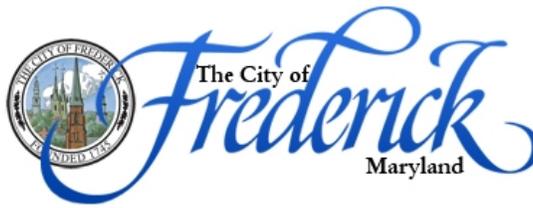


RECREATION DEPARTMENT

Date of Application:	
Date Received:	
Date of Approval:	
Date of Issuance:	
Type of Permit:	



William R. Talley Rec Center
121 North Bentz Street
Frederick MD 21701

301-600-1493
FAX: 301-600-2849
www.cityoffrederick.com

APPLICATION FOR USE OF THE BAKER PARK BANDSHELL (revised 7/2013)

Applications & payment are due at least four (4) months prior to the event unless otherwise noted.

PAYMENT IS REQUIRED WITH APPLICATION SUBMISSION AND WILL NOT BE ACCEPTED WITHOUT IT.

PLEASE READ AND COMPLETE ENTIRE APPLICATION PRIOR TO SUBMITTAL.

FAILURE TO COMPLETE ENTIRE APPLICATION WILL RESULT IN DENIAL OF REQUEST.

Please call with any questions!

Organization:	
Contact Name:	
Mailing Address:	
Email Address:	
Daytime Phone:	
Evening Phone:	
Fax Number:	

Date of Event (Day of Week / Month / Date / Year):	
Start Time of SETUP for event:	EVENT Start Time:
Stop Time for completion of TEAR DOWN:	EVENT Stop Time:
NOTE: The use of the Bandshell shall be limited to between the hours of 9:00 a.m. and 9:00 p.m. (not including setup and tear down time).	

Name & Complete Description of Event: <i>Provide map of event set up at least fifteen (15) days prior to the event.</i>	
Will entertainment be involved?: <i>If yes, give details w/ # of groups, type of music, time of performance(s) etc. See Noise Ordinance, Section 15-21.</i>	Any entertainment may need the approval of the Parks & Recreation Commission and City Police Department – allow forty-five (45) days for approval. <input type="checkbox"/> Yes <input type="checkbox"/> No
Will other equipment be used?: <i>(i.e. generator, tents, inflatables, etc.) If yes, give details. Certificate of Insurance may be required.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will vendors be at the event?: <i>If yes, give details.</i>	Organizer must contact the Building Dept at 301-600-3814 for a Vendor/Peddler Permit. Fees apply. <input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a parade, walk or run?: <i>If yes, give details.</i>	Organizer must contact the Recreation Department at least 90 days prior to the event at 301-600-1493. Fees apply. <input type="checkbox"/> Yes <input type="checkbox"/> No
Will participants be charged a fee?: <i>If yes, provide detailed budget of the proposed activity.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will admission be charged to the event?: <i>If yes, what is the cost?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of people expected to attend:	<input type="checkbox"/> less than 100 <input type="checkbox"/> 101 – 300 <input type="checkbox"/> 301 – 500 <input type="checkbox"/> over 500 <i>If over 500 people, considered "event" – will require Parks & Recreation Commission approval.</i>
"No Parking" signs:	Organizer must contact the Parking Department at 301-600-1429. Additional fees apply.
REQUIRED: Name & contact info for two (2) people with authority present during the event:	Name: _____ Phone: _____ Name: _____ Phone: _____
Check any City assistance needed: <i>Additional fees and/or Security Deposit may apply.</i>	<input type="checkbox"/> Public Bathrooms <input type="checkbox"/> Electricity <input type="checkbox"/> Lights <input type="checkbox"/> Dressing Rooms <input type="checkbox"/> Theater Lights <input type="checkbox"/> Electrical Box(s) <input type="checkbox"/> Other- give details:
Indicate other areas of the park to be used: <i>Additional fees may apply.</i>	<input type="checkbox"/> Multi-purpose fields <input type="checkbox"/> Gazebo <input type="checkbox"/> Bell Tower <input type="checkbox"/> Other- give details:

**City of Frederick / Department of Recreation
WAIVER AND FACILITY PERMIT**

It is hereby agreed and understood that the above Facility is reserved, as specified, for the use of the above named person and/or User. The Facility reserved is subject to inspection by any authorized representative of The City of Frederick in order to assure proper use of City property. This permit must be in the possession of the User to whom it is issued and shown upon request to any of the above-mentioned representatives.

The user 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.

The User 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 Frederick and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The User further agrees to abide by all procedures, policies, and rules governing use of the above-mentioned facility.

I have read and agree to the User Responsibilities as attached to this document.

Witness the hand and seal of the User as of the date indicated below.

User: _____ Date: _____

Any User under the age of 21 must have the signature of a parent or guardian who shall assume any and all responsibility and liability as set forth above and the person signing must be in attendance at the rental event.

Parent/Guardian: _____ Date: _____

Written Name: _____ Phone: _____

PLEASE NOTE APPROVAL IS REQUIRED FOR USE OF THIS FACILITY.
Once approved, the permit will be mailed back to the applicant on the previous page.

FOR OFFICE USE ONLY	
Rental Fee: \$ _____ <input type="checkbox"/> Cash	Forward to Parks & Recreation Commission? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Paid: _____ <input type="checkbox"/> Check	Director's Comments: _____ _____ _____
Staff: _____ <input type="checkbox"/> Credit	
<i>Recreation Director's Approval:</i> _____ Date: _____	This request will be presented to the Parks and Recreation Commission on _____ at 7:00 p.m. at the Talley Rec Center located at 121 North Bentz Street, Frederick. <input type="checkbox"/> Approved <input type="checkbox"/> Denied – reason for denial: _____ _____
DENIAL - If denied, reason why: _____ _____ _____	

POLICY ON THE USE OF THE BAKER PARK BANDSHELL

The principle purpose of the Bandshell is to provide a facility to house live outdoor concerts, plays, school functions, City functions, and for use of requested non-profit charitable groups or groups raising funds for a registered non-profit group of the City must, in writing, confirm that they are supporting the fundraising effort on their behalf.

1. To use the facility, an Application for Use of the Baker Park Bandshell must be submitted to the Parks & Recreation Department in accordance with the Department's Rental Policy.
2. The Bandshell is not to be used as a regular meeting place for any group or organization.
3. All events must be open to the general public, with the exception of wedding ceremonies.
4. The use of the Bandshell shall be limited to between the hours of 9:00 a.m. and 9:00 p.m., with the exception of Easter weekend and the 4th of July. No PA or amplified sound prior to 9:00 a.m. or after 9:00 p.m.
5. The hours during which music may be played at the Bandshell will not exceed six (6) hours in one day, with the exception of Easter Sunday and the 4th of July.
6. No weapons of any kind shall be permitted on the premises. This shall include guns, knives, clubs, or any other item that the Police Department or Security should determine to be threatening.

This restriction shall not apply to the following persons while acting lawfully and within the scope of their duties and authority:

- a. Law enforcement officers
 - b. Officers and soldiers of the armed forces, militia, National Guard
 - c. Students of military science in an accredited program.
 - d. Park rangers, animal control officers
7. Sec. 15-21.2. - General regulations—Noise prohibitions.

It is unlawful for any person or persons to play, use, operate or permit to be played, used or operated, any radio, tape recorder, cassette player or other machine or device for reproducing sound, if the sound generated is audible at a distance of fifty (50) feet from the device producing the sound and if the device is located in or on either of the following:

- (1) Any public property, including any public street, highway, building, sidewalk, park, parking lot or thoroughfare; or
- (2) Any motor vehicle on a public street, highway or public space.

8. No sound can be emitted when the Bell Tower / Carillion is being played due to an agreement between the City and the City Carillioner.
9. No generators are allowed unless special permission is granted by the Parks and Recreation Department and/or the Office of Special Events. An electrical box in the garden area by the William R. Talley Recreation Center sign can be accessed for power needs. Renter/vendor will have to provide extension cords.

The City of Frederick welcomes the opportunity to serve you, as a rental patron, at the Baker Park Bandshell. Please read these guidelines in their entirety for important information pertaining to rental use.

I. ADDITIONAL POLICIES FOR RENTAL OF THE BANDSHELL

It is the policy of the Deputy Director of Parks & Recreation to encourage the rental of the Bandshell. Requests for rental may be made by submitting an Application for Use of the Baker Park Bandshell at least four (4) months in advance of the rental date. Requests for larger events that require use of multiple spaces in Baker Park on a single day can be reserved up to twelve (12) months prior to the rental date and may require meeting with staff to ensure efficient use of the park.

II. USER'S RESPONSIBILITIES:

Rental patrons are required to the following:

1. Set up as necessary. At the time indicated The City of Frederick's Parks & Recreation Department staff will have the restrooms open and stocked, electrical outlets available and lighting access opened. If vehicular access was approved, drive gate will be open.
2. Arrive and depart at the times specified on the rental permit. Leave all rented areas clean and free of trash. Please remove any personal items and leave the location in the same condition as it was found or better.
3. Make arrangements for delivery of special items such as tents, inflatable games, tables, chairs, etc. as follows:
 - Delivery of any items on any day and time other than those specified on Application is NOT permitted without prior written approval. Similarly, pickup of any items must be done within the time of the Application unless prior written approval is agreed upon. STAFF IS NOT RESPONSIBLE FOR SETUP OR TEAR DOWN. This is the sole responsibility of the renter.
 - Confine rental event to the spaces identified and approved on the facility permit.
4. Insurance. All established organizations must supply required liability insurance in the amount of one million dollars, naming The City of Frederick Parks & Recreation Department as additional insured. A copy is required to be submitted to this office at least thirty (30) business days prior to the event.

Failure to adhere to any or all of the above policies may result in the rental group(s) being asked to leave the facility, forfeiture of rental fee and/or loss of future rental privileges.

III. VEHICLES

Sec. 6-10. - Vehicles on City lands.

- (a) An individual may not ride an animal or operate a motor vehicle or animal-drawn vehicle in or upon the public parks or grounds of the City except in areas designated by signs or unless written permission has been granted by the City. Violation of this section is declared to be a municipal infraction punishable by a fine of twenty-five dollars (\$25.00).
- (b) Subsection (a) does not apply to employees of The City of Frederick engaged in the performance of their duties.

(Ord. No. G-12-06, § VIII, 3-15-12)

IV. PAYMENTS

Payment is required with application submission and will not be accepted without it. *RENTAL PAYMENTS ARE FORFEITED IF EVENT IS CANCELLED LESS THAN TWO (2) WEEKS PRIOR TO EVENT.* All events are rain or shine unless the City deems the area closed.

Fees: Bandshell = City residents - \$125.00 / Non-City residents - \$250.00

(Includes public restrooms, dressing rooms, lights and electrical outlets only.)

Gazebo = City residents - \$15.00 / Non-City residents - \$30.00

Multi-Purpose Fields = City residents - \$3.50 per hour / Non-City residents - \$7 per hour

Bell Tower = NO CHARGE however, reservation is requested.

Tennis Courts are rented separately and may have other tournaments and/or Play occurring if not rented with this application.

NOTE: Electric – Basic electricity is available at the Bandshell. Electrical service will support limited use but cannot serve food vendors and/or inflatables which require separate power source (ie. generator). For larger electrical needs, contact the Office Manager for further information.

V. ALCOHOLIC BEVERAGES

THERE WILL BE NO ALCOHOL IN ANY CITY PARK. This is a City Ordinance, with no exceptions, and violators will be prosecuted as set forth in Sec. 6-8.

VI. CANCELLATIONS / REFUNDS / RETURNED CHECKS

Events are rain or shine unless City staff deems unusable. Cancellation notices must be made in writing at least fifteen (15) days prior to the event for a full refund. Any requests after that time will be dealt with on a case by case basis. Efforts can be made to possibly establish another date for a cancelled event if availability allows.

A \$25 collection fee will be assessed for any check returned by the bank. If fees remain unpaid after thirty (30) days notice, you may be prosecuted in District Court under the Maryland Criminal Code, Article 27, Section 140-144.

VII. MUSIC

Music by DJ's and/or live bands is permitted but must be included on the Application as requested but should not last longer than six (6) hours (See Item #5 of the "POLICY ON THE USE OF THE BAKER PARK BANDSHELL"). Volume must be kept at acceptable levels as indicated in Section 15-21 of the City Charter. While music is being played, staff may monitor decibel levels to rate if

acceptable; if found to be unacceptable, the event organizer will be notified. Once the organizer has been notified and no steps to correct the situation appear to have happened, staff may have all music stopped.

VIII. SIGNAGE

Temporary signage may be displayed per the City's Land Management Ordinance during the event only. All signage can only be displayed at the start of the event, must be removed at the conclusion of the event and cannot be attached to any location on the Bandshell.

IX. REVOKING OF APPLICATIONS, REFUSAL OF FUTURE RENTAL

The City of Frederick reserves the right to revoke a user's application and/or refuse rental for any or all of the following conditions:

1. Failure to pay rental fee when due;
2. Failure to submit required liability insurance;
3. Rental patrons are not conducting an event in an orderly manner;
4. Damage is done to the Bandshell or City property;
5. The rental patrons repeatedly do not adhere to the users' responsibilities;
6. If the City feels that a group's event is detrimental to the well being of staff, public and/or patrons.

This is a permit application, not a binding contract to rent a facility.

For facility reservations, please call 301-600-1493 or go to www.cityoffrederick.com for further information.