

## Event Policies

The Town of Upper Marlboro's mission for public events is to build Community and improve relationships among neighbors. Events bring people to the Town where they will spend their money at local businesses. Events also provide an opportunity for residents to interact with their elected officials in a casual environment.

The following policy is enacted to ensure all events sponsored by the Town are conducted in an organized manner and in a way that meets with the above stated mission. The town of Upper Marlboro hereby establishes the following policies and procedures for all Town-sponsored events.

- All Town Committees should submit their planned events by November 31<sup>st</sup> in the year prior. While the Town understands that other events will come up, producing an Events Calendar for the year is an important goal. This allows the Town to ensure that there is adequate Town staff for the events, as well as notifying the public of events.
- At the Town Events Committee's December meeting all proposed events will be placed on a proposed calendar. The Events Committee will attempt to honor event date requests; however, they will move events around to ensure that Town Staff and Volunteer resources can be made available.
- This Calendar will be discussed at the January Town Work Session on the first Tuesday in January. It will be approved at the Town Regular Meeting on the fourth Tuesday in January.
- After the Calendar is approved, any further Town Sponsored Events will need to be approved by the Board of Commissioners, at a regular meeting or work session, after a review of staff and budget resources.
- Events that have pre-set annual dates will take priority in scheduling. These events are:
  - Marlboro Day (2<sup>nd</sup> Saturday in May)
  - Trunk-or-Treat (Saturday closest to Halloween)
  - Holiday Tree Lighting/event (1<sup>st</sup> Saturday in December)
- Events that are small events run by the Town and are budgeted by the Town and planned out are not part of the annual event calendar due to their uncertain timing. These events include:
  - Ribbon Cuttings (to open new projects to the public)
  - Ground Breakings (to start new projects)
  - Town Hall Receptions (as needed)
  - Volunteer Appreciation (annual)
- All Events will have a rain date of one week following the event date unless otherwise determined and advertised at the same time the event is advertised. The Event will be cancelled if weather prevents holding the event one week later.
- Determination of weather cancellations will be made based on notification of vendors for refunds/cancellation without extra charge. (For example: Movie nights will be cancelled on Wednesdays because this is the day notification has to be sent to ensure that the Town is not charged for port-a-potties). For larger events, such as Marlboro Day, rain determination will be made 24-48 hours in advance, and some deposits may be lost.

- Weather cancellations will be determined by the Town based on weather forecasts. If the chance of rain or other severe weather is 60% or more the event will be cancelled.

For all events not sponsored by the Town a permit is required per ordinance 2018-10 "Special Events" must be submitted 15 days prior to the event. For all events which Town Staff support or road closures (for which the Town must acquire them permits) are required the following procedures must be followed:

- An Event request form must be filled out and submitted to the Town three months (90 days) prior to the event. This timing is needed for the Town to provide the necessary permits.
- The event host may be required to pay for appropriate road blockades as required to ensure public safety during the event.

If an event is hosted by an outside entity and require no Town Staff the Town would be happy to publicize it on our annual calendar, social media, constant contact, and Landings newsletter.