

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

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

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

Park is Anne Arundel County's Quiet Waters Park

Participants: are 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 – is any group having 501 (c) 3 status per the Internal Revenue Service.

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) **The Park and Department reserves the right to approve or disapprove all applications for permission to conduct a special event.**
- d) Special Event groups larger than 500 participants are beyond normal park operations and require:
 - 1. A special event meeting with Park Superintendent and Division Chief
 - 2. Organizations must provide for all staff and resources needed to run the event safely, the Department of Recreation and Parks will determine what the need and number required.
 - a. Port-a-Pots
 - b. Additional trash dumpsters
 - c. Security (for crowd control, building/pavilion rule enforcement)
 - d. Parking
 - e. Traffic Control in park
 - f. Traffic Control 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.
- e) **No special event may be conducted which involve commercial promotions, or personal or corporate gains.**
- f) **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.**
- g) Park fees apply, including fees for entrance and facility rental. See Fee Schedule listed below.
- h) **Alcoholic beverages are prohibited*.**

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 to:

Ranger James Rogers, Special Events Coordinator Email: rproge59@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 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. 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**, painters tape is acceptable for trail marking.
- e) Sponsor 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) Contact/Alternate Contact person 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.
- 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 only be scheduled Tuesday through Friday between the hours of 10am – 3pm.
- 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 alternate dates. **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 will have two weeks to pay in full for your pre-event invoice for your special event. 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) Any questions that you may have please direct them to Park Ranger James Rogers at 410.222.1777 or rproge59@aacounty.org

Quiet Waters Park

Special Event Permit Application

PLEASE TYPE APPLICATION 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:

Set-up begins

Start of Event

End of Event

Break-down completed

V. Special Event Description:

Name of Special Event:

Description of Special Event:

Approximate Number of Participants Expected: _____

Fees charged per participant: _____

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.

- 1.
- 2.
- 3.

VIII. Staffing: Or provide a separate list attached.

- 1.
- 2.
- 3.

IX. Equipment and Miscellaneous

List the **kinds** and **amounts** of equipment which you would like to use and/or set-up (signs, stage, tents, etc.) and any special considerations.

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

I have read and agreed 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 duration of the special event and/or have contact/alternate contact 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: _____
(Representative)

Date: _____

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 the Park Superintendent.

Paid _____

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 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-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. The closest accessible restrooms are available at the Visitor Center, which is a 6-8 minute walk. There is a port-a-john located at the large children's playground.

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. The closest accessible restrooms are available at the Visitor Center, which is a 3-4 minute walk. There is a port-a-john located across the street.

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. Boat 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 3-5 minute walk.

Blue Heron Center

Has a maximum capacity of 225 people. 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.

PARK RULES AND INFORMATION SHEET

RULES (General list only)

1. The possession of or use of alcoholic beverages is strictly prohibited*.
2. Parking is **ONLY** permitted in designated areas unless under special direction from park staff.
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 boating concession dock. Interested parties **are required** to check with the boating 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. 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 at Quiet Waters Park (410) 919-9402)
- 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

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

OPERATIONS

- Park is open seven days/week, 7am – dusk
- Office is open 9 am – 4 pm weekdays and 10 am – 4 pm weekends

CLOSED THANKSGIVING DAY & CHRISTMAS DAY

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