



CALVERT COUNTY SPECIAL EVENT PERMIT MANUAL



Created March 5, 2020



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OVERVIEW

The Special Event Permit was developed to provide a formal streamlined process for vetting special events, assisting event organizers in achieving a successful event, coordinating county services, and ensuring the safety of residents and visitors in Calvert County.

What defines a Special Event? As referenced in Chapter 82 of Calvert County Code, a Special Event is any preplanned entertainment, sporting, cultural, business, or other type of activity (including, without limitation, parades, festivals, races, tournaments, concerts, etc.) presented to a live audience and open to the public with or without an entry charge that meets one of the following criteria:

1. Held in whole or in part upon County-owned or operated property; or
2. May inhibit the usual flow of pedestrian or vehicular travel; or
3. Deviates from the established use of the place or building.

Activities that meet criteria number one (1) and are not open to the public are excluded. These may include private indoor facility rentals, pavilion rentals, or other activities for which a Permit has been issued by the County.

What defines a High Impact Event? Any special event, public or private, with or without alcohol, which:

- Involves a road closure of 12 or more hours; or
- Anticipates attendance of 2,000 or more persons.

FREQUENTLY ASKED QUESTIONS

Q: Whom should I contact?

A: For all events please contact the Parks and Recreation Department at 410-535-1600 ext. 2649 or email events@calvertcountymd.gov.

Q: How much will it cost?

A: There is an event fee and security deposit, which are both determined based upon the event impacts. Additional fees may include cost of County services (i.e. overtime costs, sheriff detail, additional permit requirements as they apply, and other services requested.)

SPECIAL EVENT FEES	2020 FEES	2020 RESIDENT/NON-PROFIT FEES
Special Event Application	\$50	\$40
Damage / Security Deposit for Large Events (Refundable)	\$250	\$250
Special Event Permit - Under 100 Guests	\$50	\$40
Special Event Permit - 101 to 500 Guests	\$100	\$80
Special Event Permit - 501 to 1500 Guests	\$300	\$240
Special Event Permit - 1501 to 5000 Guests	\$500	\$400
Special Event Permit - 5001 or more Guests	\$1000	\$800
Late Application Fee	\$30	\$30
Alcohol Special Event Fee	\$100	\$100
Water Access Point, Per Day	\$25	\$25
Electric Access Point, Per Day	\$25	\$25
Event Staffing* (As Required by County)	Actual	Actual

*May Include Overtime

Q: When are the fees due?

A: Security deposit and application fee are due upon submission of special event application. All event fees are due upon execution of the permit after application has been reviewed by Event & Marketing Coordinator as designated by the Parks & Recreation Director. Payments may be made by cash, check, VISA, Mastercard, or Discover through the Department of Parks & Recreation.

Q: How do I reserve a date?

A: Marketing and advertising prior to approval of the Special Event Permit must be approved by the Department of Parks & Recreation. For events on County-owned or operated property, complete the Special Event Application (Exhibit 1), including a site map, and submit to Calvert County Parks & Recreation. Please allow up to thirty (30) days for the application approval process. Once the application is APPROVED, your date is reserved. Only completed applications will be reviewed. It is expected that the event is not advertised until approved.

Q: What are my special event deadlines?

A: Special Event Applications must be submitted no later than sixty (60) days prior to the event unless it is considered a High Impact Event, in which it must be submitted six (6) months prior to event. The Permittee is required to contact the Calvert County Sheriff's Office (Sheriff) and relevant fire department / emergency services department separately thirty (30) days prior to the event to arrange for services, schedule inspections and discuss the security plan for the event. Not less than fourteen (14) days prior to the set-up date, Permittee shall provide to the County a final detailed site plan for the event.

Q: Who arranges closing the roads, police and fire support, dumpsters, portable toilets, fencing, vendors, & entertainment?

A: The Event & Marketing Coordinator will coordinate County-related services with the Permittee and advise regarding proper placement of equipment and rentals on County property. Portable toilets, dumpsters, vendors, entertainment, fencing, etc. are the responsibility of the Permittee. It is also the Permittee's responsibility to contact Law Enforcement directly for any detail needed. If the event requires a road closure, a contract with a barricade, and VMS board company based on the event route and size if assistance from the Department of Public Works is insufficient for the need.

Q: How do I get an alcohol permit?

A: The process begins by contacting the Board of License Commissioners (Liquor Board) to determine the type of license required. Forms and documents may be found at www.calvertcountymd.gov/liquorboard. The Permittee then submits the proper application to the Board of License Commissioners with appropriate fees for processing.

Q: What is your cancellation policy?

A: The Special Event Application fee is non-refundable. Ninety (90) or more days prior to event, the event planner will be refunded 100% of all other paid event fees including damage / security deposit; 89 to 46 days prior, Permittee will be refunded 50% of all other paid event fees including damage / security deposit. If event is canceled 45 days or less prior to the event, no fees or deposits will be refunded.

Q: Do you provide rain dates?

A: No, however Permittee may request a rain date on the special event application for consideration. Permittee may be required to adjust requested rain date based on availability of facilities and services. Permittee will be subject to any additional fees due to the date being rescheduled.

IMPORTANT CONTACTS

SPECIAL EVENT PERMIT

Calvert County Parks and Recreation
Linda Jones, Event & Marketing Coordinator
175 Main Street, Prince Frederick, MD 20678
Phone: 410-535-1600 ext. 2223
Email: events@calvertcountymd.gov

SHERIFF'S OFFICE

Sgt. Jason Dean
30 Church St, Prince Frederick, MD 20678
Phone: 410-535-1600 ext. 2104
Email: Jason.Dean@calvertcountymd.gov

MARYLAND STATE POLICE

Lt. Jimmie D. Meurrens, III
210 Main Street, Prince Frederick, MD 20678
Phone: 410-535-1400
Email: msp.princefrederick@maryland.gov

LIQUOR LICENSE

Board of License Commissioners
175 Main Street, Prince Frederick, MD 20678
Phone: 410-535-1780
Email: LiquorBoard@calvertcountymd.gov

EMERGENCY MANAGEMENT

175 Main Street, Prince Frederick, MD 20678
Phone: 410-535-1600 ext.2638
Email: oem@calvertcountymd.gov

MDOT / SHA– LOCAL ENGINEERS OFFICE

Kimberly Tran, Deputy District Engineer
Phone: 410-841-1000
Email: ktran@mdot.maryland.gov

MISS UTILITY

(Utility line locator)
1-800-257-7777

PLANNING & ZONING

Judy Mackall, Deputy Director
Phone: 410-535-2348
Email: Judy.Mackall@calvertcountymd.gov

Inspections & Permits Division
Phone: 410-535-1600 ext. 2552
Email: inspections.permits@calvertcountymd.gov

PUBLIC WORKS

Michael Thomas, Division Chief
Phone: 410-532-1844
Email: Michael.Thomas@calvertcountymd.gov

CALVERT HEALTH DEPARTMENT

Jessica Williams, Food & Community Protection Supervisor
975 Solomons Island Road North
Prince Frederick, MD 20678
Phone: 410-535-5400
Email: Jessica.Williams@maryland.gov

ADA RELATED CONCERNS

Jacqueline Hannan, Community Resources Specialist /
ADA Coordinator
90 Duke Street
Prince Frederick, MD 20678
Phone: 410-535-1600 ext. 8802
Email: Jacqueline.Hannan@calvertcountymd.gov
Maryland Relay for Impaired Hearing or Speech: 711 or
800-735-2258

POTENTIAL EVENT LOCATIONS: CALVERT COUNTY PARKS

Hallowing Point Park: 4755 Hallowing Point Road, Prince Frederick

Largest centralized park in Calvert County with baseball and football fields, playground, picnic areas, basketball and tennis courts, and ample parking.

Restrooms: Yes, Electric: Yes, Parking: Yes

Dunkirk District Park: 10750 Southern Maryland Boulevard, Dunkirk

Over 70-acre park in northern Calvert County. Includes amenities such as baseball fields, basketball, and tennis courts, playgrounds, picnic areas, football fields, a dog park and a skate park. Very popular for smaller community events. Traffic light at park entrance.

Restrooms: Yes, Electric: Yes, Parking: Yes

Cove Point Park: 750 Cove Point Road, Lusby

Community park in southern Calvert County with a large playground and seasonal waterpark. Baseball, softball, football fields, and parking. Other amenities include dog park, basketball, and tennis courts.

Restrooms: Yes, Electric: Yes, Parking: Yes

Ward Farm Recreation & Nature Park: 10455 Ward Road, Dunkirk (Under Development)

Over 203 acres of park land in northern Calvert County. Located less than one mile from Calvert County's main thoroughfare Route 2/4 with traffic light access. This park is currently under development.

King Memorial Park: 65 Church Street, Prince Frederick

Downtown Prince Frederick within close walking distance to Main Street and old town businesses. Park includes a small pavilion and walking trails throughout with a small amphitheater.

Restrooms: No, Electric: Yes, Parking: Limited

Kings Landing Park: 3255 Kings Landing Road, Huntingtown

Large open space nature park with large indoor meeting / event space. Park includes a trail system, fishing pier and kayak launch, historic outdoor pool, and equestrian ring. Used by scouting groups for large events.

Restrooms: Yes, Electric: Yes, Parking: Yes

Dominion Energy Regional Park: 10495 Solomons Island Road South, Lusby (Under Development)

Over 179 acres of park land in southern Calvert County. Directly located on Calvert County's main thoroughfare Route 2/4 with traffic light access. This park is currently under development.

Chesapeake Hills Golf Course: 11352 H.G. Trueman Road, Lusby

Premier public golf course in Calvert County. Chesapeake Hills features 6,545 yards of golf from the longest tees for a par of 72. The course rating is 72.3 and it has a slope rating of 126. Course features 143 acres, a full-length driving range as well as putting greens, food and beverage are available for purchase on site.

Restrooms: Yes, Electric: Yes, Parking: Yes

Other venues: Gatewood Preserve, Battle Creek Cypress Swamp, Grays Road Dog Park, Biscoe Gray Heritage Farm, Grover Field, BGE Field, Flag Ponds Nature Park, Solomons Town Center Park, Twin Shields Recreation Area, Marley Run Recreation Area, Hutchins Pond, Hughes Memorial Tree Farm, Northeast Community Center, North Beach Recreation Center, Harriet Brown Community Center, Southern Community Center, Dowell House, Phillips House, Breezy Point Beach, Lower Marlboro Wharf, and Nan's Cove.

Seasonally, amenities may vary as some locations winterize restrooms, and only portable restrooms are available for use. Some facilities may require additional fees or forms to reserve for use in addition to Special Event fees and Special Event application. This list does not fully encompass all event locations within Calvert County.

APPLICATION PROCESS

STEP 1:

Submit a completed application including a site map and application fee Monday – Friday between 8:30 a.m. and 4:30 p.m. or by email at the address below. If emailing, Permittee must call 410-535-1600, ext. 2649 to pay by phone. All applications will be reviewed in the order in which they are received. All events will be scheduled on a first-come, first served basis.

Send applications to:

Calvert County Parks and Recreation
ATTN: Event & Marketing Coordinator
175 Main Street
Prince Frederick, MD 20678
events@calvertcountymd.gov

Hand deliver applications to:

Calvert County Parks and Recreation
ATTN: Event & Marketing Coordinator
205 Main Street, 1st Floor
Prince Frederick, MD 20678

APPLICATION DEADLINE:

Special Event Applications must be submitted no later than sixty (60) days prior to the event unless it is considered a High Impact Event, in which case it must be submitted six (6) months prior to event.

Applications will be stamped with the date of their arrival to the Department of Parks & Recreation. If there is concern for missing a deadline, please hand deliver to Parks & Recreation or email completed application to the Event & Marketing Coordinator.

CRITERIA FOR APPLICATION CONSIDERATION:

Availability of event location for dates requested, nature of event, location appropriate for event, County services required, road closures and alcohol involved, compliance with special event regulations at past events.

If the application submission has met the required deadlines and the criteria for consideration, the Event & Marketing Coordinator, and other County departments which will be impacted by the Special Event, will review.

The County reserves the right to deny any application for a Special Event Permit. All events with an expected attendance of more than 2,000 attendees or an attendance that exceeds the recommended park capacity will require the approval of the County Administrator or designee.

STEP 2:

AFTER APPLICATION HAS BEEN REVIEWED:

Applicant will receive a confirmation or denial letter via email within ten (10) business days of application arrival date to the Department of Parks & Recreation. This letter will detail next steps in securing the Special Event Permit if approved or the appeal process if the application is denied.

Once the application is processed if approved, the Event & Marketing Coordinator will schedule a meeting with the Permittee and all parties/departments that may be affected by the event. By said meeting, the Permittee will receive the Special Event addendum which constitutes the contract with rules and regulations.

STEP 3:

Review and sign the Special Event addendum; submit with payment in full of all event fees, and all other required items listed in the addendum.

SPECIAL EVENT PERMIT PROVISIONS

AUTHORITY AND RESPONSIBILITY: The BOCC and County Administrator authorize the Parks and Recreation Director to amend and update this document as may be necessary. Changes proposed by staff and approved by the Parks and Recreation Director will be placed in a public file and circulated to the County Administrator.

LOGISTICS: Permittee is solely responsible for the activities of the event, including but not limited to patrons, spectators, volunteers, staff, sponsors, vendors, exhibitors, concessionaires, independent contractors and subcontractors participating in the event. For events on County owned or operated property, a sexual offender / predator search is required for vendors and volunteers. The Special Event must meet the requirements of the Calvert County Zoning Ordinance.

SPECIAL EVENT PERMIT FEE: The special event permit fee is calculated based on the Calvert County Parks and Recreation Fee Schedule and the information provided in the Permittee's application. Factors considered in the calculation include, but are not limited to, day of the week, the length of event, estimated number of attendees, non-profit vs. for-profit, one site vs. multiple sites, road closure vs. no road closure, etc. All fees are due upon signature of the Special Event addendum.

NON-PROFIT RATES: Non-profit rates apply only to events organized by a non-profit organization. To benefit from the discounted rate, the organization applying for the permit must be registered with the State of Maryland Business Express and identified as in "good standing" on egov.maryland.gov/BusinessExpress/. Organization must provide documentation confirming non-profit status such as tax-exemption, or official tax documentation. An officer or director of the non-profit organization must be the permit holder.

FIRST RESPONDER FEES: Sheriff's deputies, fire, and emergency services personnel are required to be at each location deemed necessary by the County to maintain the health, safety and welfare of the public during the event. The Permittee is required to contact the relevant fire department / emergency services department separately thirty (30) days prior to the event to arrange for services, schedule inspections and discuss the security plan for the event. Failure to contact these agencies may result in the termination of the event permit. The Event & Marketing Coordinator will contact the Calvert County Sheriff's Office on the Permittee's behalf at least sixty (60) days prior to the Special Event for smaller events and at least ninety (90) days prior to the Special Event for High Impact events.

Sheriff Detail: The cost for providing Sheriff services shall be the rates currently in effect as established by Sheriff. Should the event be projected to have a significant impact on local traffic within the immediate area, Sheriff will require additional personnel to assist in traffic control to provide safe and efficient flow for citizens. These extra personnel will be assigned by Sheriff at the Permittee's cost. The Permittee is responsible to pay directly the estimated costs for Sheriff services to be provided by the Calvert County Sheriff's Office. At the discretion of the Calvert County Sheriff's Office, deputies will be assigned in either a part-time (off-duty) or salaried (on-duty) capacity.

Fire and Emergency Services: The estimated charges shall be paid directly to the impacted volunteer fire department and emergency services department not less than fourteen (14) days prior to the event.

EMERGENCY ACCESS & COMMUNICATION: Permittee shall provide any and all emergency access required by the County. Permittee must keep a 15-foot fire lane open at all times and provide first responders with keys to all gated areas. Communication with the emergency services should be clear and precise about the emergency location. A plan should be drafted, and volunteers, staff and participants of the event should be informed of what steps to take in case of an emergency. The Permittee shall be required to submit a safety plan which includes precautions and procedures for severe weather. Plan shall also include conditions under which the special event will be canceled, and name of person on site that can be contacted in the event of emergency situations. This may include fast approaching inclement weather that has the possibility of creating a safety hazard. A communications plan shall also be included as to how Permittee will notify attendees of severe weather, cancellations, and when and where to seek immediate shelter in an emergency.

Marketing and advertising prior to approval of the Special Event Permit must be approved by the Department of Parks and Recreation. Please review the Calvert County Sign Ordinance, Section 6-8.12 of Calvert County Zoning Ordinance to determine allowed signage. Contact the Department of Planning & Zoning for more information.

ROAD CLOSURES: As our community events continue to grow, we must take into consideration the residents who live within the areas of the event. Please attempt to keep the roads open and accessible. Do not stage equipment overnight that can be disruptive to residents. If temporary restrooms must be placed in front of businesses or residential areas,

Permittee will be required to provide screening. All equipment that will be brought in must be noted in final site plan and requires approval by Events & Marketing Coordinator. If road closures are necessary, the Permittee will need to contact the Calvert County Department of Public Works, Engineering & Highways Division and may have to supply a maintenance of traffic plan at the request of the County. Depending on the location of the event, Permittee may also be required to pay for any overtime associated with the Engineering & Highways Division's closing/opening the road. If Permittee plans to close a State road, they will be required to obtain a permit from the Maryland Department of Transportation, State Highway Administration and provide a copy to the County.

If event includes the closure of State roads, event planner must obtain approval from the Maryland Department of Transportation, State Highway Administration. Please complete a request form with MDOT SHA to obtain a special event permit. This form can be found here: http://marylandsha.force.com/customercare/request_for_service. Please choose the "Topic" of "Permits" and the "Sub-Topic" of "Special Event".

TENT PLACEMENT: The County prefers use of weighted blocks, sand bags, buckets of water, or tent weights to hold a tent down on County property. Installation and anchoring of tents requiring a permit with the Department of Planning & Zoning must be per the manufacturer's specifications, including specific requirements for using weights in lieu of stakes or anchors. Staking of tents on County property may be accommodated if requested at least two weeks in advance of event. Please contact Events & Marketing Coordinator to schedule a utility line (electrical, natural gas, water and sewer) assessment prior to the event so tents may be staked in appropriate locations.

TENT INSPECTION: Permittee is required to obtain all necessary tent inspections through Calvert County Department of Planning & Zoning; Inspections & Permits Division. Inspections are required for tents larger than 150 square feet. Tent permit application packages shall include the following documents and information:

1. Application for Commercial Building Permit
 - a. www.calvertcountymd.gov/CommercialBuildingPermit
2. Fire Marshal Architectural Plans Review Submittal Form
 - a. www.calvertcountymd.gov/FireMarshalReview
3. Information about the tent including dimensions, whether the tent is open or enclosed, a seating layout and the proposed use of the tent, and the date the tent will be erected.
4. Three (3) copies of a site plan of the property drawn to scale showing the location of the tent with dimensions to property lines and adjacent structures.
5. Two (2) copies of complete manufacturer specifications for the tent including fire retardant properties, installation/tie down instructions, and demonstration of wind load compliance with the Calvert County Building Code.

The permit fee for tents is \$45. Inspections by the Office of the State Fire Marshal, and Calvert County Inspections and Permits Office are required after the tent is erected and prior to its use. If Permittee is unsure whether an inspection is needed, please contact Inspections & Permits at 410-535-1600 ext. 2552.

CONCESSIONAIRE RIGHTS: Permittee shall have exclusive concessionaire rights within the permitted area.

SANITARY & FOOD REGULATIONS: Permittee is responsible for overseeing that the proper containment and disposal of cooking waste (wastewater, grease, etc.) are adhered to. Permittee must contact the Calvert County Health Department to complete the correct application for nonprofit or temporary food service. <https://www.calverthealth.org/community/environmentalhealthservices/foodservice.htm>. It is the Permittee's responsibility to ensure that vendors comply with local, State, and Federal containment and disposal regulations. It is the responsibility of the Permittee to ensure that proper containers for the collection and disposal of cooking grease are available at the event site. Food vendors are required to use a protective flooring/tarp when cooking on any surface.

GLASS CONTAINERS: No glass containers shall be allowed in a County Park, except as permitted in Chapter 82 of Calvert County Code.

SMOKING AND VAPING: At County owned and operated park facilities, smoking and vaping is not permitted per Chapter 82 of Calvert County Code with the exception of Chesapeake Hills Golf Course.

ALCOHOL PERMIT: Permittee must provide a copy of approved license or permit from the Board of License Commissioners of Calvert County to the Department of Parks & Recreation. The sale of alcohol at approved special events requires that a Permittee is licensed to sell alcohol by the Board of License Commissioners of Calvert County.

1. Permit holders who are not licensed by Calvert County are not permitted to sell alcohol to their guests.
2. Non-profit "club," "society," and "association" organizations defined in Article 2B of the Annotated Code of Maryland under §1-102 may apply for a special event permit through the Board of License Commissioners of Calvert County.
3. Permittees who are licensed shall ensure that staff are properly trained in the following procedures listed below.
 - a. Event staff serving alcoholic beverages shall not consume alcoholic beverages immediately before, during or following the special event. Any server violating this policy shall be immediately dismissed by the Permittee and immediately ordered to leave the premises. If the Permittee orders a server who appears intoxicated to leave the premises, the Permittee must ensure that person is not driving.
 - b. Servers shall refuse to serve alcoholic beverages to any person who appears intoxicated.
 - c. Signs shall be posted at the event notifying the public that all persons must be of legal drinking age to purchase and/or consume alcoholic beverages at the special event. Signs shall be posted notifying the public that purchases of alcoholic beverages are limited to two drinks per person per transaction, and that servers reserve the right to refuse service to any person who appears intoxicated. Signs shall be posted notifying the public that alcohol is not allowed beyond the established event venue.
 - d. The sale of alcoholic beverages shall cease at least one hour before the official end of the event as specified in this permit.

TRASH RECEPTACLES: Extra trash receptacles can be made available upon request on a first-come, first-served basis within park locations, and should be requested at time of application. Large refuse containers (dumpsters) are the responsibility of the Permittee through a private company.

RECYCLING: Environment Article, §9-1712, Annotated Code of Maryland, requires special event organizers to provide for recycling at special events that meet the following three criteria:

1. Includes temporary or periodic use of a public street, publicly owned site or facility, or public park;
2. Serves food or drink; and
3. Is expected to have 200 or more persons in attendance.

Permittees are responsible for: 1. Providing and placing recycling receptacles immediately adjacent to each trash receptacle at the event (except where already existing on site); 2. Ensuring that recycling receptacles are clearly distinguished from trash receptacles by color or signage; 3. Providing any other labor and equipment necessary to carry out recycling at the event; 4. Ensuring that materials placed in recycling receptacles are collected and delivered for recycling; and 5. Paying any costs associated with recycling at the special event;

Permittee must complete the Special Event Recycling Program (SERP) Permit with the Department of Public Works if required based on above criteria. The Special Event Recycling Tonnage Report Form, and Trash and Recycling Usage Permission Form may also be required. More information can be found in the Calvert County 2019-2028 Comprehensive Solid Waste Management Plan; Appendix A; Special Events Recycling Program.

RESTROOMS: In the event temporary restrooms or portable toilets are desired or necessary for an event, the Permittee is responsible for obtaining, scheduling, and directly paying for such temporary restrooms and associated services. Permittee is required to keep all event accessible restrooms cleaned and stocked with supplies at all times. Permittee is also required to monitor all restrooms throughout the event. Permittee is responsible to ensure restroom options include restroom facilities that are ADA accessible. For park restrooms, extra toiletries can be made available upon request.

VEHICLES: No vehicles may be driven on athletic fields or other areas that are signed or marked as "no parking" without prior authorization.

ACCESIBILITY COMPLIANCE: Permittee must comply with all applicable provisions of Title I, Title II, and/or Title III of the Americans with Disabilities Act (ADA) in the course of providing any services, programs, and/or activities regarding nondiscrimination based on disability, and all applicable regulations, guidelines, and standards. Permittee is responsible for ensuring that the event site is accessible and in compliance with the requirements of the Americans with Disabilities Act

<https://adata.org/publication/temporary-events-guide>. Permittee is to provide an Accessibility Site Plan indicating how, where, and by what means services, programs, and/or activities will be accessible to persons with disabilities, including but not limited to, directional or informational signage, circulations routes, access paths, parking, portable restrooms, viewing areas, and temporary facilities. A statement must be included on all printed event publicity and material, including a contact phone number, regarding the provision of auxiliary aides or services upon advance request.

TRAFFIC/PARKING PLAN: If event has an expected attendance of 500 or more people, or the event requires any road or lane closures, a traffic plan must be submitted as part of the permit application showing the routes of exiting and entering the event. For any event that may affect the overall flow of a park or pedestrian/vehicle travel, a parking plan will be required. Traffic/parking plan may also include provisions for offsite parking.

ENTERTAINMENT: Permittee is solely responsible for all contracts or agreements of any nature for entertainment for the event. All contracts or agreements of any nature shall be negotiated by Permittee and secured at the sole expense of the Permittee. The County shall not be named as a party in any contract for goods and/or services provided in conjunction with the event. Permittee represents and warrants that it shall have, prior to the event, all necessary performing rights and licenses (BMI/ASCAP) and shall ensure that all performance payments required to be made under such licenses are made promptly and directly to the licensing organizations. The County shall have no responsibilities to any performing rights licensing organization for any performances during the event. Amplified sound must be within reasonable limits and comply with Calvert County Code for noise limits. The County reserves the right to reduce sound levels as needed. Calvert County follows the regulations of Maryland Department of the Environment in Title 26, Subtitle 02, Chapter 03, Annotated Code of Maryland as it relates to maximum allowable noise levels (dBA).

For Special Events on County owned and operated property, live animals may be exhibited only with the approval of the Director of Parks & Recreation. A written plan describing the purpose of each animal is required before approval. Agree that live animals or fish as prizes or giveaways are prohibited. The sale of animals is strictly prohibited. Live animals approved for exhibit must be in good health. Animals exhibited or offered for adoption are to be in good health, with proof of required vaccinations and permits. Animals are to be provided with humane treatment at all times, not limited to available water, shelter, and protection from the elements and the public, in addition to acceptable housing.

FINAL SITE MAP: Not less than fourteen (14) days prior to the setup date, Permittee shall provide to the County a final detailed site plan for the event showing the following: (a) location of any tents, portable toilets, parking, stages, booths, etc. and the times when such will be constructed and dismantled.; (b) a description of all activities and events to occur on the permitted area during the event; (c) the home and business numbers of corporate officers; and (d) permittee may also be required to provide security badges, master gate keys and entry to County Staff and any other information required by the Event and Marketing Coordinator for events on County owned and maintained property. Such site plan shall be subject to the review and approval by the appropriate County departments which may require revisions to the plan. Permittee shall make such revisions and adjustments as requested by the County. Any changes made to the revised site plan after the review by County departments must be approved by the County.

TECHNICAL EQUIPMENT: All technical equipment and support must be arranged by the Permittee. This includes both sound and lighting. If technical equipment is needed for events on County-owned or operated property, Permittee must note all electrical needs during initial application process. If electrical needs exceed the maximum allotted wattage in the permitted area, additional power must be brought in at the Permittee's expense. In accordance with Calvert County Code, Parks & Recreation 82-2-101.A.(26) operation of a drone or other motorized unmanned aircraft is prohibited within or above park property without express written authorization from the Director of Parks & Recreation. It is advised that drone use on private property is noted and acknowledged to the public attending the special event.

SITE CONDITION: Safety comes first. Ensure that the event site is free of trip hazards. Also monitor areas which could cause extreme congestion. Try to set up the event so that people have the ability to move around as easily as possible. Clearly mark a first aid location and a lost children area. Have water available to avoid dehydration situations. Mist fans are recommended during hot months.

CROWD MANAGER: Ensure that areas do not become overcrowded. Event site must accommodate the event size that is brought in. This may require that a certified crowd manager is present. Crowd Manager Certification is offered through the Maryland State Fire Marshal's Office. <https://mdsp.maryland.gov/firemarshal/Pages/CrowdManagerTraining.aspx>.

PERMITTED AREA: The Permittee and a representative of the County shall inspect and document the condition of the permitted area on or before commencement of set up. For events on County owned or operated property, all booths, stages, vendors, temporary restrooms, etc. shall be placed in locations on the site which are designated by the County for such purposes so as not to cause damage to the landscaping or foliage on the site. For County-owned or operated property, Permittee may use electric "tiki" torches only; no fire or gas torches shall be allowed at any time within the permitted area. No heavy equipment, attractions, motor vehicles or large vessels shall be brought to the permitted area unless previously approved in application.

POST EVENT RESTORATION: Permittee is responsible for restoring the event site to a condition equal to that existing on the date of the inspection within 24 hours of the conclusion of the event. If County-owned or operated property, pay all costs for the repair and replacement of County property which is necessary due to this event. The County reserves the right to approve the company selected by Permittee to provide the clean-up services at least fourteen (14) days prior to the event. If expected attendance is more than 1,000, the County may require the use of a company that specializes in large festival cleaning. If the event requires core drilling holes in the asphalt concrete and all other surfaces made to facilitate the erection of barriers, stages, fences, pilings and other improvements to the permitted area, it is understood that the County will have the right to complete the work and charge Permittee for the costs.

SET UP/BREAK DOWN TIMES: If Permittee commences setup of the event within the permitted area prior to the date and time specified in the event confirmation letter or fails to complete the breakdown of the event by the date and time set forth in the event confirmation letter including removal of all materials, equipment, and restoration of the permitted area, the County may require payment for additional resources required for County owned or operated property. Penalties may be assessed for events on non-County property.

PERMIT MODIFICATIONS: The Event and Marketing Coordinator is authorized to modify, alter or waive any minor requirements, conditions, or provisions of the special event permit if in the best interest of the County in order to facilitate the safe or efficient implementation of the event.

INDEMNIFICATION: The Permittee shall agree to indemnify, defend and hold harmless the County from any loss, injury, liability, damage, claim, lien, cost or expense, including reasonable attorneys' fees arising from the execution of a permitted Special Event by the Permittee, by any person acting on behalf of the Permittee or by any participant in any activity the Permittee conducts on the Special Event site. The agreement to indemnify, defend and hold harmless extends to any incidents resulting from failure to use caution near architectural structures and equipment, such as, but not limited to, stairs, room dividers, playground equipment and grills. The Permittee need not indemnify, defend or hold harmless the County for any loss, cost, damage, claim or other expense arising out of the County's sole negligence or intentional misconduct. For the purposes of this section, the County includes its boards, agencies, agents, officials and employees.

INSURANCE: The permittee shall provide a certificate of insurance evidencing coverage of Commercial General Liability with the minimum limits of the following for special events on County owned and operated property:

- Each Occurrence: \$1,000,000
- Personal/Advertising \$1,000,000
- Products Aggregate \$2,000,000
- General Aggregate \$2,000,000
- Fire Damage \$100,000 per occurrence
- Medical Expense \$10,000 per individual

Events will be evaluated, and higher limits may be required for higher risk exposure events as determined by the County's Risk Management Office. Certificates evidencing coverage for the entire event including "other vendors" must provide the following statement in the description box on the certificate: "This policy is for (event name) which will take place at (event location) on (event date) and provides coverage under this policy for all food, beverage and merchandise vendors for the said event." Should the permittee have employees, evidence of workers' compensation coverage shall be provided evidencing a minimum of the Maryland State statutory limits. Events which provide for the sale or consumption of alcohol must provide a Certificate of Liquor Liability Insurance (separate from General Liability Coverage) for serving or selling alcoholic beverages at the Special Event with a minimum of \$1,000,000 per occurrence.

The Board of County Commissioners of Calvert County Maryland shall be named as the Certificate Holder. The certificate and a policy endorsement shall name the Board of County Commissioners of Calvert County Maryland as an Additional Insured. Waivers of Subrogation in favor of the County must be included on the certificate for all applicable policies.

The policy shall be in effect the entire event period, including setup and tear down. The Permittee shall notify the County 30 days prior to cancellation of the insurance. This agreement and any associated permits are cancelled immediately upon cancellation of any applicable insurance policy. For the purposes of this section, the County includes its boards, agencies, agents, officials and employees.

If the Permittee does not have the capability of providing an insurance liability certificate per the provisions above, the Permittee may purchase a Tenant Users Liability Insurance Program (TULIP) policy to cover their event on County-owned or operated property. TULIP is a low-cost insurance policy that protects both the "Tenant User" and the County. A "Tenant User" is any outside party using County facilities. The policy applies to liability arising out of the use of the County's premises by Tenant Users. Premium costs are traditionally paid by the Tenant User. Premium costs are based on the nature of the event, the number of event days, the number of participants, the level of risk and any special requirements. To purchase or quote a TULIP policy, navigate to www.onebeaconentertainment.com and enter ID code 0501-AHK. Describe the event or activity and answer some basic questions including billing and contact information.

SOVEREIGN IMMUNITY: By entering into this Agreement, the County and its "employees," as defined in the Local Government Tort Claims Act, §§5-301, et seq. of the Courts and Judicial Proceedings Article, do not waive sovereign immunity, do not waive: any defenses; any limitations of liability as may be provided for by law; or any provision of the Local Government Tort Claims Act.

THIRD PARTY BENEFICIARY: It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of this Agreement to create in the public or any member thereof, third party beneficiary status in connection with the performance of the obligations herein without the written consent of the County and notwithstanding its concurrence in or approval of the award of any contract or subcontract or the solicitation thereof in fulfilling the obligations of the Agreement.

NO INDIVIDUAL LIABILITY: No elected official, appointed official, employee, servant, agent or law enforcement officer shall be held personally liable under this Agreement and any extension or renewals thereof because of its enforcement or attempted enforcement provided they are acting within the course and scope of their employment or governmental duties and responsibilities.

SUFFICIENT APPROPRIATIONS: The County's financial obligations, if any, under this Agreement are contingent upon sufficient appropriations and authorization being made by the County for the performance of this Agreement. The County's decision as to whether sufficient appropriations are available shall be accepted by the other party or parties to this Agreement and shall be final.

TERMINATION WITHOUT CAUSE: Either party to this Contract may terminate the Agreement without cause by giving 30 days written notice to the other party. The effective date of termination pursuant to this clause shall be the first day following the date of the written termination notice. In the event of such termination, all contract fees and charges incurred through the effective date of the termination shall be payable in accordance with the terms of this Agreement. In the event of such termination, neither party shall be liable for any damages, penalties, demobilization or contract termination expenses of any nature. In the event of a conflict between this clause and any other clause of this Agreement, this clause shall control.

DEFAULT: In the event of a failure to comply with any provisions of the special event permit, the Permit shall be considered in default and the County may exercise any and all remedies herein enumerated or permitted by law, including the termination of the permit without notice or opportunity to cure. Default shall include failure to pay the special event permit fees or any portion thereof when due; abandonment of the permitted area or any part thereof; failure to carry the required insurance; or the return of any checks given by Permittee due to insufficient funds. Default may result in the denial of future special event permit applications. No applications for a special event permit on the same property shall be approved until a pending violation is corrected to the satisfaction of the Zoning Officer or, if referred to District Court, to the satisfaction of the Court.

SEVERABILITY: In the event any portion of this agreement is found to be unconstitutional, illegal, null or void, by a court of competent jurisdiction, it is the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of the agreement shall be enforceable and valid, unless deletion of the invalid portion would defeat the clear purpose of the agreement, or unless deletion of the valid portion would produce a result inconsistent with the purpose and intent of the Board of County Commissioners in entering into this agreement.

CHOICE OF LAW: The special event permit shall be governed by the internal laws of Maryland, without giving effect to its choice of law provisions, and any action brought by or between the parties shall vest jurisdiction and venue exclusively in the Courts located in Calvert County, Maryland.

FEDERAL, STATE, COUNTY, AND TOWN REGULATIONS: Permittee shall comply in all material respects with all applicable federal and state laws and regulations and all applicable county and town ordinances and regulations.

NON-DISCRIMINATION: Permittee and their concessionaires shall not discriminate against any vendor, concessionaire, employee, patron, visitor, attendee or customer because of race, color, religion, sex, gender identity or expression, national origin, age, disability, familial status, marital status, sexual orientation, or other protected status.

ATTORNEYS' FEES: In the event the County is required to file legal action against Permittee to collect any amounts due under the special event permit, the County shall be entitled to its costs of collection, attorneys' fees and cost, and interest at the maximum rate allowable by law. In the event either party is required to file legal action to enforce the provisions of this special event permit, other than the collection of amounts due to the County, each party is responsible for its own fees and costs, including attorneys' fees and costs.

NOTICES: Any and all notices to Permittee may be given or served by certified, registered mail, or electronic transmission producing a written record, to the address set forth in the application. Any and all notices to be given to the County may be given or served by certified, registered mail, or electronic transmission producing a written record, addressed to the Events and Marketing Coordinator, Parks and Recreation Department, 175 Main Street, Prince Frederick, MD 20678, or by email events@calvertcountymd.gov.

CANCELLATION POLICY: Cancellation requests made ninety (90) or more days prior to special event, the Permittee will be refunded 100% of special event fees. Requests made 89 to 46 days prior, Permittee will be refunded 50% of special event fees, and if event is canceled 45 days or less prior to the event, no special event fees will be refunded. Permittee is financially responsible for payment of the Administrative (cancellation) Fee. All requests must be submitted in writing, by fax, or via email to the Department of Parks & Recreation and be accompanied by a copy of the paid receipt. Phone transfers are not accepted. Refund requests do not automatically mean approval of a refund. If payment was made by check or cash, approved refund requests will be received in the form of a County-issued check in approximately six (6) to eight (8) weeks. Credit card refunds will be processed within five (5) business days. Online convenience fees for online purchases are non-refundable.

ENTIRE AGREEMENT: The parties hereto agree that the above writing constitutes the entire agreement between them concerning this matter and that there are no understanding, promises or arrangements binding either part hereto that have not been written herein. The parties further agree that this Agreement can be amended only by written agreement signed by the parties hereto.