City of Aberdeen

Special Events & Activities Policies & Procedures

Application

Individuals interested in renting a public space owned by the City of Aberdeen must submit a Special Events and Activities Application. Applications MUST be submitted no later than fourteen (14) days prior to the event date (60 days if the event requires the support of the Aberdeen Police Department). Applicants must be 18 years of age or older on or before the date of application. Facilities operated by the City of Aberdeen are not to be used for personal financial gain to any individual.

Submit completed applications to Aberdeen City Hall, 60 North Parke Street Aberdeen, MD 21001 by mail or in-person. Electronic submissions will not be accepted**.** Reservations for renting a City-operated facility will be approved on a first come, first-serve basis. Dates cannot be reserved without a completed form and submission of a security deposit. The applicant will be advised of the approval after City Staff reviewed the application. Questions regarding the rental policies and procedures may be directed to Aberdeen City Hall Monday-Friday from 8:30 a.m. to 5:00 p.m. at (410) 272-1600.

Facility Fees

When an application for a special event is approved, a City of Aberdeen representative will contact the applicant to advise of payment dues, as outlined by the chart below:

Resident Event Must Provide Proof of Residency	*$15/Hour*
Non-Resident Event	*$40/Hour*
Commercial Event For businesses, non-profits, and events with 51 or more participants	*$60/Hour*

Along with the facility fee payment, **applicants must submit a deposit payment of $250.00 for events of 50 (fifty) persons or less and a deposit of $500 for events over 50 (fifty) persons**. The deposit will be retained pending the facility passing a damage and waste removal inspection and the return of any borrowed city property. The deposit will be returned/refunded via check. Please allow up to 30 days after event for deposit refund.

Payments may be made by check payable to the 'City of Aberdeen' or via the City website (www.aberdeenmd.gov) or QR code above. Payments on the website are under Miscellaneous Payments, "Rents". "Type of Rent" will be the location. (i.e., Festival Park) and your dates.

Payment must be made at least two weeks prior to the event date. Failure to make payment will result in a forfeiture of permitted use. The City of Aberdeen reserves the right to charge additional fees as it deems appropriate for an event. This includes but it is not limited to police and/or public works services.

Permitting

The permit is non-transferable and must be in the possession of the permittee while using said facility. DPW crews are on location every week for cleaning and maintenance. The renter is encouraged to check the permitted location prior to the start of their event. Upon renter's inspection, if there is any damage or debris, please take photographs and email them

to dpw@aberdeenmd.gov. This email is only monitored during regular business hours. However, the time stamped email will act as proof to avoid possible charges for damage or trash removal.

By signing the permit, the renter assumes personal liability and responsibility for any and all costs of cleanup of the premises, loss, breakage, damage to or removal of City property and further assumes liability and responsibility for the conduct and good order of the group and its invitees and guests.

Insurance Requirements

The renter shall be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the Facility, and shall indemnify and hold harmless the City of Aberdeen and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The renter further agrees to abide by all procedures, policies, and rules governing use of facility.

Proof of liability insurance underwritten by insurers acceptable to the city, indemnifying the applicant against any perils, suits, claims and losses which may arise in connection with the proposed activity. Such coverage shall be in amounts consistent with a standard schedule approved by the city, based upon risks associated with each type of event, in consideration of anticipated attendance.

Requested City Services

Restroom Access

Renters of Festival Park may request access to the facility's restrooms at no additional charge. Keys to the restroom facilities will be provided by City Hall and the renter will be responsible for unlocking and locking the facilities. The key may be picked up prior to the permitted date and can be dropped off at the Aberdeen Police Station or returned the next business day following the event. Keys for weekend rentals must be picked up on Friday and returned no later than the following Monday. Failure to return the restroom key the day following your rental or the Monday following a weekend rental will result in a charge of $10.00 per day, which will be deducted from the security deposit. Call the City of Aberdeen at (410) 272-1600 before picking up or returning the restroom key. **If the renter fails to lock the bathrooms after the permitted event, any damages will be the responsibility of the renter.**

Electricity

Renters of Festival Park may request usage of the park's electrical systems, which are located at the perimeter of the park and the pavilion area. Renters will be asked what their intended use for electrical services prior to approval. Approved uses of the electrical system include but are not limited to sound systems, moon bounces, lighting, etc. The City will inform the renter of permitted usages.

Electronic Sign Usage

Renters of Festival Park may request ONE slide advertising their public event to appear on the park's electronic sign free of charge. If approved, the renter may submit proposed information to be included in the sign to the City. The final rendition of the advertisement and the duration of the slide will be determined by City Hall. The final slide must be apolitical and may not include derogatory messaging. The City of Aberdeen reserves the right to deny the use of the electronic sign to any group or individual as may be determined for just cause or reason. The slide will be uploaded to the sign no sooner than 21 days prior to the event and will be removed no later than 48 hours after the conclusion of the event.

Parking

Reservation of the park will not include the ability for the applicant to reserve parking spaces. Parking Spaces around City Parks is open to the public and are first come, first serve. Marked parking spaces are available along roadways and at the City Parking Lots, located between Walnut Lane and Centennial Lane.

Refuse Services

All trash produced during the rental of a park is the responsibility of the renter to remove. Applicants are responsible for removing all trash and can be subject to the loss of the deposit if City Staff are required to remove trash produced by the event.

Police Personnel/Security and Road Closures

Electing to rent a facility for an event that requires security or road closures will require the assistance of the Aberdeen Police Department. Applications that require police resources must be submitted no later than 60 days prior to the event. The host organization will be responsible for the overtime salaries of the police personnel detailed to your event. Fees will vary based upon the hours of overtime necessary to pay City staff.

Miscellaneous

Additional steps are required if the renter intends to provide food & drink, serve alcohol, or conduct a fundraising activity. Please review the policies below and denote any or all these miscellaneous activities on the application. Failure to follow the below requirements may result in the denial of the use of the public facility and denial of future permits.

Food and Drink

Renters who intend on serving food or drink must contact the Harford County Health Department to determine whether additional permitting is required. Renters who are required to apply for additional permits through Harford County MUST provide a copy of all permits at least two weeks prior to the start of the event. If the event is to include on-site food preparation, the renter must provide his/her own equipment and utilize the equipment outside of any pavilion and on a solid concrete surface.

Alcohol

- Commercial/sales: All events that intend to sell and/or distribute alcohol will require a permit through the Harford County Liquor Control Board. This includes alcoholic beverages to be sold to consumers on City property (including the pre-sale of event tickets). A copy of this permit must be submitted to the City of Aberdeen prior to the event.
- Personal possession and/or consumption: Alcohol is allowed through the City of Aberdeen by permit only. Personal possession and/or consumption is only permitted inside the pavilion and must be secured from minors. Failure to comply with City Policy can result in but is not limited to, closing of event, fines, and forfeiture of event deposit. **The City of Aberdeen reserves the right to deny the consumption or sale of alcoholic beverages on its property at any time for just cause or reason.**

Fundraising Activities

Renters who intend on conducting an auction, raffle, or other fund-raising activities must first submit a proposed list of items and/or monetary rewards to the City of Aberdeen for review and approval. Raffles, gambling wheels, and other such games are governed under section 254, Article 27 of the Annotated Code of Maryland and require a gambling license which is obtained through the Harford County Sheriff's office. A copy of this license must be forwarded to the City of Aberdeen prior to the renter receiving the permit.

House Keeping

Renters are responsible for any damages occurred during events. This includes park grounds. **No driving on the grass.** This includes any damages incurred during deliveries (i.e., tent rental, Moon bounces etc.). If this cannot be avoided, you MUST lay down a protective barrier to protect the grounds from the creation of ruts or damage to the grass. The renter will be responsible for any ground maintenance required due to damages.

Occupancy Load

The pavilion location at Festival Park has a maximum occupancy load:

- Standing room only (no tables or chairs), 200 people.
- Tables and/or chairs, 100 people.

THE CITY OF ABERDEEN RESERVES THE RIGHT TO DENY THE USE OF A PUBLIC FACILITY TO ANY INDIVIDUAL OR GROUP AS MAY BE DETERMINED FOR JUST CAUSE OR REASON.