



Town of Ocean City, Maryland
Special Events Department
 200 - 125th Street
 Ocean City, MD 21842
 410-250-0125 x5185

PRIVATE EVENT APPLICATION



This document must be completed to request permission from Ocean City’s Mayor and City Council to host a Private Event, as defined in Section 600-4 of the Town’s Policy and Procedure Manual, incorporating one or more of the following conditions: the event is hosted on public property, event utilizes Town equipment and/or labor, event requires support from Town authorities to manage direct or indirect elements of event. Completion of the Private Event Application (Application) shall not be construed as permission to host event. Application processing requires a minimum of 90 days notice and may take up to 120 days to receive formal approval. The Town’s Private Event Coordinator shall act as the Town’s Point-of-Contact with Applicant. Applicant shall pro-actively communicate with and fulfill the requests of the Private Event Coordinator. No guarantee of availability or use is made or implied by the acceptance of the application and associated application fee. If permission to host event is granted by the Mayor and City Council, applicant shall work with the Town’s Private Event Coordinator toward the receipt of a Town of Ocean City Private Event Permit. Application is subject to change.

PRIVATE EVENT FEES:

Private Event Fees include the following:

Application Fee - \$100.00

Late Submission Fee - \$100.00

Public Property Usage Fee -

(applied per venue/per block/per day)

March 16-October 31: \$250

November 1 - March 15: \$150

Setup and Tear-down days may be subject to applied fees

Concession Fee - \$75.00 *(upon approval)*

Change Fee - \$50.00

NOTE: Additional fees may be implemented based on use of Town equipment and labor, inclusion of facilities with established use fees, additional permit requirements or post-event expenses.

RETURN APPLICATION TO:

Private Events Coordinator
 Town of Ocean City
 Special Events Dept.
 200 - 125th Street
 Ocean City, MD 21842

APPLICATION PROCEDURE

Review the Private Event Application carefully to achieve smooth advancement through process. Fully complete the application form, and return it with the \$100.00 processing fee to: Private Events Coordinator, Town of Ocean City, Recreation & Parks, 200 125th Street, Ocean City, Maryland 21842. If Application is submitted electronically, applicant shall contact Private Event Coordinator to arrange payment method prior to Application acceptance. Applications received in non-compliance will be returned.

A separate application should be filed for each event scheduled at a different location (e.g. event “series” at separate locations may not be identified on one (1) application). Events that will be held on separate dates/weekends, but are the same event, at the same location, and at the same time may be filed on one application with all dates noted. One (1) copy of each application shall be submitted at least 90-days prior to the requested event, but no earlier than one (1) year before the requested date of the event. If an application is submitted less than 90-days prior to the proposed start date, a late submission fee of \$100.00 will be assessed for both Non-Profit organizations and For-Profit promoters. A new application must be submitted annually for recurring events.

Applications are reviewed by all city departments, After department and Recreation and Parks Committee review, applicants or their representative(s) are REQUIRED to appear before the Mayor and Council at a regularly scheduled meeting, date to be determined, to present the event request. Approval will be granted, denied, or modified by the Mayor and City Council. Planning/coordination meetings may be required with appropriate City Staff.

Applicants who are requesting the use of City Park property should contact the Recreation and Parks Department at (410) 250-0125 for reservation approval prior to submitting a private event application.

Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein may result in the immediate revocation of the permit. Applicant’s attention is directed to Section 17. All questions on the application must be fully answered. “Same as last year” or similar comments are not acceptable responses. If a question does not apply, please write “N/A” in that space. The application will be returned if the information is incomplete. You may attach additional pages/files as necessary when submitting.

Local Non-Profit Organizations whom maintain primary offices within Worcester County shall be eligible for up to a 75% discount on labor and equipment charges based on return on investment to the Town and sustainability of the event. Said discount is NOT guaranteed and is based on internal calculations and factors. Any and all discount(s) applied shall be recommended as part of the submission to City Council and applied upon approval by Mayor and City Council.

KEEP THIS PAGE FOR YOUR RECORDS



Town of Ocean City, Maryland
Special Events Department
200 - 125th Street
Ocean City, MD 21842
410-250-0125 x5185

PRIVATE EVENT APPLICATION



This document is designed to be completed electronically and returned via e-mail or fax. Please follow the embedded directions and use the existing form fields. Critically think through your details. Electronic signatures are accepted at the discretion of Private Event Coordinator.

1. CONTACT INFORMATION

EVENT NAME: _____

Applicant Organization: _____ Contact Name: _____
 Organization Address: _____ Contact Address: _____

 Organization Phone: _____ Contact Ofc. Phone: _____
 Organization Website: _____ Contact Cell Phone: _____
 NEW EVENT **FOR-PROFIT** **501(c)(3)** Contact E-mail: _____

2. EVENT DATES

Event Dates:
 Start: _____ End: _____
 Setup Dates:
 Start: _____ End: _____
 Strike Dates:
 Start: _____ End: _____
 Attach preliminary event schedule to illustrate event flow and proposed active use times for requested event site(s).

3. EVENT LOCATION

Please describe preferred Town of Ocean City site(s) where you wish to host your event and its sub-events. Include event footprint size and shape description as applicable.

5 ATTENDANCE BREAKDOWN

Provide estimates for the following attendance categories included in event:

Participants - Total: _____
 % Overnight: _____
 Avg. # of Guests: _____
Exhibitors/Vendors - Total: _____
 % Overnight: _____
 % Travelling alone: _____
Spectators - Total: _____
 % Overnight: _____
 Avg # in party: _____
 Of the Overnight guests indicated, what
 % use condos? _____ Camp? _____
 Stay local? _____ At a home? _____

4. EVENT LAYOUT DESCRIPTION

Please describe layout, infrastructure and hardware to be used within the above location. Provide site map/diagram/CAD drawing/rendering (all that apply) as file attachments.

6. ARRIVAL/DEPARTURE PLAN DATES

Staff Arrival: _____ Exh/Ven Arrival: _____ Participant Arrival: _____
 Staff Depart: _____ Exh/Ven Depart: _____ Participant Depart: _____

7. PARKING NEEDS

Provide an estimate for parking usage as related to attendees (%).
 Hotel-based Parking: _____ Public Parking: _____ Town Lot: _____ With Bus Svc: _____

Local Non-Profit Organizations whom maintain primary offices within Worcester County shall be eligible for up to a 75% discount on labor and equipment charges based on return on investment to the Town and sustainability of the event. Said discount is NOT guaranteed and is based off internal calculations. Any and all discount(s) applied shall be recommended as part of the submission to City Council and applied upon approval by Mayor and City Council. If a non-profit entity is indicated, Applicant shall provide proof of status.

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8. EVENT PLANNING

Has this event ever been produced previously?
 If Yes, Elsewhere In Ocean City
 How many years has this event been produced? _____
 Is there an event budget in place? Yes No
 Will this event be self-sustaining? Yes No
 Will there be event sponsors? Yes No
 What is the long-term event agenda? Held Once
 Short-Term Annual Long-Term Annual
 How complex are the logistics?
 Complex Moderate Simple
 Do you plan to advertise Ocean City's attractions? _____
 Will your event generate its own attendance from
 Outside Town Region State
 Will your event rely primarily on the existing tourist base in Town for attendance? Yes No
 What is the projected % mix of event target market brought into Town by event? _____
 Using existing Town tourist base? _____

9. TOWN APPROVALS / PERMITTING

Requesting vehicle beach access? Yes No
 Requesting OCPD support? Yes No
 Requesting EMS/Fire support? Yes No
 Requesting special parking needs? Yes No
 Requesting alternate "rain" date(s)? Yes No
 Request to sell items within event area? Yes No
 Request to sample items in event area? Yes No
 Request to serve/distribute alcohol? Yes No
 Event includes air-inflated structure(s)? Yes No
 Event includes tents/temp. structures? Yes No
 Event includes raffle/awards/prizes? Yes No
 Event requires closure of street lane(s) Yes No
 Event requires closure of public space? Yes No
 Event will require Town trash removal? Yes No
 Event brings in portable restrooms? Yes No
 Event includes flame/pyro/explosives? Yes No
 Event has Distinguished Visitors on site? Yes No
 Event includes special provisions? Yes No

10. EVENT SUMMARY

Please provide a detailed description of your overall event, what your intended objective(s) is/are, key elements and highlights as well as written intent, and details related to all items marked as "Yes" in Section 9.

Attach digital file addendum(s) if needed to support sections. Attached

11. EVENT ASSISTANCE FROM TOWN

The Town of Ocean City does not allow use of Town-owned equipment where equipment is readily available through private industry sources. Please list items and services requested from the Town pertinent to the event production. Availability or approved use of listed items and/or services is not guaranteed. Please explain why this is a Town-sourced need.

Attach digital file addendum(s) if needed to support sections. Attached

This document is designed to be completed electronically and returned via e-mail or fax. Please follow the embedded directions and use the existing form fields. Critically think through your details. Electronic signatures are accepted at the discretion of Private Event Coordinator.

12. EVENT FUNDING SOURCES

- Funding through private investor(s) Yes No
- Funding through vendor space sales Yes No
- Funding through sponsorships Yes No
- Funding through registration fees Yes No
- Funding through gated entrance fees Yes No
- Funding through ticket sales Yes No
- Funding through VIP access options Yes No
- Funding through advertising packages Yes No
- Funding through donation(s) Yes No
- Funding through grant(s) Yes No
- Funding through retail sales Yes No
- Funding through lottery/raffle chances Yes No
- Funding through corporate loan(s) Yes No
- Funding through private loan(s) Yes No
- Funding through capital investment Yes No
- Funding through government allocation Yes No
- Funding through alcohol sales Yes No

15. EVENT SPONSORS

Please disclose current, targeted and/or prospective event sponsors including targeted industries, product segments and/or services. Add descriptions where vital information must be conveyed.

Attach digital file addendum(s) if needed to support sections. Attached

13. EVENT BENEFICIARIES

If the event has financial beneficiaries other than the event's producing entity, please list all for-profit and non-profit entities below and how funds are allocated.

14. EVENT MARKETING

Please summarize how the event will be marketed and advertised locally and as a destination.

16. REFERENCES

If this is a NEW/FIRST-TIME event in Ocean City, Md., provide contact names and phone numbers for references. References must include previous hosting venue contacts (if available), sub-contractor contacts and creditor contact.

Attach digital file addendum(s) if needed to support sections. Attached

17. GUIDELINES AND OBLIGATIONS

Any intent to deceive, misrepresent facts or failure to disclose critical details in this application or deviation from the final agreed upon route and/or method of operation described herein may result in the immediate revocation of event consideration, approval and/or the event permit. Negligence as related to (1) event details, (2) federal, state, local and industry requirements to produce event, (3) inappropriate conduct of attendees, participants and/or spectators shall not excuse applicant from the effects thereof.

Local Non-Profit Organizations whom maintain primary offices within Worcester County shall be eligible for up to a 75% discount on labor and equipment charges based on return on investment to the Town and sustainability of the event. Said discount is NOT guaranteed and is based off internal calculations. Any and all discount(s) applied shall be recommended as part of the submission to City Council and applied upon approval by Mayor and City Council. If a non-profit entity is indicated, Applicant shall provide proof of status.

APPLICANT TO CHECK EACH SECTION AS "READ AND UNDERSTOOD BY APPLICANT".

Failure to complete all sections shall deem the application as incomplete.

POINT OF CONTACT FOR THE TOWN OF OCEAN CITY: The Town's Private Event Coordinator shall be the primary contact for all communications with the town of Ocean City. If you receive contact from another Town department or entity, it is your responsibility to make sure the Private Event Coordinator is aware of all discussions, details, modifications or approvals as a result of independent conversations. At no time shall Applicant contact other departments directly unless authorized by the Private Events Coordinator in writing.

BEACH FRANCHISES: If your event takes place on the beach, you must notify the appropriate BEACH FRANCHISE OWNER(S) who have the beach equipment rental parcel rights for the affected event footprint and impacted area. It is your responsibility to confirm franchise owner acceptance and/or negotiate a reasonable agreement with each franchise owner (subject to Town approval). The Town Private Events Coordinator can provide a list of franchise owners for the event area.

ROAD/LANE CLOSURES: A state highway permit shall be obtained for use of any state property (roads, highways, etc.) This is the responsibility of the applicant independent of the Town's private event process. Applicant shall keep the Town's Private Event Coordinator apprised of all steps and approvals related to such efforts. Non-state roads affected by the event shall be reviewed by the Town for consideration of closure or traffic modification through the private event process.

USE OF MUNICIPAL PARKING LOTS: If a municipal lot is requested for use by the applicant for the event, whether for parking or placement of the event footprint, the Town reserves the right to review lost revenue and assign a cost to lot usage. This cost will be assigned during the private event approval process, discussed with the applicant and considered for approval by the Mayor and City Council as part of the private event approval.

INSURANCE REQUIREMENTS: For the protection of the public and the Mayor and City Council, the applicant shall obtain, at the applicant's own expense, general liability insurance coverage, which shall include coverage for personal injury in the amount of one million dollars (\$1,000,000) single limit. Said insurance coverage shall name the Mayor and City Council as additional insured, with the address on the certificate listed as 301 Baltimore Avenue, Ocean City, Maryland 21842. A copy of the Insurance Policy Addendum, showing the addition of the Mayor and City Council as additional insured, is also to be provided. The certificate of insurance and the addendum shall be furnished to the Private Events Coordinator, no later than 30-days before the private event.

COCA-COLA EXCLUSIVE PRODUCT AGREEMENT DISCLOSURE: The applicant must comply with all provisions of the Town's agreement with Coca-Cola Refreshments as it pertains to the distribution or sales of beverages by the applicant on Town property. The applicant agrees to sell, dispense or serve only Coca-Cola beverages on Town premises for the duration of the permitted use. The applicant is expressly prohibited from using the beverages of other suppliers, said beverages to include soft drinks, juices, sport drinks, specified energy drinks and bottled waters. The permitted beverages include Coca-Cola, Diet Coke, Sprite, Pibb Xtra, Mello Yello, Fresca, Nestea, Arizona Tea, Honest Tea, Barqs Root Beer, Fanta, Minute Maid, Seagrams Ginger Ale, PowerAde, V-8 Juice, Fuze Juice, Monster, Tum E Yummies, Dasani and other products that Coca-Cola may provide in accordance with its agreement with the Town of Ocean City.

MANDATED CHANGES/CANCELLATION: Applicant understands that any event or event date can be changed or canceled at the direction of the Mayor and City Council if the approved event interferes with Public Works project(s) or any other necessary governmental function. Such action may be directed at any time.

APPLICANT TO CHECK EACH SECTION AS “READ AND UNDERSTOOD BY APPLICANT”.
Failure to complete all sections shall deem the application as incomplete.

- BEACH ACCESS:** Vehicle beach access, quantity and type of vehicle(s) must be clearly identified on your application.
- BEAUTY CONTESTS:** Beauty contests will not be permitted on the beach.
- CHANGES IN APPLICATION:** Any request for change from the submitted Private Event Application **MUST** be made in writing. Appropriate approvals must, again, be obtained. The fee for this service is \$50.00.
- CITY SERVICES:** Each applicant should plan on providing all the necessary cleanup, set-up, etc. without the assistance of City Services. If town services are requested, they must be clearly indicated within the Private Event Application for evaluation. Please note, if an application requests to borrow major end-items (mechanical equipment) from the Town of Ocean City, a \$250.00 damage/repair bond must be obtained for each item.
- CONCESSIONS:** No food or beverage concessions will be permitted on the beach or along the boardwalk, although such sales may be considered at other sites. Beverage sales at other sites must maintain compliance with the sponsorship restrictions noted below. **ONLY** event related merchandise sales may be permitted on the beach upon appropriate request and approval, subject to applicable laws. An additional fee of \$75 will be assessed for **ANY** granted concession privilege. **SPONSORSHIPS:** All sponsors must be identified on the application. The Town of Ocean City maintains an exclusive agreement with the Coca-Cola Refreshments that prohibits the promotion, sale and distribution of any competing beverages to include soft drinks, juices, sport drinks, specified energy drinks and bottled water on City property. Private Event Applicants requesting use of City Property must comply with this agreement. Ocean City will not allow advertising that is:
- Violence in any form
 - False, misleading or deceiving statements
 - Sexually explicit or obscene materials
 - Tobacco or tobacco products
 - Tattoos
 - Casino gambling including games of chance and skill
 - Alcohol
 - Other potentially objectionable marketing or advertising which may be established from time to time by the Town.
- BANNERS:** The Town of Ocean City has limited banner display space at Town entrances. Applicants interested in banner advertisement must complete a Banner Application form, available through the Private Events Coordinator. Approved banners must be delivered to the Maintenance Division of Public Works, a minimum of fourteen (14) days prior to approved installation date. Wind cuts or slices must be cut in solid banners.
- DIAGRAM OF EVENT LAYOUT:** A detailed diagram of the event layout/set-up and location of any and all facilities is required with your application. The application will be considered incomplete without the diagram.
- FEES:** A Public Property Usage Fee of \$250 applies per venue/per block/per day from March 16 through October 31. A Public Property Usage Fee of \$150 applies per venue/per block/per day from November 1 through March 15. For beach use, this fee is charged per ocean block, per day. Races/runs/walks on the beach do not require a per block charge. Set-up and breakdown days are subject to this fee assessment as well. Additional Town Asset Fees may be assessed depending upon the impact of City services requested. Assessed fees must be paid to the Town of Ocean City no less than seven (7) days prior to the scheduled event. Local Non-Profit Organizations whom maintain primary offices within Worcester County may be eligible for up to a 75% discount in application and space usage fees upon approval of the Mayor and City Council.
- INFLATABLES:** Inflatable displays may be permitted, but must be pre-approved. A photograph of the intended display and the dimensions must be included before approval can be considered. No liquor or tobacco product displays will be allowed. **INFLATABLES** must be of a nationally recognized product available for sale at retail establishments. The Mayor and City Council reserve the right to reject any inflatable determined inappropriate.
- BEACH STAND OPERATOR NOTIFICATION:** All events scheduled on the beach require that any Beach Stand Operator within the requested event venue be notified of the intended activity. A list of operators is available from the City Clerk's office at (410) 289-8824.
- MUSIC AND PUBLIC ADDRESS SYSTEMS:** Must operate in accordance with the Ocean City Code 30-367 of 65 decibels.
- DOWNTOWN EVENTS (BEACH/BOARDWALK):** Events that charge participant entry fees (tournaments, festivals, etc.) and/or desire to display sponsorship banners or other promotional information, must maintain a seventy-five (75) foot buffer from the edge of the train lane to the start of the event's set up. All events must comply with the provisions of Chapter 62 of the Ocean City Code.
- CAROLINE STREET BOARDWALK STAGE EVENTS:** Events that take place on the Caroline Street Boardwalk Stage will be assessed an hourly fee, plus a refundable clean up deposit of \$100 per use. For-profit promoters will be charged \$100 per hour while non-profit organizations will be charged \$25 per hour. Set-up and breakdown times are subject to this fee as well.

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PARADES: An MDOT Highway Permit must be obtained at (410) 543-6715 for use of any state property, and a copy forwarded to the Town’s Private Events Coordinator.

FIREWORKS, TENTS, AIR SUPPORT/AIR INFLATED STRUCTURES & BONFIRES: Application to the City Fire Marshal at (410) 289-8780 is required, with appropriate approvals forwarded to the Private Events Coordinator. Failure to comply will result in revocation of all event approvals.

TOILET FACILITIES: Identification of planned “comfort” provisions must be included in the application and event diagram. The Town owns a number of established public toilet stations in the downtown area that may assist in event planning.

PRIZE STIPULATIONS: No alcoholic beverages may be awarded as a prize on City property.

RESERVED PARKING: Reserved parking at any Municipal lot or metered area may require an additional fee based on meter usage. Fees are assessed for both For-Profit and Non-Profit applicants.

WEST OCEAN CITY PARK AND RIDE: A permit is required if a trailer or an oversized vehicle is parked over night at the West Ocean City Park and Ride. Please specify this request on your application.

SAMPLING: Sampling will be permitted on a case-by-case basis. Sizes and quantities of such must be pre-approved, as do the locations for distribution. Samples must be of a nationally recognized product available for sale at retail establishments. No prepared food samples will be permitted on the beach nor along the boardwalk. Non-alcoholic beverage samples may be permitted provided the samples are in compliance with the Town of Ocean City’s exclusive beverage franchise agreement with Coca-Cola.

TRASH: Applicant is required to clean the area of trash and transport it to the appropriate receptacle. On the beach, all trash must be placed in the appropriate street-end dumpsters. Failure to practice appropriate cleanup procedures may result in the denial of future event requests and/or appropriate billings.

RAFFLES: Only non-profit groups may offer any form of raffle in conjunction with an event in Ocean City. These groups must apply through the Worcester County Department of Development Review and Permitting, and must submit a processing fee at the time of application. Applications are available at the Isle of Wight County Office Building on Route 90, or at the Court House in Snow Hill. A copy of the raffle permit must be forwarded to the Private Events Coordinator at least seven (7) days prior to the event. All raffles must be

drawn and announced prior to the conclusion of the event.

ALCOHOLIC BEVERAGE SERVICE: Groups are discouraged from the service of alcoholic beverages at their Ocean City event. However, those that desire such approval must state this clearly on their application. Permission to serve alcoholic beverages shall be granted exclusively by Mayor and City Council. It should be noted that without Council approval, open containers of alcoholic beverages on public property is illegal. Only non-profit groups may request to sell alcoholic beverages at an event, and must obtain a license from the Worcester County Board of License Commissioners. A “One Day Alcohol Permit” application with the Ocean City Mayor’s signature must be submitted to the County a minimum of fourteen (14) days prior to the event, along with a the permit fee. Applications are usually available in the Mayor’s office at City Hall. A copy of the approved permit must be forwarded to the Private Events Coordinator at least seven (7) days prior to the event. The original permit must be kept on site at the event and must be available to display if required.

CHANGES TO APPLICATION OR PERMIT: Event applicants desiring to make changes to their submitted application or approved private event must complete the “Request for an Addendum to a Private Event” form (available upon request), and must submit the completed form, along with the appropriate fee, to the Private Events Coordinator. However, no changes will be accepted within 30-days prior to the event.

DATE ONLY APPROVALS: Event applicants desiring date approvals more than one year in advance, must complete the “Request for Private Event Date Hold” form (available upon request), and must submit the completed form, along with the appropriate fee, to the Private Events Coordinator. Such requests will be considered up to two (2) years in advance. However, only events that have previously been held in Ocean City and approved by the Mayor and City Council are eligible for this process. Applicants with such approval must re-file an official “Private Events Application” and For-Profit applicants must submit the application fee in full within the designated year period.

THREE (3) YEAR APPROVALS: Event applicants who desire a 3-year approval must meet the criteria listed below. All promoters will pay \$100 per year for a total of \$300. In following years, applicants seeking the third year approval must still meet Council’s criteria, submit an application, and pay the appropriate application fee. However, the Private Event Coordinator will report the third-year date and that the fee has been paid so the promoter does not have to appear before Council. The criteria for a Private Event to be eligible for 3-Year Approval is as follows:

- The Private Event must have been occurring in the Town of Ocean City for five (5) or more consecutive years and have

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enjoyed a positive relationship with the Town
- All approved dates must comply with the normal application process or the dates will be forfeited.
- The Private Event Applicant understands and agrees that City events and projects take precedence over all other scheduled events and may supersede any scheduled event at any time.
- The Private Event Applicant understands and agrees that the Town of Ocean City reserves the right to change dates or locations in the event of a conflict with municipal sponsored events.

with the permittee activity or the conduct of Permittee’s operation. Permittee hereby expressly agrees to defend and save the Town of Ocean City, its officers, agents, employees and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages, or injuries directly or indirectly arising out of or in connection with the permittee activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of Permittee or its officers, agent and employees.

LOCAL ORDINANCE DISCLOSURE AND COMPLIANCE: The applicant agrees to comply with the provisions of all applicable ordinances of the Town of Ocean City. Specifically all permitted uses on or within 75 feet of the Boardwalk are required to comply with the provisions of chapter 62 of the Code which expressly prohibits the public sale, rental or exchange for a donation of any goods, wares, merchandise, foodstuffs, refreshments or other commodities or services.

PRIVATE EVENT APPLICATION COMPLIANCE REQUIREMENT: The applicant for the private event described in this application agrees to follow guidelines provided and submit a complete application including all required submission of materials. The applicant agrees to take full responsibility for all city-owned property, whether borrowed, leased or rented, and understands that necessary replacement and/or repair fees may be assessed should such property be in an unacceptable condition. The applicant agrees to abide by all provisions of the private event permit granted by the Town and agrees to pay all fees and costs assigned to the permit. The applicant further agrees to comply with all conditions of the use permit, which may be required by the Mayor and City Council of the Town.

HOLD HARMLESS CLAUSE: Permittee (organization/ applicant) shall assume all risks incident to or in connection with the permittee activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection

Applicant, by checking each of the guidelines herein, accepts all responsibilities thereto. All information provided is correct and complete. The applicant agrees to maintain a complete record of the event through the Town of Ocean City’s Private Event Coordinator including all required submission of materials separate from this document. Applicant further agrees that information not included in writing shall not be considered for approval and will not be an executable element of the final Private Event Permit unless submit as part of a written change order through the Private Events Coordinator for Mayor and City Council Approval. Images, videos and drawings shall be deemed as support material only and details conveyed shall be submitted in writing as part of this document or a change order. No details will be assumed by the Town, its officials or employees.

The applicant agrees to take full responsibility for all city-owned property, whether existing within the event footprint, add-ons thereto, borrowed, leased or rented. Applicant further agrees that they are responsible for the proper behavior of their crowd base and that damage or defacement caused to town or private property by vendors, participants, sub-contractors and/or spectators as a result of the execution of the event may be cause for action by the Town against applicant through additional repair or replacement fee assessment(s) or legal action to the extent of the law in the State of Maryland. The applicant agrees to abide by all provisions of the private event permit granted by the Town and agrees to pay all fees and costs assigned to the permit. The applicant further agrees to comply with all conditions and limitations of the Private Event Permit and additional conditions and tasks which may be required by the Mayor and City Council of the Town.

I have read and will comply with all Town of Ocean City private event requirements.

APPLICANT NAME

SIGNATURE DATE

COMPANY/ORGANIZATION

APPLICANT SIGNATURE

PRIVATE EVENT NAME

