



CALVERT COUNTY SPECIAL EVENT MANUAL



Updated June 2023



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OVERVIEW

The Special Event Policy was developed to provide a formal streamlined process for vetting special events, coordinating County Services, assisting event organizers in achieving a successful event, and ensuring the safety of residents and visitors in Calvert County.

What defines a Special Event?

Per Chapter 82 of Calvert County Code, a Special Event is any preplanned entertainment, sporting, cultural, business, or other type of unique activity (including, parades, festivals, races, tournaments, concerts, etc.) presented to a live audience that is to be held in whole or in part upon owned or managed County property, or may impact the ordinary and normal use by the general public, public safety services of owned or managed County property, or public right-of way within the vicinity of the event. Any activity that substantially inhibits the usual flow of pedestrian or vehicular travel, or which occupies any public/private place or building that preempts the normal use of space by the general public, or which deviates from the established use of space or building.

Activities that are not open to the public or are part of a regular series or subscription are not deemed Special Events unless they are an atypical activity outside the ordinary (e.g. regular scheduled baseball game is not a Special Event, but a tournament is a Special event.)

What defines a High Impact Special Event?

1. Anticipates attendance of 2,000 or more persons.
2. Involves a road closure of 12 or more hours.

What events require a Special Event Permit?

Any Special Event held on County-owned or operated park property.

For events not held on County-owned or operated park property, event organizers are encouraged to follow County guidelines and may seek guidance and assistance coordinating County services from Calvert County Parks & Recreation (CCPR) but are not subject to the formal permit process. County services may still be required and have an associated fee.

SPECIAL EVENT PERMIT APPLICATION PROCESS

STEP 1:

Submit a completed application by email, in person (Monday – Friday between 8:30 a.m. and 4:30 p.m. to the Harriet E. Brown Community Center) or by U.S. mail. All applications will be reviewed in the order in which they are received. All events will be scheduled on a first-come, first served basis.

Email applications to: specialevents@calvercountymd.gov

Mail applications to:

Calvert County Parks and Recreation
ATTN: Event & Marketing Coordinator
175 Main Street
Prince Frederick, MD 20678

Hand deliver applications to:

Harriet E. Brown Community Center
ATTN: Event & Marketing Coordinator
901 Dares Beach Road
Prince Frederick, MD 20678

APPLICATION DEADLINE:

Special Event Applications must be submitted no later than sixty (60) days prior to the event unless event is considered an applicable High Impact Special Event, in which case it must be submitted a minimum of six (6) months prior to event.

Applications will be stamped with the date of their arrival to the Department of Parks & Recreation.

CRITERIA FOR APPLICATION CONSIDERATION:

Submission has met required deadline, availability of event location for dates requested, nature of event, location appropriate for event, County services required, road closures and alcohol involved, compliance with special event regulations at past events.

The County reserves the right to deny any application for a Special Event Permit. All events with an expected attendance of more than 2,000 attendees or an attendance that exceeds the recommended park capacity will require the approval of the County Administrator or designee.

STEP 2:

AFTER APPLICATION HAS BEEN REVIEWED:

Applicant will receive a confirmation or denial letter via email within ten (10) business days of application arrival date to the Department of Parks & Recreation. If approved, this email will detail next steps in securing the Special Event Permit or the appeal process if the application is denied. If approved, attached to this email will be the Special Event Permit Addendum which serves as a detailed check list of requirements that must be met and breakdown of all permit and County Services fees that must be paid to secure a Special Event Permit.

STEP 3:

AFTER RECEIVING APPLICATION APPROVAL AND SPECIAL EVENT PERMIT ADDENDUM:

Applicant should review the Special Event Addendum carefully and ensure complete understanding of all requirements, fees and next steps required. Direct any questions to the Event & Marketing Coordinator for clarification as soon as possible.

For High Impact Special Events or Special Events involving coordination of multiple County Services to support the event, the Event & Marketing Coordinator will schedule an initial planning meeting with the event organizer, the Event & Marketing Coordinator, and representatives from County departments required or requested to provide services to the Special Event.

This meeting is an opportunity for the County and the event organizer to ask questions and clarify details about the event to ensure planning and support align with the needs of the event. Subsequent planning meetings may be held on an as needed basis leading up to the event as required by the County or requested by the event organizer.

STEP 4:

Applicant must sign and return the Special Event addendum; submit all required documents and make payment in full of all event fees by the deadlines indicated.

Once the Event & Marketing has received all of the above, items will be reviewed for a final time. If found in compliance, the Event & Marketing Coordinator will issue the Special Event Permit to the event organizer via email. If any discrepancies are found the Event & Marketing Coordinator will work with the event organizer to rectify any issues prior to issuing the permit.

SPECIAL EVENT REQUEST FOR COUNTY SERVICES PROCESS

This process is only for events that do not require a Special Event Permit.

STEP 1:

Contact the Event & Marketing Coordinator by email or phone and provide as much event detail as possible about the Special Event. Completion of a Special Event Application is encouraged but not required.

Email: specialevents@calvertcountymd.gov

Phone: 410-535-1600 ext. 2223

Step 2:

Within ten (10) business days of receiving the event information, the Event & Marketing Coordinator and representatives from County departments that may be requested or required to provide services to support the event will review the event information.

Once feedback is provided from each reviewing department, the Event & Marketing Coordinator will provide a breakdown of any required County Services and the associated costs, any additional action items as well as a timeline for payment to the event organizer by email.

Step 3:

The event organizer should review the services, fees, action items and payment timeline carefully to ensure complete understanding. Direct any questions to the Event & marketing Coordinator for clarification as soon as possible.

For High Impact Special Events or Special Events involving coordination of multiple County Services to support the event, the Event & Marketing Coordinator will schedule a planning meeting with the event organizer, the Event & Marketing Coordinator, and representatives from County departments required or requested to provide services to the Special Event.

This meeting is an opportunity for the County and the event organizer to ask questions and clarify details about the event to ensure planning and support align with the needs of the event. Subsequent planning meetings may be held on an as needed basis leading up to the event as required by the County or requested by the event organizer.

Step 4:

Complete all action items and make payment in full of all event fees a minimum of 10 business days prior to the event date.

SPECIAL EVENT PROVISIONS

AUTHORITY AND RESPONSIBILITY

The Board of County Commissioners and County Administrator authorize the Parks and Recreation Director to amend and update this document as may be necessary. Changes proposed by staff and approved by the Parks and Recreation Director will be placed in a public file and circulated to the County Administrator.

LOGISTICS

Event organizer is solely responsible for the activities of the event, including but not limited to patrons, spectators, volunteers, staff, sponsors, vendors, exhibitors, concessionaires, independent contractors and subcontractors participating in the event. For events on County-owned or operated park property, a sexual offender/predator search is required for vendors and volunteers. The Special Event must meet the requirements of the Calvert County Zoning Ordinance.

INDEMNIFICATION

The Event organizer shall agree to indemnify, defend and hold harmless the County from any loss, injury, liability, damage, claim, lien, cost or expense, including reasonable attorneys' fees arising from the execution of a Special Event by the event organizer, by any person acting on behalf of the event organizer or by any participant in any activity the event organizer conducts on the Special Event site. The agreement to indemnify, defend and hold harmless extends to any incidents resulting from failure to use caution near architectural structures and equipment, such as, but not limited to, stairs, room dividers, playground equipment and grills. The event organizer need not indemnify, defend or hold harmless the County for any loss, cost, damage, claim or other expense arising out of the County's sole negligence or intentional misconduct. For the purposes of this section, the County includes its boards, agencies, agents, officials and employees.

FIRST RESPONDERS

Sheriff's deputies, fire, and emergency services personnel are required to be at each location deemed necessary by the County to maintain the health, safety and welfare of the public during the event. The Event & Marketing Coordinator will contact the Calvert County Sheriff's Office and the Department of Public Safety, Fire/Rescue/EMS Division on the event organizer's behalf. The event organizer is required to contact the relevant fire department/emergency services department separately thirty (30) days prior to the event to arrange for services, schedule inspections and discuss the security plan for the event. For Permittees, failure to contact these agencies may result in the termination of the event permit.

SHERIFF DETAIL: The cost for providing Sheriff services shall be the rates currently in effect as established by Sheriff. Should the event be projected to have a significant impact on local traffic within the immediate area, Sheriff will require additional personnel to assist in traffic control to provide safe and efficient flow for citizens. These extra personnel will be assigned by Sheriff at the event organizer's cost. The event organizer is responsible to pay directly the estimated costs for Sheriff services to be provided by the Calvert County Sheriff's Office. At the discretion of the Calvert County Sheriff's Office, deputies will be assigned in either a part-time (off-duty) or salaried (on-duty) capacity.

FIRE AND EMERGENCY SERVICES: The estimated charges shall be determined by and paid directly to the impacted volunteer fire department and emergency services department not less than ten (10) days prior to the event.

EMERGENCY ACCESS & COMMUNICATION

Event organizer shall provide any and all emergency access required by the County. Event organizer must always keep a 15-foot fire lane open and provide first responders with keys to all gated areas. Communication with the emergency services should be clear and precise about the emergency location. A plan should be drafted, and volunteers, staff and participants of the event should be informed of what steps to take in case of an emergency.

For events on County-owned or operated park property, the Permittee shall be required to submit a safety plan which includes precautions and procedures for severe weather. Plan shall also include conditions under which the special event will be canceled, and name of person on site that can be contacted in the event of emergency situations. This may include fast approaching inclement weather that has the possibility of creating a safety hazard. A communications plan shall also be included as to how Permittee will notify attendees of severe weather, cancellations, and when and where to seek immediate shelter in an emergency.

ROAD CLOSURES

When planning your event, please attempt to keep the roads open and accessible. Do not stage equipment overnight that can be disruptive to residents. If temporary restrooms must be placed in front of businesses or residential areas, event organizer will be required to provide screening. For Permittees, all equipment that will be brought in must be noted in final site plan and requires approval by the Event & Marketing Coordinator.

If road closures are necessary, the Event & Marketing Coordinator will coordinate with the Calvert County Department of Public Works, Engineering & Highways Division and the Calvert County Sheriff's Office. The event organizer will be required to pay for any staffing associated with the Engineering & Highways Division's and

Sherriff's Office closing/opening the road.

If event organizer plans to close a State road, they will be required to obtain a permit from the Maryland Department of Transportation, State Highway Administration and provide a copy to the County. If required, permit will be coordinated through the Calvert County Sheriff's Office.

INSURANCE

The event organizer shall provide a certificate of insurance evidencing coverage of Commercial General Liability with the minimum limits of the following for special events.

Each Occurrence	\$1,000,000
Personal/Advertising	\$1,000,000
Products/Aggregate	\$2,000,000
General Aggregate	\$2,000,000
Fire Damage	\$100,000 per occurrence
Medical Expense	\$5,000 per individual

Certificates evidencing coverage for the entire event including "other vendors" must provide the following statement in the description box on the certificate: "This policy is for (event name) which will take place at (event location) on (event date) and provides coverage under this policy for all food, beverage and merchandise vendors for the said event."

Should the event organizer have employees, evidence of workers' compensation coverage shall be provided evidencing a minimum of the Maryland State statutory limits.

Events which provide for the sale or consumption of alcohol must also provide a Certificate of Liquor Liability Insurance (separate from General Liability Coverage) for serving or selling alcoholic beverages at the Special Event with a minimum of \$1,000,000 per occurrence.

The Board of County Commissioners of Calvert County Maryland shall be named as both the Certificate Holder AND a policy endorsement shall name the Board of County Commissioners of Calvert County Maryland as an Additional Insured. Waivers of Subrogation in favor of the County must be included on the certificate for all applicable policies.

If the event organizer does not have the capability of providing a commercial general liability certificate of insurance per the provisions above, the event organizer may purchase a low-cost general liability insurance specifically for special events through an available provider. The Event & Marketing Coordinator can provide detailed information on options for this process if required.

The Board of County Commissioners may require additional endorsements or increased minimums depending upon the proposed activity.

FINAL SITE MAP

For events on County-owned or operated park property, not less than fourteen (14) days prior to the setup date, the Permittee shall provide to the County a final detailed site plan for the event showing the following: (a) location of any tents, portable toilets, parking, stages, booths, etc. and the times when such will be constructed and dismantled.; (b) a description of all activities and events to occur on the event site during the event; (c) contact information for onsite event staff; and (d) permittee may also be required to provide security badges, master gate keys and entry to County Staff and any other information required by the Event and Marketing Coordinator. Such site plan shall be subject to the review and approval by the appropriate County departments which may require revisions to the plan. Event organizer shall make such revisions and adjustments as requested by the County. Any changes made to the revised site plan after the review by County departments must be approved by the County.

TENTS

Tent Permit & Inspection: Event organizer is required to obtain all necessary tent inspections and permits through Calvert County Department of Planning & Zoning; Inspections & Permits Division. Tent permit and inspections are required for tents larger than 150 square feet. More detailed information can be found here <https://www.calvertcountymd.gov/2986/Tent---Commercial>. Tent permit application packages shall include the following documents and information:

- Application for Commercial Building Permit www.calvertcountymd.gov/CommercialBuildingPermit
- Fire Marshal Architectural Plans Review Submittal Form www.calvertcountymd.gov/FireMarshalReview
- Information about the tent including dimensions, whether the tent is open or enclosed, a seating layout and the proposed use of the tent, and the date the tent will be erected.
- Site plan of the property drawn to scale showing the location of the tent with dimensions to property lines and adjacent structures.
- Complete manufacturer specifications for the tent including fire retardant properties, installation/ tie down instructions, and demonstration of wind load compliance with the Calvert County Building Code.

The application fee for tent permit is \$100. The tent permit fee is \$45. Inspections by the Office of the State Fire Marshal, and Calvert County Inspections and Permits Office are required after the tent is erected and prior to its use. Permits can be applied for online at <https://encompass.calvertcountymd.gov/> and required documents can be uploaded. If Permittee is unsure whether an inspection is needed, please contact Inspections & Permits at 410-535-1600 ext. 2552.

Tent Placement: On all County-owned property, the County prefers use of weighted blocks, sand bags, water barrels, or tent weights to hold down a tent. Installation and anchoring of tents requiring a permit with the Department of Planning & Zoning must be per the manufacturer's specifications, including specific requirements for using weights in lieu of stakes or anchors. Staking of tents on County property may be accommodated if requested at 30 days in advance of event. Please contact Event & Marketing Coordinator to schedule a utility line (electrical, natural gas, water and sewer) assessment prior to the event so tents may be staked in appropriate locations.

FOOD SERVICE

If food service is to be provided at your event, either prepared and/or served by your organization or by commercial food vendors, the event organizer is responsible for submitting the Event Coordinator Notification Form (link below) to the Calvert County Health Department (CCHD), Division of Environmental Health Services a minimum of 30 days prior to the event date. The event organizer is also responsible for ensuring that all contracted food and beverage vendors submit any necessary applications (links below) to CCHD no later than 10-14 days prior to the scheduled event. All forms must be submitted in person at 205 Main Street, Prince Frederick, MD 20678. Online submission is not accepted.

Event Coordinator Notification Form

<https://www.calverthealth.org/community/environmentalhealthservices/PDF/evtcoord.pdf>

Non-Profit Food Service Application

<https://www.calverthealth.org/community/environmentalhealthservices/PDF/FoodAppNonProfit.pdf>

Temporary Food Service Facility Application

<https://www.calverthealth.org/community/environmentalhealthservices/PDF/FoodAppTemporary.pdf>

Event organizer is responsible for overseeing that the proper containment and disposal of cooking waste (wastewater, grease, etc.) are adhered to. It is the event organizer's responsibility to ensure that vendors comply with local, State, and Federal containment and disposal regulations. It is the responsibility of the event organizer to ensure that proper containers for the collection and disposal of cooking grease are available at the event site. Food vendors are required to use a protective flooring/tarp when cooking on any surface.

Questions regarding food service regulations can be directed to

Jessica Williams
Calvert County Health Department
Division of Environmental Health
Food & Community Protection Supervisor
Phone [410-535-3922](tel:410-535-3922) or [301-855-1557](tel:301-855-1557) Ext. 115
jessica.williams@maryland.gov
<https://www.calverthealth.org/community/environmentalhealthservices/foodservice.htm>

ALCOHOL

The sale of alcohol at approved special events requires that the event organizer is licensed to sell alcohol by the Board of License Commissioners of Calvert County. Special Event Permittees must provide a copy of approved license or permit from the Board of License Commissioners of Calvert County to the Department of Parks & Recreation. Permittees who are not licensed by Calvert County are not permitted to sell alcohol to their guests.

Non-profit “club,” “society,” and “association” organizations defined in Article 2B of the Annotated Code of Maryland under §1-102 may apply for a special event permit through the Board of License Commissioners of Calvert County.

Permittees who are licensed shall ensure that staff are properly trained in the following procedures listed below.

- Event staff serving alcoholic beverages shall not consume alcoholic beverages immediately before, during or following the special event. Any server violating this policy shall be immediately dismissed by the Permittee and immediately ordered to leave the premises. If the Permittee orders a server who appears intoxicated to leave the premises, the Permittee must ensure that person is not driving.
- Servers shall refuse to serve alcoholic beverages to any person who appears intoxicated.
- Signs shall be posted at the event notifying the public that all persons must be of legal drinking age to purchase and/or consume alcoholic beverages at the special event. Signs shall be posted notifying the public that purchases of alcoholic beverages are limited to two drinks per person per transaction, and that servers reserve the right to refuse service to any person who appears intoxicated. Signs shall be posted notifying the public that alcohol is not allowed beyond the established event venue.
- The sale of alcoholic beverages shall cease at least one hour before the official end of the event as specified in this permit.

Questions regarding sale of alcohol can be directed to the board.

RECYCLING

Environment Article, §9-1712, Annotated Code of Maryland, requires special event organizers to provide for recycling at special events that meet the following three criteria:

- Includes temporary or periodic use of a public street, publicly owned site or facility, or public park;
- Serves food or drink; and
- Is expected to have 200 or more persons in attendance.

Event organizers are responsible for:

1. Providing and placing recycling receptacles immediately adjacent to each trash receptacle at the event (except where already existing on site);
2. Ensuring that recycling receptacles are clearly distinguished from trash receptacles by color or signage;
3. Providing any other labor and equipment necessary to carry out recycling at the event;
4. Ensuring that materials placed in recycling receptacles are collected and delivered for recycling; and
5. Paying any costs associated with recycling at the special event;

Event organizers must complete the Special Event Recycling Program (SERP) Permit with the Department of Public Works, Solid Waste Division if required based on above criteria. The Special Event Recycling Tonnage Report Form, and Trash and Recycling Usage Permission Form may also be required. For questions or to apply for SERP,

please contact Calvert County Recycling Coordinator directly at 410-326-0210 ext. 8377.

RESTROOMS

The event organizer will provide adequate public portable restroom facilities for event as determined by the ratio of one portable restroom per 100 individuals at the event site if other public restrooms are not adequate or available. At minimum, one ADA portable restroom must be provided or 5% of all portable toilet facilities must be ADA accessible. Event organizer will ensure that each portable restroom has hand-sanitizing stations or adequate handwashing apparatuses available for each unit.

In the event temporary restrooms or portable toilets are desired or necessary for an event, the event organizer is responsible for obtaining, scheduling, and directly paying for such temporary restrooms and associated services. Event organizer is required to keep all event accessible restrooms cleaned and stocked with supplies for the duration of the event. Event organizer is also required to monitor all restrooms throughout the event. *For County park restrooms, extra toiletries can be made available upon request.*

ACCESIBILITY COMPLIANCE

Special Event Permittee must comply with all applicable provisions of Title I, Title II, and/or Title III of the Americans with Disabilities Act (ADA) in the course of providing any services, programs, and/or activities regarding nondiscrimination based on disability, and all applicable regulations, guidelines, and standards. Permittee is responsible for ensuring that the event site is accessible and in compliance with the requirements of the Americans with Disabilities Act <https://adata.org/publication/temporary-events-guide>. Permittee is to provide an Accessibility Site Plan indicating how, where, and by what means services, programs, and/or activities will be accessible to persons with disabilities, including but not limited to, directional or informational signage, circulations routes, access paths, parking, portable restrooms, viewing areas, and temporary facilities. A statement must be included on all printed event publicity and material, including a contact phone number, regarding the provision of auxiliary aides or services upon advance request.

TRAFFIC/PARKING PLAN

If event has an expected attendance of 500 or more people, or the event requires any road or lane closures, a traffic plan must be submitted as part of the permit application showing the routes of exiting and entering the event. For any event that may affect the overall flow of a park or pedestrian/vehicle travel, a parking plan will be required. Traffic/parking plan may also include provisions for offsite parking.

ENTERTAINMENT

Event organizer is solely responsible for all contracts or agreements of any nature for entertainment for the event. All contracts or agreements of any nature shall be negotiated by event organizer and secured at the sole expense of the event organizer. The County shall not be named as a party in any contract for goods and/or services provided in conjunction with the event.

The event organizer represents and warrants that it shall have, prior to the event, all necessary performing rights and licenses (BMI/ASCAP) and shall ensure that all performance payments required to be made under such licenses are made promptly and directly to the licensing organizations. The County shall have no responsibilities to any performing rights licensing organization for any performances during the event.

Amplified sound must be within reasonable limits and comply with Calvert County Code for noise limits. The County reserves the right to reduce sound levels as needed. Calvert County follows the regulations of Maryland Department of the Environment in Title 26, Subtitle 02, Chapter 03, Annotated Code of Maryland as it relates to maximum allowable noise levels (dBA).

For Special Events on County-owned or operated park property, live animals may be exhibited only with the approval of the Director of Parks & Recreation. A written plan describing the purpose of each animal is required before approval. Agree that live animals or fish as prizes or giveaways are prohibited. The sale of animals is strictly prohibited. Live animals approved for exhibit must be in good health. Animals exhibited or offered for adoption are to be in good health, with proof of required vaccinations and permits. Animals are to be provided with humane

treatment at all times, not limited to available water, shelter, and protection from the elements and the public, in addition to acceptable housing.

TECHNICAL EQUIPMENT

All technical equipment and support must be arranged by the event organizer. This includes both audio and visual equipment. If technical equipment is needed for events on County-owned or operated park property, event organizer must note all electrical needs during initial planning process. If electrical needs exceed the maximum allotted wattage for the event site, additional power must be brought in at the event organizer's expense.

In accordance with Calvert County Code, Parks & Recreation 82-2-101.A.(26) operation of a drone or other motorized unmanned aircraft is prohibited within or above park property without express written authorization from the Director of Parks & Recreation. It is advised that drone use on private property is noted and acknowledged to the public attending the special event.

SITE CONDITION

Safety comes first. Ensure that the event site is free of trip hazards, mark exits and emergency access lanes clearly, establish a clearly defined first aid station and lost child area, provide shelter from the elements (heat and cold) and provisions for attendees to recover from extreme temperatures, closely monitor areas which could become congested and station volunteers to redirect the flow of attendees. Ensure that areas do not become overcrowded. Event site must accommodate the event size.

CROWD MANAGER

Event organizers are responsible for meeting criteria for presence of a certified crowd manager. Crowd Manager Certification is offered through the Maryland State Fire Marshal's Office. <https://mdsp.maryland.gov/firemarshal/Pages/CrowdManagerTraining.aspx>.

EVENT SITE

For events on County-owned or operated park property, the Permittee and a representative of the County shall inspect and document the condition of the permitted park area on or before commencement of set up. All booths, stages, vendors, temporary restrooms, etc. shall be placed in locations on the site which are designated by the County for such purposes so as not to cause damage to the landscaping or foliage on the site; event organizers may use electric "tiki" torches only; no fire or gas torches shall be allowed at any time; no heavy equipment, attractions, motor vehicles or large vessels shall be brought to the event site unless previously approved by the County.

POST EVENT RESTORATION

For events on County-owned or operated park property, Permittee is responsible for restoring the event site to a condition equal to that existing on the date of the inspection within 24 hours of the conclusion of the event and pay all costs for the repair and replacement of County property which is necessary due to this event.

The County reserves the right to approve the company selected by event organizer to provide the clean-up services at least fourteen (14) days prior to the event. If expected attendance is more than 1,000, the County may require the use of a company that specializes in large festival cleaning.

If the event requires core drilling holes in the asphalt concrete and all other surfaces made to facilitate the erection of barriers, stages, fences, pilings and other improvements to the event site, it is understood that the County will have the right to complete the work and charge event organizer for the costs.

SET UP/BREAK DOWN TIMES

On County-owned or operated park property, Permittee must commence setup and complete breakdown within the time frame specified by the county. If Permittee commences setup of the event prior to the date and time specified or fails to complete the breakdown of the event by the date and time specified, including removal of all materials, equipment, and restoration of the permitted area, the County may require payment for the cost of additional County

resources.

COUNTY-OWNED OR OPERATED PARK PROPERTIES

- **GLASS CONTAINERS:** No glass containers shall be allowed in a County Park, except as permitted in Chapter 82 of Calvert County Code.
- **SMOKING AND VAPING:** At County-owned or operated park facilities, smoking and vaping is not permitted per Chapter 82 of Calvert County Code with the exception of Chesapeake Hills Golf Course.
- **VEHICLES:** No vehicles may be driven on athletic fields or other areas that are signed or marked as “no parking” without prior authorization.
- **TRASH RECEPTACLES:** Extra trash receptacles can be made available upon request on a first-come, first-served basis within park locations, and should be requested at time of application. Large refuse containers (dumpsters) are the responsibility of the Permittee through a private company.

MARKETING & ADVERTISING

It is expected that the event is not advertised until approved. Marketing and advertising prior to approval of the Special Event Permit must be approved by the Department of Parks & Recreation.

PERMIT MODIFICATIONS

The Event and Marketing Coordinator is authorized to modify, alter or waive any minor requirements, conditions, or provisions of the Special Event Permit if in the best interest of the County in order to facilitate the safe or efficient implementation of the event.

SOVEREIGN IMMUNITY

The County and its “employees,” as defined in the Local Government Tort Claims Act, §§5-301, et seq. of the Courts and Judicial Proceedings Article, do not waive sovereign immunity, do not waive: any defenses; any limitations of liability as may be provided for by law; or any provision of the Local Government Tort Claims Act.

THIRD PARTY BENEFICIARY

It is specifically agreed between the parties executing a Special Event Permit that it is not intended by any of the provisions of the Special Event Permit to create in the public or any member thereof, third party beneficiary status in connection with the performance of the obligations herein without the written consent of the County and notwithstanding its concurrence in or approval of the award of any contract or subcontract or the solicitation thereof in fulfilling the obligations of the Permit.

NO INDIVIDUAL LIABILITY

No elected official, appointed official, employee, servant, agent or law enforcement officer shall be held personally liable under the Special Event Policy and any extension or renewals thereof because of its enforcement or attempted enforcement provided they are acting within the course and scope of their employment or governmental duties and responsibilities.

SUFFICIENT APPROPRIATIONS

The County’s financial obligations, if any, under the Special Event Policy are contingent upon sufficient appropriations and authorization being made by the County for the performance of this Policy. The County’s decision as to whether sufficient appropriations are available shall be accepted by the other party or parties to and shall be final.

DEFAULT

In the event of a failure to comply with any provisions of the Special Event Permit, the Permit shall be considered

in default and the County may exercise any and all remedies herein enumerated or permitted by law, including the termination of the permit without notice or opportunity to cure. Default shall include failure to pay the special event permit fees or any portion thereof when due; abandonment of the permitted area or any part thereof; failure to carry the required insurance; or the return of any checks given by Permittee due to insufficient funds. Default may result in the denial of future special event permit applications.

CHOICE OF LAW

The Special Event Permit shall be governed by the internal laws of Maryland, without giving effect to its choice of law provisions, and any action brought by or between the parties shall vest jurisdiction and venue exclusively in the Courts located in Calvert County, Maryland.

FEDERAL, STATE, COUNTY, AND TOWN REGULATIONS

Event organizer shall comply in all material respects with all applicable federal and state laws and regulations and all applicable county and town ordinances and regulations.

NON-DISCRIMINATION

Event organizer and their concessionaires shall not discriminate against any vendor, concessionaire, employee, patron, visitor, attendee or customer because of race, color, religion, sex, gender identity or expression, national origin, age, disability, familial status, marital status, sexual orientation, or other protected status.

ATTORNEYS' FEES

In the event the County is required to file legal action against event organizer to collect any amounts due under the Special Event Policy, the County shall be entitled to its costs of collection, attorneys' fees and cost, and interest at the maximum rate allowable by law. In the event either party is required to file legal action to enforce the provisions of this special event permit, other than the collection of amounts due to the County, each party is responsible for its own fees and costs, including attorneys' fees and costs.

NOTICES

Any and all notices to event organizer may be given or served by certified, registered mail, or electronic transmission producing a written record, to the address provided by the event organizer. Any and all notices to be given to the County may be given or served by certified, registered mail, or electronic transmission producing a written record, addressed to the Events and Marketing Coordinator, Parks and Recreation Department, 175 Main Street, Prince Frederick, MD 20678, or by email specialevents@calvertcountymd.gov.

CANCELLATION POLICY

Cancellation requests made ninety (90) or more days prior to special event, the Permittee will be refunded 100% of special event fees. Requests made 89 to 46 days prior, Permittee will be refunded 50% of special event fees, and if event is canceled 45 days or less prior to the event, no special event fees will be refunded. Permittee is financially responsible for payment of the Administrative (cancellation) Fee. All requests must be submitted in writing, via email to the Department of Parks & Recreation and be accompanied by a copy of the paid receipt. Phone transfers are not accepted. Refund requests do not automatically mean approval of a refund. If payment was made by check or cash, approved refund requests will be received in the form of a County-issued check in approximately six (6) to eight (8) weeks. Credit card refunds will be processed within five (5) business days. Online convenience fees for online purchases are non-refundable.

FREQUENTLY ASKED QUESTIONS

Q: Whom should I contact?

A: For all events please contact the Parks and Recreation Department's Event & Marketing Coordinator 410-535-1600 ext. 2223 or email specialevents@calvertcountymd.gov.

Q: When are the fees due?

A: All event fees are due a minimum of ten (10) days prior to the event date and prior to the execution of the permit. Payments may be made by cash, check (payable to Calvert County Treasurer), VISA, Mastercard, or Discover through the Department of Parks & Recreation.

Q: How do I reserve a date?

A: For events on County-owned or operated park property, complete the Special Event Application and submit to Calvert County Parks & Recreation. Please allow up to ten (10) days for the application review process. Once the application is APPROVED, your date is reserved. It is expected that the event is not advertised until approved. Marketing and advertising prior to approval of the Special Event Permit must be approved by the Department of Parks & Recreation

Q: What are my special event deadlines?

A: Special Event Applications must be submitted no later than sixty (60) days prior to the event unless it is considered a High Impact Event, in which it must be submitted six (6) months prior to event. A minimum of thirty (30) days out the event organizer is required to contact relevant fire department/emergency services department to arrange for services, schedule inspections and discuss the security plan for the event as well as contact the Calvert County Health Department for events which include food service. For events on County-owned or operated park property, no less than fourteen (14) days prior to the set-up date, event organizer shall provide to the County a final detailed site plan for the event.

Q: Who arranges closing the roads, police and fire support, dumpsters, portable toilets, fencing, vendors, & entertainment?

A: The Event & Marketing Coordinator will coordinate County-related services with the event organizer and advise on proper placement of equipment and rentals on County property. Portable toilets, dumpsters, vendors, entertainment, fencing, etc. are the responsibility of the event organizer.

Q: How do I get an alcohol permit?

A: The process begins by contacting the Board of License Commissioners (Liquor Board) to determine the type of license required. Forms and documents may be found at www.calvertcountymd.gov/liquorboard. The Permittee then submits the proper application to the Board of License Commissioners with appropriate fees for processing.

Q: What is your cancellation policy?

A: The Special Event Application fee is non-refundable. Ninety (90) or more days prior to event, the event planner will be refunded 100% of all other paid event fees including damage / security deposit; 89 to 46 days prior, Permittee will be refunded 50% of all other paid event fees including damage / security deposit. If event is canceled 45 days or less prior to the event, no fees or deposits will be refunded.

Q: Do you provide rain dates?

A: No, however Permittee may request a rain date on the special event application for consideration. Permittee may be required to adjust requested rain date based on availability of facilities and services. Permittee will be subject to any additional fees due to the date being rescheduled. No rain dates will be considered if not included in the initial applications for consideration at the time of first review.

IMPORTANT CONTACTS

SPECIAL EVENT INFORMATION

Calvert County Parks and Recreation
Linda Jones, Event & Marketing Coordinator
175 Main Street, Prince Frederick, MD 20678
Phone: 410-535-1600 ext. 2223
Email: specialevents@calvertcountymd.gov

SHERIFF'S OFFICE

1st Sgt. Thomas Phelps
30 Church St, Prince Frederick, MD 20678
Phone: 410-535-1600 ext. 2104
Email: Thomas.Phelps@calvertcountymd.gov

MARYLAND STATE POLICE

Lt. Jimmie D. Meurrens, III
210 Main Street, Prince Frederick, MD 20678
Phone: 410-535-1400
Email: msp.princefrederick@maryland.gov

LIQUOR LICENSE

Board of License Commissioners
175 Main Street, Prince Frederick, MD 20678
Phone: 410-535-1780
Email: LiquorBoard@calvertcountymd.gov

EMERGENCY MANAGEMENT

175 Main Street, Prince Frederick, MD 20678
Phone: 410-535-1600 ext. 2638
Email: oem@calvertcountymd.gov

MDOT / SHA- LOCAL ENGINEERS OFFICE

Kimberly Tran, Deputy District Engineer
Phone: 410-841-1000
Email: ktran@mdot.maryland.gov

PUBLIC WORKS

J.R. Cosgrove, Acting Director
Phone: 410-532-1844
Email: john.cosgrove@calvertcountymd.gov

Thomas Jones, Deputy Director of General Services
Phone: 410-535-1600 ext. 2327
Email: thomas.jones@calvertcountymd.gov

Mark Mister, Highway Maintenance Division Chief
Phone: 410-535-0905
Email: mark.mister@calvertcountymd.gov

Mariia Liubarskaia , Recycling Coordinator
Phone: 410-326-0210
Email: mariia.liubarskaia@calvertcountymd.gov

PLANNING & ZONING

Judy Mackall, Deputy Director
Phone: 410-535-2348
Email: Judy.mackall@calvertcountymd.gov

Susan O’Gorman, Permit Supervisor
Inspections & Permits Division
Phone: 410-535-1600 ext. 2244
Email: inspections.permits@calvertcountymd.gov

CALVERT HEALTH DEPARTMENT

Jessica Williams, Food & Community Protection Supervisor
975 Solomons Island Road North
Prince Frederick, MD 20678
Phone: 410-535-5400
Email: Jessica.Williams@maryland.gov

ADA RELATED CONCERNS

Lisa Tolomei, Community Resources Specialist / ADA Coordinator
Department of Community Resources
P. O. Box 90
Prince Frederick, MD 20678
Phone: 410-535-1600, Ext. 8802
Email: lisa.tolomei@calvertcountymd.gov

MISS UTILITY

Utility Line Locator 1-800-257-7777

POTENTIAL EVENT LOCATIONS: Calvert County-owned or Operated Park Properties

Hallowing Point Park: 4755 Hallowing Point Road, Prince Frederick
Largest centralized park in Calvert County with baseball and football fields, playground, picnic areas, basketball and tennis courts, and ample parking.
Restrooms: Yes, Electric: Yes, Parking: Yes

Dunkirk District Park: 10750 Southern Maryland Boulevard, Dunkirk
Over 70-acre park in northern Calvert County. Includes amenities such as baseball fields, basketball, and tennis courts, playgrounds, picnic areas, football fields, a dog park and a skate park. Very popular for smaller community events. Traffic light at park entrance.
Restrooms: Yes, Electric: Yes, Parking: Yes

Cove Point Park: 750 Cove Point Road, Lusby
Community park in southern Calvert County with a large playground and seasonal waterpark. Baseball, softball, football fields, and parking. Other amenities include dog park, basketball, and tennis courts.
Restrooms: Yes, Electric: Yes, Parking: Yes

Ward Farm Recreation & Nature Park: 10455 Ward Road, Dunkirk

Over 203 acres of park land in northern Calvert County. Located less than one mile from Calvert County's main thoroughfare Route 2/4 with traffic light access.

King Memorial Park: 65 Church Street, Prince Frederick

Downtown Prince Frederick within close walking distance to Main Street and old town businesses. Park includes a small pavilion and walking trails throughout with a small amphitheater.

Restrooms: No, Electric: Yes, Parking: Limited

Kings Landing Park: 3255 Kings Landing Road, Huntingtown

Large open space nature park with large indoor meeting / event space. Park includes a trail system, fishing pier and kayak launch, historic outdoor pool, and equestrian ring. Used by scouting groups for large events.

Restrooms: Yes, Electric: Yes, Parking: Yes

Dominion Energy Regional Park: 10495 Solomons Island Road South, Lusby (Under Development)

Over 179 acres of park land in southern Calvert County. Directly located on Calvert County's main thoroughfare Route 2/4 with traffic light access. This park is currently under development.

Chesapeake Hills Golf Course: 11352 H.G. Trueman Road, Lusby

Premier public golf course in Calvert County. Chesapeake Hills features 6,545 yards of golf from the longest tees for a par of 72. The course rating is 72.3 and it has a slope rating of 126. Course features 143 acres, a full-length driving range as well as putting greens, food and beverage are available for purchase on site.

Restrooms: Yes, Electric: Yes, Parking: Yes

Other venues: Gatewood Preserve, Battle Creek Cypress Swamp, Grays Road Dog Park, Biscoe Gray Heritage Farm, Grover Field, BGE Field, Flag Ponds Nature Park, Solomons Town Center Park, Twin Shields Recreation Area, Marley Run Recreation Area, Hutchins Pond, Hughes Memorial Tree Farm, Northeast Community Center, North Beach Recreation Center, Harriet Brown Community Center, Southern Community Center, Dowell House, Phillips House, Breezy Point Beach, Lower Marlboro Wharf, and Nan's Cove.

Seasonally, amenities may vary as some locations winterize restrooms, and only portable restrooms are available for use. Some facilities may require additional fees or forms to reserve for use in addition to Special Event fees and Special Event application. This list does not fully encompass all event locations within Calvert County.