



# EVENT REQUEST PERMIT

Town of Port Deposit  
64 South Main Street  
Port Deposit, MD 21904  
410.378.2121  
townhall@portdeposit.org

## FEES

Rental Fee - \$35 Non-refundable \$50 - Refundable if property is left clean and undamaged

\*\*Fees for a public event in Marina Park will be determined based on the type of event and public resources and/or property required for the event.

Date: \_\_\_\_\_

Request being made by: \_\_\_\_\_ Individual \_\_\_\_\_ Organization - Non-profit? \_\_\_yes \_\_\_no

Organization Name: \_\_\_\_\_

Name of Applicant/Agent of Organization: \_\_\_\_\_  
(must be an individual)

Address: \_\_\_\_\_  
Street City State Zip

Phone/Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_  
(must be available day of the event)

## EVENT INFORMATION:

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Hours - Start: \_\_\_\_\_ a.m. / p.m. End: \_\_\_\_\_ a.m. / p.m.

\_\_\_\_\_ Private Event \_\_\_\_\_ Public Event Anticipated Number of Guests: \_\_\_\_\_

Admission Charged: \_\_\_yes \_\_\_no Amount: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

## Check all that apply:

\_\_\_\_\_ Live Music/Band \_\_\_\_\_ PA Equipment \_\_\_\_\_ Alcoholic Beverages  
\_\_\_\_\_ Road Closure \_\_\_\_\_ Traffic Control \_\_\_\_\_ Off Site Parking/Shuttle  
\_\_\_\_\_ Park Closure \_\_\_\_\_ Boat Ramp Closure \_\_\_\_\_ Pavilion

Roads to be closed: \_\_\_\_\_

If a State Highway is on the route to be closed, a State Highway Road Closure form must be submitted to the State by the applicant and the approved form must be provided to the Town in advance of the event.

**REQUIREMENTS:**

- Applicant must be 21 years or older to apply for an event permit.
- Organizations and/or public event sponsors must provide a Certificate of Liability Insurance for the event.
- **\*\*Fee will be assessed for closure of the boat ramp @ \$250/per day or any part thereof; closure of park area for staging, tents, vendors, etc. @ \$250/per day or any part thereof; and additional services or resources may require additional fees; and the Town may approve a fee-in-lieu of if the applicant provided other resources or improvements.**
- Applicant is responsible for obtaining additional permits and paying associated fees or costs including, but not limited to: permits through State Highway Administration, traffic control personnel or signage, law enforcement/security, or other costs associated with sponsoring a public event.
- **For events with 100 or more attendees** - Application shall forwarded by the Town to the Cecil County Department of Emergency Services and the Sheriff's Office for approval. Applicant will be notified and must comply with any additional requirements from other agencies for the event. Applicant will be responsible for all expenses for services required and provided by other agencies for the event.
- **For events with 100 or more attendees** – Applicant must provide portable restrooms for the event. Placement of the restrooms must be approved by the Town before the event. Applicant must provide a diagram of the proposed location with this application.
- **For events with 200 or more attendees** – Applicant must follow the Special Events Recycling Program through the Solid Waste Division of the Cecil County Public Works Department. A copy of the fact sheet will be provided if this applies to your event request.
- CALL 911 for emergencies during the event.

*My signature on this permit certifies that I am 21 years old or older and indicates my agreement to observe the rules and regulations listed above and accept all conditions of this permit.*

**I, THE UNDERSIGNED INDIVIDUAL OR AUTHORIZED AGENT OF THE ORGANIZATION NAMED IN THIS APPLICATION, AGREE TO ABIDE BY THE RULES, REGULATIONS, AND POLICIES OF THE TOWN OF PORT DEPOSIT, AND ALL APPLICABLE LAWS PERTAINING TO THE ISSUANCE OF THIS PERMIT. I AGREE TO BE PRESENT AND RESPONSIVE TO DURING THE PERIOD OF THIS EVENT.**

**I, FURTHER AGREE IN CONSIDERATION OF THE ISSUANCE OF THIS PERMIT, TO PROTECT, DEFEND, INDEMNIFY AND HOLD HARMLESS THE TOWN OF PORT DEPOSIT, ITS OFFICERS, ELECTED AND APPOINTMENT OFFICIALS/REPRESENTATIVES, EMPLOYEES AND AGENTS AGAINST ANY AND ALL CLAIMS DEMANDS, AWARDS, SUITS, JUDGMENT, LIABILITY, LOSS PERSONAL INJURY, OR PROPERTY DAMAGES ARISING OUT OF, OR BEING CONNECTED IN ANY WAY WITH THE PERMITTED EVENT AND MY USE AND/OR THE ORGANIZATION'S USE OF THE TOWN'S GROUNDS.**

---

Signature of Applicant

Printed Name

Date: \_\_\_\_\_

**IF THE INDIVIDUAL NAMED IN THIS APPLICATION IS AN AGENT OF AN ORGANIZATION, THE PRESIDENT OR OTHER AUTHORIZED OFFICER OF THE ORGANIZATION MUST SIGN THE APPLICATION TO ACKNOWLEDGE THE AUTHORITY OF THE INDIVIDUAL TO ACT AS AN AGENT OF THE ORGANIZATION.**

\_\_\_\_\_  
Signature of President/Officer

\_\_\_\_\_  
Printed Name

Date: \_\_\_\_\_

**TOWN OF PORT DEPOSIT:**

Approved by: \_\_\_\_\_  
Town Administrator Date

Council approval (if required): \_\_\_\_\_

**FOR OFFICE USE ONLY**

Fee for use: \_\_\_\_\_ Received by: \_\_\_\_\_

Insurance Certificate Required/Received: \_\_\_\_\_ Restrooms provided: \_\_\_\_\_

Waiver provided for: \_\_\_\_\_

**Additional Requirements:**

Sheriff's Office: \_\_\_\_\_

Dept. Emergency Services: \_\_\_\_\_

Other: \_\_\_\_\_

**PORT DEPOSIT EVENT  
RULES AND REGULATIONS**

**NOTE: Town Council reserves the right to assess additional fees depending on the type of event and use of public resources/property.**

**Signs for the event – please fill out a sign application.**

This permit is issued by the authority of the Town. Any activity authorized by this permit shall be conducted strictly in conformance with the terms and conditions described below and as required by the rules and regulations and the ordinances of the Town. The facility reserved is subject to inspection by any authorized representative of the Town in order to assure proper use of Park property in compliance with Park rules and regulations.

**PERMIT MUST BE IN THE POSSESSION OF THE PERSON TO WHOM IT IS ISSUED AND SHOWN UPON REQUEST.**

1. The applicant is responsible and will be held liable for damage, loss, breakage and/or removal of town property and/or equipment arising from any activities under this permit.
2. The permit is for the specific area and time designated. Use of the approved area may not interfere or encroach upon others in adjoining areas.
3. Applicant agrees to leave the facility clean and is responsible for collection and removal of all trash arising from the activities promptly after conclusion of the event.
4. The applicant shall supply and be responsible for all equipment necessary for the event. The Town will not be responsible for any damages, loss and/or theft of any equipment supplied by the applicant.
5. **USE OF THE FACILITY IS AT YOUR OWN RISK.** The Town is not responsible for injuries, death, or personal property which is damaged, misplaced, lost, or stolen belonging to any individual or group using the facilities.
6. Amusement equipment for events, i.e., moon bounce, trampoline, etc. is prohibited unless a certificate of liability insurance is provided.
7. Parking is in designated areas only. **NO PARKING** is permitted on sidewalks, grass, promenade, etc.
8. Applicant is responsible for securing the pavilion and/or rental area for your use. Applicant will be responsible for providing any signage needed to secure public areas for the event.
9. Applicant is responsible to be on-site during the event at all times, must be available by cell phone, and must have full responsibility to make any decisions regarding the event. Unruly conduct or behavior will not be tolerated.
10. Tents may be used for events and must be secured and anchored.
11. The use of grills are only permitted in the designated areas.
12. Alcoholic beverages are prohibited in the park areas; however, the Mayor and Council reserve the right, at their discretion to grant for special occasions and events with the issuance of a permit, an exception to the provisions of this section.

13. Bands and live music are prohibited in the park areas; however, the Mayor and Council reserve the right, at their discretion to grant for special occasions and for specific events with the issuance of a permit, an exception to the provisions of this section.
14. Applicant will be responsible for ensuring all live or amplified music and/or entertainment for the event does not interfere with others use and enjoyment of the park.
15. Applicant shall not practice, conduct or solicit for any trade, occupation, business, or profession, and shall not distribute any handbills or circulars, or post notices, advertisements, or matter of any kind.
16. The Town reserves the right to cancel an event permit with as much notice as possible.
17. A refund will be given only if written notice of cancellation is received a minimum of 2 days before the scheduled event. The Town will work with the applicant to re-schedule the event due to unfavorable weather conditions.