

KENT COUNTY ENVIRONMENTAL OPERATIONS DIVISION
Request for use of Public Landings

Telephone: 410-778-7439 Fax: 410-778-7424 Email: tfletcher@kentgov.org

Requests are required to be submitted at least two (2) months prior to the event. **Send completed form with Insurance Certificate** by mail to the above Division at 709 Morgnec Rd. Chestertown, MD 21620 or utilize E-mail/Fax options.

ALL INFORMATION MUST BE PROVIDED, ALL AREAS MUST BE INITIALED AND CERTIFICATE OF INSURANCE MUST BE INCLUDED WITH REQUEST TO BE ACCEPTED. IF NOT, REQUEST WILL BE RETURNED.

Request Date _____ Name of Public Landing _____

Full Name _____

Organization _____

Mailing Address _____

City, State & Zip _____

Phone _____ Email _____

Event Date _____ Set-up Date and Time _____

Event/Function - Provide details of what landing will be used for _____

Estimated Number of People Attending Event _____

Identify Preparation Work Required by County (If you need area cleared of equipment) _____

I understand that I am responsible for the repair/replacement of any damage incurred to the facility during the permitted activity and clean-up of the area utilized. I understand that failure to do so may result in the refusal for future use. Tent poles/stakes not permitted on Bulkhead @ Bayside Landing Park. INITIAL HERE _____

I understand that Kent County Environmental Operations Division, Kent County Government, its elected officials and employees are absolved of all responsibility and liability for any damage, injury, or loss sustained by person or property as a result of the user's negligence or that of any member in their group. INITIAL HERE _____

I understand that any group or agency scheduling an event on a public landing MUST provide Kent County with a Certificate of Liability Insurance with a limit of \$1,000,000. Certificate of Liability must be submitted with this form. INITIAL HERE _____

I understand that the public landings are "public" and every effort shall be made to ensure that the public has access to the use of the landing, boat ramp and slips where applicable. INITIAL HERE _____

I have informed the municipality of my proposed event that will be held within the incorporated town limits. INITIAL HERE _____

I understand that if any type of food/drink is provided, and the event is expected to have 200 or more persons, recycling must be provided in accordance with the Special Events Recycling Program (SERP). The below section must be completed. INITIAL HERE _____

Recycling is required for events that meet the following Special Events Recycling Program (SERP) criteria:

1. Includes temporary or periodic use of a public street, publicly owned site or facility, or public park;
2. Serves food or drink; and
3. Is expected to have 200 or more persons in attendance. (Projected attendance may be estimated based on past attendance, number registered to attend, the venue's seating capacity, or other similar methods.)

By signing below, the Special Events Organizer (SEO) certifies that:

1. The SEO has received the SERP Fact Sheet;
2. Recycling will be provided in accordance with the requirements of the SERP;
3. The SEO will recycle (check all that apply):

<input type="checkbox"/> Cardboard	<input type="checkbox"/> Glass Containers
<input type="checkbox"/> Plastic Containers	<input type="checkbox"/> Paper
<input type="checkbox"/> Metal Containers	<input type="checkbox"/> Food Scraps

Recycling will be performed by _____

Facility recycling materials will be delivered to _____

Event Organizer's Signature _____