

Chapter 73
SPECIAL EVENTS AND PARADES

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Parade Ordinance adopted by Resolution 98-12, December 2, 1998; Amended by Resolution 2023-03, April 11, 2023. Amended September 12, 2023 by Resolution 2023-12.

§ 73-1. Purpose.

It is the purpose of this Chapter and regulations passed pursuant thereto to allow the orderly organization of all special events and parades within the Town of Millington and at the same time to ensure public safety and to minimize the disruption of the normal flow of pedestrian and vehicle traffic within the Town of Millington.

§ 73-2. Scope and application.

The provisions of this Chapter shall apply to all individual(s), companies, organizations, affiliations, and residents desiring to hold a special event or parade within the corporate limits of the Town regardless of the size or number of participants in said special event or parade.

§ 73-3. Enforcement.

This chapter shall be enforced before, during, and after a special event or parade for which a permit is applied for is issued or cancelled. All parties involved will be held liable and subject to the penalties outlined in paragraph § 73-14 of this chapter. In addition, it is unlawful for any person, circus, show, organization, affiliation, company, or other to parade through, over or on the streets, roads, avenues, or sidewalks of the Town of Millington without first obtaining a permit from the Town of Millington.

§ 73-4. Definitions.

PARADE - Any march, procession, ceremony, show, exhibition, or pageant consisting of people, animals, vehicles, or combination thereof, or any similar display upon any public street, sidewalk, alley, sidewalk, or any combination thereof which does not comply with normal and usual traffic regulations or controls.

PERSON - Any person, firm, partnership, association, corporation, company, affiliation, or organization of any kind.

MOTORCADE - Any organized procession of three or more vehicles, bicycles, mopeds, motorcycles, or any other device used to carry or transport an individual or animal of any kind.

SPECIAL EVENT – A gathering of human beings generally lasting from a few hours to a few days, designed to celebrate, honor, discuss, sell, teach, encourage, observe, or influence human endeavors.

§ 73-5. Exceptions.

This chapter shall not apply to the following:

Funeral processions.

Students going to and from school classes or participating in educational activities, provided that such conduct is under the immediate direction and supervision of the proper school authorities.

Children under the direct supervision of an approved and licensed day care or home day care operator who is walking or transporting his or her charges from point to point.

Governmental agencies acting within the scope of its functions.

§ 73-6. Procedure.

A person seeking issuance of a special event or parade permit shall file an application with the Town of Millington on forms provided by the Town staff.

Filing period. An application for a special event or parade permit shall be filed with the Town Clerk not less than sixty (60) days nor more than ninety (90) days before the date on which it is proposed that the special event or parade be conducted.

Contents. The application for a special event or parade permit shall set forth the following information:

The name, address, and telephone number of the person seeking to conduct such a special event or parade.

If the special event or parade is proposed to be conducted for, on behalf of or by an organization, the name, address, and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization.

The name, address, and telephone number of the person who will be the special event or parade chairperson and who will be responsible for its conduct.

The date when the special event or parade is to be conducted.

The route to be traveled by the parade or the location site of the special event.,

If the special event or parade goes on, by, or will interfere with the use of any State Highway in the Town the applicant shall secure use of said State Highway use through the Maryland State Highway Administration using form found in Appendix A prior to submission of the application to the Town Council and shall become part of said application.

The approximate number of persons, animals, and vehicles which will constitute such special event or parade, the type of animals and a description of the vehicles.

The hours when such special event or parade will start and terminate.

A statement as to whether the special event or parade will occupy all or only a portion of the width of the streets proposed to be traversed.

The location, by streets or other prominent geographical marker, of any assembly and termination areas for such special event or parade.

Means by which the applicant will ensure that all litter or trash is removed from the special events site or from assembly and termination areas as well as along the parade route regardless of how the litter or trash arrived at the site of the parade route, assembly and termination areas, or special events site.

The time at which units of the special events or parade will begin to assemble at any such assembly area or areas. The time at which all participants of the special event or parade will vacate the parade route and termination point or special events site and clean-up if any is completed so that a final inspection can be performed by the Town.

If the special event or parade is designed to be held by, on behalf of or for any person other than the applicant, the applicant for such permit shall file with the Town a communication, in writing, from the person proposing to hold the special event or parade which authorizes the applicant to apply for the permit on his or her behalf.

The applicant will coordinate all assistance from the Maryland State Police, Kent or Queen Anne's Counties Sheriff Department to ensure police traffic control along entire parade route, assembly, and termination areas or special event site is adequately provided and that such a letter indicating that traffic control and other assistance will be provided by MSP or the Sheriff's Department shall be submitted along with and will become part of the special event or parade application.

Any additional information which the Town of Millington shall find reasonably necessary to a fair determination as to whether a permit should be issued.

Late applications. The Town Administrator, where good cause is shown therefore, shall have the authority to consider any application hereunder which is filed no less than fourteen (14) days before the date of such special event or parade is proposed to be conducted as long as all other requirements as outlined in Section B are completed.

Fee. There shall be paid at the time of filing the application for a special event or parade permit a non-refundable fee of twenty-five dollars (\$25.00).

Clean-up Deposit. There shall be paid at the time of application a clean-up deposit of two hundred dollars (\$200.00) for clean-up of the special event site or parade route, assembly, and parade termination areas, if utilizing public property. If the applicant/sponsor has the above referenced areas cleaned and free of all litter to the satisfaction of

the Town than the clean-up deposit will be returned within thirty (30) days by first class mail to the address provided by the applicant on the special event or parade permit application.

Insurance. The applicant will submit proof of insurance by/with a licensed carrier in the State of Maryland, and as otherwise acceptable to the Town of Millington, reflecting insurance coverage in the amount of one million dollars (\$1,000,000.00) for both liability and property damage for the special event site or parade event.

§ 73-7. Standards for issuance.

The Town Administrator shall issue a permit as provided for hereunder when, from a consideration of the application and from such other information as may otherwise be obtained, they find that:

The conduct of the special event or parade will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route.

The conduct of the special event or parade will not require the diversion of so great a number of State Police or County police officers to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the Town or County.

The conduct of such special event or parade will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the Town other than those to be occupied by the proposed special events site or line of march and areas contiguous thereto.

The concentration of persons, animals and vehicles at the special events site or assembly points of the parade will not unduly interfere with proper fire and police protection of or ambulance service to areas contiguous to such assembly areas.

The conduct of such special events or parade is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or to create a disturbance.

The conduct of such a special event or parade will not interfere with the movement of fire-fighting equipment en route to a fire.

The special event or parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route.

The special event or parade is not to be held for the sole purpose of advertising any product, goods or event and is not designed to be held purely for private profit.

§ 73-8. Time limit established for review and issuance; denial of permit.

The Town Administrator shall act upon the application for a special event or parade permit after the application has been received and has been posted on the Millington website, <http://millingtonmd.us> for a minimum of two (2) weeks. If the application is approved by the Town Administrator, the special event site or parade route is to be posted and marked by the applicant with date and times of the special event or parade at least 48 hours prior to the special event or parade start time and will be removed within 24 hours by the applicant after the stop time of the special event or parade. If the Town Administrator disapproves the application, the Town will mail, by first class mail, to the applicant within five days (5) after the date upon which the decision was made, a notice of their action stating the reasons for denial of the permit. Upon review if an application seeks approvals beyond the scope of this ordinance; the application will be forwarded to the Town Council of Millington for review and approval at the next scheduled meeting of the Town Council.

§ 73-9. Appeals; time limits established for filing and subsequent action.

Any person aggrieved shall have the right to appeal the denial of a special event or parade permit to the Millington Board of Appeals in the manner and time as prescribed by the Town's Board of Appeals policies and procedures.

§ 73-10. Permit contents if hosting a parade.

Each parade permit shall state the following information:

- The starting time.
- The minimum speed.
- The maximum speed.
- The maximum interval of space to be maintained between the units of the parade.
- The portions of the streets to be traversed that may be occupied by the parade.
- The maximum length of the parade in miles or fractions thereof.

Such other information as the Town Administrator shall find necessary to the enforcement of this chapter, may be required.

§ 73-11. Compliance with permit conditions and applicable laws required; possession of permit.

A permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances.

The special event or parade chairperson or other person heading or leading such activity shall carry the approved permit upon his person during the conduct of the special event or parade.

§ 73-12. Public conduct during special events or parades; parking restrictions.

Interference. No person shall unreasonably hamper, obstruct, or impede or interfere with any special event, parade, or parade assembly or with any person, vehicle or animal participating or used in a special event or parade.

Driving through special event sites or parades. No driver of a vehicle shall drive between the vehicles or persons comprising a special event or parade when such vehicles or persons are in motion and are conspicuously designated as a special event or a parade.

Parking on special event sites or parade route. The Town Council shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a highway or part thereof constituting a part of the special events site or route of a parade. The special event or parade chairperson shall post signs to such effect, and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof. No person shall be liable for parking on a non-posted street in violation of this chapter.

§ 73-13. Revocation of permit.

The Town Administrator or the Town Council of Millington shall have the authority to revoke/deny a special event or parade permit issued hereunder upon violation of the standards for issuance as herein set forth.

§ 73-14. Violations and penalties.

A violation of the terms of this Chapter shall be considered a municipal infraction subject to a penalty of five hundred dollars (\$500.00) as provided in § C12-4 of the Charter of the Town of Millington.