

EVENT PACKET



Fair Hill Natural Resources Management Area

300 Tawes Drive

Elkton, Maryland 21921

Office Phone: (410) 398-1246

Duty Ranger Phone: (410) 218-1698

After Hours Emergency Phone: (410) 260-8888

Fax: (410) 392-6259

Email: fairhill.dnr@maryland.gov

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EVENT SCHEDULING PROCEDURES

Fair Hill Natural Resources Management Area schedules approximately 500 events per year and we look forward to working with you to ensure your event is successful. The procedures listed below will be followed when scheduling an event:

- Determine an event date and contact the Fair Hill Natural Resources Management Area Office at (410) 398-1246 to check availability. Reservations can be made up to one year in advance of requested date. Please note, no tentative dates will be held. Event Planners that are coordinating an event at the Fair Hill NRMA for the first time may be required to meet with a Park Manager to review the details and facilities requested for the event. To confirm the reservation, the Event Planner will be required to pay a ten-dollar reservation service charge which is non-refundable. Equestrian campers are required to pay in full at the time the reservation is made. Equestrian events reserving 21 stalls or more will be required to make payment in full within one-week after the event date. If the Event Planner is reserving the Edward L. Walls Activity Hall or the Tea Barn, payment for the building must be paid in full at the time the reservation is made. **The Tea Barn may only be reserved via telephone. No in-person reservations will be accepted.**

- Confirmation of your request will be emailed to you along with an Event Packet. It is the Event Planner's responsibility to read all of the Event Packet contents. **By accepting the Reservation Confirmation, the Event Planner agrees to comply with all of the Fair Hill NRMA Rules and Regulations.**

- When renting the Edward L. Walls Activity Hall or Tea Barn, a \$300 security deposit is required and is due prior to the scheduled event date. No keys or combinations will be issued without the required deposit. Remittance of the deposit is the responsibility of the Event Planner. No reminder will be sent by the Fair Hill Office. A final walk-through with a member of the Fair Hill Park Staff is required before the facilities are vacated. Deposits will be returned provided the facility is left in satisfactory condition.

- A security deposit of \$300 is required from all Event Planners using trail markers. Trail markers may not be placed any earlier than five days prior to the scheduled event and must be removed within three days after the event. **The deposit, samples of markers and a sample course map must be submitted to the Park Office no later than one month prior to event date.** Deposits will be returned upon course inspection. Please refer to the Trail Marking Policy on last page of the Event Packet for additional trail marking information.

CANCELLATION AND PAYMENT POLICY

EVENT PLANNERS WILL BE RESPONSIBLE FOR PAYMENT FOR ALL FACILITIES INCLUDED IN THEIR ORIGINAL REQUEST. TO CANCEL A RESERVATION, PLEASE CONTACT THE FAIR HILL NRMA PARK OFFICE at (410) 398-1246. THE EDWARD L. WALLS ACTIVITY HALL AND TEA BARN RENTALS HAVE A 90-DAY CANCELLATION POLICY. IF CANCELLING OUTSIDE OF 90 DAYS, A REFUND WILL BE MADE LESS THE \$10.00 RESERVATION SERVICE CHARGE. IF CANCELLED WITHIN 90 DAYS, THE RENTAL FEE IS ALSO NON-REFUNDABLE. THE FAIR HILL NRMA MANAGEMENT RESERVES THE RIGHT TO CANCEL AN EVENT DUE TO SEVERE INCLEMENT WEATHER. EVENT PLANNERS CAN SECURE A RAIN DATE FOR AN ADDITIONAL 50% CHARGE.

For all other facility rentals, a full refund (less the \$10.00 Reservation Service Charge) will be processed as long as cancellations are made at least one week **PRIOR** to arrival date. Changes or cancellations made within 24 hours of the date of the initial reservation are allowed without a fee. Changes made after the first 24 hours will result in a \$5.00 Change Fee per occurrence up until one week prior to arrival date. **Changes or cancellations made within one week prior to arrival date will be charged 25% of total reservation fees. NO REFUNDS WILL BE PROCESSED FOR NO-SHOWS. FINAL PAYMENTS FOR ALL RESERVATIONS ARE DUE WITHIN ONE WEEK AFTER THE EVENT.**

SERVICE CHARGES

All events, which are commercial or non-charitable, which charge for admission or participation, may be required to pay a percentage of said charge to the state.

AREA	RATES
<p><u>ALL SEASON PARK PASSES:</u></p> <p>Maryland Residents: \$75 per year Non-Residents: \$100 per year</p>	<p><u>DAY-USE SERVICE CHARGE:</u></p> <p>Maryland Residents: \$3 per vehicle per day Non-Residents: \$5 per vehicle per day</p>
<p><u>FAIRGROUNDS AREA</u></p> <p>FAIRGROUNDS (includes Concession & Pavilion)----- CONCESSION STAND (w/out Fairgrounds)----- STAFFORD PAVILION (w/out Fairgrounds)----- FOXCATCHER ARENA----- EDWARD L. WALLS ACTIVITY HALL maximum Capacity of 350 (closes at 11pm)----- w/Fairgrounds Rental -----</p>	<p>\$250.00 per day \$150.00 per day \$150.00 per day \$125.00 per day \$700.00 (3-day rental) \$600.00</p>
<p><u>RACE TRACK AREA</u></p> <p>GROUNDS/PADDOCK----- TEA BARN~Maximum Capacity of 125 (closes at 11pm)-----</p>	<p>\$150.00 per day \$400.00 (3-day rental)</p>
<p><u>EQUESTRIAN CAMPING</u></p> <p>CAMP PAD----- FIELD CAMP/PARK SITE----- STALL-----</p>	<p>\$35.00 per night \$20.00 per night \$15.00 per night</p>
<p><u>OTHER SERVICE CHARGES</u></p> <p>RESERVATION FEE----- YOUTH GROUP CAMPING----- BREEZING (Race Track)----- PUBLIC ADDRESS SYSTEM----- FIELD EVENT----- ALCOHOL PERMIT----- FIREWOOD-----</p>	<p>\$10.00 per reservation \$2.00 per person per night \$35.00 per horse per lap \$50.00 per event \$125.00 per day \$35.00 per event \$5.00 per bundle; \$25.00 per Gator load</p>
<p><u>SECURITY DEPOSIT REQUIRED</u></p> <p>EDWARD L. WALLS ACTIVITY HALL----- TEA BARN----- TRAIL MARKERS/USAGE-----</p>	<p>\$300.00 per event \$300.00 per event \$300.00 per event</p>

PLEASE NOTE: SERVICE CHARGES ARE SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE

GENERAL RULES AND REGULATIONS

1. The consumption or possession of an open container of an alcoholic beverage is prohibited in all Maryland State Park areas, including campgrounds, with the exception of the areas designated by the Park Manager. Groups reserving areas where alcohol is permitted are required to purchase an Alcohol Permit. Alcohol Permits are issued by the Park Office and cost \$35.00. Additionally, groups who plan to sell alcoholic beverages are required to obtain a Temporary Liquor License from the Cecil County Liquor Board (410) 996-5215.
2. All Maryland State Parks are Trash Free. All visitors and/or Event Planners must make necessary arrangements to remove trash after their visit or event. Please remember to sort all recyclable materials when possible. Large events must independently contract for trash removal as part of their event coordination.
3. Organized groups, clubs, corporations, companies, etc., that are offering an event to their group/club members and/or the public, **must have a \$1,000,000 liability insurance policy naming MD DNR, Fair Hill NRMA @ 300 Tawes Drive, Elkton, MD 21921 as additional insured. A copy of the policy must be received by the Park Office at least one month prior to the event.**
4. If food is to be sold at an event, Event Planners are required to contact the Cecil County Health Department Food Section personnel at (410) 996-5160 to obtain a Food Service Permit.
5. Event planners are asked to make a genuine effort to help us keep our restrooms clean and operational. Additionally, keeping unnecessary lights off and conserving water will pay great dividends in keeping future costs and service charges down.
6. If there will be a moon bounce or similar party rentals at the event, please contact the Park Office at (410) 398-1246 to obtain information on the specific procedures that are required.
7. Event Planners are responsible for properly securing all temporary structures (i.e. tents, canopies, etc.) used for their event. It is the responsibility of each Event Planner to tailor and prepare dressage rings for their use, and they must be returned to their original condition prior to departure.
8. If an event advertisement banner is to be hung on the overhead bridge on Route 273, a permit must first be obtained from State Highway Administration. An approved copy of the permit must be provided to the park office prior to hanging the banner. Banners may be hung up to one week prior to your event and requests to hang the banner will be under a first come, first served basis.

It is mandatory to immediately report all injuries, accidents, damages and sensitive incidents to Fair Hill NRMA Management at (410) 398-1246 (Mon.-Fri. 8a-4p) or to the Duty Ranger at (410) 218-1698. FOR PARK EMERGENCIES CALL (410) 260-8888.

EQUESTRIAN CAMPING RULES AND REGULATIONS

1. By Maryland State Regulation, attendees are required to carry evidence of a negative Coggins test, current within twelve months.
2. Check-in/Check-out time for Equestrian Camping is 3:00pm. Quiet time is between 10p-7a. All generators must be turned off during those times.
3. Equestrian users are required to use **STRAW ONLY** for bedding. **UNDER NO CIRCUMSTANCES SHALL CHIPS OR PAPER BE USED.** All straw used in stalls must be removed and placed in the area designated by a blue colored sign, "STRAW ONLY".
4. All stalls are to be cleaned and swept out before departure. For stalls not properly cleaned, the user will be charged a cleaning fee of \$25 per stall. Stall ID Cards are attached to the Registration Box and must be filled out and affixed to your stall.
5. Horses must be in stalls with only one horse per stall. No portable paddocks or corrals are permitted. **Please do not tie horses to posts or stall doors.**
6. Dogs must be leashed at **ALL TIMES.**
7. Campfires are **ONLY** permitted at the designated Equestrian Camp Pads within the metal fire rings and at approved Field Camping sites in raised metal bowls. Field Camping sites **MUST BE OUTSIDE** of the Race Barn perimeter driveway. If using a raised metal bowl, please discard your waste into the yellow metal drum labeled "Ash". Do not discard coals directly into the dumpster. No fires will be permitted directly on the ground. All firewood must be purchased from the firewood rack located at the south end of Barn 2. The cost is \$5 per bundle. **Due to concerns associated with two invasive insects – the Emerald Ash Borer and the Walnut Twig Beetle – Fair Hill NRMA does not allow outside sources of firewood to be brought onto the property. Additionally, firewood cannot be removed from Fair Hill NRMA property.**
8. Lights, light fixtures and panel boxes are not to be altered or tampered with. In addition, plugging camping units or other electrical devices into buildings at Race Barns area is not permitted. Electrical outlets at the barns are for horse fans/clippers **ONLY.**
9. Washing of vehicles and trailers is prohibited.
10. Any wood or rock for chocking or leveling trailers or vehicles is to be removed prior to departure.
11. No vehicles or trailers are to be parked on roadways OR between the Race Barns, as they also serve as FIRE LANES and AVENUES FOR EMERGENCY VEHICLES. Parking and camping on the natural surface areas between the Race Barns and inside the access road loop is prohibited as it creates ruts and inhibits grass growth.
12. All users are to stay on designated trails in the hayfields during the hay growing and harvesting season.
13. **SMOKING IS PROHIBITED** in all buildings to include stalls, barns and restrooms.
14. The consumption or possession of an open container of alcohol is prohibited in all Maryland State Park campgrounds, including Fair Hill NRMA's Equestrian Camping Facilities.
15. All Maryland State Parks are Trash Free. All visitors and/or Event Planners must make necessary arrangements to remove trash after their visit or event. Please remember to sort all recyclable materials when possible. Large events must independently contract for trash removal as part of their event coordination.
16. A full refund (less the \$10 reservation service charge) will be processed as long as revisions and cancellations are made at least one week **PRIOR** to arrival date. Changes or cancellations made within 24 hours of the date of the initial reservation are allowed without a fee. Changes made after the first 24 hours will result in a \$5.00 Change Fee per occurrence up until one week prior to arrival date. **Changes or cancellations made within one week prior to arrival date will be charged 25% of total reservation fees. NO REFUNDS WILL BE PROCESSED FOR NO-SHOWS.**

When engaging in equestrian activity on property of the State (including, but not limited to, stabling, equine camping, transporting, feeding, walking, grooming, mounting, exercising, riding, or otherwise handling a horse), you accept the inherent risks involved, you expressly assume all responsibility for the horse's care and expenses during and as a result of the activity, and you expressly assume all risks of harm, including without limitation all costs of medical care and treatment and diminution of value resulting from any harm, injury, or even mortality of yourself and/or horse(s) arising from participation in the equestrian activity.

Further, you voluntarily agree and warrant to Release and Holding Harmless the State of Maryland, the Department of Natural Resources, and any affiliates, divisions, agents, employees, or contractors from any liability, action, causes of action, losses, damages, debts, claims, incidents, and demands of any and every kind which may occur or you may suffer either during, after, or as a result of participation in the equestrian activity or as a result of the acts of omission, including negligent acts or omissions, of any employee, agent, contractor or staff. **It is mandatory to immediately report all injuries, accidents, damages and sensitive incidents to Fair Hill NRMA Management at (410) 398-1246 (Mon.-Fri. 8a-4p) or to the Duty Ranger at (410) 218-1698. FOR PARK EMERGENCIES CALL (410) 260-8888.**

BUILDING RULES AND REGULATIONS

EDWARD L. WALLS ACTIVITY HALL, TEA BARN and CONCESSION STAND

PLEASE NOTE: The Edward L. Walls Activity Hall is available to rent for functions which further the mission of the Department of Natural Resources, the Maryland Park Service or the local community. All requests are subject to the Fair Hill NRMA Manager's discretion.

1. The Event Planner is solely responsible for all set-up and tear down of scheduled event, which must be completed within the rental time frame.
2. If food is to be sold at an event, Event Planners are required to contact the Cecil County Health Department Food Section personnel at (410) 996-5160 to obtain a Food Service Permit.
3. Maryland State Parks are Trash Free. It is the Event Planner's responsibility to remove all trash from the premises.
4. Interior and exterior walls should not be altered in any way. (No nails, screws, tacks, etc.)
5. **SMOKING IS PROHIBITED** in all buildings.
6. No open flames are permitted in the Tea Barn. If candles are used, they must be flameless.
7. No vehicles are permitted to drive into the Edward L. Walls Activity Hall or Tea Barn.
8. No animals are permitted in the Edward L. Walls Activity Hall, Tea Barn or Concession Stand.
9. All tables and chairs will be folded, stacked and returned to the designated storage area immediately following usage.
10. All items must be removed from refrigerators, freezers, stoves and sinks upon departure. Also, all sinks, stoves, grills, freezers, refrigerators, cooking hood and other equipment must be cleaned immediately following usage.
11. All cooking grease is to be placed in a sealed container and disposed of properly.
12. Floors will be swept and spills will be mopped immediately following usage. Additionally, all trash must be removed and bathrooms are to be left reasonably clean.
13. Upon departure, ensure gas and lights are turned off and all doors are locked.
14. The Tea Barn does NOT have a heating source or air-conditioning. Any heating source to be used inside the building must be approved by the manufacturer for indoor use.

TEA BARN REQUIREMENTS AND STANDARDS

~ The Event Planner is solely responsible for all set-up and tear down of scheduled event, which must be completed within the rental time frame. Set-up is restricted to the grounds of the Tea Barn (and paddock, if applicable) and must not extend to the property of the neighboring TRA Building or Race Track.

~ Maryland State Parks are Trash Free. No dumpsters are available for use at the Tea Barn. It is the Event Planner's responsibility to remove all trash from the premises.

~ Interior and exterior walls should not be altered in any way (i.e. no nails, screws, tacks, duct tape, staples, etc.). Masking tape, painters tape, string, twine, and tack putty are permitted, but any item affixed to the walls must be removed.

~ No open flames are permitted in the Tea Barn, but flameless candles can be used. Grills, smokers, and fryers must be set up a safe distance from all structures.

~ SMOKING IS PROHIBITED in all buildings.

~ No vehicles are permitted to drive into the Tea Barn. No parking is permitted on the concrete pad in front of the entrance to the Tea Barn.

~ No animals are permitted in the Tea Barn.

~ The Tea Barn does NOT have a heating source or air-conditioning. Any heating source or air conditioning to be used inside the building must be approved by the manufacturer for indoor use.

~ All events must conclude by 11:00 pm.

~ Before leaving:

- All tables and chairs should be folded, stacked and returned to the designated storage area immediately following usage.
- Floors should be swept and spills mopped. Bathrooms are to be left clean and in working order.
- Upon departure, ensure lights are turned off and all doors are locked.

We require all injuries, accidents, damages or sensitive incidents be reported to the Fair Hill NRMA Duty Ranger at (410) 218-1698. **FOR PARK EMERGENCIES CALL (410) 260-8888.**

Failure to follow any of the aforementioned requirements and standards may result in a forfeiture of the security deposit.

FAIR HILL NATURAL RESOURCES MANAGEMENT AREA TRAIL MARKING POLICY

Over 650,000 people enjoy Fair Hill Natural Resources Management Area each year. One of the largest attractions is our 80+ mile trail network. With more events and groups temporarily marking our trails, we think it is important to establish some guidelines to both insure your event is safe and fun for your participants and keep Fair Hill's natural landscape attractive and litter free while minimizing the impact on our environment.

GUIDELINES

- Each event/group wishing to mark Fair Hill's trails must:
 - ~ Submit to the office a map of trails to be used.
 - ~ Submit an example of markers to be used.
 - ~ Pay a \$300.00 security deposit.
- Trail markers may not be placed any earlier than five days prior to the scheduled event and must be removed within three days after the event. ***The deposit, samples of markers and a sample course map must be submitted to the Park Office at least one month prior to event date.*** Deposits will be returned upon course inspection.

In an effort to minimize the impact on our natural resources by marking trails,
the following should be adhered to:

Environmentally Friendly Marking Supplies:

- 1) Biodegradable marking tape (different colors available)
- 2) Cotton/wool yarn or cloth
- 3) Paper products
- 4) Flour
- 5) Cornstarch
- 6) Chalk
- 7) Lime

USING PAINT OF ANY KIND, OR STAPLING/NAILING MARKERS TO TREES IS NOT PERMITTED. TEMPORARY TRAILMARKERS SHOULD NOT OBSTRUCT THE EXISTING TRAILMARKERS OR BLAZING