

Fort Smallwood Park Special Events Application

GUIDELINES, RULES AND REGULATIONS FOR SPECIAL EVENTS For Non-Profit Organizations

I. PURPOSE

Anne Arundel County Parks are increasingly being used by organizations as a venue for special events and fund-raisers for a variety of causes. In recent years, the demand for special events has exceeded the capacity of the park system. Although the Department of Recreation and Parks (Department) is not obligated to permit special events, most are perceived as a public benefit and the Department tries to accommodate the requests. The Department however must operate its parks for the general public's use and the intended purpose and infrastructure in the parks. Special events have the potential to disrupt the normal operations of the park and could restrict the general public from using the parks as intended. In addition, there are costs associated with special events which include staff time, wear and tear on the infrastructure, use of materials and supplies, and limiting the use of park to other park visitors. These costs must be borne solely by the permitted organization.

The following information/application outlines the Department's policies and procedures as pertains to having a special event at Fort Smallwood Park (FSP):

II. SCOPE

These guidelines cover any special event, which is held in Fort Smallwood Park, planned by any non-profit group other than Anne Arundel County, its departments, or its support groups.

III. DEFINITIONS

Special Event: is any event, meeting, party, etc., that is outside the scope of normal park operations and is open for public participation, even if public access is solely through a non-Recreation & Parks organization.

Sponsor: is the group conducting the special event. (*The Sponsor must be a nonprofit organization registered with the State of Maryland.*)

Director: is the Director of the Department of Recreation and Parks, or designee (park employee).

Park Superintendent: is the Superintendent of Fort Smallwood Park, or designee.

Park: is Anne Arundel County's Fort Smallwood Park

Participants: are all people taking part in the special event, including participants, organizers, and support people.

Non -Profit Group: is any group having 501 (c) 3 status per the Internal Revenue Service.

IV. POLICY STATEMENT

- a) Fort Smallwood Park is part of the Anne Arundel County Department of Recreation and Parks. All applicable laws, regulations, and policies apply unless otherwise determined by the Director.
- b) The Park and Department reserve the right to deny a Special Event request or application.
- c) Fort Smallwood Park will allow a maximum of two special events per month and one per day.
- d) Special Event groups larger than 100 participants are beyond normal park operations and require:
 1. A special event meeting with Park Superintendent and Division Chief
 2. Organizations must provide for all staff and resources need to run the event safely. The Park and the Department of Recreation and Parks will determine what staff and resources need to be supplied including, but not limited to the following:
 - a. Port-a-Pots
 - b. Additional trash dumpsters
 - c. Security (for crowd control, building/pavilion rule enforcement)

- d. Parking
 - e. Traffic Control in park
 - f. Traffic Control on public roads
3. At least one hour before the event starts, the Park Liaison, Traffic Control and Security will meet to verify plan for event.

- e) *No special event may be conducted which involve commercial promotions, or personal or corporate gains.*
- f) Under general park regulations, no individual or group may hold a meeting, activity, or other organized gathering in the park if it will deprive the public of reasonable use and enjoyment of the park or interfere with public access and free passage in the park.
- g) Park fees apply, including fees for entrance and facility rental. See Fee Schedule listed under Procedure.
- h) **Alcoholic beverages are prohibited.**

V. PROCEDURE

- a) Requests for use of park areas for special events within the scope of these guidelines must be made in writing **at least sixty (60) days in advance** to:
 Park Superintendent
 Fort Smallwood Park
 9500 Fort Smallwood Rd.
 Pasadena, MD 21122

Anything outside of what is written on the application will not be accepted. Additional requests must be submitted in writing to the Special Events Coordinator for permission 30 days prior to the special event date. Please note that writing the letter does not grant permission. Permission will be denied or awarded based on the request and time constraints.

- b) Applications will be accepted no more than one year in advance of the date of the special event and no later than sixty (60) days before the date of the special event. All special events will be considered on a case-by-case basis with preference given to groups that have successfully complied with all park rules and regulations during prior events. This is due to limited staff availability, to protect the park's natural habitats, and to not impede the reasonable enjoyment of the park by our regular park patrons. Expect no less than two weeks processing time for each application submitted.
- c) *Organizations may not advertise that the event will be held at Fort Smallwood Park until final County approval.*
- d) The Sponsor is responsible for publicity, operational details, participant support and safety, and set up and removal of equipment. Sponsor is responsible for all cleanup of area(s) used within the park. Certain logistical and administrative concerns must be coordinated with Park Staff. All equipment to be set up in the park must be **pre-approved** by the Superintendent. All equipment must be set up and removed the day of the special event.
 - i) Signs must be on stakes or posts, or tied to trees. Prohibited items include: nails, tacks, staples, etc...
 - ii) Signs must be posted in a manner that does not block or obscure park signage, trails or roads in any way.
 - iii) **NO Marking Paint of any kind will be used to mark the trail**, painters tape is acceptable for trail marking.
- e) Sponsor is responsible for having adequate staff for crowd control, parking, and public safety. Also, the Contact/Alternate Contact person must be present for the duration of the special event.
- f) Sponsor must provide for all staff and resources needed to run safely.
- g) The Superintendent will note in writing any special details to be considered and resolved **before** the special event. These may include but are not limited to use of rental facilities, parking, restroom access, road/trail crossings, trail markers, participant conduct, location of special event and equipment, safety concerns, use and need for Anne Arundel County Police or emergency/ time and duration of special event.
- h) Arrangements for use of property and equipment other than that owned and operated by Anne Arundel County is solely the responsibility of the sponsor.

- i) Sponsor must reserve a park facility to provide centralization and easy access. The contract must be signed by the sponsor's representative.
- j) Sponsor is responsible for the conduct of all special event participants.
- k) Whenever possible, sponsor will use recycled products, and will recycle materials used or produced. For more information on obtaining additional recycling collection receptacles, contact park staff.
- l) **No special event will be approved prior to a meeting scheduled with the special events coordinator.** Special events coordinator will schedule appointment upon application approval.
- m) Sponsors **must** select three dates to have their event in order of preference. Park staff will select the best available date. The special events coordinator will contact you regarding the scheduling of an alternate dates. Please do not announce your event until you have a signed agreement.
- n) Special events with anticipated gross revenue in excess of \$25,000 require an additional agreement with DRP.
- o) If the special event is approved, the Superintendent, the Department of Recreation and Parks, and Anne Arundel County reserve the right to alter, shorten, or cancel the special event at any time in order to protect the interests of the park, park patrons, and/or Anne Arundel County. (from A.A. Co. Code Article 19, 1-102)
- p) Once the application has been accepted and signed by the Superintendent you will have two weeks to pay in full for your special event. Special payment considerations will be made to those sponsors who, in writing, make a request to the Superintendent prior to the two week deadline.
- q) Any questions that you may have please call the Park Office (Mon. - Fri.) at 410-222-0087.

VI. **FEE SCHEDULE: Note fees are calculated by determining the number of participants and facilities that you will need.**

Number of Participants	Special Event Fee (Pre-Paid)	Participant Fee (Invoice after Event)
<100	390	\$2/person

- These fees are not for general pavilion rentals.

Application Number: ____ - ____ - ____

**Fort Smallwood Park
Special Event Permit Application**

PLEASE TYPE APPLICATION OR PRINT NEATLY - DO NOT WRITE IN BOXED AREAS

I. Contact Information:

Organization: _____ Application Date: ____/____/____

Contact Person (**Must be present day of special event**): _____

Phone: (____) _____ - _____ Fax:(____) _____ - _____

Contact # Day of Event: (____) _____ - _____ Email Address: _____

Address: _____ City: _____ State: _____ Zip: _____

Alternate Contact Person (**Must be present day of special event**): _____

Phone: (____) _____ - _____

Contact # Day of Event: (____) _____ - _____ Email Address: _____

II. Date(s) Requested:

____ / ____ / ____ ____ / ____ / ____ ____ / ____ / ____
First Choice Second Choice Third Choice

III. Facility & Locations in Park Requested (required):

Cedar Pavilion
Facility First Choice

Requested location(s) of special event (parking lot, trail, field, etc.) in addition to Facility Requested, above: _____

IV. Special Event Time Schedule:

Set-up begins Start of Event End of Event Break-down completed

V. Special Event Description:

Type or Name of Special Event: _____

Description of Special Event: _____

Application Number: _____ - _____ - _____

Approximate Number of Participants Expected: _____ to _____
Fee charged per participant: _____

VI. Documentation to be Included:

1. Copy of non-profit 501 (C) 3 status
2. Proof of Liability insurance
3. Proposed budget if collecting fees
4. Health Department permit if food is being served

VII. Safety Procedures:

List measures being taken to ensure crowd control, public safety and protection of park property. _____

VIII. Staffing:

<u>Title</u>	<u>Number</u>	<u>Duties</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VIII. Equipment and Miscellaneous

List the **kinds** and **amounts** of equipment which you would like to use and/or set-up (signs, stage, tents, etc.) and any special considerations.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

I have read and agree to the rules and policies for conducting a special event at Fort Smallwood Park. I have read and agree to comply with the specific policies, regulations and visitor ethics at Fort Smallwood Park. I agree to be present the day of and duration of the special event and/or have contact/alternate contact person listed in attendance and in compliance with said rules and policies. I agree to hold Anne Arundel, Fort Smallwood Park and its agents harmless for any damages, injuries or losses that may occur.

Sign: _____

Date: _____

(Representative)

Application Number: ____ - ____ - ____

Approved: _____

Disapproved: _____

Approved pending compliance with stipulation(s) listed below:

1. _____

2. _____

Facility & Locations Assigned: _____

Sign: _____ Date: _____

Park Superintendent

Permit is not approved unless signed and dated by Park Superintendent. Paid _____

Fort Smallwood Park
Special Events Application

PARK RULES AND INFORMATION SHEET

RULES (General list only)

1. The possession of or use of alcoholic beverages is strictly prohibited.
2. Park is ONLY permitted in designated areas unless under special direction from park staff.
3. Vehicles must travel on roads only.
4. Vehicle entry to the park stops one half hour before the posted closing time.
5. All persons and vehicles must exit the park by the posted park closing time.
6. Bicycles must travel on roads and designated paved paths only. Off-road biking is strictly prohibited.
7. Boats and jet skis may not dock on the park shoreline, overlook or fishing pier. Docking at boat launch is restricted to 15 minutes and entry/recovery ramps may not be blocked.
8. Pets must be controlled and on an adequate leash at all times.
9. You are required to pick up after your pet and dispose of wastes properly.
10. Littering within the park, county and state is illegal. Violators face fines.
11. It is illegal to harm in anyway or remove any plant, animal, or natural object from park property.
12. Smoking is prohibited in all buildings and other designated areas especially around Special Events.
13. Groups over 20 persons must rent a pavilion. Pavilions are available by reservation only.
14. Sound amplification equipment is prohibited within the park except by special permit from the Park Superintendent.
15. All balloons and confetti are prohibited in the park.
16. Tents of any kind are prohibited in the park except by special permit from the Park Superintendent.
17. Weapons of any kind are prohibited on park property.
18. Generators and air compressors are prohibited.
19. All rules and policies stated in the Anne Arundel County Code also apply.

OPERATIONS

- * Park is open seven days a week, 5:30 am - dusk.
- * Office is open Mon. - Fri. from 9 am - 4 pm; Sat and Sun 10 am - 3 pm
- * PARK CLOSED THANKSGIVING DAY AND CHRISTMAS DAY