

RESOLUTION NO. 2406

**A RESOLUTION OF THE COMMISSIONERS OF OXFORD ADOPTING
AN APPLICATION FOR A PERMIT TO UTILIZE TOWN PROPERTY
FOR A SPECIAL EVENT**

WHEREAS, the Commissioners of Oxford recognize a desire for citizens and business owners within the Town of Oxford to utilize property owned by the Town of Oxford for special events; and

WHEREAS, the Commissioners of Oxford have the power and duty to protect and promote the health, safety, comfort, convenience, welfare, and happiness of the residents of the Town and visitors thereto; and

WHEREAS, from time to time, the Commissioners of Oxford receive requests by individuals, groups, and business owners to hold a special event on Town property; and

WHEREAS, a special event is one that is located on Town-owned property or an outdoor public space that requires the temporary closing of public streets, sidewalks, rights—of-way; and/or is an event that requires Town assistance or services such as additional police security, trash collection, etc.; and

WHEREAS, the Commissioners of Oxford believe it is necessary to require a permit for all special events within Town that includes instructions for completion of the permit and rules for utilization of Town property during a special event; and

WHEREAS, the Commissioners of Oxford have determined that it is desirable to adopt a permit application for the regulation of special events within the Town.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSIONERS OF OXFORD AS FOLLOWS:

Section 1. That the Oxford Application for a Special Event, which is attached hereto and incorporated herein, be and is hereby **ADOPTED**.

Section 2. This Resolution shall become effective immediately.

RESOLVED by the Town Commissioners of Oxford on this __ day of _____, 2024.

TOWN COMMISSIONERS FOR THE
TOWN OF OXFORD:

Thomas Costigan, President

Susan Delean-Botkin, Commissioner

Katrin Greer, Commissioner

I hereby certify that the foregoing Resolution Number 2406 of the Town of Oxford was duly adopted pursuant to the applicable provisions of the Charter of the Town of Oxford on this _____ day of _____, 2024.

ATTEST:

Cheryl Lewis

TOWN OF OXFORD
PO BOX 339
OXFORD, MD 21654
410-22605122

APPLICATION DATE: _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED/PLEASE PROVIDE REQUESTED INFORMATION TO AVOID DELAYS

TOWN OF OXFORD
Application for Special Event Permit
Attached instructions must be followed or application will not be processed

APPLICANT INFORMATION

1. Name: _____
2. Organization Name: _____
3. Address: _____
4. Phone numbers: (h) _____ (w) _____ (c) _____
5. Email address: _____

EVENT CONTACT PERSON INFORMATION

6. Name: _____
7. Address: _____
8. Phone numbers: (h) _____ (w) _____ (c) _____

EVENT DETAILS

9. Type of Event Requested: _____
10. Event Location: _____
11. Event Date: _____ Event Time(s): _____ 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 without Commissioner approval

Parade/Running/Walking Event Details (if applicable)

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

Miscellaneous

18. Street closures required? YES NO
Applicant must make notifications to be sent to affected merchants
19. Streets required to be closed: _____
20. Street closure times: _____
21. Requested services of the Oxford Police Department (traffic control, security, etc.): _____

22. Certificate of Liability Insurance Attached? YES NO

INDEMNIFICATION. Regardless of any insurance which may be provided as part of this Application, to the extent permitted by law, the Applicant, for itself and its agents, employees, volunteers, and contractors, shall indemnify, defend and hold harmless the Town and its elected officials, department directors, and other employees and agents from all liability for any and all injuries or damages to persons or property that arise from the use of, access to, and/or lease of Town property pursuant to the approval of this Application and the planning and operation of the Special Event, and for any attorneys' fees and all other costs incurred in addressing and defending any and all claims, demands, complaints, and lawsuits that seek to impose liability on the Town or its elected officials, department directors, and/or other employees and agents in connection therewith.

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.

Signature of Applicant: _____ Date: _____

Official Use Only

Date Received: _____ Date Submitted to Council: _____

Date: _____ **Approved** **Disapproved**

Signature: _____ Notified of Approval: _____

TOWN OF OXFORD
Application for Special Event 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 during normal business hours, 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.

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. Remember **NO ALCOHOL IS PERMITTED ON ANY PUBLIC PROPERTY WITHOUT COMMISSIONER APPROVAL.**
16. Parade route: List the intended route if event is a parade.
17. 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.
18. Requested services of the Oxford Police Department: List whether or not you are requesting any assistance from the Oxford Police Department (i.e. road closures, “No Parking”, security, traffic control/direction.

19. A Certificate of Liability Insurance is required for any event occurring on Town property, a Town street, sidewalk, parking lot or park in the amount of \$1,000,000.00 (one million) per occurrence with the Town of Oxford 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.
20. Signature of Applicant: An original ink signature must be provided.
21. Date: List the date that the application was signed.
22. Vehicles are not permitted on grass.
23. Extra amenities are not allowed in any park without approval and written permission from the Town Clerk prior to an event.