

Addendum to Department of Recreation and Parks Events Application Special Conditions of Use for Canton Waterfront Park

For the event application by the undersigned organization or person (the "**Applicant**") to use Canton Waterfront Park, the Mayor and City Council of Baltimore (the "**City**") acting through its Department of Recreation and Parks (the "**Department**") has agreed to add these Special Conditions to the application. The parties recognize special conditions apply to the use of Canton Waterfront Park because of the special recreational aspects of Canton Waterfront Park and the adjacent memorial grounds.

Definitions

Canton Waterfront Park. Canton Waterfront Park is the area bounded by Department of Recreation and Parks building, Canton Cove Apartments, adjacent to the Korean War Memorial interior to Boston Street and the Northwest Harbor of the Patapsco River.

Korean War Memorial. The Korean War Memorial (Memorial) is State of Maryland Property adjacent to Canton Waterfront Park in the North section of the property nearest Boston Street.

See attached map which outline boundaries of Canton Waterfront Park and the Korean War Memorial.

Introduction

Canton Waterfront Park is positioned as one of the eastern-most access points to the harbor, making the park a useful location for outdoor recreation facilities such as the boat ramp and fishing pier. With its large parking area, the park serves as a convenient starting point for traversing the Waterfront Promenade. When visiting, be sure to view The Korean War Memorial, which features a history of the war and contains the names of 527 Marylanders who died in the conflict. The Korean War Memorial is not part of Canton Waterfront Park.

Event Application Process

1. **Event Application.** The Applicant applying for a Special Event Permit, General Park Use Permit, or any other use requiring approval of the Department is to submit the appropriate event application to the Department's Permit Office. The Department will forward the application and any additional event information to the immediate community as part of the event application review process. The Department reserves the right to deny or relocate an event due to over usage of the park, in an effort to protect the integrity of Canton Waterfront Park.
2. **Submission.** Applications for any public event shall be submitted at least six (6) weeks preceding the event. Private event applications shall be submitted at least thirty (30) days preceding the event. The City may require the Applicant for a new event or significant event to attend a review meeting. The Department of Recreation and Parks will invite a representative of Maryland Department of Veterans Affairs and the surrounding Community Organizations to attend.
3. **Response Time.** The Department of Recreation and Parks, the surrounding community organizations and the Maryland Department of Veterans Affairs are expected to review fully completed applications within two (2) weeks after receipt and to provide any comments to the application to the Department within that time. The original proposal may require revisions based on time and space restrictions, park rules, protection of Canton Waterfront Park, logistical complications, comments from other City agencies or the Maryland Department of Veterans Affairs and surrounding community organizations, as deemed appropriate by the Department.

Expenses and Permits

4. **Liability Insurance.** The Applicant is to provide liability insurance as the Department of Recreation and Parks requires. A typical policy covers a minimum of \$1,000,000 per occurrence.

5. **Damage and Deposit.** The Applicant shall pay for all damage to Canton Waterfront Park and the adjacent memorial grounds in each instance relating to the event. The Department of Recreation and Parks customarily requires the Applicant to provide a deposit to pay for any damage to City property in Canton Waterfront Park, or other violation of the permit for the event. The deposit amount relates appropriately to the size and nature of the event, the use of the event is making of the various areas of Canton Waterfront. The Department of Recreation and Parks may make all or part of the Applicant's deposit available to Maryland Department of Veterans Affairs for repair or restoration of damage to the Memorial related to the event.
6. **Security.** The Department does not provide security personnel. Security plans are approved by the Baltimore City Police Department. Based upon the nature of the event, the Baltimore City Police Department, through the application review process, will determine the need and scope of security services needed for each event. Enforcement of applicable governmental requirements is by the Baltimore City Police Department, Park Rangers of the Department of Recreation and Parks, and other enforcement officers of the City or the State of Maryland.
7. **Sanitation.** The City can provide sanitation services for events for a fee. Each event application requires the submission of a sanitation plan.
8. **Permits.** The Applicant may need other permits associated with holding events in Baltimore City, including, Department of Recreation and Parks Special Events Permits, Amplified Sound Permits, Parking Permits, Transportation Department Permits, Department of Building Permits, music copyright licenses (BMI, ASCAP, or others), and any other license or permit that may be necessary. The Applicant will provide the Department with copies of each permit immediately following issuance.

Additional Special Conditions

9. **Alcohol.** Open air alcohol consumption is prohibited in Canton Waterfront Park, unless the City has granted a special permit for alcohol consumption.
10. **Bathrooms.** Canton Waterfront Park has public bathrooms which can be opened for your event by request of the event organizers for an additional fee. If the Applicant anticipates large crowds or other need for the event, the Applicant is to include portable toilets in the event proposal at the locations the City approves. The Applicant is responsible for any costs for such facilities. Facilities are closed for winterization from November 15th -April 1st each year.
11. **Electricity.** The Applicant must inform the City of what type of distribution the Applicant is planning to use. There is a fee for this service. If the event requires its own generator, the Applicant must place it at a location the City approves.
12. **Furniture.** The benches in Canton Waterfront Park are for public use at all times. If the Applicant desires to use its own tables and chairs for the event or audience, the Applicant may request it in the application. Staking of tents or any other furniture or equipment is prohibited in Canton Waterfront Park.
13. **Gardens and grounds.** The Canton Waterfront Park, gardens, lawn, foliage, hardscape, lamp posts, the adjacent Korean War Memorial, signage, and all other landscape items must be protected from damage during load-in, load-out, and throughout the event. The Applicant will provide an appropriate protection plan with design, number, and location of load-in, load-out spaces submit to approval by the City. (See attached map showing load in and load out directions)
14. **Hours.** Events must take place within customary park hours, dawn to dusk unless otherwise approved. Events with amplification scheduled past 9 p.m. require approval from the surrounding community association.
15. **Lawn.** The availability of any lawn areas depends on weather conditions on the day of and the days before the event. If the Applicant plans to use lawn areas for the event, it must propose an alternate plan in case the lawn areas are unavailable. All vehicles shall remain entirely on roadway areas at all times. Absolutely no vehicular use can take place on the lawn of the Canton Waterfront Park.

- 16. **Structures.** Location of any structures shall be on a roadway or sidewalk area only, unless otherwise approved by the Department. Any necessary anchoring of each stage, tent, or other structure shall be by weights or other device, not by attachment to any part of fence, trees, or other landscape nor by anchors in lawn or landscaped areas of the Canton Waterfront Park.
- 17. **Load-in and out.** Canton Waterfront Park is to remain open to the public at all times unless there is a danger to the public and a brief closure is absolutely unavoidable. No cars or trucks are allowed on any lawn area.
- 18. **Parking.** Parking in the area is limited. The City has limited parking in the lot attached to Canton Waterfront Park which is open to the public at all times, except by special permission given by the Department.
- 19. **Boat Launch.** Canton Waterfront Park Boat Launch is to remain open to the public at all times unless otherwise permitted by the Department or there is a danger to the public and a brief closure is absolutely unavoidable.
- 20. **Pets.** All dogs shall be on a leash of suitable length so as not to interfere with other person's or pets. Persons having pets in Canton Waterfront Park shall abide by all governmental requirements of cleaning up and disposal of waste from pets. The person responsible for any pet is to effect any necessary control of the pet.
- 21. **Signage.** The City must approve all event signage or signage distribution in Canton Waterfront Park before the event.
- 22. **Sound.** An 80-decible sound limit applies in Canton Waterfront Park. The City, will work with the Applicant to ensure the most effective sound scheme for the event. To use amplified sound in Canton Waterfront Park, the Applicant will need an Amplified Sound Permit from Baltimore City.
- 23. **Trash Removal.** The Applicant is responsible to bag and remove all trash generated from an event from the area of Canton Waterfront Park at the end of the event. The Applicant should consider hiring a private trash carting service or the City Bureau of Solid Waste for this service. Trash cannot be left next to garbage cans or on the curb. The Applicant must remove all cardboard from the area of Canton Waterfront Park after an event. Failure to properly remove trash will result in an assessment of the Applicant for the cost of removal. For any event attended by in excess of 200 people, the Applicant shall arrange for placement of an adequate number of receptacles for recycling as well as trash, and shall arrange for proper and timely pickup by the City or other person or company.
- 24. **Vendors.** All food vendors must use protective coverings to protect the ground against spillage, drainage, and damage to asphalt, grass, or other surface. Vendors who are frying, grilling, or using grease or oils must install rubber roofing or tar paper to cover the entire space. Vendors must place grease barrels on nonporous tar paper if located on pavement and shall not locate them on lawn areas.
- 25. **Weather.** Events are rain or shine. The City does not give rain dates.

The undersigned has read and understands the Special Conditions as set for in this document for Canton Waterfront Park. By signing this document, the Applicant agrees to abide by the Special Conditions for Canton Waterfront Park.

Name of Event: _____
 Date of Event: _____
 Signature of Event Organizer: _____
 Printed Name of Event Organizer: _____
 Date: _____

