



## SPECIAL EVENT GUIDELINES



This information has been prepared to assist you and Town staff in planning and meeting the necessary requirements to hold a Special Event in the Town of Berlin. There may be other forms required of you and/or your participants (vendors).

**Downtown events:** please see below for important information regarding submittal periods and restrictions.

The staff of the Town of Berlin will assist you as much as possible in the completion of any documents required by the Town of Berlin and in scheduling an appearance before the Mayor and Council and/or other appropriate Board or Commission of the Town as applicable.

Approval of a Special Event does not authorize the organizers to violate any applicable Town, County or State codes, ordinances, rules or regulations; open-container laws are strictly enforced. Additional restrictions or requirements may be put in place by the Town of Berlin or its authorized agent(s). Additional regulations imposed by Worcester County and/or the State of Maryland may apply; applicant is responsible for all applications to the appropriate agencies of the county or state, payment of any fees to those agencies and adherence to all rules, regulations and requirements of those agencies.

All events are on a first-come-first-served basis and provision of amenities such as tables, trash cans, etc. is at the discretion of Town staff. It is the event organizers responsibility to meet the submission deadlines of any other applicable agency of the State of Maryland or Worcester County.

The responsible party's signature where indicated, signifies understanding and acceptance of the information contained within this document.

### **Town of Berlin Downtown Event Application Policy**

*FORM MUST BE COMPLETED IN FULL AND INCLUDE CERTIFICATE OF INSURANCE AND DETAILED DESCRIPTION OF EVENT.*

- All downtown events for the following year must be submitted between July 1-September 1.
- Only 1 event that requires Town services will be scheduled per day. Event organizers are encouraged to check the Town calendar and coordinate with Economic Development staff in advance of submitting their application.
- Events will be reviewed by staff for compliance with this policy:
  - Organizers are required to meet with staff to discuss the event in detail prior to application approval and 2-3 weeks before the event.
  - Town Administrator may authorize non-alcohol events that have a good track record with the Town.
- New events and events that include alcohol will be submitted to the Mayor and Council for their approval in September for events to be held in the following calendar year.

### **Restrictions:**

- Loud generators will not be permitted. Generators are not to be louder than 58dB.
- Vendors must be out of the road by the end of event time that's approved by the Mayor and Council.
- Vendors must remove their own trash.
- Food vendors must remove all grease and food waste. Dumping grease onto the road, into the sewer or any trash receptacle/dumpster is not allowed per Town Code.

Approval of event will be determined by the Town of Berlin. We will notify you if you have been selected to present your event for approval by the Mayor and Council. Your appearance for approval by Mayor and Council is mandatory.

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**SPECIAL EVENT  
APPLICATION**



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date:	<u>Event</u> Start time:	<u>Road Closure</u> Start:
Requested Date(s) of the event:	End time:	End:
Name of Event:	*Location of Event:	
Estimated number of attendees:	*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name:	Applicant Cell Phone:	
Sponsoring Organization or Business Name:	Email:	
Person(s) to Contact Day of Event:	Name: _____, Cell # _____	
	Name: _____, Cell # _____	
Description of event:		
If fundraiser, please indicate the beneficiary:		
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):		
Will there be live music or a DJ? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music		
What is your plan for the following:		
<u>Marketing/Advertising:</u>		
<u>Parking/Shuttle:</u>		
<u>Inclement weather:</u>		
The event sponsor hereby agrees to the following conditions:		
1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.		
2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.		
3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.		
4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.		
5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.		
By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.		
Signature: _____	Date:	
Printed Name: _____		

**DETAILS OF EVENT:**

**Shaded areas for office use only**

<b>Street Closure</b>	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Barricade locations must be marked on map.</b>	
Blockage/Closure Time:	Start: _____	End: _____	<b>State Highway Form submitted if applicable?</b> <input type="checkbox"/>
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades _____ Barricades to be dropped off: _____ Time/Date _____	No-Parking signs to be placed: _____ Time/date _____ Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>Electric</b>	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric. Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

<b>Other Items/Services:</b>	If applicable, items listed are in addition to those normally in place.		
Trash cans	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____	Trash cans to be placed: _____ Time/date _____
Picnic Tables	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____ Maximum: 5	To be placed: _____ Time/date _____
Stage	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location must be marked on map.	Stage to be placed: _____ Time/date _____ Extensions needed: <input type="checkbox"/>
Temporary Fencing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location must be marked on map.	Fencing to be placed: _____ Time/date _____ <input type="checkbox"/>
Porta-potties	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Standard <u>  2  </u> # Accessible <u>  1  </u>	Porta-potties will be placed in the alley on Pitts Street: _____ Time/date _____
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review _____ Date _____ Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>	

Additional Forms Required:	Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure					
Park Reservation Application and Permit					
Request for Electric Service					
Request for Banner Placement					
Sign Permit					
Vendor's Application and Certification for Peddling and Soliciting					
Business Use of Park Application					
Proof of Insurance					
Other:					

Approved by the Mayor and Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_ For \_\_\_\_\_ Opposed \_\_\_\_\_ Abstain.