2015

Permit Number: _____
Date Received _____
Commission Review _____
Date Issued_____

TOWN OF ST. MICHAELS

PERMIT APPLICATION

PUBLIC EVENTS

COMPLETED APPLICATION TO BE SUBMITTED A MINIMUM OF **60 DAYS** PRIOR TO THE EVENT.

1. Name of Applicant and/or Responsible Person

   _____

   Address of Applicant

   _____

   Phone Number (___) _____ Fax (____) _____

   Cell Number (___) _____ Email _____

   On Whose behalf is this event being conducted? (Organization, Corporation, etc.)

   _____

   Purpose of the event

   _____

2. Chairperson and/or responsible party for the event, if other than above:
   (Include information how this person may be contacted at any time during the event).

   Name _____

   Address _____

   Phone Number (___) _____ Fax (____) _____

   Cell Number (___) _____ Email _____

3. To whom is the permit to be issued?

Name

_____

Address

_____

4. Location(s) of the event

_____

Provide a map showing the location of all venues, proposed street closing and parade, biking or running routes, sanitary facilities.

5. Date(s) of event _____ Hours of event(s) _____

6. Estimated number of Attendees _____

7. Running/ biking events and parades shall provide an estimated time for road closures if applicable (**Provide approvals from State Highway (SHA) and St. Michaels Police Department with this application**). Please note that the Town has been notified by SHA that they will no longer provide traffic management sign boards at the entrances into Town. It shall be the responsibility of the applicant to obtain traffic management signs and coordinate the placement of said signs with SHA for any closures to MD Rt. 33.

8. Traffic Management Plan which includes street closures, times for such closures, detour routes, public notification signage, the availability of additional personnel as required to assist in safe vehicular and pedestrian movement

9 A description of activities planned during the event including vendors and their locations

_____

_____

_____

_____

10. Is the use of outdoor speakers being proposed Yes _____ No _____

If yes, provide a map showing the proposed location(s) and hours of use.

A Permit for the Right to Use Outdoor Speakers Associated with a Public Event shall be completed and submitted as part of this permit application)

11. A communication plan is required outlining the methods of information for distribution to the residents and businesses that may be directly impacted by the public event. (e.g. Town Web Site, notices posted in public locations such as the post office and library, door hangers etc.). The required notification shall be available for review by the public a minimum of 15 days prior to the Commissioners review of the application.

12. Parking Plan required when venues utilize commercial parking, or the anticipated number of attendees exceeds **1000** persons. Handicapped provisions must be shown on plan.

13. Signage for Public Events

    (**Application shall be completed and submitted as part of this permit application**)

14. Will alcohol be served Yes _____ No _____

    If alcohol is to be served or consumed on public property, a request for an exemption from Chapter 80 (Alcoholic Beverages) shall be completed and made a part of this permit application.

    (If yes, provide a map showing the pouring locations)

15. Sanitary Facilities Total Number ___,

    Number of Handicapped Accessible Units____

    (If yes, provide a map showing all locations)

I have read and understand the requirements of the St. Michaels Code, Chapters 250 and 224 (copies attached) and accept the responsibility of ensuring that all rules and regulations are complied with.

I further acknowledge that all venues which involve the sale or consumption of alcoholic beverages are in compliance with all State and County Liquor Licensing Requirements.

Signature of applicant _____ Date _____

Permit issued by:_____ _____
Commissioners of St. Michaels Date

_____ _____
St. Michaels Police Chief Date

APPLICATION FOR PUBLIC EVENT

CHECKLIST

To assist both the applicant and the Commissioners in the preparation and review of the attached permit application, the following checklist has been prepared. Please note that prior to the submittal of the application to the Commissioners for their review, **all** supporting documentation as identified herein must be completed and submitted.

____ Completed Application packet must be received a **minimum of 60 days** prior to the scheduled event to allow sufficient time for the Commissioners to review the application. **Application and supporting documentation must be submitted in a word and electronic format.**

____ Application Fee

___ Identification of all Town Parks and Town Properties to be utilized in the public event.

_____ Certificate of Liability Insurance naming the Town as an additional Insured

____ Map showing the location of:

- All Venues
- proposed street closing
- parade, biking or running routes including start and finish locations
- Sanitary Facilities
- Alcohol Serving Areas

____ Application for signage

____ Application for Right to Use Audio Speakers

____ Parking and transportation plan

____ Written approval from State Highway Administration to close MD Rt. 33(If required)

____ Traffic Management Plan

__ Written approval from the Chief of Police to close Town streets (If required)

__ Executed agreement for additional police services (If required)

__ Talbot County Liquor License, (If required)

__ Communication Plan

__ Trash containment and removal Plan

__ Recycling Plan

For Office Use Only

The application has been reviewed and found not to be complete. A request for additional information was forwarded to the applicant on _____.

The Application has been reviewed and found to be complete and forwarded to the Commissioners of St. Michaels for their review.

_____ _____

Name Date

PUBLIC NOTIFICATION OF ROAD CLOSURES

The applicant for a special event, which involves the closure of MD Rt. 33, shall be responsible for obtaining and installing appropriate signage to notify the public of such road closure. The sign shall contain the following information:

Date of the event

Times of road closure

Purpose of the event

I hereby certify that I have read and understood the requirement for public notification as set forth above and will secure and install such signage a minimum of **7 days prior** to the event. Signage to be installed at the southern and northern entrances into the Town.

Signage to be removed with 48 hours after the conclusion of the event.

_____ _____

Signature Date