

TOWN OF PERRYVILLE

Event Form

Permittee Information

Name of Permittee (Must be an individual): _____

Address: _____

Telephone: _____

Organization Name (if Permittee is an agent of an organization): Non Profit? Yes No

Organization Address (if applicable): _____

Telephone: _____

Type of Event: _____ Date of Event: _____

Location of Event: _____

Anticipated number of guests: _____ Hours: _____

Open to the Public: Yes No Admission Charge: Yes No Amount _____

Brief Description of Event: _____

PA Equipment to be used during event? Yes No

Road Closure/Traffic Control Needed? Yes No

Roads to be closed: _____

Please include map of road closure

Pavilion Rental Needed Bateman Pavilion Stump Pavilion

Violation of the rules and regulations associated with the use of the Town of Perryville grounds will result in immediate termination of the permit without refund.

RULES, REGULATIONS AND CONDITIONS FOR APPROVAL OF THIS PERMIT

1. A certificate of liability insurance in the amount of \$250,000 for property damage and \$500,000 for personal injury damages, naming the Town of Perryville as an Additional Insured must accompany this application. The form of the certificate and the insurer must be acceptable to the Town.
2. All vehicles must be parked in designated parking areas. Vehicles are prohibited from driving on the grounds and sidewalks/walkways.
3. The Permittee is responsible for collection of all trash arising from activities under this permit and its proper disposition promptly after conclusion of the event authorized by this permit.
4. The permit is only for use of the specific area and time period designated on the permit. Use of the approved area may not interfere or encroach upon others in adjoining areas.
5. The Permittee is required to be on-site at all times during the event and must have full responsibility to make any decisions about the event. The Permittee or other individual associated with the Permittee should have a cell phone for emergencies.
6. The Permittee must supply and be responsible for all equipment necessary for the event. The Town of Perryville, its employees and agents will not be held responsible for damages, losses and/or thefts of Permittee's equipment.
7. Abuse or misuse of Town property and equipment is prohibited. The Permittee will be held liable for damage to Town property and equipment arising out of activities under this permit.
8. Unruly conduct or behavior will not be tolerated.
9. Alcoholic beverages are prohibited.
10. Amplified music and the use of public address (P.A.) systems are allowed with the following conditions.
 - Both Pavilions must be rented if in pavilion area.
 - Music and the use of a P.A. system are limited to the hours of the event.
 - The Town reserves the right to control the P.A. volume.
 - This is a family friendly property; therefore, music lyrics must not be sexually explicit, must not promote nor convey illegal activities, must not contain violence, and must not use profanity.
11. Refunds for park pavilion rentals will be given only if written notice of cancellation is received a minimum of two weeks prior to the scheduled event.
12. The Town will work with Permittee to re-schedule if permitted date is rained out or otherwise cancelled due to unfavorable weather conditions. If an acceptable 'rain date' cannot be reached for use of the grounds, then a full refund will be issued within 15 days.
13. All events with road closures must fill out event road closure form. If State Highway is on the route to be closed a State Highway Road Closure form must be submitted to the

State by the permittee, and the approved State Highway form must be provided to the Town in advance of the event.

- 14. Fees may be waived for valid nonprofit organizations only.
- 15. All Parks rules and regulations must be followed.
- 16. Once approved events will be placed on the Town Calendar and Events page of the Town website. Please email website link to townhall@perryvillemd.org if link to event website is available.

My signature on this permit indicates my agreement to observe the regulations listed above and to accept all conditions of this permit.

I, THE UNDERSIGNED INDIVIDUAL OR AUTHORIZED REPRESENTATIVE OF THE ORGANIZATION NAMED IN THIS APPLICATION, AGREE TO ABIDE BY THE POLICIES OF THE TOWN OF PERRYVILLE AND ALL APPLICABLE LAWS AND AGREE FURTHER TO INDEMNIFY AND SAVE HARMLESS THE TOWN OF PERRYVILLE, ITS BOARD MEMBERS, EMPLOYEES AND AGENTS, FROM ANY ACT OF COMMISSION OR OMISSION WHICH MAY RESULT IN ANY PERSONAL INJURY OR PROPERTY DAMAGE ARISING OUT OF MY USE AND/OR MY ORGANIZATION'S USE OF THE TOWN OF PERRYVILLE GROUNDS.

Printed Name of Individual (minimum age 18)

Signature of Individual

Date

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

Printed Name of Organization Officer

Signature of Organization Officer

Date

Approved: _____
Town Administrator

Date