

Special Permit Application for Public Events Held  
In Public Parks or on Town Property (other than Farmers' Markets)

Commissioners of St. Michaels  
P.O. Box 206  
St. Michaels, MD 21663

Permit No: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Application Fee: \_\_\_\_\_

Date of Issuance and Mailing to Applicant: \_\_\_\_\_

**TOWN OF ST. MICHAELS  
SPECIAL PERMIT APPLICATION FOR PUBLIC EVENTS HELD IN PUBLIC PARKS  
OR ON TOWN PROPERTY (OTHER THAN FARMERS' MARKETS)**

Venue Requested: \_\_\_\_\_ Muskrat Park  
\_\_\_\_\_ The Wilson Reading Garden  
\_\_\_\_\_ Frederick Douglass Park  
\_\_\_\_\_ Hollis Park  
\_\_\_\_\_ Clint Bradley Park  
\_\_\_\_\_ Back Creek Park  
\_\_\_\_\_ St. Mary's Square  
Other: \_\_\_\_\_

Organization/Individual Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

E:mail: \_\_\_\_\_

Name; Address; Phone & E:mail of  
Alternative Contact: \_\_\_\_\_  
\_\_\_\_\_

Dates of Use: \_\_\_\_\_

Hours of Use: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Approx. No. of People in Attendance: \_\_\_\_\_

Amplification: \_\_\_\_\_ YES \_\_\_\_\_ NO

**The following documentation must be submitted with the application:**

1. Proof of 501(c) non-profit organization certification; or proof of government entity or agency.
2. Description of the proposed activity and explanation of its benefit to the residents and taxpayers of the Town of St. Michaels.
3. A copy of any rules the Applicant seeks to apply to the event, including any rules about who may participate as a member of the Applicant's party.
4. Description of any retail sales that may or will occur in the course of the event.

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By signing, I indicate that I have received a copy of the attached General Regulations for Groups and Individuals Wishing to Use Any Public Park and the Regulations for Public Events Held in Public Parks or on Town Property (Other than Farmers' Markets) and agree to abide by the same; and should it be determined that additional police presence or town personnel are required, all costs associated with providing these services shall be the responsibility of the applicant.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by Chief of Police:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Approved by The Commissioners of St. Michaels** **Date:** \_\_\_\_\_

**General Regulations for Groups and Individuals Wishing to Use Any Public Park**

1. The hours of operation of all Public Parks shall be from sunrise to sunset, unless otherwise posted on a sign or signs located within the park.
2. Use of the Public Parks by a group of more than 10 people requires a permit issued by the Town Manager and the Chief of Police or their appointed designees. Permits may be issued up to 1 year before the event. The maximum number of people in any group using the park by permit issued pursuant to this section are as follows:
  - Frederick Douglass Park -10
  - The Wilson Reading Garden - 50
  - Muskrat Park - 50
  - Hollis Park - 50
  - Clint Bradley Park – 50
  - Back Creek Park - 50

**Permission for events that will exceed the above limits must be obtained in writing from the Commissioners of St. Michaels.**

**Note:** Canton Farm Park is a nature preserve, no group activities are permitted.

3. Park rules shall be enforced by the Police Department.
4. If there is a violation of any of the rules and/or regulations, the participants of the event will be asked to vacate the park and the applicant may be subject to non-issuance of subsequent permits.
5. Where permitted by and in accordance with Chapter 216 (Noise) of the Code of the Town of St. Michaels, amplification of events is allowed between 9:00 a.m. and sunset. Sound is to be directed away from the neighboring residences, where possible. Copies of Chapter 216 are available from the Town Office upon request or on the Town website at [www.townofstmichaels.com](http://www.townofstmichaels.com). If noise complaints are received, a police officer may order that the volume be turned down or that the amplification cease in order to comply with Chapter 216.
6. The following activities are **not** permitted:
  - A. sale of any item or service,
  - B. fires of any kind including grills, and
  - C. the possession or use of alcoholic beverages.
7. The park shall be left in a clean condition. Litter shall be picked-up and placed within a trash receptacle or taken with you. Trash left in the park or placed on top of or outside of the trashcans will constitute a violation of the anti-litter ordinance.
8. No vehicles are permitted in the park except for those authorized by the Town. Handicapped assistance devices are exempted. Parking of vehicles shall only occur within those areas marked for such use.
9. Dogs must be on leashes of six (6) feet or less.

10. No closed, private functions are permitted. All events held in Public Parks must co-exist with the public who may be using the park at the same time.

**Regulations for Public Events Held in Public Parks or on Town Property**  
**(Other than Farmers' Markets)**

The following regulations shall apply to public events held in Public Parks or on Town Property pursuant to a permit issued by the Commissioners. The Commissioners must issue a written permit for any public event that does not conform to the regulations set forth in the *General Regulations for Groups and Individuals Wishing to Use Any Public Park* and/or which will include the vending of goods in a Public Park or on Town Property. The Town of St. Michaels is absolved of all responsibility and liability for any damage, injury or loss sustained by persons or property as a result of the permitholder's negligence or that of any member of the permitholder's group. Where they are applicable and are not in conflict with the regulations below, the *General Regulations for Groups and Individuals Wishing to Use Any Public Park* shall also apply:

1. Applications and permits for public events to be held in Public Parks or on Town Property:
  - A. Public events are held in Public Parks or on Town Property by permit only. Only those applications submitted by a certified (501(c)) non-profit organization or a government entity or agency for events that, in the sole discretion of the Commissioners of St. Michaels, will benefit the residents and taxpayers of the Town shall be considered. Accompanying the application shall be proof of 501(c) status.
  - B. The application shall contain the full name of the organization, the name of and the complete contact information for the duly authorized representative of the organization, the name and complete contact information for an alternate person in the event of an emergency, the venue desired and the date and times of the proposed activity.
  - C. The application shall include an overview of the proposed activity and how the activity will benefit the residents and taxpayers.
  - D. The application shall include a completed application form.
  - E. The application shall include any rules that the applicant seeks to apply to the event, including any rules about who may participate as a member of the applicant's party. These rules, as approved by the Commissioners, shall become part of the permit. Violations of these rules shall be a violation of the permit and may lead to revocation of the permit.
  - F. No more than two (2) consecutive event permits shall be issued for the same venue to any one applicant or sponsoring organization in a 7 day period which shall begin on Sunday and end on Saturday.
  - G. Any applicable fees for public events held in the Public Parks or on Town Property will be set forth in the Fee Schedule as adopted by the Commissioners of St. Michaels.
2. Regulations for public events held in Public Parks or on Town Property:
  - A. No fees may be charged to the general public who attend the events.
  - B. No activity or event shall exceed 6 hours in length.
  - C. No activity will extend past 9:00 p.m.
  - D. An event may be approved for limited retail sales by the sponsoring non-profit organization when such sales are integral to the event and when the proceeds of such sales will go directly to the sponsoring non-profit organization or other named qualified non-profit organization. The application shall describe any retail sales that may or will occur in the course of the event.