

**Caroline County
Board of Supervisors Agenda
Executive Summary**

Meeting Date: **March 10, 2020**

Title: **Consent Agenda – Request to Use Courthouse Lawn for
“Mayberry Days in Bowling Green”**

(Check Mark)

<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Closed Meeting
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> No Action (Information Only)	<input type="checkbox"/> Ordinance
<input type="checkbox"/> Resolution	<input type="checkbox"/> PowerPoint Presentation

Summary: Staff received the attached letter from Bowling Green Farmers Market Manager Stephen Manster requesting authorization to utilize the Courthouse Lawn for “Mayberry Days in Bowling Green” on Saturday, April 25. The event will be held in conjunction with the Bowling Green Farmer’s Market located in front of the Atlantic Union Bank building on Main Street. Additional information is included in Mr. Manster’s letter.

Staff has no concerns related to this request.

Budget Impact: N/A

Requested Action from Board of Supervisors: Approve request for use of Courthouse Lawn

Feb. 7, 2020

The Honorable Chairman and Members

of the Caroline County Board of Supervisors,

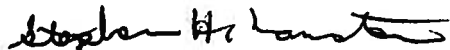
It is with great excitement and pleasure that I inform you by this letter that the leadership of the Bowling Green Community Farmers Market (not affiliated with the government of the Town of Bowling Green) is currently organizing and will conduct a very special event in the Town of Bowling Green on Saturday, April 25, along a portion of Main Street, between the hours of 9:00 AM and 3:00 PM. The event will be called "MAYBERRY DAYS In BOWLING GREEN" and will celebrate our small-Town heritage.

Because our beautiful Courthouse Lawn is the focal point of our Town and central to it in so many ways, I am writing to you to request the use of the Lawn as the central point of our event. We propose to have craft vendors on the Lawn, in addition to a small stage for music (the same stage used by the Town for its Music on the Green events). Also needed will be the use of an outside electrical outlet at the Courthouse for the band equipment. We are working closely with the Town of Bowling Green and have applied for a Town Special Outdoor Event Permit. The Town will be supplying the stage, trash receptacles and other items to assist us. We will, of course, provide for "clean-up" of the area after the event. We hope that you will allow us to use the Courthouse Lawn as one of the venues for "Mayberry Days In Bowling Green".

Activities throughout the day will include the Farmers Market, an enhanced Flea Market, craft vendors, Aunt Bea's Pie Contest, music, and some food offerings that you might not otherwise be able to find in Town. These activities are proposed to be located between the Courthouse and the Verizon Property along Main Street. The Farmers Market will carry a General Liability Insurance Policy for this event. We will NOT be requesting the closure of any streets. Security and safety will be coordinated by the Bowling Green Police Department through the event permitting process.

Thank you very much for your consideration of our request to use the Courthouse Lawn. If you have any questions about the event, please do not hesitate to contact me.

Sincerely,



Stephen H. Manster

Farmers Market Manager

540-371-6008

mmanster@verizon.net