



## Sykesville Special Event Guide

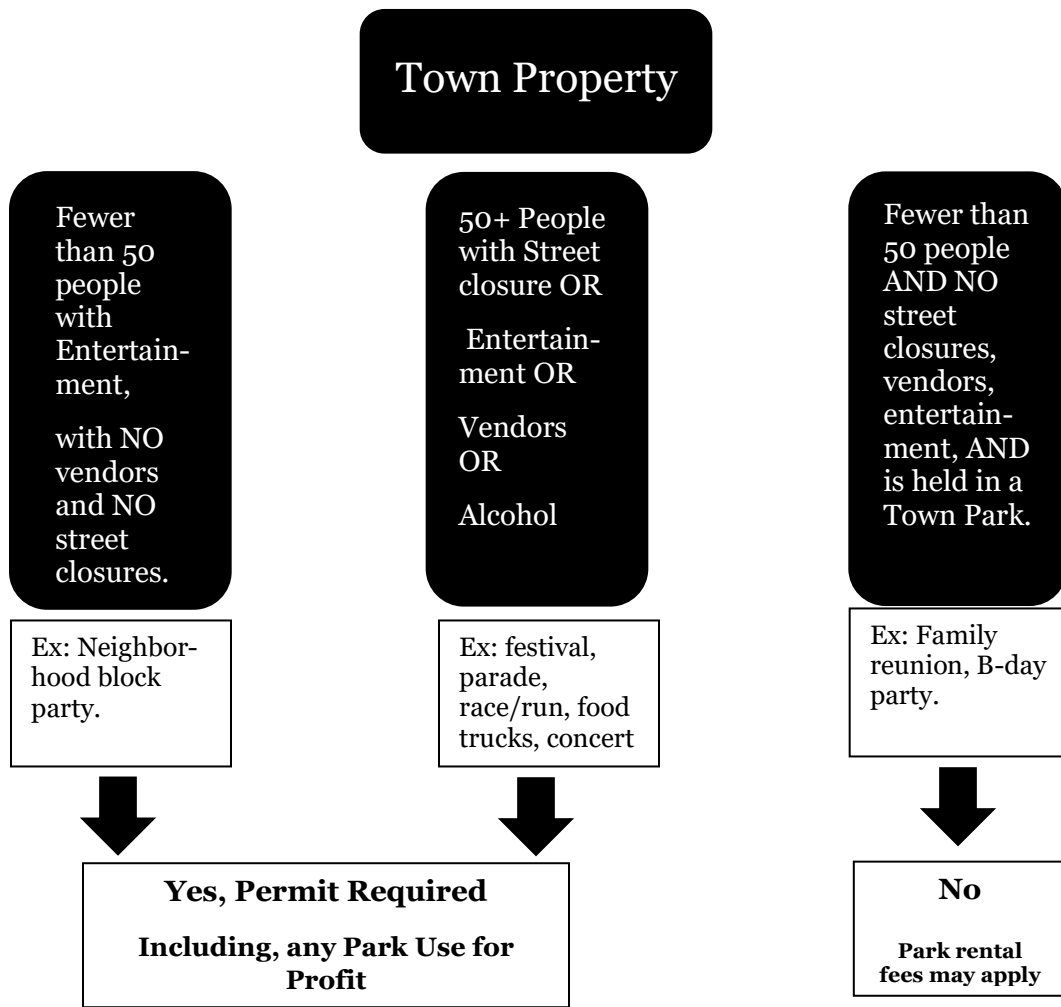


# Plan A Successful Event

New, recurring, public, and private events must complete and submit a special events application if they meet the criteria set forth in the guidelines.

## Step 1: Do I need a Special Event Permit?

Special event permits may be a requirement given certain circumstances. The simplified depiction below will help you know if you need a permit. Please call the Town Offices at 410-795-8959 if you are still unsure or need additional assistance.



**\*Exemptions:**

- Town Sponsored Events (events solely planned, administered, coordinated, held by, and paid for by the Town) and funeral processions.



## Step 2: Submit Application

Applications may be obtained [online](#) or in person at the Town House or Sykesville Police Department.

7547 Main Street  
Sykesville, MD 21784  
410-795-6390

Return your application to the Town House, Jana Antrobus Development Review Coordinator. **Please be mindful that acceptance of your application does not indicate final approval or confirmation of your request, nor does it exempt you from other required application and reservation procedures.**

### Submission Date and Fees

Submission Date	Permit Fee
90 Days	\$300

### Other Fees

Dependent upon the scale and characteristics of your event, you may incur fees for the use of Town Parks and facilities, as well as equipment rental, staffing, necessary security for your event, and event insurance. (Fee sheet will be provided to applicant).

## Step Three: Permit Application Review

After submitting a completed application to the Town of Sykesville, your application will be reviewed internally by all relevant departments for feedback. Applicants will receive feedback on their proposed events within one to three weeks of submittal. Incomplete applications will be returned without review.

## Step Four: Permit Application/Denial Notification Meeting

Final decision of the permit will be made after all issues identified during the permit application review have been remedied by the applicant. All necessary departments must sign the application signature page for a final approval.

A meeting may be held between the Town's Special Event Review Committee and the Applicant to discuss the conditions of approval or reasons for denial. If conditions of approval present a hardship, the Town will work with the applicant to find a reasonable solution.



### Revocation/Cancelation of a Special Event Permit (prior to event)

A permit may be revoked upon consultation with the appropriate public safety forces when the health or safety of the public is threatened by an emergency, disorder or other unforeseen conditions that have arisen. Permits may also be revoked for failure to comply with approval conditions or site walk-thru. Refunds may be issued if the event is cancelled by the applicant and communicated to the Town at least one week prior to the scheduled date.

### Revocation of a Special Event Permit (during the event)

A permit may be revoked during an event if determined by safety officials on-site and or with the Town Manager or designee. Events cancelled during the event due to safety concerns or failure to follow the permit requirements will not receive a refund.

## **Step Five: Advertising Your Event**

All advertisements for events must include: No Pets Allowed at Events.  
Signs are not allowed on Town property, including in the parks and along Town roads.

## **Step Six: Event Site Walk Through**

Once final approval has been given, a final walk-thru of the event site is required with the Town (varying departments) and the applicant (and event day contact, if different than applicant). Walk-thru must take place at least 10 days prior to the event. If a walk-thru with all necessary parties does not take place at least 10 days prior to the event date, approval will be rescinded. This walk through may be waived during the review process.

## **Step Seven: Event Date**

The applicant is responsible for making sure the event day contact has his/her phone on them at all times in the event they need to be reached by the Town's event representative.

No pets are allowed at events on Town Property per Town Ordinance 301, Chapter 51, article II. If requesting a waiver, the event organizer must submit plans specifying how the public will be protected from the animals, including the cleanup of any waste.

Event signs are not allowed on Town Property including along Town roads.

Enjoy and have fun!

**Grievance Process** In the event an application is denied, applicants may file a grievance, in writing, to the Town Manager. The Grievance Committee, comprised of the Mayor and Council President, will meet with the applicant and provide a final decision.





**Town of Sykesville  
7547 Main Street  
Sykesville, MD 21784  
410-795-8959**

### **Special Event Permit Application**

The Town of Sykesville recognizes that community events serve an important role in Sykesville, including building a sense of community, expressing the Town's cultural and artistic diversity, as well as entertaining and education. As the number and size of events grow, it is necessary to provide individuals and event organizers with a consistent process to better coordinate efforts related to event management and support.

Town staff can assist you with the coordination of your event, obtaining necessary forms and provide information that will help event organizers prepare more effectively and present a successful event.

**Event organizers must submit a completed application 90 days prior to the event.**

Note: some special event activities may require additional permits with which Staff can assist.

An application to hold a special event **does not** constitute approval for the event nor issuance of a permit. It merely provides information necessary to process and consider permit issuance. Final approval and permit issuance is conducted in coordination by Town Administration, the Police Department, and Public Works.



## General Event Information

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

**Official Name of Event:** \_\_\_\_\_

**Name of Applicant and/or Sponsor of Event:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Location of Event:** \_\_\_\_\_

**Event Organizer Information:**

Primary Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Address: \_\_\_\_\_

**Day of Event Contact:**

Primary Contact: \_\_\_\_\_ Cell #: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Event Information:**

Approximate Number of Attendees: \_\_\_\_\_

Types of Booths: \_\_\_\_\_ Number of Booths: \_\_\_\_\_

Will you have:     Food         Alcohol     Vendors     Amplified Sound

**Indicate the setup, start, stop, and teardown times for event.**

Setup Time	
Start Time	
Event Stop/Teardown Time	
Teardown Cleanup Complete	

**NOTE:**

- Advertisement for events must include: No Pets Allowed at Events.
- Event signs are not allowed on Town Property including along Town roads.



**Describe your event. Be sure to include the purpose of the event and other planned activities.**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---



## Special Event Checklist

**Type of Event: Check all that Apply**

<input type="checkbox"/> Festival
<input type="checkbox"/> Carnival
<input type="checkbox"/> Music Concert/Movie
<input type="checkbox"/> Parade
<input type="checkbox"/> Run/Walk
<input type="checkbox"/> Block Party
<input type="checkbox"/> Fundraising Event    Cause: _____
<input type="checkbox"/> <b>Park Use for Profit:</b> ____ Millard Cooper Park ____ South Branch Park <b>Monday through Friday until 4:00 PM Only.</b>

**Event Details: The Following are Requirements for Approval when Applicable.**

<input type="checkbox"/> Close a Public Street/Road <i>Main Street closures restricted to weekends (Friday evening – Sunday) and Federal holiday weekdays only.</i>	Submit a Street Closure Map. Main Street will require a MD State Highway Administration Event permit. The Police Department will complete and submit the permit.
<input type="checkbox"/> Event Security	Police Department will assist to determine adequate presence.
<input type="checkbox"/> Alcohol	Liquor License if Applicable Required for Use of Alcohol on Town Property. (Not allowed in parks)
<input type="checkbox"/> Certificate of Insurance <i>minimum \$1,000,000 policy</i>	Include Town of Sykesville as a additional insured.
<input type="checkbox"/> Event Layout	Submit a map of planned events including vendor, booth, parking and tent locations.





<input type="checkbox"/> Amplified Sound	Limited between 10am and 10pm.
<input type="checkbox"/> Parking/Shuttle	Submit a Parking Plan and map.
<input type="checkbox"/> Tent or Canopy	Submit a map detailing tent location and plan for setup to keep tent stationery. Contact Miss Utility if applicable.
<input type="checkbox"/> Restroom Facilities	Town Staff will inform applicant of required number of facilities (must provide proof of secured facilities 10 days prior to event).
<input type="checkbox"/> Trash and Recycling	Public Works will assist with adequate number of receptacles and locations. Fees to be determined.
<input type="checkbox"/> \$300 Fee	This fee covers administrative and maintenance costs.



I hereby acknowledge and agree that the event sponsor and the participants will comply with all applicable local, state, and federal laws and will adhere to the conditions granted by this permit. By affixing my signature on this form, the sponsor and/or the individual participants agree to hold the public agencies harmless from any liability incurred by them or to others associated with this permit.

**Signature of Authorized Representative:** \_\_\_\_\_

---

---

**Chief of Police:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Public Works Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Town Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved as Submitted**

**Denied**

**Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

