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:	**Date:**
Applicant Name (Printed):	

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Application for Licenses/Permit for Events

Organization Name:		
Contact Name:		
Is Organization a Non-Profit:	o Yes	o No
Address:		
Email:		
Cell Phone:		

Name and Description of Event:		
Date of Event:		
Event Time:	Set-Up Time:	Event Start Time:
	Event Stop Time:	Event Tear Down Time:
Location of Event: Identify streets, alleys, sidewalks, etc.		

Will entertainment be provided? If yes, give details including type of music, time of performance, etc.	Yes _____	No_____
	Live Band(s) _____ DJ _____	Radio _____ Other _____
Will equipment be used? **(Generators, tents, inflatables, etc.)** **If yes, give details.**	Yes _____	No_____

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

Signature of Applicant:	**Date:**

THIS PAGE IS FOR CITY USE ONLY

Date of Event:	
Name of Event:	
Organization Name:	

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

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Zoning Certificate Application

Applicant Name: _____

Phone Number: _____

Email Address: _____

Name of Property Owner: _____

Property Address: _____

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: _____

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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 _____, scheduled for _____ 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:		**Date:**	
Authorized Signature:			
Address:			
Phone Number:			
Witness:		**Date:**	