

Permit No: _____
Date Received: _____
Application Fee: _____
Date of Issuance and Mailing to Applicant: _____

TOWN OF ST. MICHAELS
PERMIT APPLICATION FOR PRIVATE EVENTS IN PUBLIC PARK
(INCLUDING ST. MARY'S SQUARE) (rv. 2015)

Venue Requested: _____ Muskrat Park
_____ The Wilson Reading Garden
_____ Frederick Douglass Park
_____ Hollis Park
_____ Clint Bradley Park
_____ Back Creek Park
_____ St. Mary's Square

Organization/Individual Name: _____

Address: _____

Phone: _____

E:mail: _____

Dates of Use: _____

Type of Activity: _____

Hours of Use: _____ a.m./p.m. to _____ a.m./p.m.

Approx. No. of People in Attendance: _____ (Maximum number permitted is 50 persons)

Amplification: _____ YES _____ NO

By signing, I indicate that I have received a copy of the attached General Regulations for Groups and Individuals Wishing to Use Any Public Park and agree to abide by the same. Should it be determined that additional police presence or town personnel are required, all costs associated with providing these services shall be the responsibility of the applicant.

Signature of Applicant: _____ Date: _____

Approved by Town Manager: _____ Date: _____

Approved by Chief of Police: _____ Date: _____

General Regulations for Groups and Individuals Wishing to Use Any Public Park

- A. The hours of operation of all Public Parks shall be from sunrise to sunset, unless otherwise posted on a sign or signs located within the park.
- B. Use of the Public Parks for private events by a group of more than ten (10) people requires a permit issued by the Town Manager and the Chief of Police or their appointed designees. Permits may be issued up to one (1) year before the event. The maximum number of people in any group using the park for a private event by permit issued pursuant to this section is as follows:

Frederick Douglass Park -10

The Wilson Reading Garden - 50

Muskrat Park - 50

Hollis Park - 50

Clint Bradley Park – 50

Back Creek Park – 50

*St. Mary's Square - 50

** Canton Farm Park - 0

* To assure that any event, scheduled to take place on that portion of St. Mary's Square which encompasses the surrounding lands and buildings of the St. Michaels Museum at St. Mary's Square, does not conflict with programs and events scheduled by the Museum, a letter of non-interference from the Museum must be secured. Such letter shall be made a part of the applicant's submittal to the Town for a private or public event.

** Canton Farm Park is a nature preserve, and as such no private or group activities are permitted.

- C. Park rules shall be enforced by the Police Department.
- D. If there is a violation of any of the rules and/or regulations, the participants of the event will be asked to vacate the park and the applicant may be subject to non-issuance of subsequent permits.
- E. The use of audio speakers out-of-doors shall be conditioned on the applicant meeting all conditions set out in Chapter 216 (Noise) of the Town Code. Copies of Chapter 216 are available from the Town Office upon request or on the Town website at www.townofstmichaels.com
- F. Nonprofit organizations are permitted the sale of light refreshments and nonalcoholic beverages for the sole purpose of raising funds for the non-profit.
- G. The following activities are **not** permitted in any Town Park:
 - 1. The possession or use of alcoholic beverages or illegal substances.

2. Fires of any kind including grills,
 3. Placement of tents within the grassed areas of Muskrat Park
 4. Retail sales of arts or crafts and or clothing
 5. Services for a fee
- H. The park shall be left in a clean condition. Litter shall be picked-up and placed within a trash receptacle or taken with you. Trash left in the park or placed on top of or outside of the trashcans will constitute a violation of the anti-litter ordinance.
- I. No vehicles are permitted on the grassed areas in the park except for those authorized by the Town. Handicapped assistance devices are exempted. Parking of vehicles shall only occur within those areas marked for such use.
- J. Dogs must be on leashes of six (6) feet or less.
- K. All public or private events held in Public Parks must co-exist with the public who may be using the park at the same time.
- L. Additional fees, if so required, are set out in the Commissioners Fee Schedule.

Regulations for Private Events

Private events are considered to be informal in nature; resulting in a minimal impact on the park proper and surrounding residential uses. In order to be considered for a permit, applicants will be required to complete an application form which may be obtained from the Town Office and pay the required application fee(s). The Town of St. Michaels is absolved of all responsibility and liability for any damage, injury or loss sustained by persons or property as a result of the permit holder's negligence or that of any member of the permit holder's group.

In addition to the General Regulations for Groups and Individuals Wishing to Use Any Public Park as set forth herein, compliance with the following regulations shall be required:

- A. Fees are as set out in the Commissioners of St. Michaels Fee Schedule.
- B. Permits for private events in Muskrat Park will not be issued for the time periods of 11:00 a.m. to 1:00 p.m.
- C. All items brought into the park must be removed at the conclusion of the event.
- D. No decorations, including balloons can be nailed, tacked or taped to the gazebo in Muskrat Park.
- E. Applications should be submitted to the St. Michaels Town Manager for review and approval.