PARK RESERVATION REQUEST FORM

Recreation and Parks Department
23150 Leonard Hall Drive
P.O. Box 653
Leonardtown, Maryland 20650
301-475-4200 x 1800

APPLICATION REQUIREMENTS:

- Applications must be submitted to the park operations team at least 30 days prior to the event date or they may be rejected.
- All required documents must be received at least two weeks prior to the event date, or the event may be canceled.
- Incomplete application forms could result in delays in the review process and possible denial of request.
- Applications may be submitted:
    - Online at: https://tinyurl.com/Pavilion-Park-Reservations
    - In person at the Recreation and Parks Leonardtown, MD office.
    - By mail to the address at the top of the page.
- Once your application is received, a member of the park operations team will contact you within 10 business days to discuss feasibility and fees.

EVENT FEES AND CHARGES:

- A non-refundable application fee of $50 is due when the request is submitted.
- Any applications received less than 30 days in advance will be assessed a non-refundable application fee of $100 if they are accepted.
- The event organizer must pay for all necessary park permits and fees associated with this event before an event permit will be issued.
    - Potential additional fees include:
        - Park Reservation Fee
            - $750 for Non-profit events
            - $800 for Commercial events
        - Staffing Fee: $24/hour/staff member
        - Vendor Fees: Varies depending on single day or multi-day permit
- Fees will be assessed based by the Park Operations team based on the scale of the event.
- All required fees must be paid at least two weeks prior to the event date, or the event may be canceled.

Liability Insurance

- All event organizers must provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing CSMC as an “additional insured” with limits of $1,000,000 per occurrence and $3,000,000 per aggregate.

CONTACT INFORMATION:

Requesting Organization: _____

Name of Applicant: _____ Phone: _____

Mailing Address: _____

E-mail Address: _____

EVENT INFORMATION:

Name of Event: _____

Park/Facility Requested: _____ Public/Private: _____

Date(s) _____ Time(s) _____

E-mail Address: _____

TYPE OF EVENT:

Community Event: _____
Concert: _____
Fair/Festival: _____
Fundraiser: _____
In-House Park Event: _____
Wedding: _____

Church Service: _____
Public Assembly: _____
School Activity: _____
Show/Exhibit: _____
Tournament: _____
Walk/Run: _____

Other: _____

EVENT INFORMATION:

Estimated number of attendees (including organizers, volunteers, participants, and spectators): _____

Anticipated parking spaces needed: Regular _____ Handicapped _____

Will this event be advertised to the public? No _____ Yes _____

If yes, how? TV _____ Radio _____ Print _____ Flyers _____ Email _____ Social Media _____

Other: _____

Will any Dignitaries or VIPs be attending (e.g., elected officials, celebrities)? No _____ Yes _____

If yes, please list names: _____

Will money be collected onsite (admission or registration fees, etc)? No _____ Yes _____

If yes, please explain the type of fee, amount, purpose, and parties that will receive the proceeds:

_____

Are road closures or traffic management required? No _____ Yes _____

If yes, please describe: _____

Will you have volunteers working at the event? No _____ Yes (how many) _____

Will there be food, beverage, or merchandise vendors? No _____ Yes _____

If yes, please describe type and quantity: _____

Any vendor selling items in county parks must complete a vendor application at least two weeks prior to the event. Food Vendors must supply a copy of St. Mary's County Health Department permit with application.

Will you have any entertainment or commercial amusement? No _____ Yes _____

If yes, please describe: _____

Will you be using a public announcement or amplified speaker system? No _____ Yes _____

Do you plan to provide musical entertainment? No _____ Yes _____

If yes, please describe: _____

Do you plan to serve alcohol? No _____ Yes _____

Alcohol permits are required but are not available at all locations. Where available, the fee is $100.00.

Will you be using any of the following Equipment for your event?

Generator(s)	No ____	Yes ___	Reason _____
Porta Potty(s)	No ____	Yes ___	Reason _____
Stage and/or Podium	No ____	Yes ___	Reason _____
Tables and/or Chairs	No ____	Yes ___	Reason _____
Tents and/or Canopies	No ____	Yes ___	Reason _____
Trash and/or Recycling Cans	No ____	Yes ___	Reason _____

Please list which areas of the park you would like to utilize for your event:

_____

_____

_____

Do you have any special requests or other related comments for consideration?

_____

_____

_____

_____

_____

General Guidelines for Special Event Use of Parks and Facilities

Event organizers must comply with all Recreation and Parks rules and regulations and with all municipal, state, and federal laws and regulations, and are responsible for ensuring the compliance of all event participants and spectators. Specific guidelines for special event use of parks and facilities must also be followed and are outlined below. Any users found to be in violation of the guidelines or regulations will be subject to all applicable fines and penalties, including the immediate closure of the event and loss of future permitting and use privileges.

General

- The permit entitles the special event organizer to exclusive use of the facility or park areas reserved only for the dates and times indicated on the permit, which is inclusive of set up and clean up time. Groups that go past the event end time will be invoiced at a rate of $24/hour/staff member on site.
- The permit must be in the possession of the event organizer during the permitted time.
- The permit is for the sole use of the group or individual named on the permit contract and is not transferable.
- Recreation and Parks reserves the right to cancel this permit with as much notice as is practicable. Cancellation by the event organizer will be subject to any applicable fees or penalties.
- If the requested location is not suitable for the proposed activities, staff will work with you to locate an alternate site, if available.
- Any event wishing to place stakes into the ground must contact Miss Utility to confirm that no utilities could be impacted. After getting clearance from Miss Utility, the event organizer must submit the cleared ticket to Recreation & Parks at least two business days prior to the event.

Security

- Event applications are to determine if officers are required to be onsite for the proposed event. If your event does require security, you will be provided with the contact information for St. Mary's County Sherrif's Office (SMCSO) to coordinate appropriate security arrangements. Event organizers will be required to make payment for SMCSO services directly to the Officers at the time of the event. Public safety cameras may be in the applicants reserved area of the park during their reserved event.

Vendors

- An approved vendor permit must be purchased through the Parks Operations Office for each vendor selling food, beverages, or merchandise on park property. These vendors must provide a copy of a current Maryland State Sales and Use Tax License and (for food and beverage vendors) a Food Service Facility License issued by the St. Mary's County Department of Health and Human Services before a permit will be issued.
- All vendors must also provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing CSMC as an "additional insured" with limits of $500,000 per person and $1,000,000 per accident or injury incurred.

Entertainment, Music, and Mechanical Amusements

- For the use of mechanical amusements, event organizers must also provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state

of Maryland and listing CSMC as an “additional insured” with limits of $1,000,000 per occurrence and $3,000,000 per aggregate. Inflatables such as moon bounces are no longer permitted in the parks.
- The use of fireworks or pyrotechnics is prohibited.
- Live music, amplified sound and music must be maintained at acceptable sound levels and adhere to any special conditions of use or may be shut down.
- Only sports, games or play equipment authorized by Recreation and Parks through this permit are allowed at the site. This includes dunking booths, pony rides or other amusements involving live animals.

Alcohol and Tobacco

- Alcohol is only permitted with reservations of the large pavilions at Cecil Park, Dorsey Park, and Fifth District Park
- Smoking, vaping or use of any other tobacco or nicotine products is prohibited.

Money Collection and Fundraisers

- No fundraising or charging of admission or other fees is allowed on park property without the express written permission of the Director of Recreation & Parks.
- Event organizers hosting fundraising events must provide proof of their organization’s 501(c)3 or non- profit status and indicate how monies raised will be used or submit a signed letter from a charity or non-profit acknowledging the fundraiser.

Youth Events

- One adult chaperone over 21 years of age is required for every 10 youths under 18 years of age. A chaperones list with names, addresses and telephone numbers should be submitted in advance of the event date.

Parking, Traffic and Transportation

- The event organizer may be asked to provide a detailed event map outlining possible road closures for review and a traffic management plan to handle parking for attendees, VIPs, staff, and volunteers, as well as a plan of action for busing or other forms of group transportation if needed.
- Carpooling to events is encouraged to retain open public parking spaces for public use of the park and facilities. Buses may be required.
- Event organizers must request submit requests to adjust traffic flow within the park for review. Event organizers may not adjust traffic flow within a park without prior approval.

Zero Impact

- The event organizer agrees to ensure proper care of parkland and facilities and restore the park and facilities to the condition in which they were found. This includes removal of trash and recycling, proper installation, and disposal of rented portable toilets, removal of any directional or promotional signs or balloons, etc., and any repairs or maintenance identified by Recreation and Parks staff.
- Any damages or needed repairs will be the sole responsibility of the event organizer and will be deducted from the event security deposit and/or billed directly to the event organizer as necessary.

Field Use

- The event organizer agrees not to use any permitted fields for any purpose if water is standing

on the field, the soil is frozen, wet, or spongy, a steady rain is falling, a lightning or electrical storm is occurring, or the field has been closed by Recreation and Parks staff.

- Removal or repositioning of goals, benches, or other equipment installed on fields is prohibited.

I have reviewed and agree with the stated guidelines for special events as listed above. I understand I must comply with all Recreation and Parks rules and regulations and am responsible for the compliance of all participants and spectators. I understand if any users are found to be in violation of the guidelines or regulations for special events, I will be subject to all applicable fines and penalties, including the immediate closure of the event and loss of future permitting and use privileges.

_____	_____	____/____/_____
Printed Name	Signature	Date

Internal Office Use Only

_____Approved _____Denied

Notes _____

_____ _____/_____/_____

Parks Operation Coordinator Date

ST. MARY'S COUNTY
RECREATION & PARKS