CITY OF BALTIMORE
MARTIN O'MALLEY, MAYOR

APPLICATION
SPECIAL EVENT PERMIT
CITY STREET/LOT

SEP#_____

In order to insure that the City of Baltimore can plan adequately for the location and/or services you are requesting on this application, please adhere to the following requirements:

- This application must be filled out completely in order to be processed. Do not put "same as last year," as the file containing last year's application may not be available for review. If the question does not apply to your event, mark the space "N/A". Also, the Fire Department requires a separate check for $38.00 for every Special Event Permit according to Baltimore City Ordinance, Section 103 of the Fire Prevention Code. Mail both to: The Permit Office, 200 N. Holliday Street, Lobby, Baltimore, Maryland 21202.

- When returning this application, please include a non-refundable $35.00 check or money order for the Application Fee, payable to: Director of Finance. Mail both to: The Permit Office, 200 N. Holliday Street, Lobby, Baltimore, Maryland 21202. This application fee is separate from other fees or costs which may be incurred as a result of specific services provided by the City, such as electrical work, City equipment delivery, Departmental overtime costs, traffic channelization, etc.

- Your application and check MUST be received at least 8 weeks prior to the proposed date of your event.
  No exceptions. If, after filing, you decide to change the date or location of your event, you must file a revised application at least 8 weeks in advance of the event and notify the Permit office to cancel the original application. After the City has reviewed your application, you will be contacted prior to a permit being issued only if: there is a need to clarify information, work out proposed changes or reimbursement costs associated with using the site requested such as: solid waste removal, traffic management and police services. (If you have any questions regarding this application, please call the Permits Office 410-396-1916 or 410-396-4508. Your cooperation is appreciated.)

1. Sponsoring Organization:_____

2. Address:_____Zip Code:_____

3. Daytime Telephone Number:_____

4. Person responsible for conducting event:_____

5. Address:_____Zip Code:_____

6. Daytime Telephone Number:_____Fax No._____

   Evening Telephone Number:_____Fax No._____

7. Type of Event (Please check as many as appropriate. If checking more than one category, indicate time of each activity.)

- ☐ Festival
- ☐ Block Party
- ☐ Concert
- ☐ Rally
- ☐ Mechanical Rides/Carnival
- ☐ Parade *
- ☐ March *
- ☐ Walk-a-Thon *
- ☐ Footrace

*ATTACH PROPOSED ROUTE LISTING ALL STREETS TO BE USED INCLUDING ASSEMBLY AND DISBAND AREA

Name of Event:_____

Describe event activities or include program schedule:_____

_____

_____

_____

8. Set-up for Event

Date:_____ Starting Time:_____

Event Operation (No Rain Dates) Starting Time:_____

Date:_____ Ending Time:_____

9. Purpose of Event:

_____

_____

_____

_____

10. Will an entry/admission fee (excluding vendors) be charged to participate? ☐ No ☐ Yes
If yes, how much?_____List all parties who will receive the proceeds from this event:

_____

_____

11. Location of event (Check as many as appropriate) Street Public Lot Park

List proposed streets to be closed for other than parades, etc.:_____

_____

Closest cross-streets to event site:_____

Street address or block number:_____

Date & time of street closing:_____

Date & time of street reopening:_____

Please contact the Department of Recreation and Parks Permit Section on 410-396-7070, for an application if your event includes park use.

12. Will barricades be necessary for a street closure? No Yes

If yes, give exact location for delivery of barricades:_____

_____

13. Are there parking meters at the event location, either on-street or in a parking lot? No Yes

If yes, how many need to be taken out of service for the event?_____
Please attach a list of Parking Meter Numbers.

14. a) Indicate parking area identified to accommodate persons attending event.

_____

b) Indicate parking area identified to accommodate event sponsor, employees, volunteers and other vehicles not needed on site.

_____

c) Indicate available modes of public transportation available to and from event site.

_____

15. Is this a first-time event at this location? No Yes

If no, how does this event differ from previous years?_____

_____

What was the past attendance?_____

16. Projected number of persons attending this event, both participants and spectators:_____

    Number and type of vehicles used for event:_____

    Purpose of vehicles:_____

17. Are tents or other temporary structure (including booths and stages) being erected or used on site for this event? No Yes If yes, include a description or a site plan diagramming where the structures will be located on the site. If you wish to request the use of City equipment, contact the Permit Office on 410-396-1916 or 396-4508 for an Application for Use of City Equipment.

18. If applicable, list exact tent size and describe:_____

    _____

    Name of tent company:_____Phone Number:_____

    Applicant must obtain permits for the tent from the Department of Housing and Community Development, Buildings Inspection on 410-396-3470, and the Fire Department, Fire Prevention Bureau on 410-396-4058.

19. Will a generator be used for power? No Yes

    If yes, name of generator company:_____Phone:_____

20. Will electrical wiring need to be installed? No Yes

    If City equipment is to be wired for electricity, indicate this request on your Application for Use of City Equipment. When electrical work is necessary for other than City equipment, your licensed electrical contractor must obtain a permit from Electrical Inspections on 410-396-3410.

21. Will signs or banners be hung on City property, other than stages or booths? No Yes
    If yes, how many?_____Describe in detail the proposed location(s), or attach a site plan.

    _____

    For over-the-street banners, please contact the Permit Office on 410-396-1916 or 410—396-4508.

22. How many port-a-johns will you be providing on site for this festival?_____
    One for every 500 people is requested for events lasting over two hours and please remember to have an appropriate number available for access by the handicapped. If the requested minimum is not provided, describe the proposed alternative:_____

23. How do you plan to publicize this proposed event? Attach a copy of publicity plan, or proposed flyer, if available._____

    _____

    _____

24. Will there be any entertainment, or music? No Yes
If yes, describe:_____

_____

_____

If the City is requested to do electrical work, all power required by entertainers must be submitted on Application for Use of City Equipment and there will be a charge for this service. The Fee must be paid two weeks prior to this Event.

25. Will water be needed? No Yes For use of a fire hydrant contact the Department of Public Works, Metered Accounts Division on 410-396-5890 to apply for a permit.

26. How do you plan to remove refuse and garbage from the event site? Describe in detail:_____

_____

_____

Clean-Up Committee Chairperson:_____

Daytime phone:_____

27. Will any additional trash receptacles, or a dumpster,
or load packer be required in the event area? No Yes

How many trash receptacles?_____Dumpster, ($150.00)_____Load Packer, ($40.00 an hour with 2 laborers and one driver)._____
There is a cost for trash cans, $100.00 for delivery and pickup of trash cans.
Where exactly, at the event site, should they be delivered or located?_____

_____

28. Will food be sold at your event? No Yes
If yes, number of food booths:_____
Contact the Department of Health on 410-396-4428 to apply for a permit.

29. Do you plan to provide beer, wine or liquor for public consumption? No Yes
If you plan to sell beer, wine of liquor, you or your licensee must obtain an alcoholic beverage license from the Board of Liquor License Commissioners. Contact the Board on 410-396-4377.

30. Will merchandise be sold at your event? No Yes
If yes, how many merchandise booths?_____

31. Do you plan to solicit memberships of funds for any no-profit organization? No Yes
If yes, attach a list of the organizations along with a copy of their 501-C3 status as issued by the State Department of Assessments and Taxation, or name of the community organization listed in the Baltimore City Community Organization Directory.

32. What are your plans for providing security? Name, address and phone number of security firm required._____

_____

_____

33. What are your plans for providing emergency medical services?_____

_____

_____

Thank you for taking the time to fill out this application clearly and completely. Remember to include your site plan, if appropriate, and sign your application below. We all look forward to working with you on a very successful event.

Date:_____

Applicant Signature:_____

Print or type name:_____

Daytime phone number:_____

☐ Check here if the sponsoring organization is registered with the State of Maryland as a non-profit organization. Please attach a copy of your 501-C3 certification letter.