



Application # _____

EASTON POLICE DEPARTMENT

Application for Public Assembly Permit

Attached instructions must be followed or application will not be processed

APPLICANT INFORMATION-Must be a named individual with all contact information correct

- 1. Name: _____
- 2. Organization Name: _____
- 3. Address: _____
- 4. Phone numbers: (home)- _____ (work)- _____ (cellular)- _____
- 5. Email address: _____

EVENT CONTACT PERSON INFORMATION-with complete information

- 6. Name: _____
- 7. Address: _____
- 8. Phone numbers: (home)- _____ (work)- _____ (cellular)- _____

EVENT DETAILS-Type of event, location, dates, times, purpose, etc.

- 9. Type of Event Requested: _____
- 10. Event Location: _____
- 11. Event Date: _____ Event Times: _____ Rain Date: _____
- 12. Purpose of event: _____
- 13. Number of people participating/attending: _____
- 14. Type of sound amplification, if applicable: _____
- 15. Is alcohol permitted: YES NO Alcohol License #: _____
Alcohol is NOT permitted on public property

Parade / Running / Walking Event details

- 16. Parade / Run-Walk Route (attach map): _____
- 17. Number of Units participating in parade: _____

Miscellaneous

- 18. Street closures required? (applicant must make notifications been sent to affected merchants): YES NO
- 19. Streets requested to be closed: _____
- 20. Street closure times: _____
- 21. Requested services of the Easton Police Department (traffic control, security, etc.): _____
- 22. Certificate of Liability Insurance Attached? Yes No

"I acknowledge that all of the above information is correct. I further agree that compliance with the "Public Assembly Permit Act", to include all local and state laws, will be made. I acknowledge that the Permit Fee of \$100 is due to the Town of Easton upon submission, that the standard billing rate associated with this event will be estimated, and I agree to pay any incurred charges when invoiced by the Town of Easton at conclusion of the event."

Signature of Applicant: _____ Date: _____

OFFICIAL USE ONLY

DATE RECEIVED _____ DATE SUBMITTED TO COUNCIL _____
DATE _____ APPROVED DISAPPROVED Op Order # _____

SIGNATURE: _____ NOTIFIED OF APPROVAL: _____

CHIEF OF POLICE



EASTON POLICE DEPARTMENT

Application for Public Assembly Permit

Instructions for completion of application

The form must be typed or printed clearly and legibly. All spaces must be filled in completely. If a block does not apply, enter "N/A".

The form must be submitted to the Town Office, located at 14 S. Harrison Street, during "normal business hours" (i.e. Monday-Friday between 8:00 am and 4:00 pm). In order to be considered, the form must be submitted no less than 14 days prior to the planned event.

The original form with an original ink signature must be submitted. Faxed or e-mailed applications will not be accepted.

1. Applicant's Name: this must be a named individual, not a business or organization name. We must have a person to contact.
2. Organization Name: List the name of the organization/business/entity sponsoring/hosting the event.
3. Applicant's Address: complete this space with the home address of the applicant.
4. Applicant's Phone Number: provide as many numbers as possible for contacting the applicant.
5. Applicant's Email Address: provide the most current email address for the applicant.
6. Event Contact Person Name: list the name of the organization contact person who will be present at the event.
7. Event Contact Person Address: list the address of the organization contact person who will be present at the event.
8. Event Contact Person Phone Numbers: list the phone numbers of the organization contact person who will be present at the event.
9. Type of event requested: List the type of event, i.e. parade, block party, church service, benefit run/walk, parade, etc...
10. Event Location: List the location where the event is to be held.
11. Event Date/Time: List the date and time the event is to be held and a rain date if applicable.
12. Purpose of event: List the purpose for holding the event, i.e. celebration of some sort, community awareness, fundraising, etc...
13. Number of people participating/attending: List the number of people anticipated to be at the event both as participants and attendees.
14. Type of Sound amplification: List whether or not sound amplification such as a PA system or loudspeakers are to be used.
15. Is alcohol permitted: Remember **NO ALCOHOL IS PERMITTED ON ANY PUBLIC PROPERTY**, if a portion of the event is on private property and alcohol will be served on that property, list Alcohol License #
16. Parade/Run/Walk route: List the intended route if event is a parade. Attach a map.
17. Number of units participating in parade: If event is a parade, list the number of units anticipated to participate in the parade (floats, etc...)
18. Street Closures: If the event requires street closures in the business district, merchants effected by the closure must be notified and consent to the closure.
19. Requested services of the Easton Police Department: List whether or not you are requesting any assistance from the Easton Police Department (i.e. road closures, "No Parking", security, traffic control/direction.
20. A Certificate of Liability Insurance is required for any event occurring on a Town street, sidewalk, parking lot or park in the amount of \$1,000,000.00 (one million) per occurrence with the Town of Easton named as an additional insured. If required, a copy of the Certificate of Liability Insurance must be attached to the application before your application will be processed.
21. Signature of Applicant: An original ink signature must be provided.
22. Date: List the date that the application was signed.

In addition to the Public Assembly Permit Application:

If your event is taking place in a Town Park, you will be required to obtain a Town Park Permit from Parks and Recreation. You can contact the Parks and Recreation Director at the Town Office located at 14 South Harrison Street, Easton, Md. or call 410-822-2525.

Certain events may require you to provide a Certificate of Liability Insurance in the amount of \$1,000,000 per occurrence with the Town of Easton named as an additional insured. Copies must be provided to the Easton Police Department and the Town Manager.

Town of Easton, Maryland "Public Assembly Permit Act"

Sec. 20A-3 Permit required for public assemblies.

No persons shall call, schedule, plan, announce, hold or conduct any open public meeting, rally, conference, assembly or similar gathering upon any public property within the corporate limits of the Town of Easton without first having obtained a permit therefore.

Sec. 20A-4 Application for permit to be filed with the Chief of Police.

A permit for public meetings as provided in section 20A-3 shall be issued by the Chief of Police of the Town following an application therefore which must be made at least fourteen (14) days prior to the planned meeting.

Sec. 20A-5 Application for permit to contain pertinent information.

Sec. 20A-6 Standards for issuance or denial of permit.

Chief of Police shall issue a permit hereunder if he finds:

1. That the proposed activity or meeting will not unreasonably interfere with or detract from the general public use of the public property for which the permit is sought.
2. That the proposed activity or meeting will not unreasonably interfere with or detract from the promotion of the general public health, welfare, safety or recreation.
3. That the proposed activity or meeting is not reasonably anticipated to incite violence, disorder, crime or disturbance of the public peace.
4. That the proposed activity will not entail unusual, extraordinary or burdensome expense or police operation or activity, or traffic problems to the Town.
5. That the facilities desired have not been the subject of a permit for a different use at the day and hour requested in the application.

Sec. 20A-7 Appeals procedure.

Any person aggrieved by the failure of the Chief of Police to issue a permit as herein provided shall have a right to appeal in writing to the Council of the Town of Easton within ten (10) days following the notification of the denial of the application and the Town Council shall have the right to sustain or overrule the decision of the Chief of Police.

Sec. 20A-8 Permit issued subject to existing law.

Any person granted a permit hereunder shall be subject to all laws and ordinance of the Town, County and State to the same extent as is fully set forth in the permit.

“It is the responsibility of the applicant to ensure that all applicable additional permits, licenses, etc are obtained. This includes but is not limited to: vendors may need a peddler’s license, businesses may require business license, food vendors may require health department permits and certificates of insurance for liability coverage may be required.”

Sec. 20A-9 Revocation of permit.

The Chief of Police and/or the Town Council shall have full and complete authority to revoke any permit issued hereunder for violation of any law or ordinance for any of the standards for issuance set forth in Section 20A-6.

Sec. 20A-10 Liability of permittee.

Any person granted a permit hereunder shall be liable for any loss, damage or injury sustained by any person or property whatsoever resulting from the activities of the person to whom the permit may have been issued or sustained as a result of the activities of any person attending the meeting.

Sec. 20A-11 Penalties

Any person violating the provisions of this Chapter shall be guilty of a misdemeanor and shall be subject to imprisonment and/or fine as is set forth in Section 1-8 of this Code.