

**Quiet Waters Park
Special Events Application**

GUIDELINES, RULES AND REGULATIONS FOR SPECIAL EVENTS
For Non-Profit Organizations

I. PURPOSE

Anne Arundel County Parks are increasingly being used by organizations as a venue for special events and fund-raisers for a variety of causes. In recent years, the demand for special events has exceeded the capacity of the park system. Although the Department of Recreation and Parks is not obligated to permit special events, most are perceived as a public benefit and the Department tries to accommodate the requests. The Department, however, must operate its parks for the general public's use and the intended purpose and infrastructure in the parks. Special events have the potential to disrupt the normal operations of the park and could restrict the general public from using the parks as intended. In addition, there are costs associated with special events which include staff time, wear and tear on the infrastructure, use of materials and supplies, and limiting the use of the park to other park visitors. These costs must be borne solely by the permitted organization.

The following information/application outlines the Departments policies and procedures as pertains to having a special event at Quiet Waters Park (QWP):

II. SCOPE

These guidelines cover any special event, which is held in Quiet Waters Park, planned by any non-profit group other than Anne Arundel County, its departments, or its support groups.

III. DEFINITIONS

Special Event: any event, meeting, party, etc., that is outside the scope of normal park operations and is open for public participation, even if public access is solely through a non-Recreation & Parks organization.

Sponsor: the group conducting the special event. The Sponsor must be a nonprofit organization registered with the State of Maryland.

Director: the Director of the Department of Recreation and Parks, or designee (park employee).

Superintendent: the Superintendent of Quiet Waters Park, or designee.

Park: Anne Arundel County's Quiet Waters Park

Participants: all people taking part in the special event, including participants and their supporters. All participants will be counted as they enter the park.

Non-Profit Group: any group having 501 (c) 3 status per the Internal Revenue Service.

Special Event Coordinator: Park Ranger Cody Schell at Quiet Waters Park

IV. POLICY STATEMENT

- a) Quiet Waters Park is part of the Anne Arundel County Department of Recreation and Parks. All applicable laws, regulations, and policies apply unless otherwise determined by the Director.
- b) Quiet Waters Park is providing, on a limited basis, the opportunity for non-profit groups to apply for permission to conduct special events in the park. **A total of two special events per month and one per day will be allowed.**
- c) Events can only be held **between Mid-March until the End of June**, unless otherwise approved by the Special Event Coordinator.
- d) The Park and Department reserves the right to **approve or disapprove** all applications for permission to conduct a special event.
- e) Special Event groups larger than 250 participants are beyond normal park operations, meaning they require:
 1. A special event meeting with Park Superintendent and Special Event Coordinator
 2. Organizations must provide details for the following to the Special Event Coordinator at least 1 week prior to the event:
 - a. Port-a-Pots (Along with details for delivery and pick up from the Park)
 - b. Additional trash dumpsters (Along with details for delivery and pick up from the Park)
 - c. Security (for crowd control, building/pavilion rule enforcement)
 - d. Parking
 - e. Traffic Control in park and on public roads
 3. At least one hour before the event starts, the Special Event Coordinator, Park Liaison, Traffic Control and Security will meet to verify plans for the event.
 4. Failure to comply with these requirements will result in the cancellation of the event and/or automatic rejection for future events applications from the Sponsor or Non-Profit Group
- f) **No special event may be conducted which involve commercial promotions, personal, or corporate gains.**
- g) Under general park regulations, no individual or group may hold a meeting, activity, or other organized gathering in the park if it will **deprive the public of reasonable use and enjoyment** of the park or interfere with public access and free passage in the park.
- h) **Alcoholic beverages are prohibited unless you have received approval from the Park Superintendent.**

**Quiet Waters Park
Special Events Application**

V. PROCEDURE

- a) Requests for use of park areas for special events within the scope of these guidelines must submit an application at least sixty (60) days in advance of the date you plan to have the Event to:

Ranger Cody Schell, Special Events Coordinator
Email: rpsche00@aacounty.org
Quiet Waters Park

600 Quiet Waters Park Road
Annapolis, Maryland 21403
Tel: 410-222-1777

Anything outside of what is written on the application will not be accepted. Additional requests must be submitted in writing to the Special Events Coordinator for permission 30 days prior to the special event date. Please note that writing the letter does not grant permission. Permission will be denied or awarded based on the request and time constraints.

- b) Applications will be accepted no more than **one year** in advance of the date of the special event and **no later than sixty (60) days** before the date of the special event. All special events will be considered on a case-by-case basis with preference given to groups that have successfully complied with all park rules and regulations during prior events. This is due to limited staff availability, to protect the park's natural habitats, and to not impede the reasonable enjoyment of the park by our regular park patrons. **Expect no less than a one month processing time for applications.**
- c) Organizations may not advertise that the event will be held at Quiet Waters Park until final County approval.
- d) The Sponsor is responsible for publicity, operational details, participant support and safety, and set up and removal of equipment. **Sponsor is responsible for all cleanup of area(s) used within the Park as well as damages to Park Property from the Event.** Logistical and administrative concerns must be coordinated with Park Staff. All equipment to be set up in the park must be **pre-approved** by the Superintendent. All equipment must be set up and removed the **Day** of the special event.
- i) Signs must be on stakes or posts, or tied to trees. **Prohibited items** include: nails, tacks, staples, flour, marking paint, etc..
 - ii) Signs must be posted in a manner that **does not block or obscure** park signage, trails or roads in any way.
 - iii) **NO Marking Paint of any kind will be used to mark the trail**, Ask Special Event Coordinator for details on alternatives.
- e) Sponsors must provide for all staff and resources needed to run safely. Sponsor is responsible for having adequate staff for crowd control, parking, and public safety
- f) The names listed on the application **must be present** for the duration of the special event.
- g) The Special Events Coordinator will note, in writing, any special details to be considered and resolved **before** the special event. These may include, but are not limited to, use of rental facilities, parking, restroom access, road/trail crossings, trail markers, participant conduct, and location of special event and equipment, safety concerns, time and duration of special event.
- h) Arrangements for use of property and equipment other than that owned and operated by Anne Arundel County is solely the responsibility of the sponsor and the Special Event Coordinator should be made aware.
- i) Sponsor must reserve a park facility to provide centralization and easy access. The contract must be signed by the sponsor's representative.
- j) Sponsor is responsible for the conduct of all special event participants.
- k) Whenever possible, sponsors will use recycled products, and will recycle materials used or produced. For more information on obtaining additional recycling collection receptacles, contact park staff.
- l) **No special event will be approved prior to a meeting scheduled with the special events coordinator.** Meetings may be scheduled after contacting the Special Event Coordinator.
- m) Sponsors **must** select three dates to have their event in order of preference. Park staff will select the best available date. The special events coordinator will contact you regarding the scheduling of an alternate date. **Please do not announce your event until you have a signed agreement.** If three dates are not chosen then the only date on the application will be considered. No other dates will be offered.
- n) Special events with anticipated gross revenue in excess of \$25,000 require an additional approval by the Department of Recreation and Parks.
- o) If the special event is approved, the Superintendent, the Department of Recreation and Parks, and Anne Arundel County reserve the right to alter, shorten, or cancel the special event at any time in order to protect the interests of the park, park patrons, and/or Anne Arundel County. (from A.A. Co. Code)
- p) Once the application has been accepted and signed by the special events coordinator you must pay in full your pre-event invoice for your special event at least 2 weeks prior to the event. After your event, you will receive a post-event invoice which you must pay in full within two weeks of receiving it. Special payment considerations will be made to those sponsors who, in writing, make a request to the special events coordinator prior to the two week deadline.
- q) Failure to pay the pre-event invoice on time will result in cancellation of the event. Failure to pay the post-event invoice on time will prevent the Sponsor or Non-Profit group from having any further events at Quiet Waters Park.
- r) Any questions can be directed to the Special Event Coordinator Cody Schell at rpsche00@aacounty.org or Park Staff by calling 410-222-1777

**Quiet Waters Park
Special Events Application**

Quiet Waters Park Pavilion Information

Red Maple Pavilion: has a maximum capacity of 100 people. There are twelve large picnic tables, and two small picnic tables, as well as two large grills available. The Sassafras Pavilion shares a small children's playground nearby your picnic pavilion. Restrooms are located at a comfort station nearby. Perfect place to set up horseshoes, however, volleyball, badminton, and softball games can be organized at a large field across the street.

Sassafras PavilionL: has a maximum capacity of 100 people. There are twelve large picnic tables, and two small picnic tables, as well as two large grills available. There is also a double-sided fireplace with grills in the center. A small playground is nearby and the large playground is within a 5 minute walk. Organized games are not recommended nearby, but you may set up horseshoes, volleyball, and badminton in the large field across the street. Restrooms are located at a comfort station nearby. There is a port-a-john located at the large children's playground.

Sycamore Pavilion: has a maximum capacity of 100 people. There are twelve large picnic tables, and two small picnic tables, as well as two large grills available. There is also a double-sided fireplace with grills in the center. A small playground is nearby and the large playground is within a 2-minute walk. Organized games are not recommended nearby, but you may set up horseshoes, volleyball, and badminton in the large field across the street. There is a port-a-pot located at the large playground, full service restrooms are located at the Visitor Center within a 10 minute walk.

White Oak Pavilion: has a maximum capacity of 100 people. There are twelve large picnic tables, and two small picnic tables, as well as two large grills available. A small children's playground is nearby and a large playground across the street. Organized games are not recommended nearby, but you may set up horseshoes, volleyball, and badminton in the field to the south of the large playground. There is a port-a-pot located at the large playground across the street, full service restrooms are located at the Visitor Center within a 10 minute walk.

Dogwood Pavilion: has a maximum capacity of 50 people. There are two large picnic tables and six small picnic tables, as well as one large grill available. Organized games are not recommended nearby, but you may set up horseshoes, volleyball, and badminton in the field to the south of the large playground. The closest accessible restrooms are available at the Visitor Center, which is a 2-3 minute walk. Kayak Rentals are 6 minutes away, down the adjacent Harness Creek footpath.

Holly Pavilion: has a maximum capacity of 50 people. There are two large picnic tables, and six small picnic tables, as well as one large grill available. Across the road is the perfect place to set up horseshoes, volleyball, badminton, and softball games. The closest accessible restrooms are available at the Visitor Center, which is a 3-5minute walk.

Blue Heron Center: has a maximum capacity of 225 people standing or 150 people seated. Quiet Waters Park provides 15 (6 foot diameter) round tables, 5 (6 foot length) rectangular tables, and 150 chairs. All other equipment is supplied by the client or caterer. All rental equipment must be set up and removed on the same day as the facility Rental. Quiet Waters Park will not be responsible for receiving or securing additional equipment. Amplified music is permitted inside the building only.

Information

Concert Pavilion **CAN NOT** be used for special events.

Key: Large Picnic Table (8' x 2.5')

Small Picnic Table (6' x 2.5')

* THE PARK DOES NOT PROVIDE SPORTS EQUIPMENT

**Quiet Waters Park
Special Events Application**

PARK RULES AND INFORMATION SHEET

RULES (General list only)

1. The possession or consumption of alcoholic beverages is strictly prohibited*.
2. Parking is **ONLY** permitted in designated areas unless special direction from park staff is given
3. Vehicles must travel on roads only.
4. Vehicle entry to the park and to the South River Promenade stops one half hour before the posted closing time.
5. All persons and vehicles must exit the park by the posted park closing time except by special permit from the Park Superintendent.
6. Bicycles must travel on roads and designated paved paths only. Off-road biking is strictly prohibited.
7. Boats and jet skis may not dock on the park shoreline, overlook or at the Kayak concession dock. Interested parties **are required** to check with the kayak concession for further guidelines concerning access by dinghy.
8. Pets must be controlled and on an adequate leash at all times except in the Dog Park or Dog Beach areas. Horses are prohibited in the park except by special permit from the Park Superintendent.
9. You are required to pick up after your pet and dispose of waste properly.
10. Littering within the park, county and state is illegal. Violators face fines.
11. It is **illegal** to harm in any way or remove any plant, animal, or natural object from park property.
12. Smoking is prohibited in **all** buildings and other designated areas especially around Special Events.
13. Groups over 20 persons must rent a pavilion. Pavilions are available by reservation only.
14. Sound amplification equipment is prohibited within the park except by special permit from the Park Superintendent.
15. **All balloons** and confetti are prohibited in the park.
16. Tents of any kind are prohibited in the park except by special permit from the Park Superintendent.
17. Weapons of any kind are prohibited on park property.
18. All rules and policies stated in the Anne Arundel County Code also apply.

FACILITIES:

- 340 total acres
- 6 picnic pavilions (available by reservation only)
- 6+ miles of multi-use paved trails
- Reflecting pool/ice rink (mid-November through February)
- Seasonal boat rentals (Capital SUP, information on their website)
- Scenic overlook at mouth of South River and Harness Creek
- Visitor Center and Art Gallery
- Dog Park and Dog Beach
- Blue Heron Center (available by reservation for meetings, wedding receptions, etc.)
- Concert Pavilion
- Formal gardens
- Large playground

PROGRAMS: The following will take top priority over any special event. Special Events cannot occur within 1 week of these programs unless approved by the Special Event Coordinator and Park Superintendent

- | | |
|-------------------------|---------------------------|
| - Sculpture in the Park | - Howl-O-Ween Barkin Bash |
| - Summer Concert Series | - Arts Festival |
| - Earth Day | - Ice Skating |

OPERATIONS:

- Park is open seven days/week (weather permitting), 7am – dusk
- Office is open 9 am – 4 pm weekdays and 10 am – 4 pm weekends
- CLOSED THANKSGIVING DAY & CHRISTMAS DAY

NOTE: The kayak rentals are run as a concession contract. While the county holds the contract, the concessionaires are responsible for the operations of these activities.

Quiet Waters Park
Special Events Application

Rates for 2022

These fees are not final, Prices will be determined for each individual event based on needs and park availability.

Number of Participants	Monday, Tuesday, Wednesday, and Thursday Prices	Friday, Saturday, Sunday, and Holiday Prices
Up to 50	\$190	\$230
Up to 100	\$310	\$390
Up to 200	\$620	\$780
Up to 300	\$930	\$1,170
Up to 400	\$1,240	\$1,560
Up to 450	\$1,430	\$1,790
Up to 500	\$1,620	\$2,020
Up to 650*	\$2,170	\$3,470

*Any group expecting 500+ Participants must also submit a Blue Heron Center contract along with the Special Event Application.

\$2-Per-Participant fee will be included in the Post-Event Invoice after the Event. Participants will be counted as they enter the Park. The cost of any damages to Park Property caused by the Event will also be on the Post-Event Invoice. If your event goes over the expected attendance to the point that more pavilion and parking space needs to be used, the additional pavilion, parking, and special event fee will be added to the Post-Event Invoice.

Any Event that plans on using a pavilion parking lot for something other than parking must pay for another pavilion fee, pre-paid parking fee, and special event fee, to be included on the Pre-Event invoice.

Pricing breakdown can be requested from the Special Event Coordinator.

Quiet Waters Park Special Event Permit Application

PLEASE TYPE OR PRINT NEATLY

I. Contact Information:

Organization: _____ Application Date: ____/____/____

Contact Person (Must be present day of special event): _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____

Contact Cellular # Day of Event: (____) _____ - _____ Email Address: _____

Address: _____ City: _____ State: ____ Zip: _____

Alternate Contact Person (Must be present day of special event): _____

Phone: (____) _____ - _____

Contact Cellular # Day of Event: (____) _____ - _____ Email Address: _____

II. Date(s) Requested:

____/____/____ ____/____/____ ____/____/____
First Choice Second Choice Third Choice

III. Facility & Locations in Park Requested (Note - if application is approved you will be assigned a location and facilities based on park needs and operations.):

Facility First Choice Facility Second Choice Facility Third Choice

Requested location(s) of special event (parking lot, trail, field, etc.) in addition to Facility Requested, above: _____

IV. Special Event Time Schedule: Must Follow Quiet Waters Park operational times unless otherwise approved by Special Event Coordinator

Set-up begins Start of Event End of Event Break-down completed
(No earlier than 7:30am) (Everyone must be out of the park by posted closing time, Unless otherwise Approved)

V. Special Event Description:

Name of Special Event: _____

**Quiet Waters Park
Special Events Application**

Description of Special Event: _____

Approximate Number of Participants Expected: _____

Fees charged per participant: _____
(If you plan on charging participants)

VI. Documentation that must be Included in application:

1. **Copy of non-profit 501 (C) 3 status.**
2. **Proof of Liability insurance.**
3. **Proposed budget if collecting fees.**
4. **Health Department permit if food is being served. (may be supplied near date of the event)**

VII. Safety Procedures:

List measures that you will take to ensure crowd control, public safety and protection of park property. _____

VIII. Staffing: Or provide a separate list.

<u>Title</u>	<u>Number</u>	<u>Duties</u>

IX. Equipment and Miscellaneous

List the type of equipment which you would like to use and/or set-up (signs, stage, tents, etc.) and any special considerations. (please include amounts, ex: 2 signs, 3 tents)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

I have read and agree to the rules and policies for conducting a special event at Quiet Waters Park. I have read and agree to comply with the specific policies, regulations and visitor ethics at Quiet Waters Park. I agree to be present the day of and for the duration of the special event and/or have contact with the alternate person listed in attendance and in compliance with said rules and policies. I agree to hold Anne Arundel, Quiet Waters Park and its agents harmless for any damages, injuries or losses that may occur.

Sign: _____

Date: _____

Quiet Waters Park
Special Events Application

DO NOT FILL IN THIS PAGE, PARK USE ONLY

Approved: _____

Disapproved: _____

Approved pending compliance with stipulation(s) listed below:

Facility & Locations Assigned: _____

Signed: _____

Date: _____

QWP Park Superintendent

Permit is not approved unless signed and dated by Park Superintendent.

Date Application was Received:

Date(s) Payment was Received:

Check Number(s):

Date on Check(s):