



## Town of Denton

### Special Event Permit Application

Dear Event Planner,

Thank you for your interest in holding an event within historic downtown Denton. The Town of Denton is a great setting to hold outside events and activities. We look forward to working with you during this process.

Due to an increase of event requests in the downtown area, we have modified our special event application to include a check list, more detailed information, and guidelines for event planners and town staff to have a clear understanding of what is needed for the event.

Any organized activities involving the use of, or having impact upon, Town owned property or Town facilities including parks, parking lots, sidewalks, street areas, or the temporary use of Town property in a manner that varies from its current land use, requires a special event permit. Your event cannot be advertised until the application has been submitted and approved by the Denton Police Department, Denton Public Works, and Town Administrator.

Please keep a copy of the Event Application Guidelines, Event Request Form, and Checklist for your files as you plan and execute your event. Any changes to the event should be communicated to the Denton Police Department asap.

**Event Name:** \_\_\_\_\_

#### CHECKLIST

- |                                                                                                                                                                  |                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| _____ Completed and signed application.                                                                                                                          | _____ Documentation of non-profit status, (if applicable).                                                            |
| _____ Non-refundable \$50.00 fee                                                                                                                                 | _____ Traffic Control Plan, (if applicable)                                                                           |
| _____ Cleaning Deposit Paid                                                                                                                                      | _____ State Highway Permit (if applicable)                                                                            |
| _____ Certificate of General Liability Insurance ( <i>Town of Denton must be listed as an additional insured with minimum liability limits of \$1 million.</i> ) | _____ <i>Gay St. and Franklin St. are State Highway Roads and require a SHA Permit if blocked during your event.</i>  |
| _____ Completed and detailed site plan to include maps.                                                                                                          | _____ Copy of event advertising (if applicable)                                                                       |
| _____ Alcohol License (if applicable)                                                                                                                            | _____ Advise Residents/Businesses directly affected by street closures during the event. (Provide evidence of notice) |

**Application must be submitted 45 days before event.**

**Please note *all* information must be submitted together.  
Applications will not be accepted without this information.**

Thank you for your interest in holding your event in historic Downtown Denton. If we can be of further assistance, please feel free to contact staff at 410-479-1414 or 410-479-2050.

Sincerely,  
*Scott W. Getchell, PD.*  
Town Administrator

## GUIDELINES

Events and activities within the Town of Denton have proven to be successful because we have put in place the following guidelines to ensure a fun, safe event for you and your guests. The Town of Denton reserves the right to deny any application.

### **To ensure a safe and successful event, the following conditions apply:**

- If you are planning to mark spaces on Town property, sidewalks, or roadways, **you must use washable chalk (spray chalk)**. NO other paint is allowed. *It must be removed within 7 days after your event.*
- Nails, screws, ropes, or wires attached to any tree are not permitted. Stakes are not permitted in the ground for tents/canopies or fencing; only base weights can be used to secure tent/canopy or fencing.
- No cooking devices closer than ten feet from the base of a tree, 25 feet from any building and NEVER under any building, pavilion, or awning.
- Each food vendor cooking food on-site must cover the ground with cardboard to catch grease and remove and take with them the ground covering before the end of the event. Food vendors must have a working fire extinguisher at their booth.
- No audio equipment used before 7a.m. or after 10p.m.
- **Food Service** – If you are providing food at your event, have your food vendors contact the Caroline Co. Heath Dept. at 410-479-8045. Or visit <https://www.carolinehd.org/food-protection-program>. Your food vendors will need a Temporary Food Service License.
- **Please Note:** The Town does not provide nor install fencing or portable bathrooms. If you anticipate 100 or more people at your event, and you don't have use of indoor restrooms in the vicinity of your event, you must order enough porta-potties to accommodate the anticipated crowd. Please mark the locations on the map provided.
- Supply a copy of your non-profit status documentation with your application.

**Advertising:** Once the application is approved, a copy of any advertising material for the event must be emailed to the Town of Denton and Denton Police Dept. (pwood@dentonmdpolice.com or lorendorf@dentonmaryland.com) for final approval before your event may be advertised to the public.

- Include location of signage on the enclosed map.
- The Town of Denton has the right to deny any application, the right to add, delete, or modify any of the conditions for permitting.

**Trash, Recycling Collection and Disposal:** If you are providing food and/or drink vendors at your event, **it is the responsibility of the event planner, volunteers, and vendors to remove all trash**

**and recycling from the event site before the end of the event.** This includes any overflowing public trash receptacles that have been used by the public attending this event. Please note: a refundable cleaning deposit is required based on the number of people anticipated to attend your event. Please see the attached form for details.

- The Town does not provide staff to monitor or empty trash. Please keep an eye on the trash accumulating during your event and empty as needed. *Cleaning deposit refunds will be contingent on Public Works final sign-off of post event cleanliness.* Thank you for helping to keep our downtown area clean and inviting.
- The Event Planner or their vendors must remove and take with them any cooking oils and grease generated by the event immediately following the event. **Please make sure your vendors are made aware of this requirement.**

## RECYCLING CONTAINERS

Since October 1, 2015, Maryland law requires event organizers to provide recycling at any special event that includes:

- Temporary or periodic use of a public street, publicly owned facility, or public park; and
- Serves food or drink; and
- Is expected to have 200 or more people in attendance.
- Bags in the recycling containers must be clear.
- The event organizer is responsible for providing recycling receptacles and removing all recycle items after the event.

## EVENT SITE PLAN

Your event application must include a detailed site plan (*use attached map of downtown Denton*) to include the following, as applicable.

- The location of barricades.
- The location of portable toilets
- The location of First Aid stations and/or ambulances.
- The location of all stages, tents, vendors, canopies, trash containers, recycling containers, beer gardens, controlled admissions areas, and any other temporary structures and activities.
- Placement of vehicles or trailers. Vehicles, trailers, or booths are not permitted to block access to driveways or gates.
- Vendors should not block intersections when setup is on the streets. (*Space must remain for emergency vehicles to get through if needed.*)

## SIGNAGE

- A list and/or map of the locations of the temporary signs must be submitted on the Event Application for approval before they can be posted within the Town's right-of-way.
- Approved temporary signs announcing a special event are permitted within the Town right-of-way and Town parks,
  - May not be placed on a Town right-of-way that is in front of a private residence except with the written approval of the owner of the residence.

**TOWN OF DENTON  
SPECIAL EVENT REQUEST FORM**

**Today's Date:** \_\_\_\_\_

Event Date \_\_\_\_\_ **Event Name** \_\_\_\_\_

Event Time \_\_\_\_\_ - \_\_\_\_\_ Event Sponsor \_\_\_\_\_

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

Anticipated Crowd Size \_\_\_\_\_ Number of booth/vendors at your event \_\_\_\_\_

**Cleaning Deposit and Fee**

Anticipated Crowd Size	Refundable Fee	Check which one applies.
Up to 100 people	\$100	
Up to 1,000 people	\$250	
Up to 5,000 people	\$500	
Over 5,000 people	\$1,000	
Application Fee ( <i>non-refundable</i> )	\$50	<b>X</b>
( <i>You may send in application for review before paying fees</i> )		
<b>Total Due</b>		

Description of Event \_\_\_\_\_

Fundraiser/Non-profit? \_\_\_\_\_ Community Outreach? \_\_\_\_\_ For-Profit Event? \_\_\_\_\_

**Contact Person** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ **Cell Phone Number** \_\_\_\_\_

Email \_\_\_\_\_

Will your event close town streets? **Yes** \_\_\_\_ **No** \_\_\_\_ **If yes**, please use attached map to mark off where you will need barricades placed.

Closed street name(s): \_\_\_\_\_

Will you require additional trash receptacles? Yes \_\_\_\_ No \_\_\_\_ **If yes**, how many? \_\_\_\_\_

Will you be using electricity during your event? Yes \_\_\_\_ No \_\_\_\_ (Note: electric is limited in areas of town)

<p><b>Internal us only:</b>      <b>EVENT TIMES:</b></p> <p>Street Closure Time: _____ (<i>Pre event setup</i>)</p> <p><b>Event Start Time</b> _____</p> <p><b>Event End Time</b> _____</p> <p>Open Street Back Up Time _____ (<i>Post event</i>).</p>	<p><b>LIABILITY INSURANCE INFO.</b></p> <p>Insurance Provider _____</p> <p>Policy Number _____</p> <p>Phone # _____</p> <p>(<i>Attach proof of General Liability Insurance</i>)</p> <p><b>Insurance must be submitted at time of application.</b></p>
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**Submit form via fax, mail, or drop off to** Denton Police Dept. 100 N. Third St., Denton, MD 21629  
Fax: 410-479-4930 or Call 410-479-1414

*For internal use only.*

☐ Review

☐ Signatures

☐ Scan

☐ Email to staff

☐ Respond to applicant.

## REQUESTING TOWN SERVICES

### TRAFFIC CONTROL

- It is the responsibility of the event planner to contact and advise Caroline County Department of Emergency Service (DES) of which roads will be closed. (If your event will close roads.)
- **Please Note: 4<sup>th</sup> Street between Gay St. and Market St. CANNOT BE CLOSED FOR EVENTS.** (*Due to the one-way road and private residents at each end of the block.*)

### PARKING / NO PARKING SIGNS

Will you require no parking signs set out for this event? Yes \_\_\_\_ No \_\_\_\_.

**Please Note:** The Town office parking lot (behind the office) may be used as overflow handicap parking during your event, if your event is held on a weekend.

### PUBLIC RESTROOMS

- Will you have porta-potties/handicap porta-potties available at your event?  
Yes \_\_\_\_ How Many \_\_\_\_ No \_\_\_\_
- **If no**, how are you handling public restroom and handicap restroom needs?

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(“If you anticipate 100 or more people at your event, and you don’t have use of indoor restrooms in the vicinity of your event, you must order enough porta-potties to accommodate the anticipated crowd.)

- **If Yes**, porta-potties must be removed within 7 days after your event.

### ELECTRIC NEEDS

- Specify on map where you will connect to electric. (booth’s, music, PA system, lighting, etc.) *Please note, there may be spaces in town that have limited access to electricity, please plan accordingly.*

### FIRST AID SERVICES / MEDICAL PLANS.

- It is the responsibility of the event planner to contact Caroline County Department of Emergency Service (D.E.S.) if your event will need on-site services. (*Ambulance on stand-by, First Aid Station, etc.*)

### OTHER

- Have you notified all business owners and residents immediately affected by your event?  
**Yes \_\_\_\_ No \_\_\_\_ Pending \_\_\_\_** (*please provide copy of notification.*) (*This must be done if your event will close the street or sidewalk in front of their business or home and must be done no later than 30 days before your event, by letter or notify door to door.*)

## ALCOHOL

- Will you (or a vendor at your event) be serving/selling alcohol at your event?

**Yes** \_\_\_\_ **No** \_\_\_\_

**If yes**, the vendor must be licensed by Caroline County to serve alcohol. If the event organizer is selling as a fundraiser on their own, the organization must contact Caroline County Liquor Board for temporary permitting and regulations.

<https://www.carolinemd.org/281/Liquor-Licenses> . Forward their response in the form of minutes or an official letter from the board approving the organization application for the event, along with the liquor license, once received by you, to the town office. (Alcohol may only be served to persons 21 years of age or older.)

**Event Name:** \_\_\_\_\_

**Application must be submitted 45 days before event.**

### **Office Use Only: Approval Signatures**

**Denton Police Dept.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Town Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_

**Public Works** \_\_\_\_\_ **Date** \_\_\_\_\_

**Main Street Manager** \_\_\_\_\_ **Date** \_\_\_\_\_

**Confirmation Sent to Event Organizer** \_\_\_\_\_ **Date** \_\_\_\_\_

#### **Submit form via fax, mail, or drop off to:**

Denton Police Department  
100 N. Third St. Denton, MD 21629  
Fax (410)479-4930

#### **Questions? Contact Ph: (410)479-1414**



## HOLD HARMLESS AGREEMENT

The Applicant agrees to defend, indemnify and hold harmless the Town of Denton, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to body injury or to injury to or destruction of property. Any cancellation must be made 48 hours prior to the scheduled event.

**I have read and understand all the attached policies and will abide by all policies', rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual, or Group. I also understand the event cannot be advertised until the application has been approved by the Town of Denton.**

**Event Name:** \_\_\_\_\_

**Applicant Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Organization Name** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Cell Number** \_\_\_\_\_

**Email** \_\_\_\_\_

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

**Submit forms via fax, mail, or drop off to:**

Denton Police Department  
100 N. Third St. Denton, MD 21629  
Fax (410)479-4930

Questions? Contact. (410)479-1414

# Events Form Map





# Special Event Clean Up Check List



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*To be completed by Denton Public Works staff*

\_\_\_\_\_ Public trash cans cleaned out.

Event Name \_\_\_\_\_

\_\_\_\_\_ Excess trash around cans removed.

\_\_\_\_\_ Number of borrowed town trash cans returned.

\_\_\_\_\_ Streets and Sidewalks clean of event debris

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

\_\_\_\_\_ Sidewalk chalk (if used) removed.

\_\_\_\_\_ Decorations removed (ie: banners, flags, etc)

\_\_\_\_\_ Barricades moved to sidewalk

\_\_\_\_\_  
Cleaning Deposit Refund Approved By.

\_\_\_\_\_  
Date