



Town of Princess Anne
Application for Public Assembly Permit
Instructions for completion of application

The form must be typed or printed clearly and legibly. All spaces must be filled in completely. If a block does not apply, enter "N/A".

The form must be submitted to the Town of Princess Anne during "normal business hours" (i.e. Monday-Friday between 8:30 am and 4:30 pm). In order to be considered, the form must be submitted no less than 60 days prior to the planned event.

The application may be delivered in person, faxed or emailed to the Town Hall.

1. Applicant's Name: this must be a named individual, not a business or organization name. We must have a person to contact.
2. Organization Name: List the name of the organization/business/entity sponsoring/hosting the event.
3. Applicant's Address: complete this space with the home address of the applicant.
4. Applicant's Phone Number: provide as many numbers as possible for contacting the applicant.
5. Applicant's Email Address: provide the most current email address for the applicant.
6. Event Contact Person Name: list the name of the organization contact person who will be present at the event.
7. Event Contact Person Address: list the address of the organization contact person who will be present at the event.
8. Event Contact Person Phone Numbers: list the phone numbers of the organization contact person who will be present at the event.
9. Type of event requested: List the type of event, i.e. parade, block party, church service, benefit run/walk, parade, etc...
10. Event Location: List the location where the event is to be held.
11. Event Date/Time: List the date and time the event is to be held and a rain date if applicable.
12. Purpose of event: List the purpose for holding the event, i.e. celebration of some sort, community awareness, fundraising, etc.
13. Number of people participating/attending: List the number of people anticipated to be at the event both as participants and attendees.
14. Type of Sound amplification: List whether or not sound amplification such as a PA system or loudspeakers are to be used.
15. Is alcohol permitted: Remember **NO ALCOHOL IS PERMITTED ON ANY PUBLIC PROPERTY**, if a portion of the event is on private property and alcohol will be served on that property, list Alcohol License #
16. Parade route: List the intended route if event is a parade.
17. Number of units participating in parade: If event is a parade, list the number of units anticipated to participate in the parade (floats, etc.)
18. Street Closures: If the event requires street closures in the business district, merchants effected by the closure must be notified and consent to the closure.
19. Requested services of the Princess Anne Police Department: List whether or not you are requesting any assistance from the Princess Anne Police (i.e. road closures, "No Parking", security, traffic control/direction.
20. Request service of the Public Works Department and Cleanup
21. A Certificate of Liability Insurance is required for any event occurring on a Town street, sidewalk, parking lot or park in the amount of \$1,000,000.00 (one million) per occurrence with the Town of Princess Anne named as an additional insured. If required, a copy of the Certificate of Liability Insurance must be attached to the application before your application will be processed.
22. Indemnity/Hold Harmless Agreement completed and signed
23. Date and signature of applicant



TOWN OF PRINCESS ANNE
 BOARD OF COMMISSIONERS
 30489 Broad Street
 Princess Anne, Maryland 21853

Application for Public Assembly Permit
Attached instructions must be followed or application will not be processed
APPLICANT INFORMATION-Must be a named individual with all contact information correct

- 1. Name: _____
- 2. Organization Name: _____
- 3. Address: _____
- 4. Phone numbers: (home) - _____ (work) - _____ (cellular)- _____
- 5. Email address: _____

EVENT CONTACT PERSON INFORMATION-with complete information

- 6. Name: _____
- 7. Address: _____
- 8. Phone numbers: (home) - _____ (work) - _____ (cellular)- _____
- 9. Type of Event Requested: _____
- 10. Event Location: _____

If a parade, list route details and number of units anticipated in section below

- 11. Event date/time: _____ Rain Date: _____
- 12. Purpose of event: _____
- 13. Number of people participating/attending: _____
- 14. Type of sound amplification, if applicable: _____
- 15. Is alcohol permitted: YES NO Alcohol License #: _____
Alcohol is NOT permitted on public property

- 16. Parade Route: _____
- 17. Number of Units participating in parade: _____
- 18. Street closures required: ___ YES ___ NO Explain Closures: _____
- 19. Requested services of the Princess Anne Police Department (traffic control, security, etc.): _____
- 20. Requested services of the Public Works Department and Clean up: _____
- 21. **Certificate of Liability Insurance Required** Certificate of Liability Insurance Attached Yes No
- 22. Indemnity/Hold Harmless Agreement Attached Yes No
- 23. Signature of Applicant: _____ Date: _____

OFFICIAL USE ONLY

Date Application Received: _____		Received by: _____	
Signature: _____ Chief of Police Approval		Signature: _____ Public Works Director Approval	
Application has been APPROVED/DENIED on _____ by: _____			

INDEMNITY/HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, the undersigned Organization agrees to indemnify and hold the PRESIDENT AND COMMISSIONERS OF THE TOWN OF PRINCESS ANNE, its elected and appointed officials, employees, volunteers and others working on behalf of the President and Commissioners of the Town of Princess Anne, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization, or anyone acting on its behalf in connection with or incident to the _____ (Event) scheduled for _____,

except that the Organization shall not be responsible to the President and Commissioners of the Town of Princess Anne, on indemnity for damages caused by or resulting from the President and Commissioners of the Town of Princess Anne's sole negligence; and the Organization shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorneys' fees and settlement expenses, which may be incurred therein.

The Organization agrees to provide a general liability policy to the President and Commissioners of the Town of Princess Anne for the Event with no less than One Million Dollars (\$1,000,000.00) of coverage.

NAME OF ORGANIZATION

By: _____

ADDRESS:

PHONE: _____

DATE: _____