



City of Aberdeen

Special Events & Activities Application

This form is only a request for events to take place on city property or events that require city services.

When form is completed, please submit to:
Aberdeen City Hall, Attn: Vicki Harter
60 N. Parke Street, Aberdeen, MD 21001
Phone 410-272-1600

Event : _____	Date: _____	Event Hours: _____ AM - _____ AM (Start) PM (End) PM
Location: _____	# of Attendees: _____ (Approximate)	Key Contact: _____ (Must be present and available by phone during event)
Organization: _____ (If Applicable)	Email: _____	Cell Phone: _____
Mailing Address: _____		

Requested City Services

Check all that apply. Only services approved prior to the event will be provided.
Charges may apply.

- ☐ **Bathroom Access**
- ☐ **Electricity** (Check Locations Below)
 - ☐ Pavilion
 - ☐ Park Circumference
- ☐ **Electronic Signage**
- ☐ **Police Personnel/Security ***
- ☐ **Road Closure *** (Check Requested Streets Below)
 - ☐ Parke St ☐ Franklin St
 - ☐ Howard St ☐ Centennial Ln
 - ☐ City Approved 5K Course
 - ☐ Other: _____

Approved / Denied

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

FOR INTERNAL USE
ONLY

* Service requires the assistance of police resources. By selecting these options, you acknowledge that your application must be submitted no later than 60 days prior to your event. In the event that your organization requires the use of assets and resources of the Aberdeen Police Department and/or their services, the host organization is responsible for the overtime salaries of the police personnel detailed to your event.

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- ☐ Entered ☐ Approved ☐ Denied ☐ Notified ☐ Paid ☐ Returned
- ☐ Health Dept. ☐ Liquor Board ☐ HCSO

Permits will be required for Food & Drink, Liquor, and Raffles/Gambling.
Event sponsor is responsible for securing all permits.

Please check box if the following will be included in your event:

- ☐ Food & Drink ☐ Alcohol ☐ Fundraising Activities

Your event may require the purchase of insurance up to \$1,000,000.00 (liability) and \$300,000.00 (property). Copies of insurance agreements, if required, will need to be filed with this application prior to final approval of your event. For further information visit: www.lgit.org/lcu/documents/TULIP.pdf

Liability Insurance Information (If Applicable)

Provider: _____ Policy Number: _____ Phone: _____

If Applicable, please attach Proof of Insurance with the submission of this application.

☐ By checking this box, I agree & acknowledge that I have read and agree to abide by the current "Special Events & Activities Policies & Procedures and the event sponsor and participants will comply with all applicable City Ordinances and Maryland laws, and will adhere to the conditions granted by approval of this application. My signature indicates that the sponsor and/or the individual participants agree to hold harmless the City of Aberdeen from any liability incurred by them or to others associated with this event. Additionally, the event sponsor agrees to reimburse the City for damages (including settlements) and/or expenses (including attorney fees, court and expert witness fees, etc.) regardless of which party is at fault.

Applicant Signature

Date

Aberdeen Public Works Approval

Date

Aberdeen Police Department Approval

Date