

TOWN OF MOUNT AIRY **SPECIAL EVENTS APPLICATION**

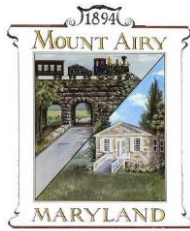
Please Submit to:

Town of Mount Airy, Maryland
110 South Main Street
Mount Airy, Maryland 21771
301-829-1424

Special Events Guidelines

- A. Definition: The term Special Events shall mean any activity held on Main Street or Historic Downtown District that is not organized by the town but which is expected to draw a crowd of people in excess of 50 or which involves the sale of food, alcohol or merchandise or which involves erecting a stand, tent, platform or other structure.
- B. Request for approval for such event is required to be submitted to the Town at least (30) days in advance of the event by submitting the attached form.
- C. If vehicles will be loading, unloading or parking on Main Street or Historic Downtown District permission and a sign indicating such permission must be obtained from the town (10) days in advance of the Event.
- D. If deemed necessary by the town, because of the nature of the event, the town may require a bond to cover the costs of restoration or clean-up of the area used.
- E. If deemed necessary by the town, and for all events which include the sale of alcohol, charging admission, or a vendor fee, a liability policy in the amount of \$1,000,000 minimum naming the Town of Mount Airy as an additional insured shall be required. The applicant must furnish proof of such insurance coverage at least seven days in advance of the event.
- F. If tents, stages or banners are to be erected, the attached site plan detailing their placement must be submitted to the town with the application.
- G. If food or merchandise is being sold, please provide a (1) Federal Employer Identification Number (or Social Security Number), (2) Maryland Sales and Use Tax License, and a (3) State of Maryland Trader's License 10 days before the event.
- H. In addition, if food is prepared off-site it must be prepared in an establishment with current State and or local health certification. Each on-site vending booth must obtain a Food Service permit from the State of Maryland (available from the Carroll County Health Department) (10) days before the event.

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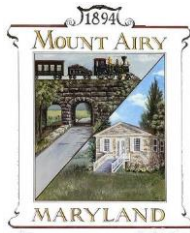
I. A fee of **\$500.00 will be charged** to cover expenses of town Maintenance and/or administrative fees, and any other charges incurred by the town as a result of this event. This fee will be for 6 hours of rental of the downtown mall. Anything over 6 hours is subject to additional charges of **\$25.00** an hour.

J. The applicant shall agree to save, hold harmless and indemnify the town of Mount Airy from any claim resulting from the event and use of Main Street or Historic Downtown District.

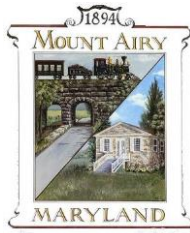
K. All events must end by 9:00 p.m. except under circumstances approved by the Town.

L. All events that close the road for more than 5 hours will require a petition signed by downtown businesses. Form can be requested at town hall.

M. For emergency services it's required to leave one lane of traffic unobstructed with tents, or structure for use of vehicles in an emergency. Please reach out to the local fire department to inform them of you event date.



SECTION I – APPLICANT INFORMATION			
Title of Event		Name of Applicant/Organization	
Location of Event		Proposed Event Date & Time	
Approximate # of Attendees		Setup & Teardown Times	
Representative of the Organization: <i>(At least one name required – must be the applicant)</i>			
1. Name	Position	Home Phone	
Work Phone		Email	
2. Name	Position	Home Phone	
Work Phone		Email	
SECTION II – RESOURCES NEEDED			
Security Needed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "Yes", Company You will Hire: _____	
Fundraising Event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "Yes", Cause: _____	
* Liquor license?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If, "Yes", Applicant's name: _____	
Providing Portable Restrooms?	Yes <input type="checkbox"/>	Quantity: _____	Company: _____
Tent(s) (If Applicable) Yes <input type="checkbox"/>	Map & Setup Plan <u>MUST</u> Be Attached To Application Company: _____		
Refuse/Recycling Plan: (e.g. Trash cans, Recycle bins, and/or Dumpsters)	Refuse/Recycling Plan <u>MUST</u> Be Attached To Application Received <input type="checkbox"/> Date: _____ Company: _____		
Parking Location(s) Plan <u>MUST</u> Be Attached To Application	Shuttle Service Yes <input type="checkbox"/> No <input type="checkbox"/>		



SECTION III – SUPPLEMENTAL INFORMATION

The following documents **MUST** be received in order for your Special Events Permit to be approved. Please submit at least 180 days in advance of the event.

- A map of planned event including vendor, booth, parking, and tent locations.
- A map detailing tent location, plan for setup, breakdown, and plan to keep tent stationary during event.
- A copy of your Certificate of Insurance including Town of Mount Airy as an additional insured.

Utility Notification Required? Yes No

Prior to Event

It is the responsibility of all contractors or vendors to contact Miss Utility 2 business days prior to digging, staking, or excavating involved with the setup or construction of any equipment such as tents, towers, stands etc. The Town of Mount Airy is to be informed to insure that all Town utilities are located.

All Required Documents Received? Yes Date: _____ Staff Contact Initials _____

SECTION IV - COMPLIANCE

I hereby acknowledge and agree that the event sponsor and the participants will comply with all applicable local, state, and federal laws and will adhere to the conditions granted by this permit. By affixing my signature on this form, the sponsor and/or the individual participants agree to hold the public agencies harmless from any liability incurred by them or to others associated with this permit.

NOTE: This document must be filed within a minimum of 90 days prior to event in order to meet the requirements set forth by the Town of Mount Airy.

Signature of authorized representative: _____

Date: _____

**FOR OFFICE USE ONLY
SECTION V – APPROVALS & COMPLETION CHECKLIST**

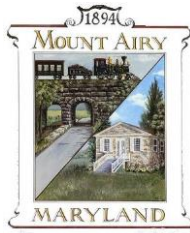
Approved As Submitted: Denied Remarks: _____

Chief of Police	Date _____
Main Street Manager	Date _____
Public Works Director	Date _____
Town Administrator	Liquor License Received Yes <input type="checkbox"/> Date: _____

Certificate of Insurance Received? Yes Date: _____ \$500 Admin Fee Received? Yes Date: _____ Other: _____

Traffic Control Plan? Yes Date: _____ Security Detail Plan? Yes Date: _____

Petition for Closure Received? Yes Date: _____ All Required Maps & Plans Received? Yes Date: _____



For Applicant Use
SECTION VI – Required Checklist and Guidelines

Checklist:

- A map of planned event including vendor, booth, parking, and tent locations

- A map detailing tent location, plan for setup, breakdown, and plan to keep tent stationary during event

- A copy of your Certificate of Insurance including Town of Mount Airy as an additional insured

- Miss Utility contacted if applicable

- Liquor license if applicable (Required for Use of Alcohol on Town Property)

Useful Points of Contact:

<p>Carroll County Health Department:</p> <p>290 South Center Street Westminster, Maryland 21157 (410) 876-2152</p>	<p>Traders License:</p> <p>Carroll County Clerk of the Circuit Court 55 N. Court Street Westminster, MD 21157-5155 (410) 386-8710</p>
<p>Carroll County Liquor Board:</p> <p>County Office Building 225 North Center St. Westminster, MD 21157 (410) 386-2044</p>	<p>Fire Department:</p> <p>702 N Main St Mt Airy, MD 21771 (410) 795-8055</p>