



*Town of Charlestown*

Post Office Box 154, Charlestown, MD 21914  
(P) 410-287-6173 | staff@charlestownmd.org

### **PARK RENTAL PERMIT**

*NOTE: The town reserves the right to assess fees depending on the type of event and facilities used.*

#### **APPLICANT INFORMATION:**

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

Request being made by: \_\_\_\_\_ Individual \_\_\_\_\_ Organization - Non-profit? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

Name of Applicant/Agent of Organization: \_\_\_\_\_  
(must be an individual)

Address: \_\_\_\_\_  
Street City State Zip

Phone/Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
(must be available day of the event)

#### **EVENT INFORMATION:**

Date of Event: \_\_\_\_\_ Type of Event: Public / Private

Hours – Start: \_\_\_\_\_ AM / PM End: \_\_\_\_\_ AM/PM

Anticipated Number of Guests: \_\_\_\_\_ Admission Fee: \$ \_\_\_\_\_

#### **Town Facilities to be reserved:**

\_\_\_\_\_ Long Point - \$250.00

\_\_\_\_\_ Athletic Complex – Price Varies

\_\_\_\_\_ Fair Green Park Area – Price Varies

\_\_\_\_\_ Avalon Park & Stage - \$250.00

\_\_\_\_\_ The Pavilion at Veteran’s Park - \$50.00 Charlestown Resident / \$100.00 Non-Resident

Brief Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHECK ALL THAT APPLY:**

\_\_\_\_\_ This is a Town-Sponsored Event

\_\_\_\_\_ Traffic Control  
*(All traffic control arrangements are the applicant’s responsibility.)*

\_\_\_\_\_ Road Closures  
If yes, roads to be closed: \_\_\_\_\_  
*If a State Highway is on the route to be closed, a State Highway Road Closure form must be submitted to the State by the applicant and the approved form must be provided to the Town in advance of the event.*

\_\_\_\_\_ Parade Route (attach a map with start-to-end locations)

\_\_\_\_\_ Off-Site Parking Shuttle – If Yes, Staging pick-up/drop-off sites: \_\_\_\_\_

\_\_\_\_\_ Live Music/Band

\_\_\_\_\_ PA Equipment

\_\_\_\_\_ Animals Involved *(removal of waste is applicant’s responsibility)*

\_\_\_\_\_ Other facilities requested – i.e. extra restrooms, trash cans, barricades, etc.

\_\_\_\_\_ Alcoholic Beverages – Only applies to Avalon Park and must be supplied by the on-site vendor with proof of event permit from Cecil County Liquor Board.

\_\_\_\_\_ Insurance Obtained (required at Avalon Park and Long Point):  
Name of Insurance Co. \_\_\_\_\_ Policy # \_\_\_\_\_

*(Tentative approval given, pending Certificate of Insurance naming the Town as additional insured, to be provided within 45 days of submission for coverage of at least \$1,000,000.) The Town of Charlestown has the authority to reject any and all applications if the information provided is incomplete or if there is inadequate insurance coverage. Insurance can be obtained through GatherGuard at [app.gatherguard.com](http://app.gatherguard.com).*

**REQUIREMENTS:**

- Applicant must be 21 years or older to apply for an event permit.
- Organizations and public event sponsors must provide a Certificate of Liability Insurance for the event.
- Application may be sent to the Cecil County Department of Emergency Services and the Sheriff’s Office for approval. The applicant will be notified and must adhere to any additional requirements from these agencies.
- Applicant is responsible for expenses incurred by services from other agencies for the event.
- Portable restrooms must be provided by the applicant, with placement approval required from the Town. A diagram of the proposed location must accompany this application.
- Applicant must follow the Special Events Recycling Program through the Cecil County Public Works Department. A copy of the fact sheet will be provided if applicable.

## **RULES AND REGULATIONS**

This permit is issued under the authority of the Town. All activities must conform to the terms and conditions stated and the Town's rules and regulations. The reserved facility is subject to inspection by authorized Town representatives to ensure compliance with Park rules.

### **\*\* THE PERMIT MUST BE HELD BY THE INDIVIDUAL TO WHOM IT IS ISSUED AND MUST BE PRESENTED UPON REQUEST.**

1. The applicant is responsible and will be held liable for damage, loss, breakage and/or removal of town property and/or equipment arising from any activities under this permit.
2. The permit is for the specific area and time designated. Use of the approved area may not interfere or encroach upon others in adjoining areas.
3. The applicant agrees to leave the facility clean and is responsible for collection and removal of all trash arising from the activities promptly after conclusion of the event. An event serving food and drink, or over 200 attendees, requires recycling and the applicant is responsible for supplying recycling containers clearly marked for recycling.
4. The applicant shall supply and be responsible for all equipment necessary for the event. The Town will not be responsible for any damage, loss and/or theft of any equipment supplied by the applicant.
5. USE OF THE FACILITY IS AT YOUR OWN RISK, including swimming. The Town is not responsible for injuries, death, or personal property which is damaged, misplaced, lost, or stolen belonging to any individual or group using the facilities. (Veteran's Park – please refrain from jumping off boat ramp bulkhead.)
6. Amusement equipment for events, i.e., moon bounce, trampoline, etc. is prohibited unless a certificate of liability insurance is provided by the owner/rental agent of such equipment.
7. Parking is allowed in designated areas only and on a first-come, first-served basis. No parking is permitted on sidewalks, grass, etc. If parking is unavailable at the facility, additional parking is offered for a fee at Park Mobile spaces or for free at Avalon Park, Lot B. Parking at The Wellwood is subject to fees set by the private business owner.
8. The applicant must be present on-site during the event and reachable by cell phone, with full responsibility for making decisions regarding the event. Unruly conduct or behavior will not be tolerated, and all pets must be leashed and cleaned up after.
9. Tents are permitted, but staking on paved surfaces is not allowed. Tents must be properly secured.
10. Signage is allowed for events but must be removed promptly after the event concludes.
11. The use of grills is only permitted in the designated areas.
12. Alcoholic beverages and illegal drugs are prohibited in park areas. However, the Commissioners may allow alcohol for events at their discretion, in coordination with the Cecil County Liquor Board.
13. Live music and bands are not allowed in the park areas. However, the Commissioners have the authority to grant permission through the issuance of a permit.

14. The applicant will be responsible for ensuring all live or amplified music and/or entertainment for the event does not interfere with others' use and enjoyment of the park.
15. The applicant shall not practice, conduct or solicit for any trade, occupation, business, or profession, and shall not distribute any handbills or circulars, or post notices, advertisements, or matter of anykind.
16. The Town reserves the right to cancel an event permit with as much notice as possible.
17. A refund will be given only if a written notice of cancellation is received a minimum of 2 days before the scheduled event. The Town will work with the applicant to reschedule the event due to unfavorable weather conditions.

*My signature on this permit certifies that I am 21 years old or older and indicates my agreement to observe the rules and regulations listed above and accept all conditions of this permit.*

**I, THE UNDERSIGNED INDIVIDUAL OR AUTHORIZED AGENT OF THE ORGANIZATION NAMED IN THIS APPLICATION, AGREE TO ABIDE BY THE RULES, REGULATIONS, AND POLICIES OF THE TOWN OF CHARLESTOWN, AND ALL APPLICABLE LAWS PERTAINING TO THE ISSUANCE OF THIS PERMIT. I AGREE TO BE PRESENT AND RESPONSIVE DURING THE PERIOD OF THIS EVENT.**

**I, FURTHER AGREE IN CONSIDERATION OF THE ISSUANCE OF THIS PERMIT, TO PROTECT, DEFEND, INDEMNIFY AND HOLD HARMLESS THE TOWN OF CHARLESTOWN, ITS OFFICERS, ELECTED AND APPOINTMENT OFFICIALS/REPRESENTATIVES, EMPLOYEES AND AGENTS AGAINST ANY AND ALL CLAIMS DEMANDS, AWARDS, SUITS, JUDGMENT, LIABILITY, LOSS PERSONAL INJURY, OR PROPERTY DAMAGES ARISING OUT OF, OR BEING CONNECTED IN ANY WAY WITH THE PERMITTED EVENT AND MY USE AND/OR THE ORGANIZATION'S USE OF THE TOWN'S GROUNDS.**

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Signature of Applicant

Printed Name

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

**IF THE INDIVIDUAL NAMED IN THIS APPLICATION IS AN AGENT OF AN ORGANIZATION, THE PRESIDENT OR OTHER AUTHORIZED OFFICER OF THE ORGANIZATION MUST SIGN THE APPLICATION TO ACKNOWLEDGE THE AUTHORITY OF THE INDIVIDUAL TO ACT AS AN AGENT OF THE ORGANIZATION.**

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Signature of President/Officer

Printed Name

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

**TOWN OF CHARLESTOWN:**

Permit #: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Insurance Certificate Received: Yes / NA

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_