



# City of Bowie

15901 Fred Robinson Way  
Bowie, Maryland 20716

## CITY OF BOWIE

### ROBERT V. SETERA AMPHITHEATER USE POLICY

#### POLICY 00-01

#### **SUBJECT**

Requirements and guidelines for use of the Robert V. Setera Amphitheater at Allen Pond Park.

#### **INTRODUCTION**

The city owns the Robert V. Setera Amphitheater at Allen Pond Park. This policy has been prepared to establish specific criteria for organizations wishing to use the amphitheater for special events.

#### **BACKGROUND**

The Department of Community Services has reviewed their current policy governing the use of the Amphitheater and has determined that with increasing requests for use of this facility, the current policy needed to be revised. This revised policy provides use criteria for the facility, specifies available dates, and establishes guidelines for permitted users. The new policy will protect the facility and park from damage and improper use, ensure that permitted events are suitable for a public park forum and are of general interest, with minimal disturbance to surrounding residents.

#### **POLICY**

The use of the Amphitheater is restricted, in priority order, to City sponsored events; Maryland-National Capital Park and Planning Commission (M-NCPPC) events coordinated with the City; or by other groups which have obtained a Special Event Park Permit issued from the City's Department of Community Services in accordance with this policy.

Special Event Park Permits for Amphitheater use may be issued only to:

- a. Bowie based schools, having their principal place of business in the City, for the purpose of secular educational activities, which will not exceed (2) hours in length.
- b. Non-profit organizations having their principal place of business in the City, provided that no more than one such permit may be issued to any organization associated with the event in any one-year period and provided that the program must be open to the public at no charge (although voluntary donations may be passively solicited), and further provided that the program be of general interest and have no offensive or obscene content. "Passively solicited" means that receptacles for voluntary contributions may be placed at appropriate locations at least fifty feet from the point of entry and labeled with their purpose. The existence of the receptacles may be call to attention of attendees as they enter the event but attendees may not be compelled or pressured to donate and no other

mention, solicitation or request for donations may be made to attendees. An organization seeking a Special Event Park Permit shall submit a security deposit (in accordance with the City's current fee structure) upon application with the City, which deposit shall be forfeited if the City determines that the prohibition on the charging of admission has been violated or if any of the below noted Guidelines for Amphitheater use are not adhered to.

Special Event Park Permits will be considered on a case-by-case basis, considering the time of day, date and previously scheduled events or activities.

Fees for the use of the Amphitheater shall be in accordance with the City's current fee structure.

Guidelines for use of the Amphitheater are as follows:

1. All activities other than City-sponsored events or M-NCPPC activities require the issuance of a Use Permit. Use Permits will only be issued for event dates that fall between September 15th – May 15th and will not be issued for the same dates that both City of Bowie and/or M-NCPPC events have been scheduled. City programs always take priority.
2. Non-profit organizations hosting charitable events must provide hired security personnel (Commissioned Police Officers) for the duration of their event. The organization must supply the City with appropriate documentation of security precautions before a use permit will be issued.
3. The Applicant must submit a Detailed Event Description, outlining the event details, at least 60 calendar days prior to the requested event date. Specific information should include, event date/time, expected attendance, event details, reason for hosting event, event maps/layout, etc. Event Descriptions must be submitted via email to [sbeach@cityofbowie.org](mailto:sbeach@cityofbowie.org) and labeled "Amphitheater Use Request" in the subject line.
4. The Applicant shall provide to the City certificates of insurance evidencing insurance coverages of the following types and amounts. On each policy, Applicant will name the City of Bowie as an additional insured.
  - a. Comprehensive General Liability Insurance
    - i. Personal injury and bodily injury insurance with a limit of \$250,000 each occurrence and \$500,000 aggregate, where insurance aggregates apply.
    - ii. Property damage liability insurance with limits of \$250,000 each occurrence and \$500,000 aggregate, where insurance aggregates apply.
  - b. Automobile Liability Insurance (in the case of mobile concessionaires)
    - i. Property damage liability with a limit of \$50,000 each accident.
    - ii. Bodily injury liability with limits of \$250,000 each person and \$500,000 each accident.

c. Workers' Compensation Insurance

- i. Vendor shall comply with the requirements and benefits established by the State of Maryland for the provision of Workers' Compensation Insurance. If your organization/business has opted out of this requirement, the applicant is required to provide documentation of such.

5. Participants and sponsors of all activities must comply with all Park Rules and Regulations as stated in Chapter 17 of the Bowie City Code. The entire code can be downloaded from the City's website at [www.cityofbowie.org](http://www.cityofbowie.org).
6. Performances must comply with all Environmental Noise Control Standards as stated in Chapter 13 of the Bowie City Code. A copy of the entire City code can be downloaded from the City's website at [www.cityofbowie.org](http://www.cityofbowie.org).
7. If the applicant desires to include food, beverage, and promotional vendors, they shall be identified in the Detailed Event Description. The total number of such vendors shall not exceed three (3) locations for any events and will require the issuance of a City Concession Permit. The sale of alcoholic beverages by any vendor is prohibited.
8. If applicable, all tents/canopies must be freestanding. No ground spikes are allowed.
9. All requests for exceptions to the above policy must be supplied in writing to the City Manager for consideration. The City Manager can refuse to permit use of the facility if in his judgment the program or the attendees may cause damage to the facility or if the nature of the proposed program, without regard to the viewpoint of the content is not appropriate for an amphitheater venue, by reason of the scope of the event, number of reasonably anticipated attendees, or otherwise. Notification of approval or denial of the request shall be made within 30 days of receipt of application.