

Town of Trappe
PO Box 162
Trappe, MD 21673
410-443-0087 phone 410-443-0562 fax
Park Reservation Form

Applicant's Name _____

Phone Number _____

Organization Name (if applicable) _____

Mailing Address _____

Park Requested _____ Date & Time requested _____

Describe activities to be held in the park:

Is electric desired? _____

Picnic tables and water fountains are available on site at both parks. Please note: No restrooms are available at any of the town parks. Applicant can make private arrangements for rental of portable toilets from the vendor of their choice if desired. For Veteran's Park, Talbot County owns the adjoining park area with the playground, trash cans and picnic pavilion. Applicants wishing to reserve this area must contact Talbot County Recreation and Parks.

The Town of Trappe relies on the information provided in this application to be correct. The applicant's signature indicates acceptance of responsibility for the event, and the behavior of all those attending their event. See the reverse side for a list of park restrictions.

1. All park activities must cease prior to the park closing at dusk.
2. Applicants are responsible for removing all trash from the park generated by their event.
3. The Town of Trappe reserves the right to terminate any event it deems inappropriate.
4. No admission fee may be charged for events using Trappe Public Parks.
5. The use of alcohol in public parks is prohibited.

Applicant Signature

Date

Trappe authorized official

Date

Gazebo/Park Rules

1. Individuals, groups, or organizations who desire to use the Town's gazebo, picnic pavilion and/or parks for an organized event or function shall secure a permit for such use from the Town office. Reservations are on a first come, first served basis. All applications shall be accompanied by an required fees.
2. The Town reserves the right in its discretion to require a certificate of liability insurance for any event in the parks. The Town may also require that the Town of Trappe be listed as an additional insured for the event.
3. No person issued a permit shall charge a fee for use of the gazebo or the parks.
4. No vehicle shall be driven over or across the curbs, sidewalks, grass or lawn within any park area, nor shall any vehicles be parked on any park area.
5. All alcoholic beverages are prohibited in the parks.
6. No person shall litter in the Town parks or place any refuse in the Town park trash. The applicant or permittee shall remove all trash generated by the event.
7. No person shall damage, deface or disturb any tree, plant, building, wall, fence, bench, sign, or any structure or property located within the parks. No nails, staples, tape, tacks, push pins or other devices can be attached to the gazebo. Any decorations must be capable of being completely removed from the park area. The event permittee and all users shall leave the gazebo and park in the same condition as it was in prior to the event. The Town reserves the right to seek money damages from any person causing or responsible for destruction or damage to Town property, in accordance with all applicable laws and ordinances. The applicant issued a permit may be responsible financially for any damage to park property caused during or as a results of the permitted event.
8. At all times during any event for which a permit is issued, an adult over the age of 18 shall be present.
9. No person shall indulge in riotous, boisterous, threatening or indecent conduct, or abusive, threatening or obscene language.
10. All persons using the parks must comply with the applicable noise provision set forth in the Town Code (including the use of music, loud speakers and amplified sound).
11. Dog owners must comply with local leash laws. No animal waste is to be left or deposited in the park. The animal owner is responsible for the disposal of all waste.
12. All persons must comply with any lawfully posted sign, including, but not limited to signage relating to hours of operation, pets, vehicles, or any other conduct.
13. No person may be present in the parks after hours. Unless the Town prescribes a different time for park hours, the park shall be open from sunrise to sunset. No person shall remain on park property upon receiving a lawful order to depart by any law enforcement officer.
14. The Town shall not be responsible for any property that is damaged, lost or destroyed during any event in the parks. All unattended property left in or around the gazebo is presumed to be abandoned and may be removed and/or destroyed by the Town.