

EVENT APPLICATION CHECKLIST:

1011 21 0003

EVENT NAME: National Diabetes Initiative (NDI), Community Health Initiative (CHI) Walk

Sponsor Organization: Al Nas Temple #255

Business Address: P.O. Box 944, Havre de Grace, MD 21078

On Site Contact Person: Melvin E. Adderley

Contact Information **Phone:** _____ **Email:** _____

Back-Up Site Contact Person: Lionell Jones

Contact Information **Phone:** _____ **Email:** _____

Note: *The onsite contact must be at the event the entire duration to include set-up and break-down.*

Is the Sponsor Organization a Havre de Grace 501 C3? _____ Yes No

Is the Sponsor Organization a 501 C3? _____ Yes No

Tax ID # _____

If the Sponsor Organization is not a Havre de Grace Non-Profit, please provide additional details below:
Al Nas Temple# 255, is the local Prince Hall Shriner Masonic org.(tax exempt) that supports the community through volunteer work, donations, and other social action activities.

Event Category:

- | | | |
|--|---|---|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input checked="" type="checkbox"/> Other (explain)
<u>The walk is 1.6 miles</u> |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Carnival | _____ |
| <input type="checkbox"/> Parade | <input checked="" type="checkbox"/> 5K/10K/Walk * | _____ |
| <input type="checkbox"/> Rally | <input type="checkbox"/> Fishing Tournament | _____ |

*** a fee may be charged**

Date/Time:

If this is a **multi-day event**, please attach a detailed summary with applicable dates and times.

Setup	Date: <u>5 June 2021</u>	Begin Time: <u>7 am</u>
Event Starts	Date: <u>5 June 2021</u>	Time: <u>8 am</u>
Event Ends	Date: <u>5 June 2021</u>	Time: <u>11:30 am</u>
Breakdown	Date: <u>5 June 2021</u>	End Time: <u>11:45 am</u>
Rain Date	Date: <u>12 June 2021</u>	Is timeframe the same? <input checked="" type="checkbox"/> Yes _____ No

If no, include new times: _____

Location: (see attached map)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Millard E. Tydings Memorial Park | <input type="checkbox"/> Community Pavilion at Frank J. Hutchins Memorial Park |
| <input type="checkbox"/> Concord Point Park | <input type="checkbox"/> David Craig Park |
| <input type="checkbox"/> McLhinney Park | <input type="checkbox"/> K-9 Cody Dog Park |
| <input type="checkbox"/> Veteran's Park | Other location, please explain: _____ |

(No vehicles permitted on park grounds - fees will apply for damage to the grounds.)

Anticipated Attendance: 50

Admission Fee (if any): TBD

Requested City Services:

If your event needs assistance from the City for services, **please check the appropriate boxes below:**

Note: Only those services approved prior to the event will be provided.

- Traffic Control:** Please explain and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures. My plan is to utilize the sidewalks and crosswalks during the entire route. If approved I will still verify with Havre de Grace Police Command to if public safety officers are needed at any location during the walk.

Note: Route 7 and Route 155 are State Roads. You must obtain a Special Event Permit from Maryland State Highway as well as City of Havre de Grace.

- Parking / No Parking Signs:** Please indicate on a map the areas to be designated for Parking / No Parking (include Handicap Parking).
- Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point and McLhinney Parks.
- Trash Containers:** (in addition to existing containers) **Please indicate if additional containers will be required and the number needed:** _____
- Recycling Containers:** Required for all organizers of events serving food or drink and events expected to have 200 or more persons in attendance. (per State of Maryland Law enacted in 2015) **Please indicate the number of containers needed:** _____
- Trash Collection and trash disposal is the responsibility of the Event Sponsor. (Roll off dumpster is the responsibility of the event organizer.)**
- Water Supply Needed:** please explain: _____
- Electricity Needed:** please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw.
- Staff:** Event Sponsor requires City Staff to be on site. Please provide details of this request:

- Other:** Please explain: We would like to place arrow signs (removable) to show the direction of travel as well as stating to stay on the sidewalks.

Food Service:

It is your responsibility to contact and comply with the Harford County Health Department Regulations. It is also the **EVENT SPONSOR'S** responsibility to ensure the removal of (take with you) cooking oils and greases, food, trash, and recyclables, such as cardboard boxes, generated by vendors when the event is over.

Alcohol:

Yes No Will there be alcohol sold at your event?

Yes No Will there be alcohol given away at your event?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board.

The Harford County Liquor Board requires a License if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. Again, **it is the EVENT SPONSOR's responsibility to contact the Liquor Board for the appropriate permit.**

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how attendees of legal drinking age will be identified.

Security:

Yes No I acknowledge that I have contacted the Havre de Grace Police Department's Police Services Commander to discuss concerns regarding safety and security during the event.

Gambling:

Yes No Will there be raffles, 50/50 and other gambling games?

A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. **It is your responsibility to contact the Harford County Sheriff's Office for the appropriate permit:** <https://harfordsheriff.org/services/gambling/>.

First Aid Services/Medical Plan:

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event. Please include your communication plan and types of resources that will be at your event for medical emergencies. _____

It is the responsibility of the **EVENT SPONSOR** to contact Emergency Medical Services (EMS) if onsite services are needed.

Event Site Plan:

Your event application must include a detailed site plan (attach a map such as Google Maps) to include the following:

- The location of fencing and/or barricades. (Fencing plans must indicate areas within the plan that are removable for Emergency Access.
- The location of First Aid station and/or ambulances.
- The location of all stages, tents, canopies, portable toilets, trash containers, recycling containers, beer gardens, vendors, controlled admissions areas and any other temporary structures and activities.
- General locations and/or source of electricity.
- Placement of vehicles or trailers. **(No vehicles permitted in Tydings Park).**
- Exit locations for outdoor events that are fenced.
- Due to the irrigation system, **no tents or canopies can be erected in Tydings Park using stakes;** only weights can be used to secure the tent or canopy.
- If you are erecting tents or fencing on City property, you are required to notify **Miss Utility 7 days prior** to the event due to underground electric lines and other utilities: **Phone: 800-257-7777.**
- Other related components of your event not listed above.

Advertising/Signage:

Approved special events may place **“APPROVED” signs in “APPROVED” locations** within the City’s right-of-way 21 days prior to event and must be removed within 48 hours following the event.

Who may post a sign?

- Only Non-Profit Organizations may post event signs.

When should signs be posted?

- Signs may be posted 21 days prior to the event, and must be removed 48 hours after the event.

What is an Approved Sign?

- Professionally manufactured yard signs, not larger than 18” x 24”.

What is not an approved sign?

- Hand written, hand-painted or hand-drawn signs are not permitted.

Approved Locations:

- City Right of Way and City Parks
 - May not be placed in a city flower bed/garden.
 - May not be placed on a City right of way that is in front of a private residence.
- Special permission from the Maryland State Highway Administration must be obtained for signs located on:
 - Otsego Street
 - Revolution Street
 - Superior Street
 - Union Avenue
 - US Route 40
 - Ohio Street (<https://www.roads.maryland.gov/mdot/sha/pages/index.aspx?PageId=807>)
- Special permission must be obtained for any signs placed inside the gates of Bulle Rock.

Walking and Running Events:

- Per Ordinance 986, walking and running events will be subject to an application fee.
(Please see below)

Walk/Run Event Fees:

- For Profit Organization \$3,000
- Non-Profit Organization \$1,500
- HDG Non Profit or HDG Organization Sponsorship and Sole Beneficiary \$0.00

- Race events will not be permitted on Federal Holidays. Race events will only be permitted on Saturdays (with no rain date).
- Sponsor will provide insurance documents with limits of liability of at least \$1,000,000 naming the City of Havre de Grace as an additional insured and including a waiver of subrogation.
- Sponsor will provide for participant safety (Sponsor to contact local EMS).
- Sponsors will receive an invoice from the City of Havre de Grace upon City Council approval. Payment in full is required within 30 days.
- Non-compliance with submission of fee will result in a cancelled event.

Affidavit:

Each sponsor shall provide a waiver holding the City and its employees harmless from liability.

The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property. Any cancellation must be made 48 hours prior to the scheduled event.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Print Name of Event Organizer Melvin E. Adderley

Title Assistant Rabban

Phone _____ Email _____

Signature Melvin E. Adderley

Date 17 February 2021

Event Title: NDI/CHI Walk

Received by Tamara Buntman
City Official

2-17-2021
Date

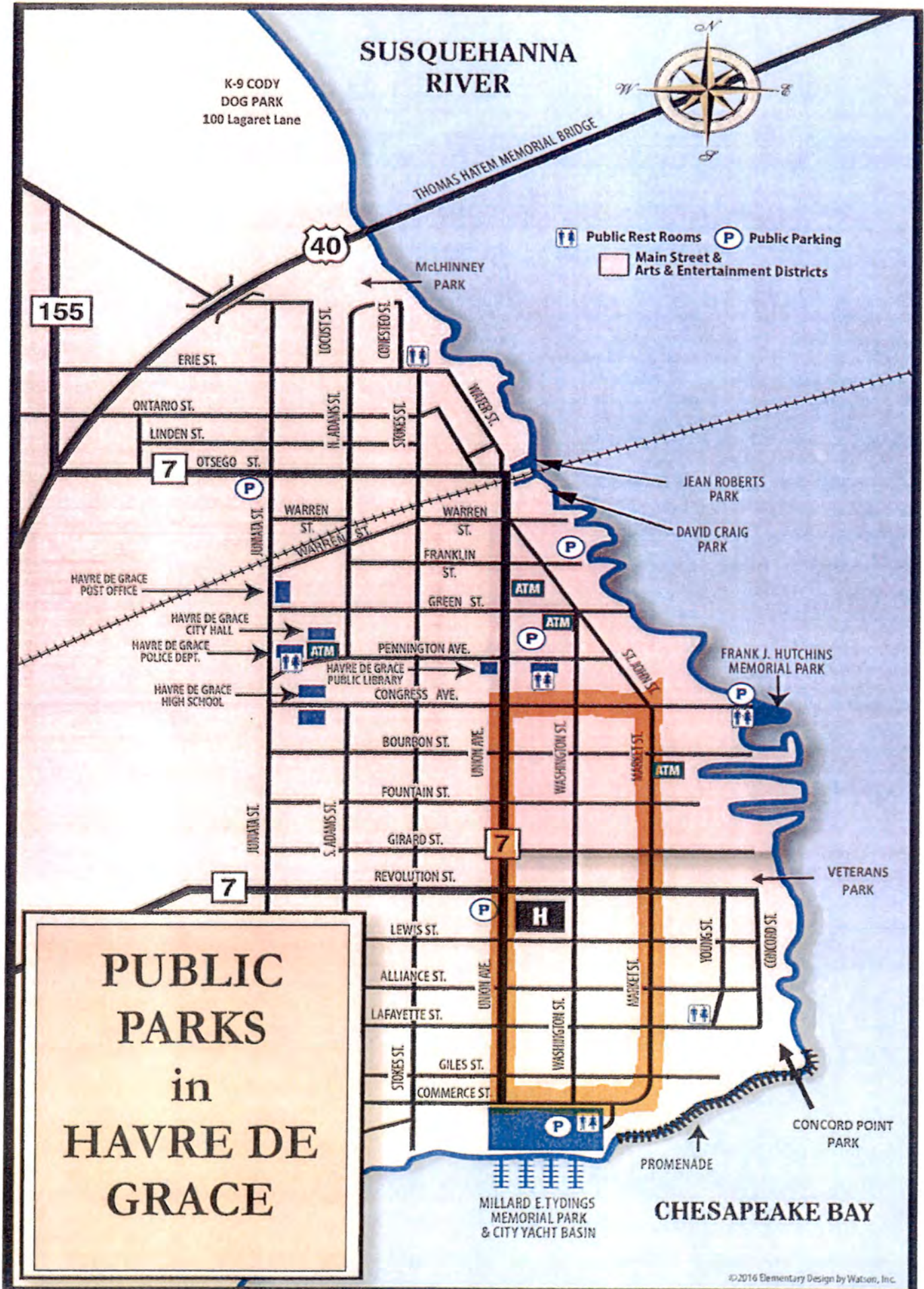
Notification: Internal Use Only:

- DPW _____
- PD _____
- Ambulance Corps _____
- SHCO _____
- Impacted Museums _____

IMPORTANT CONTACT INFORMATION FOR YOUR PLANNING NEEDS

Please keep a copy of this sheet for your files as you plan and execute your event.

The City of Havre de Grace	410-939-1800 x-1131	Patrick Sypolt, Director of Administration patrick@s@havredegracemd.com
Havre de Grace Department of Public Works (DPW)	410-939-1800 x1107	Tim Whittie, Director of Public Works timw@havredegracemd.com
Havre de Grace Office of Tourism	410-939-2100	Lauri Orzewicz, Manager of Tourism & Marketing; laurio@havredegracemd.com <i>Please contact if you need help with advertising your event.</i>
Havre de Grace Police Department	410-939-2121	Capt. John Krass, Capt. Joe Alton
Havre de Grace Ambulance Corps	443-413-9486	Chief Pete Quackenbush
Concord Point Lighthouse	410-939-3213	
The Decoy Museum	410-939-3739	
The Maritime Museum	410-939-4800	
The Lock House Museum	410-939-5780	
Liquor Control Board	410-638-3028	http://www.hclcb.org/alcoholic-beverage-license-applications
Harford County Health Department	410-638-3344	https://harfordcountyhealth.com/
Harford County Sheriff's Office	410-838-6600	https://harfordsheriff.org/services/gambling/
Miss Utility	800-257-7777	You must call if erecting a tent or driving stakes into the ground. Miss Utility will ensure that you do not hit buried electrical lines. State Law requires that Miss Utility be called 48 hours prior to work commencing.
State Highway Administration		https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807
Party Rentals		
Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Food/Beverage Vendor(s)		



**PUBLIC
PARKS
in
HAVRE DE
GRACE**

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City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.COM

410-939-1800

Dear Event Sponsor,

Thank you for your interest in holding an event within the City of Havre de Grace. The City is a lovely setting to hold events and activities. With our beautiful tree-lined streets, stunning views of the Chesapeake Bay and Susquehanna River; and friendly, hometown atmosphere, we are proud to showcase all we have to offer.

Any organized activity involving the use of, or having impact upon, City property or City facilities including parks, sidewalks, street areas or the temporary use of City property in a manner that varies from its current land use, requires a special event permit. Your event **cannot be advertised** until the application has been submitted and approved by the Mayor and City Council.

Events and activities within the City have proven to be successful because we have put in place the **EVENT APPLICATION AND CHECKLIST** to ensure a fun and safe event for you and your guests. Please keep a copy of the Event Application, Guidelines, Checklist and Contact Information sheet for your files as you plan and execute your event.

- Yes Completed and signed application
- Yes Certificate of insurance
City must be listed as an additional insured and include a waiver of subrogation, minimum liability limits of \$1 million dollars
- Yes Complete and detailed site plan to include maps
- Yes Documentation of non-profit status
- Yes Traffic control plan (if applicable)
- Yes State Highway Permit (if applicable)

Again, thank you for your interest in holding your event here in Havre de Grace. If I can be of further assistance, please do not hesitate to contact me.

Applications must be submitted 45 days prior to the event.

Sincerely,

Patrick Sypolt

Director of Administration
711 Pennington Avenue
Havre de Grace, MD 21078
Questions: 410-939-1800 x1131
Email: patrick@havredegracemd.com

Administrative Assistant

Tammy Brinkman
410-939-1800 x1122
tamarab@havredegracemd.com

EVENT APPLICATION & CHECKLIST:

ALL required information for initial submittal of the special event application must be complete. Applications *will not* be accepted without this minimal information.

EVENT APPLICATION - GUIDELINES

Events and activities within the City have proven to be successful because we have put in place the following guidelines to insure a fun, safe event for you and your guests. *The City of Havre de Grace has the right to deny any application.*

To ensure a safe and successful event, the following conditions apply:

- If you are planning to mark spaces on City property, or roadways you must use washable paint. No other paint is allowed.
- Nails, screws, ropes or wires attached to any tree are not permitted. Stakes are not permitted in Tydings Park.
- No cooking devices closer than 10 feet from the base of a tree, 25 feet from any building and NEVER under any building, pavilion or awning.
- No audio equipment used before 7 am or after 10 pm.
- Vehicles are not permitted on park grounds: Hutchins Park paved area is the exception, however vehicles are not permitted under the Pavilion. This includes loading and unloading. **No exceptions. Additional fees will apply for damage to the grounds caused by your event.**
- Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council, and you apply for and receive a Liquor License from the Harford County Liquor Board. The Liquor Board requires a permit if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>
The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved application must be provided to the Administrative Assistant 3 working days prior to the scheduled event.
- Food Service – If you are providing food at your event you may need a Temporary Food Service License. Contact the Harford County Health Department at: <https://harfordcountyhealth.com/>
- A copy of your non-profit tax exempt certification must be provided along with your application.
- Please note: **The City does not provide nor install fencing or portable bathrooms.**
- Please note: **The City is not responsible for the collection and disposal of trash generated by your event, unless prior approval was granted by the Mayor and City Council.**
- ONLY Non Profit Groups that obtain an **“APPROVED”** special event application may place **“APPROVED” signs in “APPROVED” locations** within the City’s right-of-way 21 days prior to the event and signs must be removed within 48 hours following the event.
- It is the responsibility of the sponsor to contact Emergency Medical Services (EMS) if onsite services are needed.
- The City of Havre de Grace has the right to deny any application, the right to add, delete or modify any of the conditions for the permitting of an event at any time it is deemed necessary by the Director of Administration.



Al Nas Temple No.255
Oasis of Havre de Grace, Desert of Maryland
Ancient Egyptian Arabic Order Nobles Mystic Shrine
Of North and South American and its Jurisdictions, Inc.
P. O. Box 944
Havre de Grace, MD 21078



5 March 2021

Al Nas Temple #255 COVID – 19 Control Plan for Community Health Initiative (CHI) Walk

Purpose: To establish a controls to mitigate the spread of COVID -19 during the scheduled CHI Walk.

Control Plan: All participants and volunteers participating the CHI Walk will adhere to all of the following controls and precautions while involved with Al Nas Temples #255 CHI Walk:

- Al Nas Temple members and all participants involved will conduct the event in accordance with all Maryland COVID – 19 Guidelines
- Participants will abide by 6' social distancing policy masks will be worn when 6' social distancing is unable to be maintained from individuals who are not members of the same household, group or organization
- Extra masks & hand sanitizer will be available at the registration table
- Sign in rosters with participants contact information will be kept and available in case contact tracing is needed
- All walkers will walk in one direction for more control of traffic flow of personnel

Where: Millard Tydings Memorial Park, 908 S. Washington Street, Havre de Grace, MD 21078

When: Saturday, June 5, 2021 from 7 am to 11:30 am

Fraternally submitted,
Noble Melvin E. Adderley
Assistant Rabban
Al Nas Temple No. 255

SPECIAL EVENTS WORK SHEET

Event:	National Diabetes Initiative, Community Health Initiative Walk	Tracking ID: 1011 21 0003
Dates:	6/5/2021	
Time of set up:	7:00 AM	
Take down time:	11:30-11:45 am	
Time of actual event:	8 am - 11:30 am	
Location:	Tydings Park to Market to Congress to Union to Tydings Park	

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD					0	\$0.00
Notes						

This event will be handled by partol units on duty.

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	2	2	0	\$41.75	2	\$83.50
Notes	Clean and stock public bathrooms. Trash removal.					

Grand Total	2	2	0	\$41.75	2	\$83.50
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REVISION 1/10/2020	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					
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