

City of Pocomoke, City Maryland
Event Application

Coordinator Name _____ Event Name _____

Coordinator Phone Number _____ Address _____

Time & Date of Event _____ (include closing/ending time)

Location _____ Rain Date _____

Public or ticketed event - (circle one)

If ticketed, expected attendance? _____

Event

Description _____

Please state plans for the following

Security:

Emergency Medical Services:

Fire

Prevention: _____

Event Cleanup:

Pocomoke City Services

requested: _____

Liquor and Food

Services: _____

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Volunteer Services:

Additional Vendors:

1. _____
2. _____
3. _____
4. _____
5. _____

Additional contacts for whom the event is hosted by:

Important Information

Traffic control, Parking, Lane closures, Layout– Must attach maps, plans, or drawings. Additional permits and licenses (peddlers, alcohol, etc.) must be attached. All insurance, bonds, liability certificates must be included. Pocomoke City Mayor and Council reserve the right to request additional insurance information. This is a requirement for all events. This application must be signed off by all departments no fewer than 30 days prior to appearing before the Mayor and City Council.

Fees: \$100 plus additional fees if using City Staff (As determined)

Pocomoke City Mayor and Council recognize that plans change as the execution of your event progresses. We encourage you to make the City aware as soon as possible to major event changes.

If Pocomoke City services are utilized, Applicant shall indemnify, defend and hold Pocomoke City harmless from and against any claims or causes of action, obligations, damages, judgments, penalties, costs, charges and expenses (including attorney’s fees) incurred by, or asserted against Pocomoke City and which arise out of the use of Pocomoke City services.

By signing below, I acknowledge that the foregoing is true and that any changes must be communicated to and approved by Pocomoke City.

Applicant	Organization	Date
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Health Department -

_____ Sign

_____ Print

Fire Department -

_____ Sign

_____ Print

EMS -

_____ Sign

_____ Print

Police -

_____ Sign

_____ Print

Public Works -

_____ Sign

_____ Print