

Permit Application for Farmers' Markets Held in
Public Parks or on Town Property

Permit No: _____
Date Received: _____
Application Fee: _____
Date of Issuance and Mailing to Applicant: _____

**TOWN OF ST. MICHAELS
PERMIT APPLICATION FOR FARMERS' MARKETS HELD IN
PUBLIC PARKS OR ON TOWN PROPERTY**

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.
5. Vendors operating under a Farmers' Market permit must be certified producers authorized to sell directly to consumers. Evidence of certification to be provided by the Applicant upon request by the Town.

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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 Farmers' Markets Held in Public Parks or on Town Property By Written Permission of the Commissioners of St. Michaels 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:** _____

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. 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;
 - C. The possession or use of alcoholic beverages; and
 - D. Placement of tents within the grassed areas of Muskrat Park.
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.

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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 Farmers' Markets Held in Public Parks or on Town Property By Written
Permission of the Commissioners of St. Michaels**

The following regulations shall apply to Farmers' Markets held in Public Parks or on Town Property pursuant to a permit issued by the Commissioners. In order to be considered for a permit, applicants will be required to complete an application form which may be obtained from the Town office. 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. Venue. These regulations pertain to Farmers Markets held in Public Parks or on Town Property only. This section shall not prohibit the operation of a Farmers' Market in venues other than parks where such activity is permitted by the Code of the Town of St. Michaels.
2. Vendors. Vendors operating under a Farmers' Market permit issued pursuant to this section must be certified producers authorized to sell directly to consumers. Evidence of certification shall be provided upon request by the Town.
3. Types of products to be sold:
 - A. The St. Michaels market is a producers-only market and all participants must produce what they sell.
 - B. No producer will sell any meats or eggs unless the farm source of the product is specifically approved by the Maryland Department of Health and Mental Hygiene, Office of Food Protection and Consumer Health Services, Permits and Licenses for a On-Farm Home Processing License resulting in a Food Processing Plant License and all responsibilities to food safety that go with that license.
 - C. There will be no arts and crafts sold at the Farmers' Market.
 - D. Participation in the markets is only for farmers/growers who sell what they grow, raise or produce on their farm, or for local producers offering agriculturally based local food products or regional specialties such as cheese, baked goods, dairy products and meat.
4. Other activities permitted. Educational and community activities that may include, but are not limited to, cooking demonstrations, promotion of community events and partnerships with local food pantries may be permitted in conjunction with a Farmers' Market.
5. Operations of the Farmers' Market:
 - A. Farmers Markets must be managed by a Market Manager who will be named by the applicant in the permit application.
 - B. The Applicant/Market Manager is responsible for:
 - i. the coordination of all the activities of the market,
 - ii. assuring that all vendors have the required local, state and federal licenses;
 - iii. implementing market policies including oversight of the market set-up, clean up, assignments of vendor spaces and the collection of fees; and
 - iv. complying with all requirements of this Resolution and any other applicable town, state or federal regulations pertaining to the farmers market operations, and specifically assuring compliance with all federal, state, and local health regulations by both the Applicant and the individual vendors;
 - v. providing any and all local, state and federal permits required to operate the Farmers' Market;
 - vi. signing on its own behalf and obtaining from each vendor the following hold harmless provision, tailored to the signatory:

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*NOTE: All authorized vendors participating in the Farmers' Market shall be individually and severally responsible to the Town for any loss, personal injury, deaths and/or any other damage that may occur as a result of the vendor's negligence or intentional act or omission, or that of its servants, agents and employees and all vendors hereby agree to indemnify and save the Town harmless from any loss, costs, damages and other expenses, including attorneys fees, suffered or incurred by the Town by reason of vendor's negligence or intentional act or omission, or that of its servants, agents and employees; provided that the vendors shall not be responsible for nor required to indemnify the Town for the sole negligence of the Town, its servants, agents or employees. No insurance is provided by the Town for the participants in the Farmers' Market. All vendors shall be required to carry appropriate liability insurance and attach a certificate of insurance along with the application.

- C. Unless permission is otherwise granted by the Commissioners, the market may only be permitted to operate on Saturdays from April 1 through November 30. The market shall be open to the public beginning no earlier than 8:00 a.m. and closing no later than 12:00 p.m. Vendors may begin setting up one hour before market opening and must have cleared the park or Town Property no later than 1:00 p.m.
- D. At the close of the market, the Applicant/Market Manager shall be responsible for insuring the removal of all unsold merchandise and the cleanup of the sales area.
- E. Failure to abide by all applicable rules and regulations may result in the Town rescinding the permit.