

Submit form via fax, mail, or drop off to:
 Denton Police Department
 100 N. Third St. Denton, MD 21629
 Ph.: (410)-479-1414 Fax: (410)-479-4930



Form due: 30 days before event
 If event is less than 30 days away,
 please call Denton Police at
 (410)-479-1414

SPECIAL EVENT REQUEST FORM

Event Date _____ Title of Event _____ Street Closure Time _____

Event Time _____ (start and finish time) Location of Event _____ Description of Event _____

Anticipated Draw _____ **COVID-19 Plan Turned in: _____ Face Mask Use _____ 6ft Social Distancing _____ Signage for both _____**

Sponsor _____ Mailing Address _____ _____ Phone: _____	Contact Person (on site during event) _____ Email: _____ Cell Number: _____	Liability Insurance Information Insurance Provider _____ Policy Number _____ Phone _____ <i>(attach proof of insurance)</i>
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How will you be handling the following: *(Barricades, cones, and trash cans may be provided by Town, if requested)*

<input type="checkbox"/> Restroom Facilities _____ <input type="checkbox"/> Trash Arrangements _____ No. of Cans _____ <input type="checkbox"/> Parking _____ <input type="checkbox"/> Lighting _____ <input type="checkbox"/> Electric Access _____ <input type="checkbox"/> Traffic Control <i>(use map on back)</i> _____ <input type="checkbox"/> Emergency Services (First Aid) _____ <input type="checkbox"/> Signage _____ Food at your event? County Health Dept. Permit required. Call 410-479-8051	Alcohol Served at event? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, Approval by Caroline County Board of Liquor Licensing is required and approval copy submitted to Town of Denton before event. (410)-479-8100.</i> <input type="checkbox"/> Approval attached <input type="checkbox"/> Approval to be submitted before event. <i>Liability insurance covering event alcohol must be obtained by this event sponsor and provided to the town before event date.</i>
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**Please be advised, there may be a cost associated with the use of town services. The signor accepts full responsibility for this event.*

Applicant Signature _____ Date _____ Cell# _____

Office Use Only: Approval Signatures			
Denton Police Dept. _____	Date _____	Public Works _____	Date _____
Town Administrator _____	Date _____	Main Street Manager _____	Date _____

COVID-19 PLAN
Social Distancing Safety

Please review the current COVID-19 recommendations at the CDC website www.cdc.gov . Stay informed about Maryland's regulations at www.maryland.gov as the Governors Orders change frequently. **The Town of Denton requires 6ft of social distancing at events, masks must be worn by all, hand sanitizer readily available to all attending the event, and signs throughout the event to remind guests of social distancing and facemask wearing. We recommend when advertising your event please make the public aware of your efforts for social distancing and face mask use during your event. Thank you.**

In an effort to make sure everyone at your event is as safe as possible, the Town of Denton requires the following Covid-19 Plan to be completed and turned in with your Special Event Form. The more compliant our events are, the healthier our citizens will remain and will allow us to stay open to events. Thank you for your understanding and participation.

What is your **6ft social distance** plan? _____

What is your **face mask** plan? _____

How do you plan to enforce? _____

What is your **hand sanitizer** plan? _____

Where will you have it on hand for event participants and workers? _____

What **extra steps** do you plan to take to keep participants at your event safe? _____

Downtown Denton

