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, July 20, 2021 12:06 PM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-08-21 BARC Deadmans Hill Challenge - Please Approve

Please approve.

Lauren Spring
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THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Application for Licenses/Permit for Events

Organization Name:	BARC (Brunswick Area Recreation Council)	
Contact Name:	Terry Faith	
Is Organization a Non-Profit:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Address:	227 E Potomac St BRUNSWICK, MD 21716	
Email:	barc.maryland@gmail.com	
Cell Phone:	571-643-8821	

Name and Description of Event:	Hayride & Dance entertainment for The Downtown Halloween Party	
Date of Event:	Oct 30, 2021	
Event Time:	Set-Up Time: 6	Event Start Time: 8 PM
	Event Stop Time: 8:00 PM	Event Tear Down Time: 8:00 PM
Location of Event: Identify streets, alleys, sidewalks, etc.	Haywagon will pick up passengers at the Main Street offc next to Square Corner Park Witches Dance - A dance show will be performed on the corner of 8N Maple + E Potomac	

Will entertainment be provided? If yes, give details including type of music, time of performance, etc.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Live Band(s) _____ DJ _____	Radio _____ Other <input checked="" type="checkbox"/>
	Dance show. We have requested characters from multiple local Star Wars Clubs	
Will equipment be used? (Generators, tents, inflatables, etc.) If yes, give details.	Yes _____	No <input checked="" type="checkbox"/>

Will Vendors be set up at event? If yes, give details.	Yes _____	No <input checked="" type="checkbox"/>		
Will signage or banners be used? If yes, give details of location, size, etc.	Yes <input checked="" type="checkbox"/> Poster telling people where to board the mywagon	No <input checked="" type="checkbox"/> Not for dance		
Will participants be charged a fee? If yes, provide a detailed budget of proposed activity.	Yes <input checked="" type="checkbox"/> \$3 per person or a donation	No _____		
Will admission to event be charged? If yes, what is the cost?	Yes _____	No <input checked="" type="checkbox"/>		
Will event generate income? If yes, who will benefit?	Yes <input checked="" type="checkbox"/> BARC uses funds toward free + low cost community events + local charities such as the food bank	No _____		
Number of people expected to attend?	Less than 50 _____	51-100 _____	101-150 <input checked="" type="checkbox"/>	More than 150 _____
Will there be alcohol at this event? If yes, please attach Frederick Co Liquor Permit	Yes _____	No <input checked="" type="checkbox"/>		
Who will provide security at this event?				
Please identify type of City support requested: (All are subject to availability)	<input checked="" type="checkbox"/> Electricity <input type="checkbox"/> Restrooms <input checked="" type="checkbox"/> Barricades/Traffic Cones <input type="checkbox"/> City Vehicle <input type="checkbox"/> Trash/Recycle Cans <input type="checkbox"/> Police Escort <input type="checkbox"/> Traffic Control Devices ("No Parking" signs, Bag Meters, Parking Restrictions, etc.) _____ <input checked="" type="checkbox"/> Other City is having a Df + we will use the Df Block street @ 8th Maple + E Potomac directly in front of Square Corner Park			

Signature of Applicant: Nerym Zalk **Date:** 7/16/21

THIS PAGE IS FOR CITY USE ONLY

Date of Event:	Oct 30, 2021
Name of Event:	Haunted Hayride + Witches Dance
Organization Name:	BARC

Date Application Rec'd:	07/20/2021
Date Application Routed to Departments:	07/20/2021
PW Comments:	✓
PD Comments:	✓
P&Z Comments:	✓
Date of Final Approval:	
Date Applicant Notified:	



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

City of Brunswick Event Application Check List

(Revised 07/25/2019)

Before you submit an Event Application, please make sure you include the following:

- Signed application for License/Permit for Events Definition/Fact Sheet
- Completed Event Application
- Completed Zoning Certificate
- Completed Hold Harmless Agreement
- Event area map
- Certificate of Insurance (\$1,000,000 – City of Brunswick named as additional insured)
 - *Community Yard Sales and Block Parties are exempt from insurance requirements*

Event Application Review Process

- Applicant submits completed Application Packet
- Application Packet is routed to City Staff for internal review and comment
- After review, Staff may assess applicable City fees
- Application Packet and comments are routed to Mayor & Council for final approval
- Applicant is notified of approval and fee amount
- Applicant pays applicable fees (if required)
- Staff issues license/permit
- Applicant is required to notify downtown businesses of any street closures that may affect their business during the time of the event. Applicant must provide City with proof of notification at least TEN DAYS prior to street closures.

Application for License/Permit for Events
Definition Fact Sheet

- All events being held on public property are REQUIRED to obtain and license/permit from the City of Brunswick. All applications will have input from applicable city departments and will be voted on by the Mayor & City Council. City Park Building rentals are exempt from this process but must complete a Rental Agreement for that building.
- Applications are due AT LEAST 60 DAYS PRIOR TO THE EVENT unless otherwise noted. You must receive approval for your event before you promote, market or advertise your event. Event Applications not submitted within these parameters are subject to automatic denial upon submission.
- Please read and complete the entire application packet prior to submittal. Failure to complete the entire application will result in denial of request.

Permit/License Applications may be obtained from City Hall or the City's website at www.BrunswickMD.gov. Such permits/licenses are required in order to coordinate multiple uses of limited space, to assure preservation of the City facilities/properties, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.

1. PURPOSE

Any organization wishing to hold, sponsor, or conduct an "event" must apply, pay for, and receive an "Event License/Permit" from the City. The City and other governmental agencies with jurisdiction may impose legally enforceable standards and conditions on the Event Permit applicant reasonably necessary to protect the health, safety and welfare of the public and Citizens of the City.

2. DEFINITIONS

- a. "Event" is defined as a gathering or assembly on City owned or maintained property, or any property open to the general public – including Block Parties with yard/garage sales within the identified block boundaries.
- b. "Block Party" is defined as a temporary gathering held on a public street within a residential neighborhood, requiring the closure of a street or portion of a street. *(Legislative Note: Block Parties are not open to the general public unless yard sales are within the identified boundaries are specified in the application.)*
- c. "Parade" is defined as any march, demonstration, procession, or motorcade consisting of persons, animals, or vehicles, or combination thereof, upon the streets, parks or other public grounds within the City with the intent of attracting public attention that affects or may reasonably be expected to affect the normal flow or regulation of vehicular or pedestrian traffic upon the streets, parks, or other public grounds.
- d. "Race" is defined as a competitive, athletic event conducted on foot, using bicycles or other mechanical devices, using a street, park, or other public ground of the City as its primary route of travel.

3. OTHER REQUIRED PERMITS

The applicant/licensee is responsible for obtaining all required Frederick County or Maryland State permits/licenses, including but not limited to, Health Department and Liquor Board permits.

4. INSURANCE

Hold Harmless Agreement indemnifying the City will be required. Any organization having an event, as identified in section one, must obtain insurance on the property for personal injury and property damage in the form of financial guaranty, letter of credit, or Certificate of Insurance in the amount of **one million dollars (\$1,000,000)**, naming the City of Brunswick as additionally insured.

5. PRIVATE USE OF PUBLIC STREET

Closure of main thoroughfares, i.e., Potomac Street, Maple Avenue, etc., is permitted. Events requesting to close public street should meet the following conditions:

- a. Street closures should be as minimum of a timeframe as possible.
- b. Must be a free event and open to the public.
- c. Sidewalks must be kept open for pedestrian traffic to pass through.
- d. Detailed Site Plan must be submitted. Site Plan should detail which streets are requested to be closed and placement of activities, vendors, etc.
- e. Inclusion of local businesses impacted by the road closures is strongly encouraged. Objections for local business owners could result in application denial.
- f. Event applicants must notify property owners and businesses of any street closures in writing at the time of the event application submission. This should include a description of the area to be closed, the dates and times of the closure, and the name, address and phone number of the permit holder.
- g. Outside vendors that compete with local businesses (within the road closure area) are strongly discouraged and could be a factor in denial by the Mayor & City Council during review.
- h. Fees may be implemented at the discretion of the Mayor & Council, with advice of City Staff for events which require significant City resources.
- i. The Permit/License Agreement shall narrowly define the use permitted and the property subject to the license agreement as well as the terms and conditions of the license agreement may include, but is not limited to, a defined time period of the use; a scaled sketch plan for any permanent or semi-permanent use, including street names, property lines, building footprints, sidewalks, street curb lines, trees, tree wells, planters, parking meters, street signs, fire hydrants and proposed location of the use.

6. ENTERTAINMENT

Any entertainment will require a review and approval of one or more City departments.

7. RESTROOM FACILITIES

It will be the discretion of the City of Brunswick whether port-o-pots will be required for the event.

8. SECURITY

- a. The Mayor & City Council shall determine whether the event is likely to require police services. Determination shall consider the number of attendees, whether alcohol will be provided, location, duration, time, and date of the event.
- b. An applicant is responsible for securing police services using private security or contract with the Brunswick Police Department, subject to approval of BPD.

9. TRASH

All trash must be placed in appropriate receptacles at the parks, unless using a trash-free park, in which case, the user group must remove all trash. Please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods.

10. RECYCLING

Recycling containers must be provided when the Event is on a "public street", publicly owned site or facility, or public park, serves food or drink, and expected to have 200 or more persons in attendance. Receptacles must be immediately adjacent to each trash receptacles, clearly marked by color or signage, and collected for recycling (*Md. Article-Environment Section 9-1712*).

11. ALCOHOLIC BEVERAGES

No alcoholic beverages will be allowed during any event on City property without approval of the Mayor & Council. It is the responsibility of the event organizer/applicant to contact and obtain all required permit/license from the Frederick County Liquor Board.

12. MISCELLANEOUS

The City will consider a request for support, as identified in the Application for Events.

13. EVENT HOURS

Times approved on the application, making sure you allow time for set-up and clean-up.

14. ELECTRICITY

Basic electricity may be available at events. Electrical service will support limited use of items such as radios, CD players, small cookware and small residential appliances. For larger needs, including but not limited to inflatables, you may be required to supply an independent power source which may require further approval from the City.

15. REFUNDS

Any request for refunds must be submitted in writing and submitted to City Hall at least ten (10) days before scheduled event to be considered. All reservations are rain or shine and the City does not give refunds due to inclement weather.

16. GRILLS

Make sure charcoal grills are completely out before leaving the premises. If bringing personal grills, they are permitted in the designated areas only. Do not dump charcoal in the park or trash cans.

17. VEHICLES

Vehicles are not allowed in or upon property of the City except in designated areas, without written permission from the City.

18. REVOKING OF APPLICATION AND/REFUSAL OF FUTURE RENTAL

The City of Brunswick reserved the right to revoke a user's application and/or refuse rental for any, but not limited to, the following conditions:

- a. Event patrons are not conducting an event in an orderly manner
- b. The event patrons repeatedly do not adhere to the users' responsibilities
- c. If the City feels that a group's event is detrimental to the wellbeing of staff, public and/or patrons
- d. Events do not adhere to plans submitted in original application for approval
- e. Valid objections from impacted business owners when closing public streets

19. PAYMENTS

Payment is required prior to the issuance of an event/license permit.

20. SIGNAGE/MISCELLANEOUS

- a. Temporary signage may be displayed per the City's Zoning Ordinance prior to and during the event only. All signage must be removed at the conclusion of the event.
- b. The City will not be responsible for any items left behind by rental patrons.

I have read and understand the above language.

Signature of Applicant: <i>Terry M Faith</i>	Date: <i>7/22/21</i>
Applicant Name (Printed): <i>Terry M Faith</i>	



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Zoning Certificate Application

Applicant Name: BARC

Phone Number: Terry Faith 571 643-8821

Email Address: barc.maryland@gmail.com

Name of Property Owner: City of Brunswick

Property Address: Square Corner Park

Mailing Address: _____

(All mailed Zoning Certificates will go to the mailing address)

Assessment ID #: 25- **Tax Map:** _____ **Parcel:** _____ **Lot:** _____ **Zone:** _____

Proposed improvement or changes to property. Include as much detail as possible; use a separate sheet of paper if a sketch is required. *Note: All applications for a fence require a sketch with dimensions.

City Hall	Maximo	Square Corner Park	Brunswick Optical	Antiques or Old Stuff
-----------	--------	--------------------	-------------------	-----------------------

Witches Dance on E Potomac in front of Square Corner Park

Please check if a separate list of requested resources is attached.

Signature of Applicant: _____ **Date:** _____

OFFICE USE ONLY

#BR-ZC- _____ Fee Paid: _____ Date: _____ Issued by: _____

Conditions: _____

Cc: DPW _____ Police: _____ Other: _____



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Indemnity/Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization/Individual agrees to indemnify and hold the City of Brunswick, its elected and appointed officials, employees, and volunteers and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefore) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization/Individual, or anyone acting on its behalf in connection with or incident to the BARC, scheduled for Oct 30, 2021 except that the Organization/Individual shall not be responsible to the City, on indemnity for damages caused by or resulting from the City's sole negligence; and the Organization/Individual shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization/Individual shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Organization/Individual:	BARC	Date:	7/16/21
Authorized Signature:	Jerry M Faith		
Address:	227 E Potomac St		
Phone Number:	571-643-8821		
Witness:		Date:	

Lauren Spring

From: John Gerstner
Sent: Tuesday, July 20, 2021 12:28 PM
To: Lauren Spring; Heather Gottke; Kevin Grunwell
Subject: RE: 2021-10-30 BARC Hayride & Dance - Please Approved

Approved

John Gerstner
Public Works Director
Phone (301)-834-7500
Fax (301)-834-7638

From: Lauren Spring
Sent: Tuesday, July 20, 2021 12:07 PM
To: John Gerstner <JGerstner@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-10-30 BARC Hayride & Dance - Please Approved

Please approve the attached.

Lauren Spring
City of Brunswick
1 W. Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

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Lauren Spring

From: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>
Sent: Tuesday, July 20, 2021 12:54 PM
To: Lauren Spring; John Gerstner; Heather Gottke; Kevin Grunwell
Subject: RE: 2021-10-30 BARC Hayride & Dance - Please Approved

PD is ok with this event

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, July 20, 2021 12:07 PM
To: John Gerstner <JGerstner@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-10-30 BARC Hayride & Dance - Please Approved

[EXTERNAL EMAIL]

Please approve the attached.

Lauren Spring
City of Brunswick
1 W. Potomac Street
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(301) 834-7500 ext. 204

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Lauren Spring

From: Heather Gottke
Sent: Wednesday, July 21, 2021 8:17 AM
To: Lauren Spring
Subject: RE: 2021-10-30 BARC Hayride & Dance - Please Approved

P&Z approved

Heather D Gottke
Project Coordinator
City of Brunswick MD
601 E Potomac Street

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, July 20, 2021 12:07 PM
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Subject: 2021-10-30 BARC Hayride & Dance - Please Approved

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THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Application for Licenses/Permit for Events

Organization Name:	BARC Brunswick Area Recreation Council		
Contact Name:	Terry Faith		
Is Organization a Non-Profit:	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Address:	227 E Potomac St Brunswick, MD 21716		
Email:	barc.maryland@gmail.com		
Cell Phone:	571-643-8821		

Name and Description of Event:	Jingle Bell Run + Santa Stroll		
Date of Event:	Dec 4, 2021		
Event Time:	Set-Up Time: 3:30	Event Start Time: 4:00	
	Event Stop Time: 5:00	Event Tear Down Time: 5:00	
Location of Event: Identify streets, alleys, sidewalks, etc.	Square corner Park for start of run/walk. From 8 W. Maple Ave to Mooseheart Alley + E Potomac St + back		

Will entertainment be provided? If yes, give details including type of music, time of performance, etc.	Yes _____	No <input checked="" type="checkbox"/>
	Live Band(s) _____ DJ _____	Radio _____ Other _____
Will equipment be used? (Generators, tents, inflatables, etc.) If yes, give details.	Yes _____	No <input checked="" type="checkbox"/>

Will Vendors be set up at event? If yes, give details.	Yes _____	No <input checked="" type="checkbox"/>		
Will signage or banners be used? If yes, give details of location, size, etc.	Yes <input checked="" type="checkbox"/>	No _____ Poster sized sign		
Will participants be charged a fee? If yes, provide a detailed budget of proposed activity.	Yes <input checked="" type="checkbox"/>	No _____ \$5.00 or 2-3 cans of food per family		
Will admission to event be charged? If yes, what is the cost?	Yes _____	No <input checked="" type="checkbox"/>		
Will event generate income? If yes, who will benefit?	Yes <input checked="" type="checkbox"/>	No _____ Funds are used to pay event expenses and as a donation to Brunswick's Food Bank		
Number of people expected to attend?	Less than 50 _____	51-100 <input checked="" type="checkbox"/>	101-150 _____	More than 150 _____
Will there be alcohol at this event? If yes, please attach Frederick Co Liquor Permit	Yes _____	No <input checked="" type="checkbox"/>		
Who will provide security at this event?				
Please identify type of City support requested: (All are subject to availability)	<input checked="" type="checkbox"/> Electricity <input type="checkbox"/> Restrooms <input type="checkbox"/> Barricades/Traffic Cones <input type="checkbox"/> City Vehicle <input type="checkbox"/> Trash/Recycle Cans <input type="checkbox"/> Police Escort <input type="checkbox"/> Traffic Control Devices ("No Parking" signs, Bag Meters, Parking Restrictions, etc.) _____ <input checked="" type="checkbox"/> Other <u>streets aren't usually blocked off. volunteers watch cross streets</u>			

Signature of Applicant: <u>Zevy M Faith</u>	Date: <u>7/16/21</u>
--	-----------------------------

THIS PAGE IS FOR CITY USE ONLY

Date of Event:	Dec. 4, 2021
Name of Event:	Jingle Bell Run + Santa Stroll
Organization Name:	BARC

Date Application Rec'd:	07/20/2021
Date Application Routed to Departments:	07/20/2021
PW Comments:	✓
PD Comments:	✓
P&Z Comments:	✓
Date of Final Approval:	
Date Applicant Notified:	



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

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(Revised 07/25/2019)

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5. PRIVATE USE OF PUBLIC STREET

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All trash must be placed in appropriate receptacles at the parks, unless using a trash-free park, in which case, the user group must remove all trash. Please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods.

10. RECYCLING

Recycling containers must be provided when the Event is on a "public street", publicly owned site or facility, or public park, serves food or drink, and expected to have 200 or more persons in attendance. Receptacles must be immediately adjacent to each trash receptacles, clearly marked by color or signage, and collected for recycling (*Md. Article-Environment Section 9-1712*).

11. ALCOHOLIC BEVERAGES

No alcoholic beverages will be allowed during any event on City property without approval of the Mayor & Council. It is the responsibility of the event organizer/applicant to contact and obtain all required permit/license from the Frederick County Liquor Board.

12. MISCELLANEOUS

The City will consider a request for support, as identified in the Application for Events.

13. EVENT HOURS

Times approved on the application, making sure you allow time for set-up and clean-up.

14. ELECTRICITY

Basic electricity may be available at events. Electrical service will support limited use of items such as radios, CD players, small cookware and small residential appliances. For larger needs, including but not limited to inflatables, you may be required to supply an independent power source which may require further approval from the City.

15. REFUNDS

Any request for refunds must be submitted in writing and submitted to City Hall at least ten (10) days before scheduled event to be considered. All reservations are rain or shine and the City does not give refunds due to inclement weather.

16. GRILLS

Make sure charcoal grills are completely out before leaving the premises. If bringing personal grills, they are permitted in the designated areas only. Do not dump charcoal in the park or trash cans.

17. VEHICLES

Vehicles are not allowed in or upon property of the City except in designated areas, without written permission from the City.

18. REVOKING OF APPLICATION AND/REFUSAL OF FUTURE RENTAL

The City of Brunswick reserved the right to revoke a user's application and/or refuse rental for any, but not limited to, the following conditions:

- a. Event patrons are not conducting an event in an orderly manner
- b. The event patrons repeatedly do not adhere to the users' responsibilities
- c. If the City feels that a group's event is detrimental to the wellbeing of staff, public and/or patrons
- d. Events do not adhere to plans submitted in original application for approval
- e. Valid objections from impacted business owners when closing public streets

19. PAYMENTS

Payment is required prior to the issuance of an event/license permit.

20. SIGNAGE/MISCELLANEOUS

- a. Temporary signage may be displayed per the City's Zoning Ordinance prior to and during the event only. All signage must be removed at the conclusion of the event.
- b. The City will not be responsible for any items left behind by rental patrons.

I have read and understand the above language.

Signature of Applicant: <i>Terry M Faith</i>	Date: <i>7/16/21</i>
Applicant Name (Printed): <i>Terry M Faith</i>	



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Zoning Certificate Application

Applicant Name: BARC

Phone Number: Terry Faith 571-643-8821

Email Address: barc.maryland@gmail.com

Name of Property Owner: Square Corner City of Brunswick

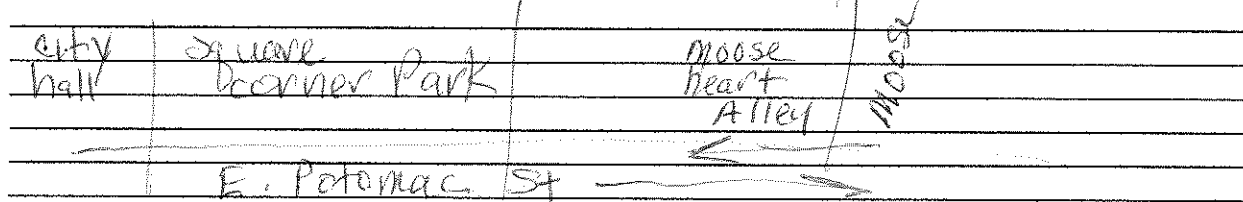
Property Address: City of Brunswick

Mailing Address: _____

(All mailed Zoning Certificates will go to the mailing address)

Assessment ID #: 25- **Tax Map:** _____ **Parcel:** _____ **Lot:** _____ **Zone:** _____

Proposed improvement or changes to property. Include as much detail as possible; use a separate sheet of paper if a sketch is required. **Note: All applications for a fence require a sketch with dimensions.*



Please check if a separate list of requested resources is attached.

Signature of Applicant: _____ **Date:** _____

OFFICE USE ONLY

#BR-ZC- _____ Fee Paid: _____ Date: _____ Issued by: _____

Conditions:

Cc: DPW _____ Police: _____ Other: _____



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Indemnity/Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization/Individual agrees to indemnify and hold the City of Brunswick, its elected and appointed officials, employees, and volunteers and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefore) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the

Organization/Individual, or anyone acting on its behalf in connection with or incident to the BARC, scheduled for

Dec 4, 2021 except that the Organization/Individual shall not be responsible to the City, on indemnity for damages caused by or resulting from the City's sole negligence; and the Organization/Individual shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization/Individual shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Organization/Individual:	<u>BARC</u>	Date:	<u>7/12/21</u>
Authorized Signature:	<u>Jessy M Faith</u>		
Address:	<u>227 E Potomac ST, Brunswick, MD 21716</u>		
Phone Number:	<u>571 643-8821</u>		
Witness:		Date:	

Lauren Spring

From: Public Works
Sent: Tuesday, July 20, 2021 12:56 PM
To: Lauren Spring; Heather Gottke; Kevin Grunwell
Subject: RE: 2021-12-04 Santa Stroll/Jingle Bell Run - Please Approve

DPW is ok.

Charles Crummitt
Public Works Asst. Director
301-834-7500 Phone
301-834-7638 Fax

From: Lauren Spring
Sent: Tuesday, July 20, 2021 12:07 PM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-12-04 Santa Stroll/Jingle Bell Run - Please Approve

Please approve the attached.

Lauren Spring
City of Brunswick
1 W. Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

Lauren Spring

From: Grunwell, Kevin <KGrunwell@FrederickCountyMD.gov>
Sent: Tuesday, July 20, 2021 12:56 PM
To: Lauren Spring; Public Works; Heather Gottke
Subject: RE: 2021-12-04 Santa Stroll/Jingle Bell Run - Please Approve

PD is ok with this event

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, July 20, 2021 12:07 PM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-12-04 Santa Stroll/Jingle Bell Run - Please Approve

[EXTERNAL EMAIL]

Please approve the attached.

Lauren Spring
City of Brunswick
1 W. Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.

Lauren Spring

From: Heather Gottke
Sent: Wednesday, July 21, 2021 8:18 AM
To: Lauren Spring
Subject: RE: 2021-12-04 Santa Stroll/Jingle Bell Run - Please Approve

P&Z approved

Heather D Gottke
Project Coordinator
City of Brunswick MD
601 E Potomac Street

From: Lauren Spring <LSpring@Brunswickmd.gov>
Sent: Tuesday, July 20, 2021 12:07 PM
To: Public Works <publicworks@brunswickmd.gov>; Heather Gottke <HGottke@brunswickmd.gov>; Kevin Grunwell <chief@brunswickmd.gov>
Subject: 2021-12-04 Santa Stroll/Jingle Bell Run - Please Approve

Please approve the attached.

Lauren Spring
City of Brunswick
1 W. Potomac Street
Brunswick, MD 21716
(301) 834-7500 ext. 204

Sign up for Frederick County Alert System - Brunswick City to receive text messages about water outages, emergencies, events, etc. at www.brunswickmd.gov on the Home page.