



# CITY OF SEAT PLEASANT

*"A City of Excellence"*

## GOODWIN PARK APPLICATION

Applications and payment are due at least ten days prior to the event unless otherwise noted.  
PAYMENT IS REQUIRED IN ADVANCE WITH THE APPLICATION AND UPON ISSUANCE OF THE PERMIT.  
\$200.00 APPLICATION FEE, \$200.00 DEPOSIT FOR GROUPS, \$100 DEPOSIT FOR INDIVIDUALS  
PLEASE READ AND COMPLETE ENTIRE APPLICATION PRIOR TO SUBMITTAL.  
FAILURE TO COMPLETE ENTIRE APPLICATION WILL RESULT IN DENIAL OF REQUEST.

Organization/Individual:	
Contact Name:	
Mailing Address:	
E-mail Address:	
Daytime Phone:	
Evening Phone:	
Cell Phone:	

Date of Event (Month/Day/Year):	
Start Time of Event:	
Stop Time of Event: (Please keep in mind park closes at 5 p.m. in the fall and 7 p.m. in the Spring and Summer )	

Name and Complete Description of the Event:	
Approximate time of the event. Include assembling, beginning and ending.	
Will entertainment be involved?	Any live entertainment will need approval from the City of Seat Pleasant <input type="checkbox"/> Live Band(s) (no go-go allowed) <input type="checkbox"/> DJ <input type="checkbox"/> Radio/CD Player <input type="checkbox"/> Other (Some entertainment may require security)
Will other equipment be used? (i.e. amplifiers, sound equipment)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will vendors be at the event?	Vendors may require prior approval from the City of Seat Pleasant <input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a parade, walk or run?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Route to be traveled (if applicable)	
Number of people expected to attend:	<input type="checkbox"/> Less than 50 <input type="checkbox"/> 51 – 100 <input type="checkbox"/> 101 – 150 <input type="checkbox"/> more than 150 If over 150 people, "event" will need a Special Event Permit from the City
Name & contact info for two (2) people with authority present during this event	Name: _____ Phone: _____
	Name: _____ Phone: _____
List any street(s) requiring closure. Include street name(s), date and time of closing.	

**Note:** Applicant is renting the pavilion and picnic area. Basketball Courts, Tennis Courts, Baseball Diamond and surrounding areas are considered common space and are available for public use. An additional fee is required for other areas of the park to be included in the rental.

**APPLICATION FOR USE OF CITY PARKS USER RESPONSIBILITIES**  
**PAYMENT IS REQUIRED WITH APPLICATION SUBMISSION AND WILL NOT BE ACCEPTED WITHOUT IT.**

The City of Seat Pleasant welcomes the opportunity to serve you as a rental patron at our facilities. Please read and initial each of the following user responsibilities in their entirety for important information pertaining to pavilion use:

- \_\_\_\_\_ 1. **PURPOSE:** Any individual or organization wishing to reserve a part or portion of park property owned by The City of Seat Pleasant first must apply, pay for and receive a permit from the City for exclusive use. Permit applications may be obtained from City Hall. Such permits are required in order to coordinate multiple uses of limited space, to assure preservation of the park facilities, to prevent uses that are dangerous or unlawful and to assure financial accountability for damages.
- \_\_\_\_\_ 2. **INSURANCE:** All established organizations (YMCA, FBA, churches, etc.) must complete the application and include a certificate of insurance in the amount of one million dollars, naming the City of Seat Pleasant as an additional insured. Private groups for family picnics, weddings, reunions, etc. are exempt from providing insurance.
- \_\_\_\_\_ 3. **ENTERTAINMENT:** Live entertainment will require City review and approval prior to issuance of a permit. This process can take up to 45 days. Applicant will be required to monitor any music levels and make certain the decibels levels are not excessive according to City Code 112-1. Music by live bands is not always permitted and must be included on the Application. If approved, volume must be kept at acceptable levels as indicated in aforementioned City Code section. Also no profane, vulgar, or indecent music permitted. While music is being played, staff and/or the City Police may monitor decibel levels to to determine if they are acceptable; if found to be unacceptable, the applicant will be notified and directed to turn it down. Once the applicant has been notified and if no steps to correct the situation appear to have happened, staff and/or City Police may have all music stopped and/or the event cancelled.
- \_\_\_\_\_ 4. **VEHICLES:** Park all motor vehicles in designated parking areas ONLY. At no time will vehicles be allowed to park on the grass in the park. Event coordinators may unload/load vehicles near the pavilion area, but vehicles must be moved immediately – NO EXCEPTIONS. Parking on-site can accommodate 150 patrons. However more than 150 people will be considered a Special Event and will require a parking plan as part of the Special Event Permit process.
- \_\_\_\_\_ 5. **TRASH:** All trash must be placed in the appropriate receptacles at the parks. The applicant must remove all trash. Please clean off tables and pick up all trash, making sure any full bags are tied to prevent trash blowing in nearby neighborhoods. Park must be left in the same condition as before use. Failure to do so may result in an additional charge.
- \_\_\_\_\_ 6. **ALCOHOL:** ALCOHOLIC BEVERAGES ARE NOT ALLOWED IN ANY CITY PARK.
- \_\_\_\_\_ 7. **ANIMALS:** Animals, except for service animals, are not allowed in the park.
- \_\_\_\_\_ 8. **MISCELLANEOUS:** The City cannot provide sports equipment or sound systems, tents, etc. for private rental in the parks. Five (5) tables and ten (10) chairs maximum are available for use.
- \_\_\_\_\_ 9. **PARK HOURS:** Please abide by the times approved on your application, making sure you allow for set-up and clean up time. Official park hours are from 8 a.m. to 5 p.m. in the Fall and 8 a.m. to 7p.m. Spring and Summer months.
- \_\_\_\_\_ 10. **ELECTRIC:** Basic electricity is available at the pavilion. Electrical service will support limited use of items such as radios, CD players, small cookware and small residential appliances. For larger needs, you must supply an independent power source which may require further approval from the City.
- \_\_\_\_\_ 11. **REFUNDS:** Any request for refunds must be done in writing and submitted with the original receipt to this office at least ten days before the scheduled use in order to be considered. If notice is not received before the ten day period, the fee is forfeited. Refund checks will be made out to the entity whose name appears on the payment check. Events may be rescheduled due to inclement weather but are subject to availability and only one reschedule date is allowed. Violation of the terms of this agreement is grounds for a fine or forfeiture of deposit
- \_\_\_\_\_ 12. **GRILLS:** The City rents a large grill for \$50.00. Smaller, existing grills are available in the park without charge. **Make sure charcoal is completely out before leaving the premises.** After extinguishing coals, leave charcoal in grills, do not dump coals in the park or trash cans. No fires are allowed except in provided barbecue grills and pits.

- \_\_\_\_\_ 13. **PARKING:** Parking should be confined to the parking lot adjacent to the park and parking lot on 68<sup>th</sup> place. (Applicants entertaining more than 150 people will be required to obtain a Special Event Permit)
- \_\_\_\_\_ 14. **BREACH OF CONTRACT:** Violation of the stated rules and regulations will be considered a breach of contract and will result in immediate termination of the agreement between the applicant and the City.
- \_\_\_\_\_ 15. **REVOKING OF APPLICATIONS, REFUSAL OF FUTURE RENTAL:** The City reserves the right to revoke a user's application and/or refuse rental for any or all of the following:
- Failure to pay for damages to the park.
  - Failure to submit required liability insurance (when necessary)
  - Rental patrons are not conducting an event in an orderly manner
  - Damage is done to the pavilion and/or park area.
  - Proposed activity violates Federal, State and/or local laws.
  - The rental patrons repeatedly do not adhere to user's responsibilities;
  - If the City feels that a group's event is detrimental to the well being of staff, public and/or patrons and is incompatible with the City's mission to provide for the health, safety and welfare of the public.
- \_\_\_\_\_ 16. **PAYMENTS:** Payment is required with application submission and will not be accepted without it. A \$35 collection fee will be assessed for any check returned by the bank. If your fees remain unpaid after thirty days notice, you may be prosecuted in District Court under the Maryland Criminal Code, Article 2, Section 140-144.
- \_\_\_\_\_ 17. **SIGNAGE/MISCELLANEOUS:** Temporary signage may be displayed during the event ONLY. All signage must be removed at the conclusion of the event. The City will NOT be responsible for any items left by rental patrons.

