



APPLICATION FOR USE OF TALBOT COUNTY GROUNDS AND FACILITIES

Guidelines and Information

- Application must be submitted at least two (2) weeks in advance of requested event date (if anticipated attendance is 200 people or less)
- Application must be submitted at least four (4) weeks in advance of requested event date (if anticipated attendance is more than 200 people)
- This application is **not a permit** and completion of this application **does not guarantee approval**
- Applications are processed in the order in which they are received
- Send completed applications by e-mail to jmorris@talbotcountymd.gov or by mail to:

Office of the Talbot County Manager
 Courthouse, South Wing
 11 North Washington Street
 Easton, MD 21601

Requested Date(s) of Event	
Time of Event	Start Time: End Time:
Name of Event	
Type of Event	
Group Requesting Use	
Is Group non-profit?	<p style="text-align: center;">_____ Yes _____ No</p> <p>If yes, please provide verification of non-profit status, including any determination from the Internal Revenue Service.</p>
Name of Individual(s) Responsible (note: one person must be listed as primary contact)	
Mailing Address City, State, Zip	
Phone Number	Cellphone: Daytime:
E-mail	

Specific areas of County grounds requesting to use	
Is event open to the public	_____Yes _____No
Number of participants expected	
What equipment will be used on the grounds (e.g. chairs, tables, electrical equipment, restroom facilities)	
Will amplified sound equipment be used (subject to local noise ordinance) <i>NOTE: amplification may not be permitted if Court is in session during time of event</i>	_____Yes _____No
Time equipment will be set up	
If outside, is food to be served for a fee?	_____Yes _____No If yes, has the Talbot County Health Department permit been obtained? _____Yes _____No
Has this group used County facilities/grounds for other events? If so please list function dates	
Will event be publicized and if so, please elaborate	
<p>A Certificate of General Liability Insurance with a \$1 Million Limit of Liability, naming Talbot County, Maryland (11 North Washington Street, Easton, MD 21601) and its Officials, Officers, Agents and Employees as additional insured, is required for any event taking place on County Property.</p> <p>The Certificate of General Liability Insurance is to be submitted at least one week in advance of event.</p> <p>NOTE: Insurance may be available through the Tenant User Liability Insurance Program (TULIP) through Local Government Insurance Trust (LGIT) https://www.lgit.org/9/TULIP</p>	

SIGNATURES FOLLOW ON THE NEXT PAGE

