

SPECIAL EVENTS REQUEST FORM

When form is completed, please submit to:

Ridgely Town Hall
2 Central Avenue Ridgely, MD 21660
Phone: 410-634-2177 Fax: 410-634-1343



APPLICATION MUST BE TURNED IN NO LATER
THAN 60 DAYS PRIOR TO EVENT

Title of Event		Location of Event	
Date of Event	/ Rain Date	Start Time	End Time
Description of Event			
Event			
Sponsor		Contact Person /Alt: Contact(on site during event)	
Mailing Address		Liability Insurance Information (if applicable)	
		Insurance Provider	
Cell #		Policy Number	
Alt Cell #		Phone	
		Attach proof of insurance	
Please inform us on your measures to handle the following:			
Anticipated Draw RESTROOM FACILITIES MUST BE PROVIDED BY EVENT HOLDER (see attached chart)			
TRASH REMOVAL IS YOUR RESPONSIBILITY			
Traffic Control (Use Attached Map) BARRICADES CONES ROADBLOCKS			
Parade or 5K Route (MUST USE OUR MAP - circle one)			
Special Request			
Please be advised, the State of Maryland requires a permit and 60 days notice			
*Be advised there will be additional cost associated with the use of town services, including but not limited to portable sanitation, trash removal, Police & Public Works Overtime			
Applicant Signature		Date	

CONDITIONS OF APPROVAL:	
<input type="checkbox"/> Alcohol	
Please check box if alcohol will be served on site	
Alcoholic Beverages MUST BE approved by Bd. Of License - Caroline County	
If approved by Bd of Licensed Comm. - *Please Attach Copy*	
Alcohol MUST BE contained to a "Beer Garden" area	
Attach Site Plan	
Acknowledgement Approval Signatures	
Director of Public Works	
Chief of Police	
President of the Commission	
APPROVED	DENIED
Event #:	Cost: \$
Date:	



"SPECIAL EVENT REQUEST FORM INFORMATIONAL SHEET / FEES"

*** All 5K runs and/or parades MUST USE our standard route
(See ATTACHED sheet)**

***Event holder will designate a anchor person at the back of the
run/walk in reflective attire**

***All intersections MUST BE covered by event holder / volunteers**

***See attached sheet regarding Portable Restroom requirements**

***All trash must be bagged and removed by event holder**

***Event OT rate will be \$50 an hour, per person
(Required number of staff TBD by Chief of Police)**

***Only Ridgely Historical Society events will be held in Railroad Park**

The Town of Ridgely reserves the right to make changes to this notice as needed for the safety of its residents and employees at any time.



Directions to Central Ave
0.6 mi – about 11 mins

Walking directions are in beta.

Use caution – This route may be missing sidewalks or pedestrian paths.

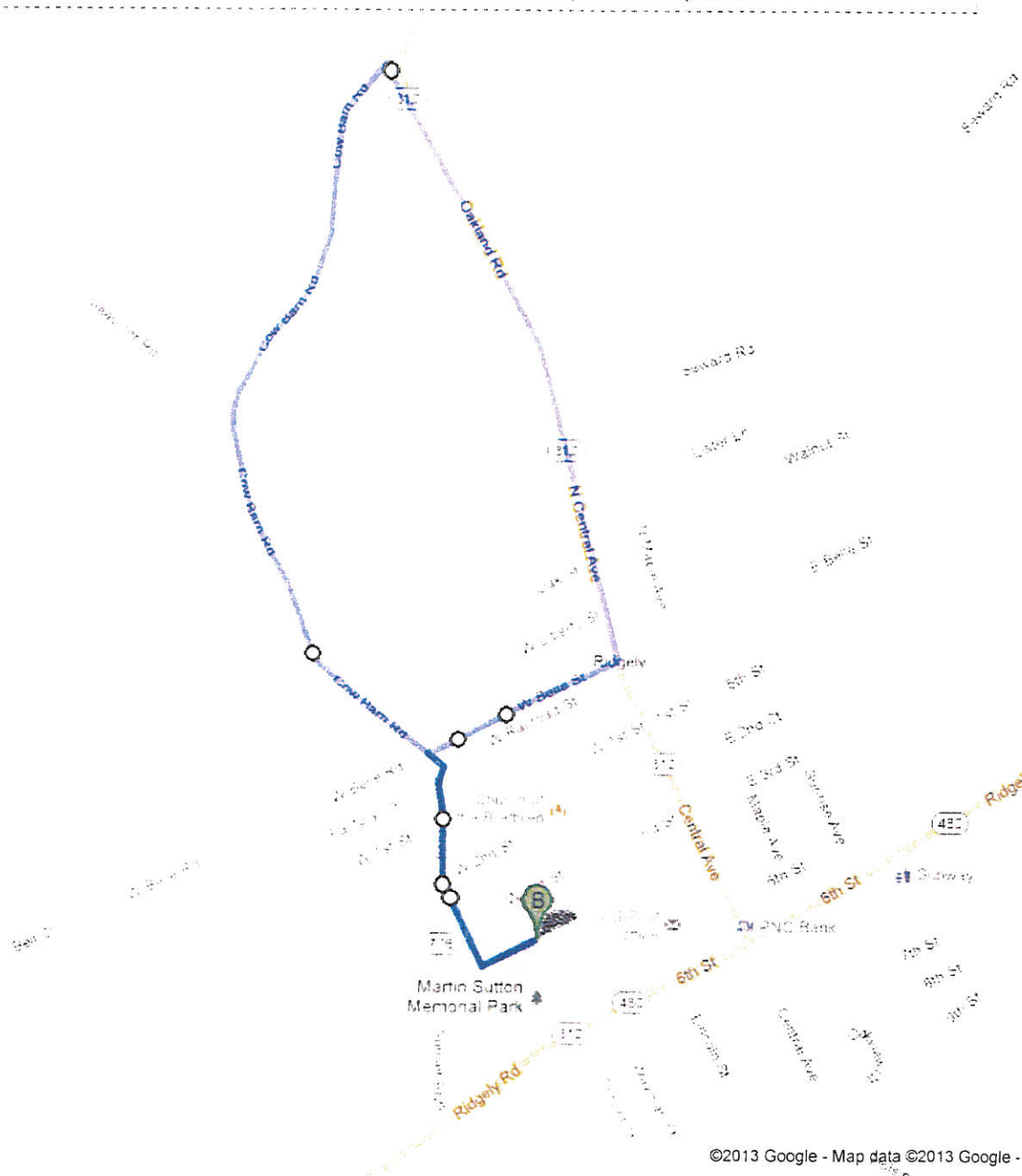




Directions to 4th St
5.0 km – about 1 hour 1 min

Walking directions are in beta.

Use caution – This route may be missing sidewalks or pedestrian paths.



Portable Restrooms / Special Events

The chart below was designed to inform you of the sanitary guidelines you apply to your event. Note that more restrooms may be needed than specified want to prevent people from waiting in lines.

Based on the anticipated male/female ratio at the event, you may order additional units. Studies have shown that women take, on average, 40% longer than men use restroom facilities.

If you are serving food and/or beverages (especially liquors), you might also consider ordering additional restrooms.

How to use the planning chart:

1. Determine how long your event will last.
2. Determine approximately how many people will attend your event.
3. With this information, use the chart to calculate the number of units to insure sanitary conditions.

	NUMBER OF HOURS FOR EVENT								
	1	2	3	4	5	6	7	8	9
PEOPLE ATTENDING	UNITS NEEDED								
1 - 50	1	1	1	1	2	2	2	2	2
50 - 100	2	2	2	2	2	3	3	3	3
100 - 250	3	3	3	3	4	4	4	6	6
250 - 500	4	4	4	4	6	6	8	8	8
500 - 1000	4	5	6	7	7	8	8	8	9
2000	6	10	12	13	14	14	14	15	15
3000	9	14	17	19	20	21	21	21	21
4000	12	19	23	25	28	28	28	30	30
5000	15	23	32	32	34	36	36	36	36
6000	17	28	34	38	40	42	42	42	42
7000	20	32	40	44	46	48	50	50	50
8000	23	38	46	50	54	57	57	57	57
10,000	30	46	57	63	66	69	69	72	72

- Special Events
 - Restroom Trailers
 - Wheelchair/ADA Restrooms
 - Freshwater Flushing Restrooms
 - Deluxe Restrooms
 - Shower Rooms
 - Portable Sinks
 - Event Planning
- Construction
- Government
- Commercial
- Emergency Services
- Regulations

We will bill according to expected turnout & →
 MUST ORDER @ least 1 handicap