

**Addendum to Department of Recreation and Parks Special Events
Application
Special Conditions for Use of Mount Vernon Place**

For the event sponsored by the undersigned organization or person (the “*Sponsor*”) at Mount Vernon Place, the City has agreed with the Mount Vernon Place Conservancy, Inc., a Maryland corporation (the “*Conservancy*”) to add these Special Conditions to the application. The parties recognize special conditions apply to the use of Mount Vernon Place because of the historic nature and public, central, and neighborhood aspect of Mount Vernon Place.

Definitions

Mount Vernon Place. Mount Vernon Place is the area lying between

(a) the north building line of the buildings located on the south side of Monument Street

(b) the south building line of the buildings located on the north side of Monument Street

all between the east building line of the buildings located on the west side of Cathedral Street and the west building line of the buildings located on the east side of Saint Paul Street with the gap in those two building lines because of Monument Street filled in by a straight line connecting those two Cathedral Street building lines and a straight line connecting the two Saint Paul Street building lines,

(c) the east building line of the buildings located on the west side of Charles Street, and

(d) the west building line of the buildings located on the east side of Charles Street

all between the north building line of the buildings located on the south side of Center Street and the south building line of the buildings located on the north side of Madison Street with the gap in those two building lines because of Charles Street filled in by a straight line connecting those two Center Street building lines and a straight line connecting the two Madison Street building lines.

The attached Plat A generally shows such perimeter description.

North Park, South Park, West Park, and East Park. North Park, South Park, West Park, and East Park are the four interior rectangular park areas of Mount Vernon Place each bounded by the exterior perimeter curb line of each such interior park area.

Introduction

Mount Vernon Place Conservancy (the “*Conservancy*”) is a non-profit corporation

established on October 10, 2008 with its mission to collaborate with public and private entities and with persons to provide restoration and general management, landscaping, and day-to-day functioning of the Mount Vernon Place Management Area for the benefit and enjoyment of those who visit, work, and live in or near Mount Vernon Place. The City has agreed with the Conservancy to allow it to have an advisory role in the review of permit applications because of the Conservancy's interest in and support for the maintenance and improvement of Mount Vernon Place.

These Special Conditions set forth some of the criteria for events held in Mount Vernon Place and are subject to amendment by the City. These Special Conditions are subordinate in all respects to all governmental requirements, including those particularly of Baltimore City, and are implemented in conjunction with Baltimore City's approval of events held in Mount Vernon Place and as coordinated with the Conservancy.

Event Application Process

1. Event Application. The Sponsor applying for a Festival Permit, Special Event Permit, General Park Use Permit, or any other use requiring approval of the Department of Recreation and Parks is to submit the appropriate event application to the Department of Recreation and Parks, Permits Office. The Department will forward the application and any additional event information to the Conservancy as part of the event application review process.

2. Submission. Applications for any public event expecting attendance of (a) 2,500 or more persons, shall be submitted at least 120 days preceding the event and (b) less than 2,500 persons at least 75 days preceding the event. Private event applications shall be submitted at least thirty (30) days preceding the event. Upon request of the Sponsor, the Department of Recreation and Parks will provide the contact information for the Conservancy. The City normally will require the Sponsor for a new event or significant event to attend a review meeting at which the Department of Recreation and Parks will invite a representative of the Conservancy to attend.

3. Response Time. The Conservancy is expected to review fully completed applications within one (1) week after receipt and to provide any comments to the application to the Department within that time. The Department of Recreation and Parks may include as part of the review meeting an on-site walkthrough with the Conservancy when the Sponsor has submitted all materials and answered all questions. The original proposal may require revisions based on time and space restrictions, park rules, protection of Mount Vernon Place, logistical complications, comments from other City agencies or the Conservancy, as deemed appropriate by the Department.

Expenses and Permits

4. Liability Insurance. The Sponsor 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, and usually must name Mount Vernon Place Conservancy, Inc. as well as the City as an additional insured.

5. Damage and Deposit. The Sponsor shall pay for all damage in Mount Vernon

Place or any of the Parks or to any property therein in each instance relating to the event. The Department of Recreation and Parks customarily requires the Sponsor to provide a deposit to pay for any damage to City property in Mount Vernon Place or other violation of the permit for the event. The deposit amount relates appropriately to the size and nature of the event, the use the event is making of the various areas of Mount Vernon Place, and the investment the Conservancy has made in Mount Vernon Place. The Department of Recreation and Parks may make all or part of the Sponsor's deposit available to the Conservancy for repair or restoration of damage related to the event.

6. Security. The Department does not provide security personnel. Security is only 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. For the protection of Mount Vernon Place, however, the Conservancy may recommend the City require the Sponsor to hire security officers for appropriate times and places. 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, not by the Conservancy.

7. Sanitation. The City can provide sanitation services for events for a fee. Each event application requires the submission of a sanitation plan taking into account the recommendation of the Conservancy.

8. Permits. The Sponsor may need other permits associated with holding events in Baltimore City, including, Department of Parks and Recreation Special Events Permits, Amplified Sound Permits, Parking Permits, Transportation Department Permits, Department of Buildings Permits, music copyright licenses (BMI, ASCAP, or others), and any other license or permit that may be necessary. Following issuance, the Sponsor will provide the Department with copies of each permit immediately following issuance.

Additional Special Conditions

9. Alcohol. Open air alcohol consumption is prohibited in Mount Vernon Place, except on the premises of properly licensed establishments, or unless the City has granted a special permit for alcohol consumption.

10. Bathrooms. Mount Vernon Place has no public bathrooms. If the Sponsor anticipates large crowds or other need for the event, the Sponsor is to include portable toilets in the event proposal at locations the City approves taking into account the recommendation of the Conservancy. The Sponsor is responsible for any costs for such facilities.

11. Electricity. The Sponsor must inform the City of what type of distribution the Sponsor is planning to use. There is a fee for this service. If the event requires its own generator, the Sponsor must place it at a location the City approves, taking into account the recommendation of the Conservancy.

12. Furniture. The chairs, tables, and benches in Mount Vernon Place are for public use at all times. However, if the Sponsor desires to use its own tables and chairs for the event or audience, the Sponsor may request it in the application.

13. Gardens and grounds. The Washington Monument, fence, balustrades, gardens, lawn, foliage, bluestone, and all other hardscape and landscape items must be protected from damage during load-in, load-out, and throughout the event. The City will work with the Sponsor to devise an appropriate protection plan with design, number, and location of load-in, load-out spaces subject to approval by the City taking into account the recommendation of the Conservancy.

14. Hours. Events must take place within customary park hours, dawn to dusk unless otherwise approved. Events with sound 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 days before the event. If the Sponsor 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.

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 the Washington Monument, fence, balustrades, or other hardscape of Mount Vernon Place nor by anchors in a lawn or landscaped area.

17. Load-in and out. Mount Vernon Place 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 no designated parking, although can assist with parking suggestions.

19. Park availability. Although Mount Vernon Place generally is open to the public, the Sponsor may want to ask the Department of Recreation and Parks to allow the Sponsor to request members of the public who want to use Mount Vernon Place but are not part of the event to stay in an area of the Mount Vernon Place not in use for the event.

20. Pets: All dogs shall be on a leash of suitable length so as not to interfere with other persons or pets. Persons having pets in Mount Vernon Place shall abide by all governmental requirements of cleaning up and disposal of waste from pets. No pets shall be in any fountain at Mount Vernon Place at any time, with the person responsible for any pet to effect any necessary control of the pet.

21. Signage. The City must approve all event signage or signage distribution in Mount Vernon Place before the event, taking into account the recommendation of the Conservancy.

22. Sound. An 80-decibel sound limit applies in Mount Vernon Place. The City, will work with the Sponsor to ensure the most effective sound scheme for the event, taking into account the recommendation of the Conservancy. To use amplified sound in Mount Vernon Place, the Sponsor will need an Amplified Sound Permit from Baltimore City.

23. Trash removal. The Sponsor is responsible to bag and remove all trash generated from an event from the area of Mount Vernon Place at the end of the event. The Sponsor 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 Sponsor must remove all cardboard from the area of Mount Vernon Place after an event. Failure to properly remove trash can result in an assessment of the Sponsor for the cost of removal. For any event attended by in excess of 200 people, the Sponsor 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.

Name of Event: _____

Date of Event: _____

I have read and understand the Special Conditions as stated above for the use of Mt. Vernon Squares.

Signature of Event Organizer: _____

Printed Name of Event Organizer: _____

Date: _____

