

# Special Events Application

The Corporation of Shepherdstown has enacted Ordinance 8-801 et seq. requiring a special events application be submitted for all assemblies, demonstrations, special events and parades, as detailed in Sections 8-801 through 8-810 in the Corporation of Shepherdstown Codified Ordinances. All requests must be submitted for departmental and Town Council review. The information requested by this form will be used to determine eligibility for a special events permit. **The event will not be considered for approval until the entire application and all of its parts have been submitted. Applications are due to the Office of the Town Administrator no later than 14 days prior to the proposed special event.**

Event Title \_\_\_\_\_ Event Date \_\_\_\_\_

Event Sponsor \_\_\_\_\_ Secondary Date \_\_\_\_\_

### Organizer's Contact Information

Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_

Email \_\_\_\_\_ Alt. Phone \_\_\_\_\_

### Event Information

Requested Area(s)  City Streets/Sidewalks  Sidewalks only  Other

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

Attach route for processional events. Be precise when indicating location.

Event Hours \_\_\_\_\_ until \_\_\_\_\_ Set up start time \_\_\_\_\_ Clean up end time \_\_\_\_\_

\*\*\*\*NOTE\*\*\*\* Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.

Anticipated Attendance (per day): Participants \_\_\_\_\_ Spectators \_\_\_\_\_

### Office Use Only

Department Heads: Please indicate disposition of event proposal and attach any comments or conditions.

Police: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Planning: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Fire: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Public Works <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Town Manager: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Town Council: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional

Recorder \_\_\_\_\_ Amount Due \_\_\_\_\_ Amount Paid \_\_\_\_\_ Insurance Provided \_\_\_\_\_ Council Agenda \_\_\_\_\_  
 Permit No. \_\_\_\_\_ Conditions Attached? \_\_\_\_\_

# Event Information

Answer the following questions, in full, and attach any additional information

**Name of Event** \_\_\_\_\_

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

\_\_\_\_\_

Has your organization held this event in the past? \_\_\_\_\_

When and Where? \_\_\_\_\_

Is the event a fundraiser? \_\_\_\_\_

Will you require assistance from Fire/EMS? \_\_\_\_\_ (additional fees apply) How many units? \_\_\_\_\_ Council reserves the right to assign additional units at applicant cost.

Will you require assistance from the Police Department? \_\_\_\_\_ (additional fees apply) How many units? \_\_\_\_\_ Council reserves the right to assign additional units at applicant cost.

Will items be left overnight? \_\_\_\_\_ What and where? \_\_\_\_\_  
Hazmat items must be attended constantly.

Will you be providing private security? \_\_\_\_\_

Will alcohol \_\_\_\_\_ or food \_\_\_\_\_ be served?  
Additional approvals may be necessary through the ABCA or Health Department.

Will you have vendors? \_\_\_\_\_ Are you charging admission \_\_\_\_\_?  
Check with B&O Licensing to obtain additional licenses and tax information.

Will streets \_\_\_\_\_ or intersections \_\_\_\_\_ be blocked? **Requires** police department assistance.  
List streets and/or intersections \_\_\_\_\_

Public Works assistance needed? \_\_\_\_\_ Street Sweeping \_\_\_\_\_ Barricades or fencing Material \_\_\_\_\_ (additional fees apply)—Council reserves right to assign additional units at applicant cost

Will you be using loud speakers or amplification devices? \_\_\_\_\_

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Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? \_\_\_\_\_ What and where? \_\_\_\_\_  
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? \_\_\_\_\_  
What and where? \_\_\_\_\_  
Check with Parking for costs and arrangements

Indemnification

I \_\_\_\_\_ shall defend and hold harmless the Corporation of Shepherdstown, its officers, employees, agents and representatives thereof, from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages or violation of rights sustained by any person or property in consequence of any neglect on behalf of \_\_\_\_\_ (name of organization or business), while their personal property is situated on Town property. I shall further hold the Corporation of Shepherdstown harmless from any claims or amounts arising from any violation of any law, bylaw, ordinance, regulation or decree.

[If required] A certificate of general liability insurance coverage in the amount of no less than \$1 million per instance and \$2 million aggregate naming the Corporation of Shepherdstown as an additional insured is attached to this application.

I further swear that all information provided in this application is true and accurate to the best of my knowledge and understand that the Shepherdstown Town Council has authority to change or amend my indicated needs, as necessary, and I am responsible for additional fees.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

**FEE SCHEDULE**

Application Fee--\$25.00

Police Fees--\$50.00 per hour or partial hour worked, per officer.

Fire/EMS--\$35.00 per hour or partial hour worked, per firefighter and \$100 per hour or partial hour for firefighting apparatus and/or medic unit.

Public Works--\$35.00 per hour or partial hour worked, per laborer, including time requested or deemed necessary for setup and/or clean-up and \$100 per hour or partial hour for Public Works equipment including but not limited to street sweeper, garbage collection, or other heavy equipment required to provide support.

Example – An event beginning at 11am and continuing until 4pm that requires one police officer would incur a cost of 5 hours X \$50.00 = \$250.00. The same event requiring Public Works setup and support beginning at 10am to 11am with event cleanup and breakdown from 4pm to 5pm would incur a Public Works expense of 2 hours X \$50.00 = \$100.00.

\*\*\*Additional fees for Town Service may be waived for all Town Funded Events and Town Co- Funded Events\*\*\*

\*\*\* The need for Town services is determined by applicant request or staff recommendation and ultimately approved by Town Council\*\*\*