

# TOWN OF CHESTERTOWN PERMIT

FOR EVENTS INVOLVING TOWN OWNED PROPERTIES

Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rain Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Requesting permission to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requests of Town Personnel: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This permit is to comply with all Town Ordinances. The Mayor and Council will not be responsible for any accident or assume responsibility resulting from the issuance of this permit.

**By Order of Mayor and Council**

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Ron Dixon, CPD

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

W. S. Ingersoll, Town Manager

Please fill out page 2 of this permit

**FOR SMALL EVENTS INVOLVING TOWN OWNED PROPERTIES**

Provide following complete details: (use additional sheet(s) if needed)

Will there be food and/or will you be cooking? \_\_\_\_\_

Will there be alcohol? \_\_\_\_\_

Will there be music? \_\_\_\_\_

Will you be bringing anything into the park such as tents, tables, chairs, grills, etc? \_\_\_\_\_

How will you handle trash? \_\_\_\_\_

How will you handle parking? \_\_\_\_\_

How will you handle bathrooms? \_\_\_\_\_

**FOR PARADES AND LARGE EVENTS INVOLVING TOWN OWNED PROPERTIES**

On an attached sheet(s), provide following complete details:

- Event layout and street maps;
- Any requested street closures;
- Approvals of appropriate policing agencies for street/highway use and/or closures;
- Trash and recycling collection plans \_\_\_\_\_

- Permission from Mainstreet for intown use of their stage, once you have permission, please provide the following:  
 Stage size -  Standard 16x20 /  Large 16x28)  
 Stage additions -  Lighting /  banner /  back curtain  
 Stage Location \_\_\_\_\_  
 Electricity location for the stage \_\_\_\_\_

- Evidence of liability coverage for the event.
- For street or road closures, present evidence that the affected businesses or residents of the street(s) are aware of the event and will not be adversely affected.

**FOR USE OF LELIA HYNSON – WILMER PARK PAVILION**

<https://townofchestertown.com/wilmer-park/>

Will you be using any of the structures in Wilmer Park? \_\_\_\_\_

Will you need to use the power in Wilmer Park? \_\_\_\_\_

To use the Lelia Hynson – Wilmer Park Pavilion, please contact Elaine Grant at [egrant2@washcoll.edu](mailto:egrant2@washcoll.edu)