

TOWN OF PERRYVILLE

Rental 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): _____

Website: _____

Telephone: _____ Cell Phone: _____ Must be available day of event

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. No electric service available.
__ Are you installing a tent? More information may be needed.

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. All rentals/events, except private or non-profit group pavilion rentals, are required to present a certificate of liability insurance in the amount of \$1,000,000 for property damage and \$500,000 for personal injury damages, naming the Town of Perryville as an Additional Insured and must accompany this application. The form of the certificate and the insurer must be acceptable to the Town.
Amusement apparatus, i.e., moon bounce, trampoline, are prohibited unless a certificate of liability insurance is provided.
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 in receptacles provided promptly after conclusion of the event authorized by this permit. Excess trash should be thrown in nearby dumpster if available.
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. A map of your area will be provided.
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 as per chapter 61, section 61-17, of the Code of the Town of Perryville.
10. Staking of the ground is prohibited. Staking of tents and/or anchoring of tents in the ground is prohibited. Tents may be used, but alternate means of anchoring the tents must be used.
11. 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.

12. The use of grills, fires, and campfires are only permitted in designated areas & facilities provided by the Town.
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. Pets are allowed on leashes; however, Permittee must clean up after animals.
15. Use of staples, tacks, nails, etc. are prohibited on pavilions and band shell.
16. All Parks rules and regulations must be followed.
17. Signage is limited to wire yard signs. Signs must be removed at conclusion of event.
18. Permittee must supply portable restroom facilities for groups of 100 or more. Placement of the facilities, must be approved by the Town prior to the event and a diagram of the approved location of the facilities will be attached to the permit. Permittee is responsible for the placement, use, care and removal of restroom facilities. Any event from November through February portable restrooms must be provided by Permittee regardless of group size, as the Town does not have them available during these months.
19. No permit will be issued to anyone under the age of 18 years old. The Town of Perryville has the right to deny use of property to any group or individual as may be determined for just cause or reason. Violation of any of these rules is one example of just cause.
20. Events open to the public 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.
21. Refunds will be given only if written notice of cancellation is received a minimum of two weeks prior to the scheduled event. The Town will work with Permittee to re-schedule if permitted date is rained out or otherwise cancelled due to unfavorable weather conditions.
22. Fees may be waived for valid nonprofit organizations only.
23. There will be a \$50.00 non-refundable fee for any event that will need the park gate opened before 7:00am.
24. If the park is closed for inclement weather, or safety reasons, you will not be permitted to enter into the park.

Emergency on-call phone number 443-206-4425

Lower Ferry Park (incl. Band Shell) Regulations

Non-Ticketed Events

1. All above regulations are in effect.
2. The park rental is in 6-hour blocks for the amount of \$300 per block.
3. Half park rental, 6-hour blocks for the amount of \$150.00 per block. You must specify which half; north side with the band shell or south side with the grass corner.
4. You must provide recycle containers for the event.

Ticketed Events

1. All above regulations are in effect.
2. Event must be approved by the Town Board. This process can take a month or more to complete.
3. You must provide recycle containers for the event.
4. Rental is for a maximum attendance of 1000 people.
5. Rental will be for the time needed between the following hours: Friday or Saturday 10am-10pm or Sunday through Thursday 10am-8pm.
6. Pricing will be as follows:
 - A. Rental fee for the rental of the park or any portion of the park \$300.00 per day.
 - B. Security deposit for the use of up to 50% of the park \$1000.00 for the entire duration of the ticketed event.
 - C. Security deposit for the use of more than 50% of the park \$2000.00 for the entire duration of the ticketed event.
 - D. We reserve the right to charge for other costs as needed.
 - E. Fees will not be waived for non-profits for the use of Lower Ferry Park.

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 Office	Signature of Organization Officer

	Date
Approved: _____	_____
Office Clerk	Date

Office Use Only

Payment received? Y N	\$_____ Check/Cash/Credit
Insurance certificate required? Y N	Attach if required? Y N
PA Equipment use at park? Y N	Both pavilions must be rented.
Tents/Restrooms? Y N	Layout attached Y N or NA
Need M&C Approval? Y N	

Fee Schedules

Park Rentals:

Stump Pavilion (8 Tables) \$ 65.00 (Full day)
Bateman Pavilion (16 Tables) \$ 150.00 (Full day)
Park is open from 7:00am — Official Sunset

Other Rentals:

Lower Ferry Park:

Non-Ticketed Event

Non-ticketed event \$300.00 per 6-hour block. (includes band shell)
Non-ticketed event \$150.00 per 6-hour block-half park.

Ticketed Event

\$300.00 Rental fee for the rental of the park or any portion of the park.
\$1,000.00 Security deposit for the use of up to 50% of the park.
\$2,000.00 Security deposit for the use of more than 50% of the park.
Other fees may be applicable.

Rodgers Tavern Grounds: (Not Building)

Normal Rental \$150.00 (Full Day)
1 Hour Rental between 7:00am-11:00am No charge.

Rodgers Tavern Grounds rentals are available
Sunday-Thursday 7:00am-8:00pm
Friday & Saturday 7:00am-10:00pm

*** Insurance Is Still Required***