



BERLIN MAYOR AND COUNCIL
Meeting Agenda

Berlin Town Hall
10 William Street
Monday, October 27, 2025

5:00 PM CLOSED SESSION – Conference Room

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3- 305(b): (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

6:00 PM CALL TO ORDER, REGULAR SESSION – Council Chambers

1. **6:05 PM APPROVAL OF MINUTES:** *(Strategic Plan: DS1)*
 - a) Closed Session Minutes of 10.14.25
 - b) Regular Session Minutes of 10.14.25
2. **6:10 PM PRESENTATION:** Oktoberfest Fundraising Collaboration – Destination Growth Partners Ann Hillyer *(Strategic Plan: DS1, AS1)*
3. **6:15 PM PROCLAMATION(S):**
 - a) Proclamation 2025-13: Recognizing Veterans & Military Families Month – Mayor Zack Tyndall *(Strategic Plan: DS1, AS1)*
 - b) Proclamation 2025-14: Operation Green Light – Mayor Zack Tyndall *(Strategic Plan: DS1, AS1)*
4. **6:25 PM FIRST READING:** Ordinance 2025-05 Amending Chapter 32, § 266 Speed Cameras Violations and Penalties – Town Attorney David Gaskill & Chief of Police Arnold Downing *(Strategic Plan: DS2, AS1)*
5. **6:35 PM ITEM(S) FOR APPROVAL:**

A public comment period will now be offered after discussion by the Mayor and Council for each Item For Approval. Any person who may wish to speak will be given two (2) minutes or such time as may be deemed appropriate by the Mayor.

 - a) Motion 2025-58: Town of Berlin 2026 Events – Economic & Community Development Director Ivy Wells & Event Coordinator Allison Early *(Strategic Plan: DS1, AS1)*
 - b) Motion 2025-59: Taylor House Museum 2026 Events – Dr. Melissa Reid *(Strategic Plan: DS1, AS1)*
 - c) Motion 2025-60: Chamber of Commerce 2026 Events – Chamber President Garrett Neville *(Strategic Plan: DS1, AS1)*
6. **7:05 PM FY2025 Financial Highlights** – Finance Director Natalie Saleh *(Strategic Plan: DS4)*
7. **7:20 PM REPORTS:** Town Administrator’s Report, Departmental Reports *(Strategic Plan: DS3; DS4)*
8. **7:30 PM COMMENTS FROM THE PUBLIC** *(Strategic Plan: DS4; DS5)*

Anyone wishing to speak during COMMENTS FROM THE PUBLIC at the Regular Session may do so for up to five (5) minutes, or as determined by the Mayor. Please state your name, street, and the subject you wish to address.
9. **7:40 PM COMMENTS FROM THE COUNCIL**
10. **7:50 PM COMMENTS FROM THE MAYOR**
 - a) Comments from the Mayor’s Executive Assistant – Executive Assistant Sara Gorfinkel
 - b) Comments from the Mayor – Mayor Zack Tyndall
11. **7:55 PM COMMENTS FROM THE PRESS**
12. **8:00 PM ADJOURNMENT**

To access the Meeting via Facebook, please click the blue Facebook icon at the top of any page on www.berlinmd.gov, or type @townofberlinmd in the Facebook search bar. QR code links to online packet and Strategic Plan. Anyone having questions about the meetings mentioned above or needing special accommodations should contact Town Administrator Mary Bohlen at (410) 641-2770. Written materials in alternate formats for persons with disabilities are made available upon request. TTY users dial 7-1-1 in the State of Maryland/outside Maryland dial 1-800-735-2258.



CLOSED SESSION
MAYOR AND COUNCIL OF BERLIN MARYLAND
Tuesday, October 14, 2025

Present: Mayor Zack Tyndall, V-P Dean Burrell, Councilmembers Steve Green, Jay Knerr, Shaneka Nichols, and Jack Orris

Staff Present: Town Administrator Mary Bohlen, Human Resources Director Kelsey Jensen, and Town Attorney Dave Gaskill

Absent: none

Others present: none

Authority to close session: Pursuant to Maryland General Provisions Article; Sec 3-305(b):

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; and

Beginning at approximately 5:00 PM, the motion and vote to go into Closed Session were held in the Council Chambers and streamed live via Facebook. Mayor Tyndall read the Closed Session Summary, which is attached and incorporated into these Minutes upon approval. With no questions or comments from the public and following a motion by Councilmember Knerr and second by Councilmember Burrell, approval was unanimous to go into Closed Session.

The Facebook feed was ended and the group moved to the Conference Room.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD
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Following a motion by Councilmember Knerr, second by Councilmember Orris, the Meeting adjourned at approximately 6:00 PM.

Respectfully Submitted,

MTB

Mary T. Bohlen
Town Administrator

Attachment: Closed Session Summary of October 14, 2025



Closed Session Summary

To be included in the minutes in the next Open Meeting

1. Statement of the time, place, and purpose of the closed session:

- a. Time of closed session: Tuesday, October 14, 2025, 5:00 PM
- b. Place (location) of closed session: Vote to Close: Mayor and Council Chambers.
Meeting: 2nd Floor Conference Room
- c. Purpose of the closed session: Regarding a personnel matter.
- d. Date and time that we will return to public meeting: Tuesday, October 14, 2025, 6:00 PM

2. Record of the vote of each member as to closing the session:

- a. Motion to close meeting made by: Knerr
- b. Second by: Burrell
- c. Members voting in favor: Green, Nichols, Orris
- d. Members opposed: none
- e. Members abstaining: none
- f. Members absent: none

3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions Article § 3-305(b)

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action taken/each recorded vote
Personnel matter	Z. Tyndall, D. Burrell, S. Green, S. Nichols, J. Orris M. Bohlen, K. Jensen, D. Gaskill	No motion or vote.

This statement was made by: Mayor Zack Tyndall, presiding officer

List members who have received open meetings training (at least one member must be in attendance during closed session): Mayor Zack Tyndall, Councilmember Jack Orris, Town Administrator Mary Bohlen, Human Resources Director Kelsey Jensen, Town Attorney David Gaskill, Special Projects Administrator Kate Daub.



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Tuesday, October 14, 2025

6:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers

Present: Mayor Zackery Tyndall, Vice President Dean Burrell, Councilmembers Steve Green, Jay Knerr, Shaneka Nichols, and Jack Orris.

Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, Human Resources Director Kelsey Jensen, Finance Director Natalie Saleh, Electric Utility Director Tim Lawrence, Chief of Police Arnold Downing, Mayor's Executive Administrative Assistant Sara Gorfinkel, Special Projects Administrator Kate Daub, and Administrative Assistant Laura Brown.

This meeting was also broadcast live via Facebook. Following a moment of silence and the Pledge of Allegiance, Mayor Zackery Tyndall called the meeting to order at approximately 6:07 PM.

1. Approval of Minutes (Strategic Plan: DS1):

- a. Regular Session of 09.08.25
- b. Work Session of 09.29.25

Councilmember Orris noted a correction to a public comment on behalf of a resident from the 09.08.25 Regular Session of the Mayor and Council minutes. The minutes originally stated, "Ms. Velong asked if upgrades would affect sewer levels, and Mr. Latchum said adjustments would be necessary." The comment was clarified to reflect that the question asked was, "if upgrades would affect sewer laterals." The 09.08.25 Regular Session minutes have been updated accordingly.

On the motion of Councilmember Orris, second by Councilmember Knerr, the Regular Session Minutes of 09.08.25 with the correction and Work Session Minutes of 09.29.25 were approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols	X				
Jack Orris	X				
Voting Tally	5				

2. Proclamations:

- a. Proclamation 2025-12: Declared Economic Development Week in Maryland – Mayor Tyndall (*Strategic Plan: DS1, AS1*)

Mayor Tyndall proclaimed the week of October 20–24, 2025, as Economic Development Week in Maryland, as the Town was a member of the Maryland Economic Development Association. The proclamation recognized and promoted the efforts that enhanced the state's economic well-being through collaboration, education, and business development initiatives. This week also highlighted the importance of economic growth and stability across all regions of Maryland and encouraged community participation in supporting these efforts. Mayor Tyndall noted that Economic and Community Development Director, Ivy Wells, recently attended the Main Street Maryland Conference in Easton, which was a great networking opportunity for the Town.

3. Presentation: Whole Watershed Presentation – Maryland Coastal Bays Program Kevin Smith & Roman Jesein (*Strategic Plan: DS3, AS4*)

Kevin Smith and Roman Jesein introduced themselves and their team members to the Mayor and Council. Mr. Smith provided an overview of watershed funding provided for Newport Bay through the State's Whole Watershed Act, which allocated \$2 million annually for five years. Funding took effect at the beginning of Fiscal Year 2026, on July 1, 2026. Mr. Smith noted that the funding required a one-to-one match.

Newport Bay was selected for this funding due to its declining health, as identified through the Coastal Bays Program's monitoring. Mr. Smith detailed the Newport Bay Watershed, using maps to indicate project locations and phases. He explained that the bay's health had been negatively affected by land use, agriculture, and stormwater management. The Coastal Bays Program's projects focus on marsh restoration, wetlands, stormwater management, and stream restoration. Mr. Jesein emphasized that the program aimed to demonstrate restoration success over five years, acknowledging that this was a starting point. He also highlighted the joint efforts of farmers, businesses, and community members supporting the project.

Councilmember Knerr asked for clarification regarding the Bottle Branch project. Mr. Smith explained that the project aimed to restore the Hudson Branch ditches to their natural stream condition, as they no longer functioned effectively as streams. Restoring these ditches would improve water quality and the overall health of Newport Bay. In response to a follow-up question from Councilmember Knerr regarding brush clearing, Mr. Smith informed him that Coastal Bays would be working with an engineer to see what could be accomplished while making minimal impact on the brush.

Mayor Tyndall expressed appreciation to Coastal Bays and noted that the completion of these projects would not have been possible without their support. Councilmember Orris expressed excitement for all the plans, especially the community outreach piece. Councilmember Nichols expressed enthusiasm for community involvement and the educational components of the program. Councilmember Green echoed these sentiments and asked for further explanation regarding the one-to-one match and potential design fees. Mr. Smith explained that the County was transitioning residents from septic systems to the public sewer system, and federal dollars for this effort can be

used to fulfill the match requirement. Vice President Burrell inquired about the projects' impact on the Chesapeake Bay, and Mr. Smith clarified that these projects would not directly affect the Bay, as the watershed flows into Newport Bay and then Chincoteague Bay. Regarding funding, EA Engineering Project Manager Darl Kolar noted that the funding was a program match rather than a project-specific match, which would benefit the Coastal Bays Program and Berlin.

4. Items for Approval:

- a. Resolution 2025-07 and Presentation: Berlin Energy Needs – Electric Utility Director Tim Lawrence & American Municipal Power Craig Kleinhenz (*Strategic Plan: DS3*)

Craig Kleinhenz, Assistant Vice President of Power Supply Planning with AMP, presented an update on the Town of Berlin's current and future power supply. He reviewed the Town's existing energy purchases, including a 2025–2025 contract with BP at \$35.82 per megawatt hour (MWh), a Constellation contract at \$44.45/MWh, and an existing agreement with Blue Creek Wind Farm, which provides 2,300 kW of power through 2029 at a rate of \$56.79/MWh. Mr. Kleinhenz recommended new purchases for 2026–2030, and proposed rates of \$51/MWh with BP and \$70/MWh with Constellation.

Vice President Burrell asked whether the proposed pricing was favorable. Mr. Kleinhenz explained that the rates would significantly reduce market risk, with the price increases reflecting current market volatility. He noted that up to 1,000 kW could be utilized during peak periods, allowing the Town to save approximately \$120,000 annually through rate-lock protections.

Councilmember Knerr asked whether the new contracts would take effect on January 1, 2026, and Mr. Kleinhenz confirmed they would. In response to Mayor Tyndall's inquiry about future pricing trends, Mr. Kleinhenz stated that transmission and capacity costs continue to rise nationwide due to the decline in fossil fuel generation and stalled renewable energy construction projects. He emphasized that despite these trends, Berlin's average residential electric rate would remain competitive at 13.7 cents per kWh, compared to 20.06 cents per kWh for Delmarva Power customers.

Councilmember Orris asked if Mr. Kleinhenz recommended locking in the \$70/MWh rate with Constellation through 2030. Finance Director Natalie Saleh confirmed this would occur in two-year increments, and Mr. Kleinhenz agreed, citing projections of steadily increasing transmission costs. Mayor Tyndall asked if there was a cap on output and whether the Town could sell excess generation, prompting discussion about the remaining life of the Town's diesel generators, the potential for adding natural gas generators, and opportunities to create a future revenue source for the Town.

Vice President Burrell asked how the proposed contracts would affect residential bills. Mr. Kleinhenz estimated a rough increase of approximately \$25 per household, noting that while the rate lock limits exposure to higher market spikes, it still represents a modest increase compared to projected market rates.

On the motion of Councilmember Nichols, second by Councilmember Knerr, Resolution 2025-07 and Presentation: Berlin Energy Needs was adopted by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols	X				
Jack Orris	X				
<i>Voting Tally</i>	5				

- b. Motion 2025-56: Approve Franklin Ave Water Well & Well Tower Emergency Repairs – Town Administrator Mary Bohlen (*Strategic Plan: DS3, AS3*)

Town Administrator Mary Bohlen informed the Mayor and Council that this was an additional invoice for emergency repairs due to the Frankling Ave water well and well tower rupture that occurred in June. Mayor Tyndall asked Human Resources Director Kelsey Jensen where the Town stood with LGIT regarding the insurance claims that were submitted. Ms. Jensen informed him that the Town would receive \$25,000 for one claim, but the second claim was denied due to the natural deterioration of the pipe over time.

On the motion of Councilmember Orris, second by Councilmember Green, Motion 2025-57: Declaration of Surplus Property was adopted by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols	X				
Jack Orris	X				
<i>Voting Tally</i>	5				

- c. Motion 2025-57: Declaration of Surplus Property – Chief of Police Arnold Downing (*Strategic Plan: DS2, AS1*)

Chief of Police Arnold Downing presented one vehicle that the Berlin Police Department proposed for disposal, noting that it had been used for parts and was ready to be disposed of. Chief Downing also thanked Director of Public Works Jimmy Charles and his department for trimming the trees behind the Police Department.

Electric Utility Director Tim Lawrence discussed a surplus item from his department, a hydraulic digger truck, explaining that a new digger truck had recently been purchased and

received. He reported that the hydraulics on the former truck had over 300,000 miles of use, while the engine had approximately 60,000 miles. Mr. Lawrence noted that the new digger truck operates significantly faster and safer than the previous model.

On the motion of Councilmember Orris, second by Councilmember Nichols, Motion 2025-57: Declaration of Surplus Property was adopted by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols	X				
Jack Orris	X				
<i>Voting Tally</i>	5				

5. Reports: Town Administrator's Report, Departmental Reports (*Strategic Plan: DS3, DS4*)

Ms. Bohlen thanked the Mayor's Executive Assistant, Sara Gorfinkel, for organizing a successful visit with those involved in the Reconnecting Communities and Neighborhoods Grant. She reminded the public that Town Hall would be closed on Friday, October 17, as staff continued to prepare for the renovation and navigate the records retention process. Ms. Bohlen also reminded residents of William Street, Bay Street, and Broad Street to submit signed consent forms for the Lead Service Line Project to the Water Department.

Councilmember Orris thanked Public Works Director Jimmy Charles and his staff for their proactive attention to the trees in Stephen Decatur Park.

6. Comments from the Public (*Strategic Plan: DS4; DS5*)

Ryan and Cate Nellans, Broad Street residents, informed the Mayor and Council that minors have been knocking on their front door between 11 PM and midnight over the past several months. The Nellans stated they were initially understanding, as the behavior seemed typical of prank activity. However, the situation had recently escalated, with the minors returning wearing neck gaiters as masks and kicking their door. The Nellans reported that they have been in contact with the Berlin Police Department (BPD) during these incidents and asked whether a curfew could be considered for unaccompanied minors, citing concerns for both their own safety and that of the children involved.

Mayor Tyndall asked if the Town's cameras had captured footage of the minors without masks. Chief Downing confirmed that the suspects had been seen without masks and that similar incidents had been reported at other residences. Chief Downing stated the minors were riding bicycles throughout the neighborhood, adding that this was a situation where "parents need to parent and know where their kids are."

Councilmember Orris asked Town Attorney Dave Gaskill what the Town Code allows regarding the establishment of a curfew. Mr. Gaskill stated that the Town could enact a curfew but would need to review the Code for specifics. Councilmember Orris followed up by asking how such a curfew would

impact police operations, and Chief Downing explained that BPD procedures would need to be adjusted accordingly.

Mayor Tyndall inquired whether it would be legal to post photos of the minors' faces on social media. It was determined that doing so would be permitted due to the unlawful nature of the acts. Councilmember Green expressed that, if photos were shared, it would be more appropriate for the BPD to post them as a public service announcement rather than by private citizens.

Mary Hedlesky, Westminster Drive, asked whether a stormwater project or plan under the Coastal Bays Program discussed earlier in the evening would include Westminster Drive, noting concerns about flooding in the ditches along the roadway. Mr. Kolar stated he would be happy to discuss the matter with Ms. Hedlesky in further detail following the meeting.

7. Comments from the Council

Vice President Burrell asked for an update regarding the ditch maintenance issue. Ms. Bohlen informed him that Public Works had researched the equipment necessary to properly maintain the ditches. However, the equipment required to maintain the ditches resulted in a significant cost that exceeded \$200,000. She also noted that accessibility to the ditches would need to be evaluated to determine how or if the equipment could effectively reach those areas. Vice President Burrell reiterated his concern, asking how the Town could expect property owners and private residents to address an issue of such scale if the Town itself faced challenges in doing so.

Councilmember Knerr asked for an update from the State regarding sidewalks on Old Ocean City Boulevard. Ms. Gorfinkel stated that the project was on the State's agenda for review by the end of the year. Councilmember Knerr then asked whether a final construction plan would be presented to the Mayor and Council prior to the project going to bid. Ms. Bohlen confirmed that Haley Architecture was scheduled to present at the Mayor and Council meeting on Monday, November 10th. In regards to the Nellans' comments, Councilmember Nichols emphasized the importance of parents being aware of their children's whereabouts and noted she would be calling their parents if she recognized them.

Councilmember Orris asked Ms. Saleh to confirm the electric credit discussed during the September 8th Mayor and Council meeting had been implemented on bills to which Ms. Saleh stated it had. He inquired when the second payment was planned for and Ms. Saleh stated the Town was waiting for further information. Councilmember Orris also inquired whether sidewalks along Flower Street could be included in the Reconnecting Communities and Neighborhoods Grant funding due to the children who walk to Stephen Decatur Middle School. Mayor Tyndall informed him it wasn't only the Route 113 corridor being looked at but the Town as a whole. Ms. Gorfinkel added Old Ocean City Boulevard from Stephen Decatur High School to West View would be studied.

Councilmember Green discussed the need for the Mayor and Council to consider raising the room tax, noting that surrounding municipalities have already implemented increases. While Berlin has limited accommodations, he estimated that an increase could still generate approximately \$22,000 in additional revenue, emphasizing that it would be "tourism paying for tourism." Councilmember Green stated that he would be willing to attend the County's public hearing to read a letter on behalf of the Town.

8. Comments from the Mayor's Office

Ms. Gorfinkel informed the public of the upcoming tree planting program scheduled for Tuesday, October 21st at 9 AM, which the Mayor and Council will attend. She also announced that the Parking Subcommittee had expanded and that its next meetings were scheduled for Wednesday, November 12th and Wednesday, December 3rd at 8:30 AM.

Mayor Tyndall thanked Ms. Gorfinkel for her efforts in coordinating the Reconnecting Communities and Neighborhoods site visit. He asked whether Halloween candy checks would be held this year, and Chief Downing stated that his department would work to facilitate them. Mayor Tyndall reminded the public that Halloween was not a Town-sponsored event but rather a traditional community event and will be held rain or shine. Councilmember Orris noted that candy donations could be made at the Atlantic Hotel and possibly at the Berlin Fire Company as well. Councilmember Knerr inquired about barricades, and it was confirmed that they would be set up on Washington Street and Jefferson Street.

Ms. Gorfinkel also discussed the hand-painted oyster garland project for the Town Christmas Tree, in which Berlin's five schools would be participating. Mayor Tyndall thanked Ms. Jensen for connecting the Town with Dan Worrell, who generously donated the oyster shells. He also shared information regarding the sourcing of this year's Christmas tree, and Ms. Gorfinkel noted that a menorah had been purchased for the upcoming holiday season.

9. Comments from the Press – None.

10. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Nichols, the Mayor and Council meeting was adjourned at approximately 8:10 PM.

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols	X				
Jack Orris	X				
<i>Voting Tally</i>	5				

Respectfully submitted,



Laura Brown
Administrative Assistant

ORDINANCE 2025-05

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION, AMENDING CHAPTER 32, ARTICLE VI, TITLED USE OF SPEED CAMERAS IN DESIGNATED SCHOOL ZONES, SECTION 32-266, TITLED VIOLATIONS AND PENALTIES.

BE IT ENACTED BY THE MAYOR AND COUNCIL THAT SECTION 32-266 BE AMENDED AS FOLLOWS:

Sec. 32-226. - Violations and penalties.

~~Unless the owner or driver of the motor vehicle received a citation from a police officer at the time of the violation, the owner or driver of the motor vehicle is subject to a civil penalty in the amount of \$40.00. If the motor vehicle being driven is recorded by a speed monitoring system as being operated in a school zone in excess of the posted speed limit, with such penalty to be assessed in accordance with § 21-809 of the Transportation Article of the Annotated Code of Maryland, as may be amended from time to time.~~

(A) THE OWNER OR DRIVER OF A MOTOR VEHICLE IS SUBJECT TO A CIVIL PENALTY IF THE MOTOR VEHICLE IS RECORDED BY A SPEED MONITORING SYSTEM WHILE BEING OPERATED IN VIOLATION OF THIS ARTICLE.

(I) IF THE CITATION ALLEGES THAT THE DRIVER OF THE MOTOR VEHICLE EXCEEDED THE SPEED LIMIT BY BETWEEN 12 AND 15, INCLUSIVE, MILES PER HOUR, \$40;

(II) IF THE CITATION ALLEGES THAT THE DRIVER OF THE MOTOR VEHICLE EXCEEDED THE SPEED LIMIT BY BETWEEN 16 AND 19, INCLUSIVE, MILES PER HOUR, \$70;

(III) IF THE CITATION ALLEGES THAT THE DRIVER OF THE MOTOR VEHICLE EXCEEDED THE SPEED LIMIT BY BETWEEN 20 AND 29, INCLUSIVE, MILES PER HOUR, \$120;

(IV) IF THE CITATION ALLEGES THAT THE DRIVER OF THE MOTOR VEHICLE EXCEEDED THE SPEED LIMIT BY BETWEEN 30 AND 39, INCLUSIVE, MILES PER HOUR, \$230;
AND

(V) IF THE CITATION ALLEGES THAT THE DRIVER OF THE MOTOR VEHICLE EXCEEDED THE SPEED LIMIT BY 40 MILES PER HOUR OR MORE, \$425.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 2025, and thereafter a statement of the substance of the Ordinance having been published as required by law.

A PUBLIC HEARING was held, and this Ordinance was adopted this ____ day of _____, 2025, by the Mayor and Council of the Town of Berlin, Maryland, by the vote as indicated below:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP					
Steve Green					
Jay Knerr					
Shaneka Nichols					
Jack Orris					
<i>Voting Tally</i>					

Dean Burrell, Vice-President

Approved on this _____ day of _____, 2025 by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar days later on the __ day of _____, 2025.

Zackery Tyndall, Mayor

ATTEST: Mary Bohlen, Town Administrator



MOTION OF THE MAYOR AND COUNCIL 2025-58

A motion of the Mayor and Council of the Town of Berlin APPROVING THE 2026 TOWN EVENT SCHEDULE.

Berlin Restaurant Week	1/19 - 1/26/2026	
Berlin Community Yard Sale	4/4/2026	7:30am
Berlin Little League Parade	4/11/2026	8 am - 9 am
Berlin Vintage & Vinyl	4/18/2026	
Take Pride in Berlin Week	4/19 - 4/25/2026	All Week
Berlin Cleanup Day	4/25/2026	9am
Memorial Day at Monument	5/24/2026	8 am - 9 am
Memorial Day Parade	5/25/2026	6 am - 6 pm
Berlin Fireworks	7/3/2026	DUSK
National Night Out	8/4/2026	4 pm - 7 pm
Oktoberfest	10/17/2026	6 am - 5 pm
Truck-N-Treat	10/24/2026	10 am - 1pm
Christmas Tree Arrival	11/16/2026	2pm
Fall Glow Walk	11/	5 pm - 7 pm
Ice Ice Berlin & Tree Lighting	11/27/2026	5 pm - 9 pm
Merry Marketplace	11/28, 12/5, 12, 19, 2026	11am-3pm
Christmas Parade	12/3/2026	7 pm - 9 pm
Berlin Hanukkah Celebration	12/10/2026	5pm
New Years Eve	12/31/2026	5 pm – 9 pm
Berlin Farmers Market	Sundays May-September	9 am - 1 pm

State Highway and Town services paperwork will be submitted to participating departments at least six (6) weeks prior to the event. The purpose of this Motion is to approve the provision of Town services to these events for the calendar year.

APPROVED this _____ day of _____, 2025, by the Council of the Town of Berlin, Maryland,
by the vote as indicated below:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP					
Steve Green					
Jay Knerr					
Shaneka Nichols					
Jack Orris					
<i>Voting Tally</i>					

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2024, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov

Mayor

Zack Tyndall

Vice President

Dean Burrell

Council Members

Steve Green

Jay Knerr

Shaneka Nichols

Jack Orris

Town Attorney

David Gaskill

Town Administrator

Mary Bohlen



October 27, 2025

Ms. April R. Payne, Administrator

Board of License Commissioners of Worcester County

One West Market Street – Room 1201

Snow Hill, MD 21863

Dear Ms. Payne,

I am writing to you on behalf of the Mayor and Council of the Town of Berlin as the Council has approved a motion for the exception for the consumption of alcohol during four (4) events during our 2026 event schedule.

- Chili Peppers Festival, Saturday, August 22nd, from 3 PM to 8 PM
- Fiddlers Convention, Friday, September 25th, from 6 PM to 10 PM
Saturday, September 26th, from 11 AM to 5 PM
- Oktoberfest, Saturday, October 14, from 11 AM to 4 PM

We formally request that the Board of License Commissioners allow exemptions for Worcester County Beverage License Holders in Berlin, who apply for approval permits allowing patrons to leave their licensed establishments and enter our designated area during the times stated above. As in the past, all licensees' approvals will prohibit the sale of alcoholic beverages in "glass" containers.

We respectfully ask for the Board's approval of this request as we have had few, if any, major problems in the past and realize the ongoing economic benefit for our local businesses participating in this program.

Thank you for your consideration.

Sincerely,

Zack Tyndall

Mayor, Town of Berlin



MOTION OF THE MAYOR AND COUNCIL 2025-59

A motion of the Mayor and Council of the Town of Berlin APPROVING THE 2026 TAYLOR HOUSE MUSEUM EVENT SCHEDULE.

- (*) Pig Roast – Saturday, April 18; 4 pm – 8 pm
- (*) 2nd Sunday at the Museum: Concert – Sunday, June 14; 6 pm – 7:30 pm
- (*) 2nd Sunday at the Museum: Concert – Sunday, July 12; 6 pm – 7:30 pm
- Peach Festival – Saturday, August 1; 10 am – 3 pm
- (*) 2nd Sunday at the Museum: Concert – Sunday, August 9; 6 pm – 7:30 pm
- (*) 2nd Sunday at the Museum: Concert – Sunday, September 13; 6 pm – 7:30 pm
- (*) Book Festival – Saturday, October 17; 12 pm – 4 pm

This motion authorizes an exception for alcohol consumption during six (6) events at the Taylor House Museum as part of their 2026 event schedule (events marked with * indicate alcohol will be served). Additionally, all necessary Town services paperwork must be submitted to participating departments at least six (6) weeks prior to each event.

APPROVED this _____ day of _____, 2025, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP					
Steve Green					
Jay Knerr					
Shaneka Nichols					
Jack Orris					
<i>Voting Tally</i>					

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2024, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator



October 2, 2025

I am writing to you on behalf of the Berlin Heritage Foundation/Calvin B. Taylor Museum to request permits for consumption of alcohol during 6 events during our 2026 event schedule:

- Pig Roast – Saturday, April 18; 4 pm – 8 pm
- 2nd Sunday at the Museum: Concert – Sunday, June 14; 6 pm – 7:30 pm
- 2nd Sunday at the Museum: Concert – Sunday, July 12; 6 pm – 7:30 pm
- 2nd Sunday at the Museum: Concert – Sunday, August 9; 6 pm – 7:30 pm
- 2nd Sunday at the Museum: Concert – Sunday, September 13; 6 pm – 7:30 pm
- Book Festival – Saturday, October 17; 12 pm – 4 pm

We respectfully ask for approval of this request. Thank you for your consideration.

Sincerely,

Heather Nottingham, *Museum Administrator*

Berlin Heritage Foundation, Inc.



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov

Mayor

Zack Tyndall

Vice President

Dean Burrell

Council Members

Steve Green

Jay Knerr

Shaneka Nichols

Jack Orris

Town Attorney

David Gaskill

Town Administrator

Mary Bohlen



October 10, 2025

Ms. April R. Payne, Administrator

Board of License Commissioners of Worcester County

One West Market Street – Room 1201

Snow Hill, MD 21863

Dear Ms. Payne,

I am writing to you on behalf of the Mayor and Council of the Town of Berlin as the Council has approved a motion for the exception for consumption of alcohol during six (6) events during the Berlin Heritage Foundation/Calvin B. Taylor Museum 2026 event schedule:

- Pig Roast – Saturday, April 18; 4 pm – 8 pm
- 2nd Sunday at the Museum: Concert – Sunday, June 14; 6 pm – 7:30 pm
- 2nd Sunday at the Museum: Concert – Sunday, July 12; 6 pm – 7:30 pm
- 2nd Sunday at the Museum: Concert – Sunday, August 9; 6 pm – 7:30 pm
- 2nd Sunday at the Museum: Concert – Sunday, September 13; 6 pm – 7:30 pm
- Book Festival – Saturday, October 17; 12 pm – 4 pm

We are formally requesting the Board of License Commissioners to allow requested exemptions for Worcester County Beverage License Holders in Berlin who apply for approval permits allowing patrons to leave their licensed establishments and enter into our designated area during the times stated above. As in the past, all licensees' approvals will prohibit off-sale of alcoholic beverages in "glass" containers.

We respectfully ask for the Board's approval of this request as we have had few, if any, major problems in the past and realize the ongoing economic benefit for our local businesses participating in this program.

Thank you for your consideration.

Sincerely,

Zack Tyndall

Mayor



SPECIAL EVENT APPLICATION



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date:		Event Start time:	Road Closure Start:
Requested Date(s) of the event:		End time:	End:
Name of Event:		*Location of Event:	
Estimated number of attendees:		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name:		Applicant Cell Phone:	
Sponsoring Organization or Business Name:		Email:	
Person(s) to Contact Day of Event:	Name: _____, Cell # _____		
	Name: _____, Cell # _____		
Description of event:			
If fundraiser, please indicate the beneficiary:			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):			
Will there be live music or a DJ? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music			
What is your plan for the following:			
<u>Marketing/Advertising:</u>			
<u>Parking/Shuttle:</u>			
<u>Inclement weather:</u>			
The event sponsor hereby agrees to the following conditions: 1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event. 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier. 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties. 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors. 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.			
By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.			
Signature: _____		Date:	
Printed Name: _____			

DETAILS OF EVENT:**Shaded areas for office use only**

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: <input type="text"/>	End: <input type="text"/>	State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades <input type="text"/> Barricades to be dropped off: <input type="text"/> Time/Date <input type="text"/>	No-Parking signs to be placed: <input type="text"/> Time/date <input type="text"/> Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric. Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:		If applicable, items listed are in addition to those normally in place.					
Trash cans	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Required <input type="text"/>	Trash cans to be placed: <input type="text"/> Time/date <input type="text"/>				
Picnic Tables	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Required <input type="text"/> Maximum: 5	To be placed: <input type="text"/> Time/date <input type="text"/>				
Stage	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location must be marked on map.	Stage to be placed: <input type="text"/> Time/date <input type="text"/> Extensions needed: <input type="checkbox"/>				
Temporary Fencing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location must be marked on map.	Fencing to be placed: <input type="text"/> Time/date <input type="checkbox"/>				
Porta-potties	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: <input type="text"/> Time/date <input type="text"/>				
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review <input type="text"/> Date <input type="text"/> Sign Permit needed/submitted? <input type="checkbox"/>				
Will there be vendors/individuals selling goods or services as part of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>					
Additional Forms Required:			Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure							
Park Reservation Application and Permit							
Request for Electric Service							
Request for Banner Placement							
Sign Permit							
Vendor's Application and Certification for Peddling and Soliciting							
Business Use of Park Application							
Proof of Insurance							
Other:							

Approved by the Mayor and Council on the _____ day of _____, 20____. ____ For ____ Opposed ____ Abstain.



SPECIAL EVENT APPLICATION



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Today's Date:		Event Start time:	Road Closure Start:
Requested Date(s) of the event:		End time:	End:
Name of Event:		*Location of Event:	
Estimated number of attendees:		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name:		Applicant Cell Phone:	
Sponsoring Organization or Business Name:		Email:	
Person(s) to Contact Day of Event:	Name: _____, Cell # _____		
	Name: _____, Cell # _____		
Description of event:			
If fundraiser, please indicate the beneficiary:			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):			
Will there be live music or a DJ? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music			
What is your plan for the following:			
<u>Marketing/Advertising:</u>			
<u>Parking/Shuttle:</u>			
<u>Inclement weather:</u>			
The event sponsor hereby agrees to the following conditions: 1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event. 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier. 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties. 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors. 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.			
By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.			
Signature: _____		Date:	
Printed Name: _____			

DETAILS OF EVENT:**Shaded areas for office use only**

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: <input type="text"/>	End: <input type="text"/>	State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades <input type="text"/> Barricades to be dropped off: <input type="text"/> Time/Date <input type="text"/>	No-Parking signs to be placed: <input type="text"/> Time/date <input type="text"/> Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric. Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:		If applicable, items listed are in addition to those normally in place.					
Trash cans	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Required <input type="text"/>	Trash cans to be placed: <input type="text"/> Time/date <input type="text"/>				
Picnic Tables	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Required <input type="text"/> Maximum: 5	To be placed: <input type="text"/> Time/date <input type="text"/>				
Stage	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location must be marked on map.	Stage to be placed: <input type="text"/> Time/date <input type="text"/> Extensions needed: <input type="checkbox"/>				
Temporary Fencing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location must be marked on map.	Fencing to be placed: <input type="text"/> Time/date <input type="checkbox"/>				
Porta-potties	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: <input type="text"/> Time/date <input type="text"/>				
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review <input type="text"/> Date <input type="text"/> Sign Permit needed/submitted? <input type="checkbox"/>				
Will there be vendors/individuals selling goods or services as part of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>					
Additional Forms Required:			Yes	No	N/A	Date Rec'd	Initials
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Request for Electric Service							
Request for Banner Placement							
Sign Permit							
Vendor's Application and Certification for Peddling and Soliciting							
Business Use of Park Application							
Proof of Insurance							
Other:							

Approved by the Mayor and Council on the _____ day of _____, 20____. ____ For ____ Opposed ____ Abstain.



SPECIAL EVENT APPLICATION



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date:		Event Start time:	Road Closure Start:
Requested Date(s) of the event:		End time:	End:
Name of Event:		*Location of Event:	
Estimated number of attendees:		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name:		Applicant Cell Phone:	
Sponsoring Organization or Business Name:		Email:	
Person(s) to Contact Day of Event:	Name: _____, Cell # _____		
	Name: _____, Cell # _____		
Description of event:			
If fundraiser, please indicate the beneficiary:			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):			
Will there be live music or a DJ? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music			
What is your plan for the following:			
<u>Marketing/Advertising:</u>			
<u>Parking/Shuttle:</u>			
<u>Inclement weather:</u>			
The event sponsor hereby agrees to the following conditions: 1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event. 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier. 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties. 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors. 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.			
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Printed Name: _____			

DETAILS OF EVENT:**Shaded areas for office use only**

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Barricade locations must be marked on map.	
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Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric. Request for Electric Form submitted? <input type="checkbox"/>	
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Trash cans	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Required <input type="text"/>	Trash cans to be placed: <input type="text"/> Time/date				
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Additional Forms Required:			Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure							
Park Reservation Application and Permit							
Request for Electric Service							
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Sign Permit							
Vendor's Application and Certification for Peddling and Soliciting							
Business Use of Park Application							
Proof of Insurance							
Other:							

Approved by the Mayor and Council on the _____ day of _____, 20____. ____ For ____ Opposed ____ Abstain.



SPECIAL EVENT APPLICATION



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Today's Date:		Event Start time:	Road Closure Start:
Requested Date(s) of the event:		End time:	End:
Name of Event:		*Location of Event:	
Estimated number of attendees:		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name:		Applicant Cell Phone:	
Sponsoring Organization or Business Name:		Email:	
Person(s) to Contact Day of Event:	Name: _____, Cell # _____		
	Name: _____, Cell # _____		
Description of event:			
If fundraiser, please indicate the beneficiary:			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):			
Will there be live music or a DJ? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music			
What is your plan for the following:			
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By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.			
Signature: _____		Date:	
Printed Name: _____			

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: <input type="text"/>	End: <input type="text"/>	State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades _____ Barricades to be dropped off: _____ Time/Date _____	No-Parking signs to be placed: _____ Time/date _____ Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric. Request for Electric Form submitted? <input type="checkbox"/>	
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Other Items/Services:	If applicable, items listed are in addition to those normally in place.		
Trash cans	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____	Trash cans to be placed: _____ Time/date _____
Picnic Tables	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____ Maximum: 5	To be placed: _____ Time/date _____
Stage	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location must be marked on map.	Stage to be placed: _____ Time/date _____ Extensions needed: <input type="checkbox"/>
Temporary Fencing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location must be marked on map.	Fencing to be placed: _____ Time/date _____ <input type="checkbox"/>
Porta-potties	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: _____ Time/date _____
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review _____ Date _____ Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>	

Additional Forms Required:	Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure					
Park Reservation Application and Permit					
Request for Electric Service					
Request for Banner Placement					
Sign Permit					
Vendor's Application and Certification for Peddling and Soliciting					
Business Use of Park Application					
Proof of Insurance					
Other:					

Approved by the Mayor and Council on the _____ day of _____, 20____. _____ For _____ Opposed _____ Abstain.



**SPECIAL EVENT
REQUEST TO HANG BANNER**



This form is in addition to the "Town Street Closure/Request for Services form". Banners to be hung must meet the specifications listed below. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: _____

Dates banners to be hung: _____ to _____

Date(s) of the event: _____

Please note: Hanging of banners is dependent on a number of factors, including weather, availability of personnel/equipment, and placement of banners for other events.

Name of Event: _____

Purpose of Event: _____

Contact Name: _____

Contact Phone (Day): _____

Sponsoring Organization _____

Email: _____

Banner Specifications:

1. Proof must be submitted at least 2 weeks prior to hang-date.
2. Must be made of a strong, durable material with wind stabilizing holes cut into it.
3. Must have grommets every 2' along the top and bottom
4. Must not exceed 25' in length and be between 34" and 36" in width.

Available Locations: please check desired location(s)

- ☐ North Main & Harrison Ave (near Fire Company)
- ☐ South Main & Buckingham (near Worcester Preparatory)
- ☐ Bay & Flower Street
- ☐ William Street

NOTE:

1. Banners hung by the Town of Berlin will advertise events/activities/programs held by or for the benefit of non-profit organizations and/or government entities only. Commercial or other for-profit purposes are prohibited.
2. The Berlin Electric Department reserves the right to refuse to hang any banner for any reason within their discretion.
3. Suitable locations for banners are limited; the Town of Berlin will not hang banners on private property/privately owned structures, poles, etc.
4. It is the responsibility of the organization to purchase and supply the banner(s).
5. The organization is responsible for delivering the banner to the Berlin Electric Department and for picking-up the banner after display. Banners not picked up within 30 days following the date of the event may be destroyed/disposed of.

I, the undersigned, understand and accept the conditions above.

Signature: _____

Date: _____

Printed Name: _____

Questions:

Electric Utility Director Tim Lawrence
410-629-1713, tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: _____ Initials: _____

Approved: ☐ Yes ☐ No

Comments _____



**SPECIAL EVENT
REQUEST FOR ELECTRIC**

This form is in addition to the "Town Street Closure/Request for Services form. This form must be completed if electric service is required for any vendor/activity for an event. It is the event organizer's responsibility to coordinate with vendors regarding their electric needs; Berlin Electric Department staff will be glad to assist with any questions. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 10/02/2025

Event start time: 10:00 am

Date(s) of the event: Sat, Aug 1, 2026

Event end time: 3:00 pm

Name of Event: Peach Festival

Number of vendors/activities needing electric service: 4

Contact Name: Heather Nottingham

Contact Phone (Day): 410-422-0945

Sponsoring Organization Taylor House Museum

Email: info@taylorhousemuseum.org

Signature: Heather Nottingham

Date: 10/02/2025

Printed Name: Heather Nottingham

Side 2 must be completed.

NOTE: Electric service is available only in specific locations.

1. Complete the reverse of this form to determine vendors' electric needs. Your vendors should know their requirements.
2. Contact the Berlin Electric Department to discuss needs and to assist in determining the best location for specific vendors/activities requiring electric service.

Electric Utility Director Tim Lawrence
410-629-1713
tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: _____ Initials: _____

Comments _____

DETAILS OF EVENT: Please copy this page as needed.

<p>Vendor: <u>1866 Purnell Cemetery</u> Phone: <u>410-422-0945</u></p> <p>Primary Contact: <u>Bobby Purnell</u></p> <p>Vendor Type: <u>BBQ Chicken</u></p> <p>Load Information</p> <table style="width: 100%;"><tr><td>Lighting</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Cooking</td><td style="text-align: right;">_____ <u>X</u> KW</td></tr><tr><td>Water Heating</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Miscellaneous</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Specify Unusual Motors</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Other: _____</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Total Load</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Specify Voltage</td><td style="text-align: right;">_____ KW</td></tr></table> <p>Location of Service: _____ (determined w/Electric Department)</p>	Lighting	_____ KW	Cooking	_____ <u>X</u> KW	Water Heating	_____ KW	Miscellaneous	_____ KW	Specify Unusual Motors	_____ KW	Other: _____	_____ KW	Total Load	_____ KW	Specify Voltage	_____ KW	<p>Vendor: <u>Germantown School</u> Phone: _____</p> <p>Primary Contact: <u>Karen Prengamen</u></p> <p>Vendor Type: <u>Hamburgers and Hot Dogs</u></p> <p>Load Information</p> <table style="width: 100%;"><tr><td>Lighting</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Cooking</td><td style="text-align: right;">_____ <u>X</u> KW</td></tr><tr><td>Water Heating</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Miscellaneous</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Specify Unusual Motors</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Other: _____</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Total Load</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Specify Voltage</td><td style="text-align: right;">_____ KW</td></tr></table> <p>Location of Service: _____ (determined w/Electric Department)</p>	Lighting	_____ KW	Cooking	_____ <u>X</u> KW	Water Heating	_____ KW	Miscellaneous	_____ KW	Specify Unusual Motors	_____ KW	Other: _____	_____ KW	Total Load	_____ KW	Specify Voltage	_____ KW
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Total Load	_____ KW																																
Specify Voltage	_____ KW																																
<p>Vendor: <u>Turtle Island</u> Phone: _____</p> <p>Primary Contact: <u>Dawn Manyfeathers</u></p> <p>Vendor Type: <u>frybread</u></p> <p>Load Information</p> <table style="width: 100%;"><tr><td>Lighting</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Cooking</td><td style="text-align: right;">_____ <u>X</u> KW</td></tr><tr><td>Water Heating</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Miscellaneous</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Specify Unusual Motors</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Other: _____</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Total Load</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Specify Voltage</td><td style="text-align: right;">_____ KW</td></tr></table> <p>Location of Service: _____ (determined w/Electric Department)</p>	Lighting	_____ KW	Cooking	_____ <u>X</u> KW	Water Heating	_____ KW	Miscellaneous	_____ KW	Specify Unusual Motors	_____ KW	Other: _____	_____ KW	Total Load	_____ KW	Specify Voltage	_____ KW	<p>Vendor: <u>Snow cones</u> Phone: _____</p> <p>Primary Contact: <u>tbd</u></p> <p>Vendor Type: <u>snow cones</u></p> <p>Load Information</p> <table style="width: 100%;"><tr><td>Lighting</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Cooking</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Water Heating</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Miscellaneous</td><td style="text-align: right;">_____ <u>X</u> KW</td></tr><tr><td>Specify Unusual Motors</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Other: _____</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Total Load</td><td style="text-align: right;">_____ KW</td></tr><tr><td>Specify Voltage</td><td style="text-align: right;">_____ KW</td></tr></table> <p>Location of Service: _____ (determined w/Electric Department)</p>	Lighting	_____ KW	Cooking	_____ KW	Water Heating	_____ KW	Miscellaneous	_____ <u>X</u> KW	Specify Unusual Motors	_____ KW	Other: _____	_____ KW	Total Load	_____ KW	Specify Voltage	_____ KW
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Electric Locations:

REVIEW WITH ELECTRIC DEPARTMENT.

Request for Electric Service must be completed. Circle # where electric is needed

1. West/Main Parking
2. Town Parking (Artisan's Way)
3. Taylor Bank (Commerce)
4. Pitt St. (1st Pole)
5. Broad St. (1st. Pole)
6. Jefferson St. (1st Pole)
7. Sign post-Town Center (Main/Bay)
8. Secondary Pedestal feed for hotel tree (only after dark)
9. Baker St. (1st Pole)

Office Use only:

Comments: _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook or legal pad style. **Parking**

MAP FOR STREET CLOSURE AND SERVICES

Location of all services dependent on review with appropriate department.

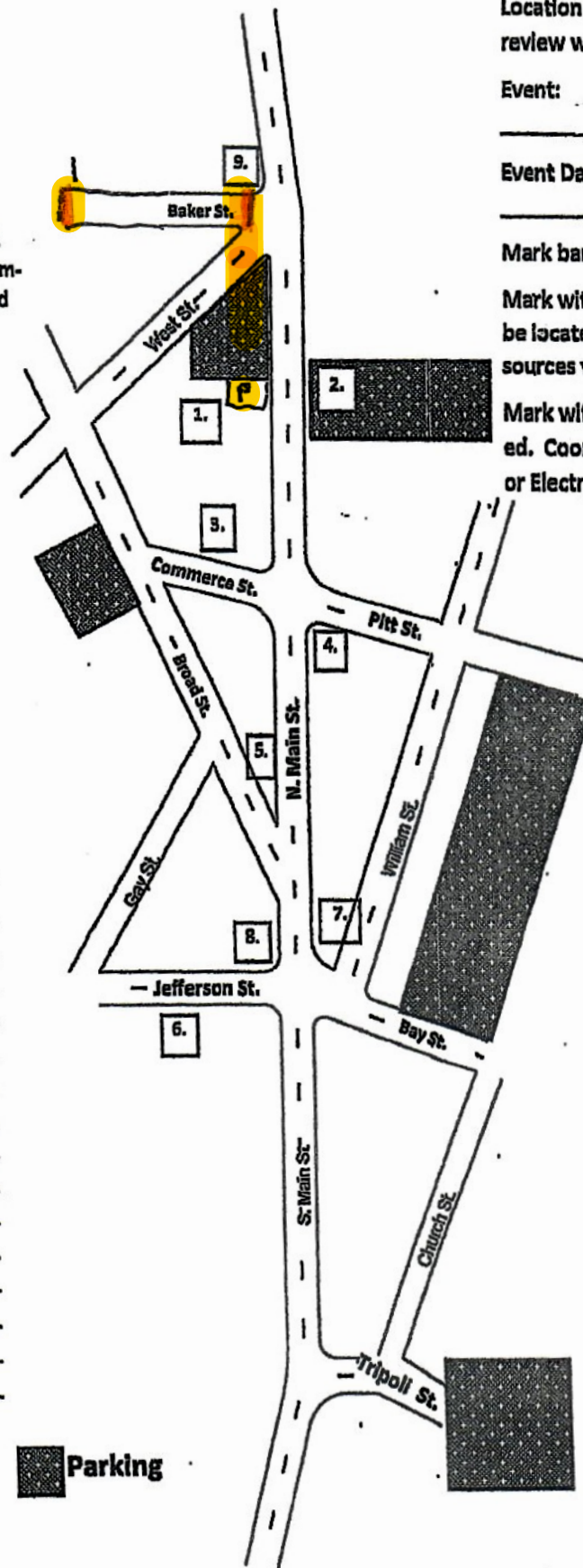
Event: Peach Festival

Event Date: Saturday, Aug 1, 2026

Mark barricade locations with red line.

Mark with "P" where porta-potties are to be located. Coordination with Water Resources will be required.

Mark with "S" where stage is to be located. Coordination with Public Works and/or Electric Department may be required.





SPECIAL EVENT APPLICATION



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date:		Event Start time:	Road Closure Start:
Requested Date(s) of the event:		End time:	End:
Name of Event:		*Location of Event:	
Estimated number of attendees:		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name:		Applicant Cell Phone:	
Sponsoring Organization or Business Name:		Email:	
Person(s) to Contact Day of Event:	Name: _____, Cell # _____		
	Name: _____, Cell # _____		
Description of event:			
If fundraiser, please indicate the beneficiary:			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):			
Will there be live music or a DJ? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music			
What is your plan for the following:			
<u>Marketing/Advertising:</u>			
<u>Parking/Shuttle:</u>			
<u>Inclement weather:</u>			
The event sponsor hereby agrees to the following conditions: 1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event. 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier. 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties. 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors. 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.			
By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.			
Signature: _____		Date:	
Printed Name: _____			

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: <input type="text"/>	End: <input type="text"/>	State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades <input type="text"/> Barricades to be dropped off: <input type="text"/> Time/Date <input type="text"/>	No-Parking signs to be placed: <input type="text"/> Time/date <input type="text"/> Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric. Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:		If applicable, items listed are in addition to those normally in place.					
Trash cans	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Required <input type="text"/>	Trash cans to be placed: <input type="text"/> Time/date <input type="text"/>				
Picnic Tables	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Required <input type="text"/> Maximum: 5	To be placed: <input type="text"/> Time/date <input type="text"/>				
Stage	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location must be marked on map.	Stage to be placed: <input type="text"/> Time/date <input type="text"/> Extensions needed: <input type="checkbox"/>				
Temporary Fencing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location must be marked on map.	Fencing to be placed: <input type="text"/> Time/date <input type="checkbox"/>				
Porta-potties	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: <input type="text"/> Time/date <input type="text"/>				
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review <input type="text"/> Date <input type="text"/> Sign Permit needed/submitted? <input type="checkbox"/>				
Will there be vendors/individuals selling goods or services as part of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>					
Additional Forms Required:			Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure							
Park Reservation Application and Permit							
Request for Electric Service							
Request for Banner Placement							
Sign Permit							
Vendor's Application and Certification for Peddling and Soliciting							
Business Use of Park Application							
Proof of Insurance							
Other:							

Approved by the Mayor and Council on the _____ day of _____, 20____. ____ For ____ Opposed ____ Abstain.



SPECIAL EVENT APPLICATION



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date:		Event Start time:	Road Closure Start:
Requested Date(s) of the event:		End time:	End:
Name of Event:		*Location of Event:	
Estimated number of attendees:		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name:		Applicant Cell Phone:	
Sponsoring Organization or Business Name:		Email:	
Person(s) to Contact Day of Event:	Name: _____, Cell # _____		
	Name: _____, Cell # _____		
Description of event:			
If fundraiser, please indicate the beneficiary:			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):			
Will there be live music or a DJ? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music			
What is your plan for the following:			
<u>Marketing/Advertising:</u>			
<u>Parking/Shuttle:</u>			
<u>Inclement weather:</u>			
The event sponsor hereby agrees to the following conditions: 1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event. 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier. 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties. 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors. 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.			
By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.			
Signature: _____		Date:	
Printed Name: _____			

DETAILS OF EVENT:**Shaded areas for office use only**

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: <input type="text"/>	End: <input type="text"/>	State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades <input type="text"/> Barricades to be dropped off: <input type="text"/>	No-Parking signs to be placed: <input type="text"/> Time/date Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/> Time/Date	

Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric. Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:		If applicable, items listed are in addition to those normally in place.	
Trash cans	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Required <input type="text"/>	Trash cans to be placed: <input type="text"/> Time/date
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Stage	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location must be marked on map.	Stage to be placed: <input type="text"/> Time/date Extensions needed: <input type="checkbox"/>
Temporary Fencing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location must be marked on map.	Fencing to be placed: <input type="text"/> Time/date <input type="checkbox"/>
Porta-potties	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: <input type="text"/> Time/date
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review <input type="text"/> Date Sign Permit needed/submitted? <input type="checkbox"/>
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Additional Forms Required:	Yes	No	N/A	Date Rec'd	Initials
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Park Reservation Application and Permit					
Request for Electric Service					
Request for Banner Placement					
Sign Permit					
Vendor's Application and Certification for Peddling and Soliciting					
Business Use of Park Application					
Proof of Insurance					
Other:					

Approved by the Mayor and Council on the _____ day of _____, 20____. ____ For ____ Opposed ____ Abstain.



SPECIAL EVENT APPLICATION



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Requested Date(s) of the event:		End time:	End:
Name of Event:		*Location of Event:	
Estimated number of attendees:		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name:		Applicant Cell Phone:	
Sponsoring Organization or Business Name:		Email:	
Person(s) to Contact Day of Event:	Name: _____, Cell # _____		
	Name: _____, Cell # _____		
Description of event:			
If fundraiser, please indicate the beneficiary:			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):			
Will there be live music or a DJ? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music			
What is your plan for the following:			
<u>Marketing/Advertising:</u>			
<u>Parking/Shuttle:</u>			
<u>Inclement weather:</u>			
<p>The event sponsor hereby agrees to the following conditions:</p> <ol style="list-style-type: none">1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street. <p>By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.</p>			
Signature: _____		Date:	
Printed Name: _____			

DETAILS OF EVENT:**Shaded areas for office use only**

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: <input type="text"/>	End: <input type="text"/>	State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades <input type="text"/> Barricades to be dropped off: <input type="text"/>	No-Parking signs to be placed: <input type="text"/> Time/date Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/> Time/Date	

Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric. Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:		If applicable, items listed are in addition to those normally in place.	
Trash cans	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Required <input type="text"/>	Trash cans to be placed: <input type="text"/> Time/date
Picnic Tables	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Required <input type="text"/> Maximum: 5	To be placed: <input type="text"/> Time/date
Stage	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location must be marked on map.	Stage to be placed: <input type="text"/> Time/date Extensions needed: <input type="checkbox"/>
Temporary Fencing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location must be marked on map.	Fencing to be placed: <input type="text"/> Time/date <input type="checkbox"/>
Porta-potties	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: <input type="text"/> Time/date
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review <input type="text"/> Date Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>	

Additional Forms Required:	Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure			N/A	10/7/25	MAE
Park Reservation Application and Permit			N/A		
Request for Electric Service			N/A		
Request for Banner Placement			N/A		
Sign Permit			N/A		
Vendor's Application and Certification for Peddling and Soliciting			N/A		
Business Use of Park Application			N/A		
Proof of Insurance	yes				
Other:					

Approved by the Mayor and Council on the _____ day of _____, 20____. ____ For ____ Opposed ____ Abstain.

**MOTION OF THE MAYOR AND COUNCIL 2025-60**

A motion of the Mayor and Council of the Town of Berlin APPROVING THE 2026 BERLIN CHAMBER OF COMMERCE EVENT SCHEDULE.

- Spring Celebration, Saturday, April 4, from 10 am to 4 pm (Saturday before Easter)
- Spring Cruisers, Saturday, May 2, from 8 am to 2 pm (Corresponds with Ocean City event)
- Bathtub Races, Friday, June 12, from 6 pm to 8 pm (Third Friday in June - Changed to second Friday due to Juneteenth holiday)
- (*) Chili and Chili Peppers, Saturday, August 22, 3 pm to 8 pm (Third Saturday in August)
Changed to late afternoon-evening event
Rain date: Saturday, August 29, from 3 pm to 8 pm
- (*) Fiddler's Convention:
 - Friday, September 25, from 6 pm to 10 pm
 - Saturday, September 26, from 11 am to 5 pm*Rain dates: Friday, October 2, from 6 pm to 10 pm & Saturday, October 3, from 11 am to 5 pm*
- Fall Cruisers, Saturday, October 10, from 8 am to 2 pm (Corresponds with Ocean City event)

This motion authorizes the exception for alcohol consumption during two (2) events during their 2026 event schedule. (*) Alcohol denotes Beer, Wine, and Liquor. In addition, any applicable Town services paperwork will be submitted to participating departments at least six (6) weeks prior to the event.

APPROVED this ____ day of _____, 2025, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP					
Steve Green					
Jay Knerr					
Shaneka Nichols					
Jack Orris					

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2024, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator



October 14, 2025

Mayor and Council of Berlin
10 William Street
Berlin, MD 21811

Dear Honorable Mayor and Councilmembers:

The Board of Directors submits the attached memorandum requesting approval of the 2026 Downtown events.

This request varies slightly from our past requests as during our 2025 event planning, it was suggested to add some additional events. Therefore, we added a July event (Hot Summer Swing—in which Taylor Bank partnered for their 135th anniversary) and an August event (Chili Peppers Festival). In 2024 and 2025, the Chamber continued the Small-Town Block Party that was previously organized by a private individual and business.

For 2026 planning, we were asked to consider decreasing the number of events. The Town is considering to add an event in April for Records Day and it was brought to our attention if we continued with our same events, it would be an event every other weekend in April and May. We will suspend the 2026 Jazz and Blues-Wine and Brews event. This is one of our larger successful operational and financial events and we will be devoting time to bring this back in 2027.

We will not continue the July Music Event and the September Small-Town event. The Chili Peppers event was very successful and received many positive comments and has gained further interest already for 2026. After an operational review, we will change the times to be later in the day, proposed from 3 pm to 8 pm (which will conclude before darkness).

We are requesting approval for the Fiddler's Convention for both Friday and Saturday; however, it is still under review to possibly discontinue Friday night. We will be coordinating further meetings with the Maryland Folk Festival committee as we are proposing to change to the fourth weekend to not coincide with the Maryland Folk Festival in Salisbury. There are many positives and negatives relating to this scheduling.

Both of the Cruiser's events are relatively easy to operate and bring a lot of activity into Berlin. The Spring Celebration is our annually family oriented event and partnering with Taylor Museum for the use of their facility for the egg hunt.

We would be very interested in returning as the alcohol license permit holder for Oktoberfest 2026 as we have done in the past. This was financially successful for us in the past and will help with our revenue with the reduction of several events in 2026.

We are investigating the ideas of some additional events using Stephen Decatur Park such as a Fall Festival / Heritage Day as previously held years ago with the Lions/Lioness Clubs. This could evolve into a partnership with the Pumpkins in the Park and Touch-a-Truck event. Additional ideas have been presented for an arts event.

Sincerely,

Garrett Neville
President

A handwritten signature in black ink, appearing to read "Garrett Neville".



To: Mayor and Council of Berlin
Fr: Board of Directors
Re: 2026 Downtown Events
Da: October 14, 2025

For your consideration and approval, the Berlin, Maryland Chamber of Commerce respectfully requests approval of the following events for calendar year 2026.

These events support the economy of the businesses of Berlin and surrounding areas and are fundraising events to cover the chamber's operating costs.

We greatly appreciate the partnership with the Mayor and Council and all the town department directors and staff. These events would not be successful without this partnership.

- Spring Celebration, Saturday, April 4, 2026 from 10 am to 4 pm (Saturday before Easter)
- Spring Cruisers, Saturday, May 2, 2026 from 8 am to 2 pm (Corresponds with Ocean City event)
- Bathtub Races, Friday, June 12, 2026 from 6 pm to 8 pm (Third Friday in June)
Changed to second Friday due to Juneteenth holiday
- Chili Peppers Festival Saturday, August 22, 2026 from 3 pm to 8 pm—Alcohol License
(Third Saturday in August) Changed to late afternoon—evening event
Rain Date—August 29
- Fiddler's Convention, Friday, September 25, 2026 from 6 pm to 10 pm-Alcohol License
- Saturday, September 26, 2026 from 11 am to 5 pm—Alcohol License (Third Friday and Saturday in September)
Rain dates October 2-3, 2026
- Fall Cruisers, Saturday, October 10, 2026 from 8 am to 2 pm
(Corresponds with Ocean City event)



SPECIAL EVENT
APPLICATION



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 10/14/25		Event Start time: 10 AM	Road Closure Start: 8 AM
Requested Date(s) of the event: 4/4/26		End time: 4 PM	End: 5 PM
Name of Event: Spring Celebration		*Location of Event: Downtown Berlin--map attached	
Estimated number of attendees: 2000		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name: Berlin Chamber of Commerce		Applicant Cell Phone: 4106414775	
Sponsoring Organization or Business Name: Berlin Maryland Chamber of Commerce		Email: info@berlinchamber.org	
Person(s) to Contact Day of Event:	Name: TBD--Event Committee Chairperson, Cell # 410.641.4775		
	Name: , Cell #		
Description of event: Spring Celebration--Easter Egg Hunt, Bonnet Parade, Children Activities and Vendors			
If fundraiser, please indicate the beneficiary: Berlin Maryland Chamber of Commerce			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.): Childrens Activities, Games and Vendors			
Will there be live music or a DJ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, what type of music			
What is your plan for the following: Marketing/Advertising: Posters, Social Media, Website, Email, Media, Parking/Shuttle:			
Inclement weather: cancel			
The event sponsor hereby agrees to the following conditions: 1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event. 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier. 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties. 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors. 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.			
By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.			
Signature:		Date: 10/14/25	
Printed Name: Garrett Neville, President			

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start:	End:	State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades _____ Barricades to be dropped off: _____	No-Parking signs to be placed: _____ Time/date _____
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	_____ Time/Date	Must be placed 24 hours prior to event.

Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric.	
		Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:		If applicable, items listed are in addition to those normally in place.	
Trash cans	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____	Trash cans to be placed: _____ Time/date _____
Picnic Tables	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____ Maximum: 5	To be placed: _____ Time/date _____
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Stage to be placed: _____ Time/date _____ Extensions needed: <input type="checkbox"/>
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Fencing to be placed: _____ Time/date _____ <input type="checkbox"/>
Porta-potties	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Standard _____ 2 # Accessible _____ 1	Porta-potties will be placed in the alley on Pitts Street. _____ Time/date _____
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable	Sign Permit may be required Planning Office review _____ Date _____ Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>	

Additional Forms Required	Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure		NO		10/8/25	MAE
Park Reservation Application and Permit			N/A		
Request for Electric Service		NO			
Request for Banner Placement		NO			
Sign Permit			N/A		
Vendor's Application and Certification for Peddling and Soliciting		NO			
Business Use of Park Application			N/A		
Proof of Insurance	YES				
Other:					

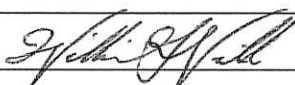
Approved by the Mayor and Council on the _____ day of _____, 20____. _____ For _____ Opposed _____ Abstain.



**SPECIAL EVENT
APPLICATION**



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 10/14/25		<u>Event</u> Start time: 8 AM End time: 2 PM	<u>Road Closure</u> Start: 7 AM End: 2 PM
Requested Date(s) of the event: 5/2/26			
Name of Event: Spring Cruisers		*Location of Event: Downtown Berlin--map attached *If activity is in a Town park, a Parks Reservation form must be complete.	
Estimated number of attendees: 2000			
Applicant Name: Berlin Chamber of Commerce		Applicant Cell Phone: 4106414775	
Sponsoring Organization or Business Name: Berlin Maryland Chamber of Commerce		Email: info@berlinchamber.org	
Person(s) to Contact Day of Event:	Name: <u>TBD--Event Committee Chairperson</u> , Cell # <u>410.641.4775</u> Name: _____, Cell # _____		
Description of event: <h1>Classic Car and Truck Show</h1> <p>If fundraiser, please indicate the beneficiary: Berlin Maryland Chamber of Commerce</p> <p>How many and what types of vendors (ex. Food, craft, art, kids activity, etc.): possible one food vendor--50/50--general music</p> <p>Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music What is your plan for the following: <u>Marketing/Advertising:</u> Posters, Social Media, Website, Email, Media, <u>Parking/Shuttle:</u> <u>Inclement weather:</u> cancel</p> <p>The event sponsor hereby agrees to the following conditions: 1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event. 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier. 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties. 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors. 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.</p> <p>By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.</p>			
Signature: <u></u> Printed Name: Garrett Neville, President		Date: 10/14/25	

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure		Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.	
Street closure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: _____ End: _____	State Highway Form submitted if applicable? <input type="checkbox"/>	
Will on-street parking need to be cleared?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades _____	No-Parking signs to be placed: _____
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricades to be dropped off: _____	Time/date _____
		_____ Time/Date	Must be placed 24 hours prior to event.

Electric		Note: The Electric Department will assist with completion of Service Form.	
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric.	
		Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:		If applicable, items listed are in addition to those normally in place.				
Trash cans	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____	Trash cans to be placed: _____ Time/date _____			
Picnic Tables	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____ Maximum: 5	To be placed: _____ Time/date _____			
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Stage to be placed: _____ Time/date _____			
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Extensions needed: <input type="checkbox"/>			
Porta-potties	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Standard _____ 2 # Accessible _____ 1	Porta-potties will be placed in the alley on Pitts Street. Time/date _____			
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review _____ Date _____			
			Sign Permit needed/submitted? <input type="checkbox"/>			
Will there be vendors/individuals selling goods or services as part of the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting.				
		Vendor's Permit(s) needed/submitted? <input type="checkbox"/>				
Additional Forms Required:		Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure			NO		10/8/25	MAE
Park Reservation Application and Permit				N/A		
Request for Electric Service			NO			
Request for Banner Placement			NO			
Sign Permit				N/A		
Vendor's Application and Certification for Peddling and Soliciting			NO			
Business Use of Park Application				N/A		
Proof of Insurance		YES				
Other:						

Approved by the Mayor and Council on the _____ day of _____, 25 ____ For _____ Opposed _____ Abstain.



**SPECIAL EVENT
APPLICATION**



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 10/14/25		<u>Event</u> Start time: 6 PM	<u>Road Closure</u> Start: 3 PM
Requested Date(s) of the event: 6/12/26		End time: 8 PM	End: 9 PM
Name of Event: Bathtub Races		*Location of Event: Downtown Berlin--map attached	
Estimated number of attendees: 2000		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name: Berlin Chamber of Commerce		Applicant Cell Phone: 4106414775	
Sponsoring Organization or Business Name: Berlin Maryland Chamber of Commerce		Email: info@berlinchamber.org	
Person(s) to Contact Day of Event:	Name: <u>Erin--Events Coordinator</u> , Cell # <u>410.641.4775</u>		
	Name: <u>TBD--Events Committee Chairperson</u> , Cell # _____		
Description of event: Bathtub Races			
If fundraiser, please indicate the beneficiary: Berlin Maryland Chamber of Commerce			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.): Bathtub Parade, Race, 2-3 Food Vendors-General Music and announcements			
Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music?			
What is your plan for the following: <u>Marketing/Advertising:</u> Posters, Social Media, Website, Email, Media, <u>Parking/Shuttle:</u>			
<u>Inclement weather:</u> Cancel			
The event sponsor hereby agrees to the following conditions: 1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event. 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier. 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties. 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors. 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.			
By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.			
Signature: <u></u>		Date: 10/14/25	
Printed Name: Garrett Neville, President			

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: _____	End: _____	State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades _____	No Parking signs to be placed: _____
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricades to be dropped off: _____	Time/date _____
		Time/Date _____	Must be placed 24 hours prior to event.

Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric.	
		Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:		If applicable, items listed are in addition to those normally in place.	
Trash cans	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____	Trash cans to be placed: _____ Time/date _____
Picnic Tables	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____ Maximum: 5	To be placed: _____ Time/date _____
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Stage to be placed: _____ Time/date _____
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Extensions needed: <input type="checkbox"/>
Porta-potties	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Standard 2 # Accessible 1	Porta-potties will be placed in the alley on Pitts Street. Time/date _____
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review: _____ Date _____
			Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting.	
		Vendor's Permit(s) needed/submitted? <input type="checkbox"/>	

Additional Forms Required:	Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure		NO		10/8/25	MAE
Park Reservation Application and Permit			N/A		
Request for Electric Service		NO			
Request for Banner Placement		NO			
Sign Permit			N/A		
Vendor's Application and Certification for Peddling and Soliciting		NO			
Business Use of Park Application			N/A		
Proof of Insurance	YES				
Other:					

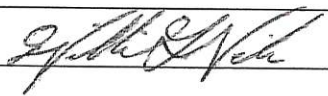
Approved by the Mayor and Council on the _____ day of _____, 25 ____ For _____ Opposed _____ Abstain.



**SPECIAL EVENT
APPLICATION**



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 10/14/25		<u>Event</u> Start time: 3 PM	<u>Road Closure</u> Start: 12 PM
Requested Date(s) of the event: 8/22/26		End time: 8 PM	End: 9 PM
Name of Event: Chili Peppers Festival		*Location of Event: Downtown Berlin--map attached	
Estimated number of attendees: 2000		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name: Berlin Chamber of Commerce		Applicant Cell Phone: 4106414775	
Sponsoring Organization or Business Name: Berlin Maryland Chamber of Commerce		Email: info@berlinchamber.org	
Person(s) to Contact Day of Event:	Name: <u>Erin--Events Coordinator</u> , Cell # <u>410.641.4775</u>		
	Name: <u>TBD--Events Committee Chairperson</u> , Cell # _____		
Description of event: Chili Peppers Festival-Band, Vendors, Competition(s)			
If fundraiser, please indicate the beneficiary: Berlin Maryland Chamber of Commerce			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.): Food related to chili peppers and other general vendors			
Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music _____			
What is your plan for the following: <u>Marketing/Advertising:</u> Posters, Social Media, Website, Email, Media, <u>Parking/Shuttle:</u>			
<u>Inclement weather:</u> Proposed Rain Date 8/29/2026			
The event sponsor hereby agrees to the following conditions: 1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event. 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier. 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties. 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors. 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.			
By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.			
Signature: <u></u>		Date: 10/14/25	
Printed Name: <u>Garrett Neville, President</u>			

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure		Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.	
Street closure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: _____ End: _____	State Highway Form submitted if applicable? <input type="checkbox"/>	
Will on-street parking need to be cleared?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades _____ No-Parking signs to be placed: _____ Barricades to be dropped off: _____ Time/date _____ _____ Time/Date Must be placed 24 hours prior to event.	
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Electric		Note: The Electric Department will assist with completion of Service Form.	
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric.	
		Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:		If applicable, items listed are in addition to those normally in place.	
Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____	Trash cans to be placed: _____ Time/date _____
Picnic Tables	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____ Maximum: 5	To be placed: _____ Time/date _____
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Stage to be placed: _____ Time/date _____ Extensions needed: <input type="checkbox"/>
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Fencing to be placed: _____ Time/date _____ <input type="checkbox"/>
Porta-potties	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Standard _____ 2 # Accessible _____ 1	Porta-potties will be placed in the alley on Pitts Street: _____ Time/date _____
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review _____ Date _____ Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>	

Additional Forms Required:	Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure		NO		10/8/25	MAE
Park Reservation Application and Permit			N/A		
Request for Electric Service		NO			
Request for Banner Placement		NO			
Sign Permit			N/A		
Vendor's Application and Certification for Peddling and Soliciting		NO			
Business Use of Park Application			N/A		
Proof of Insurance	YES				
Other:					

Approved by the Mayor and Council on the _____ day of _____, 20____. _____ For _____ Opposed _____ Abstain.



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Today's Date: 10/14/25		<u>Event</u> Start time: 6 PM End time: 10 PM	<u>Road Closure</u> Start: 3 PM End: 11 PM
Requested Date(s) of the event: 9/25/26			
Name of Event: Fiddlers Convention		*Location of Event: Downtown Berlin--map attached *If activity is in a Town park, a Parks Reservation form must be complete.	
Estimated number of attendees: 2000			
Applicant Name: Berlin Chamber of Commerce		Applicant Cell Phone: 4106414775	
Sponsoring Organization or Business Name: Berlin Maryland Chamber of Commerce		Email: info@berlinchamber.org	
Person(s) to Contact Day of Event:	Name: <u>Erin--Events Coordinator</u> , Cell # <u>410.641.4775</u> Name: <u>TBD--Events Committee Chairperson</u> , Cell # _____		
Description of event: Fiddlers Convention If fundraiser, please indicate the beneficiary: Berlin Maryland Chamber of Commerce			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.): General Vendors, Art-Crafts-Music-Fiddler-Bluegrass			
Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music? What is your plan for the following: <u>Marketing/Advertising:</u> Posters, Social Media, Website, Email, Media, <u>Parking/Shuttle:</u>			
<u>Incident weather:</u> Proposed Rain Date 10/02/2026			
The event sponsor hereby agrees to the following conditions: 1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event. 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier. 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties. 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors. 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.			
By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.			
Signature: <u></u> Printed Name: Garrett Neville, President		Date: 10/14/25	

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: _____	End: _____	State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades _____	No-Parking signs to be placed: _____
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricades to be dropped off: _____	Time/date _____
		Time/Date _____	Must be placed 24 hours prior to event.

Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric.	
		Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:		If applicable, items listed are in addition to those normally in place.	
Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____	Trash cans to be placed: _____ Time/date _____
Picnic Tables	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____ Maximum: 5	To be placed: _____ Time/date _____
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Stage to be placed: _____ Time/date _____
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Extensions needed: <input type="checkbox"/>
Porta-potties	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Standard _____ 2 # Accessible _____ 1	Porta-potties will be placed in the alley on Pitts Street: _____ Time/date _____
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review _____ Date _____
			Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting.	
		Vendor's Permit(s) needed/submitted? <input type="checkbox"/>	

Additional Forms Required	Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure		NO		10/8/25	MAE
Park Reservation Application and Permit			N/A		
Request for Electric Service		NO			
Request for Banner Placement		NO			
Sign Permit			N/A		
Vendor's Application and Certification for Peddling and Soliciting		NO			
Business Use of Park Application			N/A		
Proof of Insurance		YES			
Other:					

Approved by the Mayor and Council on the _____ day of _____, 20____. _____ For _____ Opposed _____ Abstain.



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APPLICATION**



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Today's Date: 10/14/25		<u>Event</u> Start time: 11 AM End time: 5 PM	<u>Road Closure</u> Start: 8 AM End: 6 PM
Requested Date(s) of the event: 9/26/26			
Name of Event: Fiddlers Convention		*Location of Event: Downtown Berlin--map attached *If activity is in a Town park, a Parks Reservation form must be complete.	
Estimated number of attendees: 2000			
Applicant Name: Berlin Chamber of Commerce		Applicant Cell Phone: 4106414775	
Sponsoring Organization or Business Name: Berlin Maryland Chamber of Commerce		Email: info@berlinchamber.org	
Person(s) to Contact Day of Event:	Name: <u>Erin--Events Coordinator</u> , Cell # <u>410.641.4775</u> Name: <u>TBD--Events Committee Chairperson</u> , Cell # _____		
Description of event: Fiddlers Convention If fundraiser, please indicate the beneficiary: Berlin Maryland Chamber of Commerce			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.): General Vendors, Art-Crafts-Music-Fiddler-Bluegrass			
Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music What is your plan for the following: <u>Marketing/Advertising:</u> Posters, Social Media, Website, Email, Media, <u>Parking/Shuttle:</u>			
<u>Inclement weather:</u> Proposed Rain Date 10/02/2026			
The event sponsor hereby agrees to the following conditions: 1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event. 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier. 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties. 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors. 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.			
By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.			
Signature: <u></u>		Date: 10/14/25	
Printed Name: Garrett Neville, President			

DETAILS OF EVENT:
Shaded areas for office use only

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: _____	End: _____	State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades _____ Barricades to be dropped off: _____ Time/Date _____	No-Parking signs to be placed: _____ Time/date _____ Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric. Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed: Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:		If applicable, items listed are in addition to those normally in place.	
Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____	Trash cans to be placed: _____ Time/date _____
Picnic Tables	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____ Maximum: 5	To be placed: _____ Time/date _____
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Stage to be placed: _____ Time/date _____ Extensions needed: <input type="checkbox"/>
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Fencing to be placed: _____ Time/date _____ <input type="checkbox"/>
Porta-potties	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Standard _____ 2 # Accessible _____ 1	Porta-potties will be placed in the alley on Pitts Street. Time/date _____
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review _____ Date _____ Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>	

Additional Forms Required	Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure		NO		10/8/25	MAE
Park Reservation Application and Permit			N/A		
Request for Electric Service		NO			
Request for Banner Placement		NO			
Sign Permit			N/A		
Vendor's Application and Certification for Peddling and Soliciting		NO			
Business Use of Park Application			N/A		
Proof of Insurance	YES				
Other:					

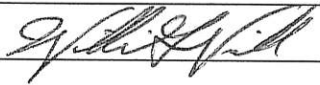
Approved by the Mayor and Council on the _____ day of _____, 20____. _____ For _____ Opposed _____ Abstain.



**SPECIAL EVENT
APPLICATION**



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 10/14/25		<u>Event</u> Start time: 8 AM	<u>Road Closure</u> Start: 7 AM
Requested Date(s) of the event: 10/10/26		End time: 2 PM	End: 2 PM
Name of Event: Fall Cruisers		*Location of Event: Downtown Berlin--map attached	
Estimated number of attendees: 2000		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name: Berlin Chamber of Commerce		Applicant Cell Phone: 4106414775	
Sponsoring Organization or Business Name: Berlin Maryland Chamber of Commerce		Email: info@berlinchamber.org	
Person(s) to Contact Day of Event:	Name: <u>TBD--Event Committee Chairperson</u> , Cell # <u>410.641.4775</u>		
	Name: _____, Cell # _____		
Description of event: Classic Car and Truck Show			
If fundraiser, please indicate the beneficiary: Berlin Maryland Chamber of Commerce			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.): possible one food vendor--50/50--general music			
Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music			
What is your plan for the following: <u>Marketing/Advertising:</u> Posters, Social Media, Website, Email, Media, <u>Parking/Shuttle:</u>			
<u>Inclement weather:</u> cancel			
The event sponsor hereby agrees to the following conditions: 1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event. 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier. 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties. 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors. 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.			
By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.			
Signature: <u></u>		Date: 10/14/25	
Printed Name: <u>Garrett Neville, President</u>			

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricade locations must be marked on map	
Blockage/Closure Time:	Start:	End:	State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades _____ Barricades to be dropped off: _____	No-Parking signs to be placed: _____ Time/date _____
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	_____ Time/Date	Must be placed 24 hours prior to event: _____

Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric.	
		Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:		If applicable, items listed are in addition to those normally in place.	
Trash cans	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____	Trash cans to be placed: _____ Time/date _____
Picnic Tables	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____ Maximum: 5	To be placed: _____ Time/date _____
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map	Stage to be placed: _____ Time/date _____ Extensions needed: <input type="checkbox"/>
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map	Fencing to be placed: _____ Time/date _____ <input type="checkbox"/>
Porta-potties	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Standard: 2 # Accessible: 1	Porta-potties will be placed in the alley on Pitts Street. _____ Time/date _____
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable	Sign Permit may be required. Planning Office review _____ Date _____ Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>	

Additional Forms Required	Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure		NO		10/8/25	MAE
Park Reservation Application and Permit			N/A		
Request for Electric Service		NO			
Request for Banner Placement		NO			
Sign Permit			N/A		
Vendor's Application and Certification for Peddling and Soliciting		NO			
Business Use of Park Application			N/A		
Proof of Insurance	YES				
Other:					

Approved by the Mayor and Council on the _____ day of _____, 20____. _____ For _____ Opposed _____ Abstain.



October 14, 2025

Mayor and Council of Berlin
10 William Street
Berlin, MD 21811

Dear Honorable Mayor and Councilmembers:

Please find attached the general map layout for our chamber events.

The Chamber invested in the hiring of an events contractor to assist with the operational coordination of our events and that process continues to improve our events. We have worked to receive input from the business, town staff, and others. The Chamber invested in an events operation trailer to make our setup, general operations, and cleanup much more efficient. We are reviewing additional ideas to continue to reduce staff time needed at events.

We have found this to be the most successful operational setup. There are many positives of this. We are not "blocking" Main Street on either end, where the impression is this is the "end" of town. The businesses that are past the stage are greatly impacted when the past setup was used. The Chamber has invested in signs, banners, and stands to now direct attendees past the traffic barricades to visit these businesses outside of the event area. A large signboard has been revitalized that has space for businesses to place their specials or other merchandising information. This will be placed in the center of town near the stage area. Additionally, this allows potential emergency vehicle access fully to all streets, as no street is totally blocked by the stage. The stage is near the established electrical connections on Pitts Street, requiring no additional work or temporary poles to be installed by the Town's Electrical Department. The Chamber tent is positioned to be near the stage so our contracted events coordinator can monitor the activities of the stage, the patrons near the stage, the vendors, and the alcohol sales. Any food vendors are on Commerce Street as there are no restaurants on Commerce to avoid setting a food vendor in front of an established restaurant. Additionally, the established electrical connections are on Commerce, to again avoid any additional work by the Town's electrical team. If applicable, this area would also be set for kid's activities. This avoids any large inflatables blocking businesses on Main Street. The alcohol area is on Pitts Street directly behind the Chamber tent sales area. This provides the alcohol vendors to be able to restock from their facilities without carrying product into the spectator and other vendor area. This provides additional alcohol serving supervision from the Chamber's alcohol management staff as the Chamber is the one-day alcohol permit holder. The Chamber has invested in signs and sandwich board stands to direct attendees to the general vendor areas, food vendor area, and alcohol vendor area. This setup has worked extremely well for the last three events.

We will continue to participate in conversations with the County's Board of License Commissioners as they have recently modified the approved areas to serve alcohol during downtown Berlin events.

We are looking forward to an exciting 2026 with new ideas and again appreciate your consideration to approve our 2026 event schedule.

Sincerely,

Garrett Neville, President

A handwritten signature in black ink, appearing to read "Garrett Neville".



CHAMBER EVENTS SET UP

Stage---Pitts and Main Street

Chamber Tent—Alcohol Area---Pitts Street

Food---Commerce Street

General Vendors---Main Street

Road Closures

Pitts Street—Yellow Line—closed at Taylor Bank Parking Entrance

Parking entrance remains open

Commerce Street-Brown Lines—depends on number of food vendors and if a kids area is applicable—closed at Commerce Parking Lot or Broad St

Main Street—Orange Lines—depends on number of vendors and designated alcohol serving area as determined by Board of License Commissioners

North—either Artisans Way or Stevenson Lane

South—either Broad St or Bay Street



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov

Mayor

Zack Tyndall

Vice President

Dean Burrell

Council Members

Steve Green

Jay Knerr

Shaneka Nichols

Jack Orris

Town Attorney

David Gaskill

Town Administrator

Mary Bohlen



October 27, 2025

Ms. April R. Payne, Administrator

Board of License Commissioners of Worcester County

One West Market Street – Room 1201

Snow Hill, MD 21863

Dear Ms. Payne,

I am writing to you on behalf of the Mayor and Council of the Town of Berlin as the Council has approved a motion for the exception for consumption of alcohol during two (2) events during the Berlin Chamber of Commerce 2026 event schedule:

- (*) Chili and Chili Peppers, Saturday, August 22, 3 pm to 8 pm
 - Rain date: Saturday, August 29, from 3 pm to 8 pm
- (*) Fiddler's Convention:
 - Friday, September 25, from 6 pm to 10 pm
 - Saturday, September 26, from 11 am to 5 pm
 - Rain dates: Friday, October 2, from 6 pm to 10 pm
Saturday, October 3, from 11 am to 5 pm

Please note that events marked with an (*) indicate that alcohol includes beer, wine, and liquor.

We are formally requesting the Board of License Commissioners to allow requested exemptions for Worcester County Beverage License Holders in Berlin, who apply for approval permits allowing patrons to leave their licensed establishments and enter our designated area during the times stated above. As in the past, all licensees' approvals will prohibit the sale of alcoholic beverages in "glass" containers.

We respectfully ask for the Board's approval of this request as we have had few, if any, major problems in the past and realize the ongoing economic benefit for our local businesses participating in this program.

Thank you for your consideration.

Sincerely,

Zack Tyndall
Mayor



FY 2025 Financial Highlights
will be posted when available.



October 27, 2025 Weekly Report

Departments This Week:

Town Administration

- **SAVE-THE-DATE**
 - Saturday, October 25: Truck-and-Treat in Decatur Park
 - Monday, October 27: 5:00 PM Closed Session; 6:00 PM Regular Session
 - Friday, October 31, 2025: Town Hall and Planning will close from 12:30-1:30 for an employee lunch.
 - Monday, November 3 to Friday, Nov. 7: I will be on vacation
 - Monday, November 10: Closed Session TBD; 6:00 PM Regular Session
 - Tuesday, November 11: Most Town offices closed in observance of Veteran's Day
 - Monday, November 24: Closed Session TBD; 6:00 PM Regular Session
 - Thursday & Friday, November 27 & 28: Most Town offices closed for the Thanksgiving Holiday
- The Review Committee for the Comp Plan update met earlier in September. Interviews with select firms are scheduled for October 21st and 28th. The intent is to make a recommendation for award at the November 10th meeting.
- General On-call Engineering and On-call Stormwater Engineering RFQs were due Friday, October 10th. Initial evaluations are underway, and the review committee meeting is being scheduled.
- Ongoing: Continuing to work on Records. A lot of records have been cataloged and moved to the storage units at Heron Park, but there is still a lot to go.
- Ongoing: Continuing to work on planning for Town Hall Renovations, particularly as relates to vacating Town Hall and Planning. There are a lot of moving parts to this undertaking, and there will be a significant effect on staff during the renovation. The intent is for Customer Service to be available Monday to Friday with regular business hours at the Visitor Center, but other staff and departments will work a hybrid work plan, both remote and in-person. Details are still being worked on and are likely to be adjusted, possibly several times, as we actually move forward.

Economic and Community Development

- Attended the Main Street Maryland Conference and the Maryland State Arts Council Annual meeting, and Berlin was called out as a model A&E District
- Oktoberfest..... Our collaboration with the new Berlin non-profit, Destination Growth Partners, was an enormous procedural and economic success. Fundraising dollars will be shared with the Town of Berlin.
- The proposed mural for 10 S. Main Street was not approved by the Historic District Commission. Following that decision, I forwarded the meeting recording and related materials to the Maryland State Arts Council (MSAC), Maryland Historic Trust, and Preservation Maryland.
- Both agencies have expressed concern about how the review process was handled. They noted that in other certified historic downtowns across Maryland, the determination of artistic content or style typically rests with the community's Arts Advisory Council, in our case, the Berlin Arts & Entertainment District Advisory Board, which already reviewed and approved this mural.
- Their understanding is that the HDC's role is to ensure no harm or alteration occurs to any designated historic structure or feature. It is not within their charge to evaluate or approve artwork based on personal preferences or subjective opinions about artistic style.

- I also contacted Town Attorney Dave Gaskill who agreed.
- We are set to present again at the HDC's November meeting set for Wednesday, November 5th at 5:30pm for another vote.

Electric

- Pump Station, Powellton Ave-Installed and energized service.
- Henry Rd-Customer side upgrade.
- Burley St-Electric service coverup for safety.
- Downtown Events-Assist with event and installed electrical panel.
- Cutoffs-Non Payment.
- Various Locations-Tree Trimming & Street Light Repairs.
- Prep work-Truck & Treat Event.
- Power Plant-Maintenance.
- Decatur St, Flower Street, Meadow St, Cape Circle, Mill Rd & Burley St-AMI meter installs.

Finance Director

Continues to work on:

- FY 2025 Audit completion, outstanding reports for auditors.
- FY 2025 end-of-year performance. Preparation of financial highlights.
- FY 2025 capital projects for fixed assets.
- ChargePoint station contract review and billing reconciliations.
- Tyler's new server migration and discussion on the possibility On on-cloud hosting.
- New credit card processing discussions.
- Grants, water loans, public works bond, electric AMI meters bond
- Opioid settlements, outstanding plan, and questions. Program implementation with Hope 4 Recovery.
- Bank accounts review, collateral coverage, positive pay implementation.
- CDA Bond paperwork, year-end information for USDA office.
- Delinquent accounts review
- Public Service Commissioner's reports and submissions, PCA calculations - Michelle
- DBF invoices review and processing
- EA invoices review and processing
- Credit card payments and processing- Shirley
- Bank reconciliations - Melissa
- Journal entries and invoices - Linda
- Electric rate study paperwork and necessary reports for evaluation
- Working with Booth and Assoc-in process
- Water and electric meter readings- Michelle
- Smart metering project planning and Tyler integration
- Check processing and credit card payments, review registers, checks, and the Town's card payments - Shirley
- Department meetings scheduled, projects, and planning.
- Employees' training.
- MD GFOA Conference is upcoming in October.
- Implementation of new Tyler modules for code enforcement, assets, and project accounting

Human Resources Department

- Completed the onboarding process for a new fall/winter seasonal hire for Public Works, Joshua Maddox.
- Processed payroll and all related reports on 10/20/25.
- Organized vehicle titles. I previously organized them by year, but now I have added department information & model information on an attachment to help when searching for a vehicle.
- Purchased the SHRM Handbook builder tool, with regular changes in laws, it will be a great tool for us to have professionals' vet our handbook to ensure compliance with state and federal regulations. Once I have an opportunity to finish "building" the handbook and have it reviewed by their legal team, I will be presenting it to the Mayor and Council.
- Added Laura Brown as a user on our LGIT and Chesapeake account to assist with adding claim information, she and I worked together to add a few new vehicles to our LGIT policy.
- Due to payroll/overtime costs being higher than projected in FY2025, we did owe on the Workers Compensation audit. We have the money budgeted because I do include additional audit funds, but I will work with Chesapeake to budget better for OT in future years.
- Sorting through and organizing old HR files that pre-date me and those I have to determine what can be destroyed and what must be retained. Plan to continue to dress casually for the next few Fridays to move files and sort more comfortably.
- LGIT covered the maximum allowable charges, \$25,000, for one of the breaks on Franklin Ave, they said the other was normal wear and tear and would not be covered.
- Attended the Maryland SHRM Conference in OC from October 5th-7th.
- Working with the vendor & staff members on the holiday town gathering.
- I am out of the office on October 23rd, 24th, and 27th.
- Save the Date:
 - Civility in the Workplace and Harassment Training for December 16th - more information to follow.
- Town Holiday gathering on December 19th - more information to follow.
- Open positions:
 - Chief Plant Operator - Wastewater
 - Police Communications Officer - Police
 - Police Officer - Police

Planning Department

- Preparing for next Planning Commission meeting.
- Met with several developers to discuss their projects.
- Ongoing review of development projects.
- Prepared files for digitization.
- Issued door tags or corrective action letters for 2 tall grass, 4 junk, 6 inoperable vehicles, 1 prohibited habitation, issued public notice of burn permit.
- Received permits for 4 roofs, 4 fences, 1 renovation, 2 decks, 1 contractor license.
- Released permits for 3 fences, 2 roofs, 1 burn, 1 sign.
- Ongoing employee training.
- Attended a virtual training through MCET.
- Attended a virtual meeting for Sustainable Maryland Actions Grant.
- Working on water utility map data.

Police Department

- 10/7, The Berlin Police Department conducted a bi-annual fire alarm test at the station.
- 10/11, Members of the Berlin Police Department assisted with the Berlin Fall Cruisers.
- 10/15, Chief Downing attended the Eastern Shore Regional Law Enforcement Coordination Conference call.
- 10/15, Chief Downing met with April Payne Worcester County Licensing Commission, Berlin Chamber of Commerce members, local business owners, and Town of Berlin staff regarding the alcohol parameters (zone) for Oktoberfest and the other downtown alcohol events. Mrs. Payne agreed to change the alcohol zone to the originally approved footprint (2019).
- 10/18, Lt Fisher, Sgt Bragg, Cpl Lloyd, Cpl Bratten, and Pfc Shockley provided safety, security and traffic control for Oktoberfest. (see attached).
- 10/20, Pfc R. Collins and Ptl Duncan completed the LGIT sponsored Officer Safety and Tactical Awareness training course in Cambridge, MD.
- Pictures taken throughout Berlin via the drone during Oktoberfest 2025.



- Collisions – 6
- Arrest – 0

Public Works

- PW helped with both setup and teardown of this past weekend's Oktoberfest. We closed streets, cleaned bathrooms, set up trash cans, put together/ took down tents, etc., to ensure that the event ran smoothly. We will be providing vehicles and staff for this weekend's Trunk or Treat as well.

- We assisted with the tree planting at SDP this morning, planting the bald cypress trees donated to the town by Dr. Maloof. PW will ensure that these trees are protected and cared for in the future.
- We plan to plant the Keep Berlin Cool Grant trees in Henry Park on 10/27, with the help of the HAC. PW will ensure that these trees are taken care of going forward as well.
- Parks maintenance and tree trimming in parks continues weekly for us and will continue throughout fall/winter.
- Trash and recycling collection continues as normal.
- Weekly street sweeping around town is taking place as well.

Water Resources

- LSLR Project still ongoing.
- Water Main Leak Search 10/15-10/17.
- Water Main Leak Found - Buttercup Ct 10/17. Thank you to the Berlin Police Department for capturing footage with the use of their drone.



- WR & PW employees attended safety training 10/15.
- Effluent overhead door motor replaced.
- 211 William St Meter Replacement/Relocation letters mailed out.



Check Run Report
will be posted when available.