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City Of Baltimore
DEPARTMENT OF RECREATION AND PARKS
Permit Office, 3001 East Drive
Baltimore Maryland 21217
Permits Office 410.396.7070
City Hall Operator 410.396.3100

BALTIMORE CITY
RECREATION & PARKS

2016
INNER HARBOR
APPLICATION FOR GENERAL PARK USE PERMIT
(Private Activity - Less Than 250 Invited Guests Expected)
Must be submitted at least 8 Weeks prior to the proposed private gathering.
The Public cannot be invited to participate; nor will selling, vending or fund raising take place or become part of the private activity.
No blocking off of area for event is permitted in the Inner Harbor Promenade.
$75 Non-refundable Application Fee - Area Fee Varies by Park
Certified Cashier's Check, Money Order, Debit/Credit Card

1. Organization (if applicable) applying for Permit:
   ORGANIZATION: _____
   TELEPHONE: ( ) _____ FAX ( ) _____
   ADDRESS: _____
   Street City State Zip Code

   E-Mail Address: _____

2. Coordinator/Person responsible for conducting this private activity:

   NAME: _____

   TELEPHONE: ( ) _____ E-mail Address: _____

   ADDRESS: _____
   Street

3. Type of Activity (PLEASE CHECK AS MANY AS APPLICABLE BELOW):

   ____ Assembly (Private) ____ Ceremony (Private) ____ Family Gathering ____ Reunion
   ____ Birthday ____ Church Picnic ____ Family Picnic ____ School Activity
   ____ Celebration ____ Company Picnic ____ Reception ____ Wedding

   Other (Please describe): _____

4. What is the purpose of this activity? _____

5. Requested Date and Hours (please fill in below):
   NOTICE: RAIN DATES CANNOT BE SCHEDULED, NOR CAN THEY BE REFUNDED

DATE REQUESTED	TIME OF ARRIVAL (a.m. /p.m.)	DEPARTURE TIME (a.m. /p.m.)

***NOTICE: Your use of park locations is limited to an eight (8) hour time period. This includes both set-up and break down times. Please keep this in mind when listing your arrival and departure time. Parks are open sunrise to sunset.**

7. Please list the Name of the Park and give the general area within the park that you are requesting for your activity:
   ☐ Kaufman Pavilion, Inner Harbor
   ☐ West Shore Park, Inner Harbor (event needs to be co-sponsor with Waterfront Partnership)
   ☐ Inner Harbor Promenade (1-2 hour ceremonies only)
8. Do you wish to reserve a pavilion/gazebo/covered area or designated picnic area? ☐ Yes ☐ No
   If YES, please list name of pavilion/gazebo/covered area or designated picnic area: _____
9. TOTAL number of invited guests/participants expected: _____ ***MAX 250***

10. Is this a first time activity for you or the sponsoring organization at this location? ☐ Yes ☐ No

If NO, how does this activity differ from previous years? _____

11. Will any signs, banners, or flyers be hung or posted in the park or at your permitted site? ☐ Yes ☐ No

NOTICE: It is a violation; of the department of recreation and parks' rules and regulations to post or hang in any manner, directional markers, notices, or banners to any tree or lamp post. All signs, etc. must be removed before leaving the park. Helium balloons are not allowed. Fines may be imposed.

12. Please describe the type of sign(s), banner(s), etc. as well as the proposed location(s) (attach a site plan if available):_____

_____

13. Do you plan to erect or use drones temporary structures, such as additional tables, tents, moon bounce or amusements, etc.?

☐ Yes ☐ No

a. If YES, please describe below including type, size(s), how many, capacity, etc. A site plan/drawing must be included with this application showing the location of all items. _____

_____

***NOTICE: WHEN AMUSEMENT DEVICES (i.e., MOON BOUNCE, KIDDIE RIDES, ETC., ARE PART OF AN ACTIVITY, A CERTIFICATE OF INSURANCE, IN THE AMOUNT OF ONE MILLION ($1,000,000) IS REQUIRED. A COPY OF THIS CERTIFICATE MUST BE SUBMITTED TO THE PERMIT OFFICE BEFORE YOUR PERMIT IS ISSUED. IN ADDITION, THE CERTIFICATE OF INSURANCE MUST HAVE THE FOLLOWING WORDING IN THE "DESCRIPTION BOX":**

"The Mayor and City Council of Baltimore, the Department of Recreation & Parks and employees of the City of Baltimore are named as additional insured for (INSERT NAME OF EVENT) on (LIST EVENT DATE) to be held at (INSERT EVENT LOCATION)."

A PERMIT CANNOT BE ISSUED, WITHOUT THE PROPER PAPERWORK.

b. If drones, tent(s), table(s), and moon bounce(s) will be used, list the name of tent company, address, telephone number and the contact person's name:

NAME OF COMPANY: _____

ADDRESS: _____

CONTACT PERSON: _____ TELEPHONE ( ) _____

NOTICE: A tent inspection permit is required for tents larger than 400 sq. feet. Please contact the Department of Housing and Community Development, Building Inspections (410-396-3470), and BCFD Fire Prevention Bureau (410-396-4058).

14. Do you plan to provide any other types of non–amplified entertainment for this activity? ☐ Yes ☐ No

If YES, please describe: _____

_____

15. Will you be using a personal radio, tape or compact disc player in conjunction with this activity? ☐ Yes ☐ No

If YES, please list the device(s) and model(s) types(s): _____

NOTICE: The permit holder is responsible for compliance with all local noise control ordinances. Only small personal radios, tape players, etc., may be used during private events. These devices must be kept at a level which wills not disturb park visitors, nearby residents or businesses. All sound/music must end by 9:00 p.m. NO EXCEPTIONS.

16. Do you plan to have pets on site during this activity? ☐ Yes ☐ No

If YES, please list how many, the type of pet(s); what provisions have been made for the care, containment, and waste removal of the animal(s). Please give a contact person's name and phone number below: _____

_____

CONTACT PERSON: _____ DAYTIME PHONE: ( ) _____

NOTICE: Dogs must be on a leash at all times.

17. Are you using a generator? ☐ Yes ☐ No

If YES, (please explain what the power source is being used for): _____

PLEASE NOTE: Kauphman Pavilion has electrical use.

18. Will grills or propane stoves, etc., be used during this activity? ☐ Yes ☐ No

NOTICE: The person responsible for conducting this activity must provide appropriate safety equipment (i.e. fire extinguishers, etc.). Open burning and/or fires are prohibited.* ***Charcoal grills only permitted where charcoal disposal bins are provided.***

19. Do you ***or your guests*** plan to serve beer/ light wine as a refreshment? **(Allowed on a non-sale basis ONLY).** ☐ Yes ☐ No

NOTICE: Glass is not permitted on Park grounds.

20. Are you providing port-a-johns for your guests during this event, and if so, where will they be set up? ☐ Yes ☐ No
(PLEASE PROVIDE SITE PLAN SHOWING SET UP).

If yes, Name of Company: _____ Phone: _____
Number of Units: _____ Site location of units:_____
Drop Off Date: _____ Pickup Date: _____
NOTICE: The City of Baltimore does not provide portable toilets for private events and your rental fee does not include a unit for your activity. A fine will be imposed for any units left on site 2 days post event.

NOTICE: Except for equipment which is already in place at various locations in parks, the department of recreation and parks does not supply additional equipment.

21. Please describe how you plan to remove the refuse and garbage from the activity site, and list the Clean-up Committee Chairperson's contact information: NAME**:** DAYTIME PHONE: **( )**
NOTICE: Cleaning will consist of securing all trash in trash bags, and placing them next to the trashcans closest to the street. Please remove all litter, tape, thumbtacks, decorations, trash, and debris. Failure to properly clean your site after your event will result in a Park Rule Violation Fine of at least $250.
22. Are there any special provisions or concerns pertaining to your activity which have not been addressed on this application?

_____

Submitting this application is not a confirmation to conduct your planned event. If the date and/or location requested is not available or if the location requested is not an approved site to conduct your type of activity, you will be contacted by the Permit Office, and alternate arrangements will be suggested or made. Your confirmation will be in the form of a PERMIT, issued to the Organization and/or person responsible for conducting the event. ***Please*** **DO NOT SEND OUT NOTICES, PUBLICITY, FLYERS, ETC.,** ***prior to receiving this confirmation.*** NO AMPLIFIED SOUNDS, unless specifically authorized in Park Permit. The only approved equipment allowed during permitted events are small personal radios, tape or compact disc players, or Ipod. These devises must be kept at a level of sound that cannot be heard from more than 50 feet from the permitted area and cannot exceed the maximum sound levels specified under the Baltimore City Code- Noise Ordinance Title 9. In addition, it is agreed that all sound/music will end at 9 p.m.

1. No organization or person receiving a permit for the use of City property may discriminate on the basis of sex, sexual orientation, gender, identity, religion, color, race age, ancestry or national origin. This Permit is applicable only for the areas and time duration designated on your permit.
2. Permits are non-transferable and cannot be sold or transferred. Any violation of this provision will result in revocation of all permits issued to the Permittee and/or Club.
3. Permits may be terminated by the Director, of the Baltimore City Department of Recreation and Parks, or their designee.
4. Permits may be revoked without prior notice for public safety, violation of rules and/or laws, or damage to property.
5. This permit must be on site for the duration of the event. The permit must be available for inspection at any time by the Baltimore City Police, Fire Department and/or the Department of Recreation and Parks Personnel.
6. The Permittee, the Club, and/or its Members, are responsible for following the laws, ordinances, and rules, of the City of Baltimore, as well as the guidelines concerning their specific permit. Failure to comply with the above may result in revocation of the permit and/or a $250 fine per Park Rule Violation.
7. The Permittee, the Club, and/or its Members, agree to reimburse the City of Baltimore Department of Recreation and Parks for costs of clean-up and/or restoration of the site upon conclusion of the event. No person shall throw or leave any rubbish or litter of any kind including paper, glass and/or cans, at any playing field, picnic area, stadium enclosure, playing court, or elsewhere in any park or other location under the jurisdiction of the Department of Recreation and Parks.
8. Parking or driving on grass, service roads, or athletic fields is strictly prohibited unless specifically authorized in Park Permit. The Permittee, Club and Members, shall insure that all involved, shall not park or drive their vehicles on grass, service roads, or athletic fields. Failure to comply automatically revokes the permit and forfeits all fees/security deposits.
9. The Permittee, the Club, and/or its Members, are responsible for the conduct of anyone in attendance at the permitted event and will be liable for damages to persons or property, arising from any disorderly behavior. The Permittee, the Club, and/or its Members, agree, to indemnify and hold harmless the Mayor and City Council, the Department of Recreation and Parks, and their employees, from any liability to any person or group resulting from any property damage or personal injury occurring in connection with the event, caused by the Permittee, Club, and/or its members, or any person under its control. The City of Baltimore through the Department of Recreation and Parks assumes no responsibility for medical treatment of any participant or for payment of any medical bills.
10. Recreation & Parks Permit's Office does not issue refunds for inclement weather unless the Permits office cancels all reservations in the event of severe weather. (Hurricane, Tornado)
11. It is agreed that this application is submitted under the condition that this is a private event for invited guests only, and at no time will the public be invited to participate, nor will selling, vending, fund raising take place or become part of the event activities, unless otherwise approved and included in the issued permit.
12. The responsible person and/or sponsoring organization must provide (at their expense) all equipment, including extra tables, portable restrooms, etc.
13. Area cleanup is required during and immediately following the event.
14. Charcoal grills only permitted where charcoal disposal bins are provided. Used charcoal must be disposed of in provided charcoal bins.
15. False statements on this application could result in the cancellation of the rental agreement, and pavilion use.
16. Incomplete applications cannot be processed and will be returned. Please sign and date below before returning this application with your $35 application fee.
17. **Your application fee must be received by the Permit Office in full, before your application can be processed and/or your date and location can be reserved. Applications and reservations are processed on a first come, first paid basis. All remaining balances and necessary documentation must be received two weeks prior to your event date, or your reservation will be lost.** ***No cash will be accepted.*** We accept Certified Cashier's Check, Money Order, and Credit/Debit Card. Please make Money Orders payable to the Director of Finance, Baltimore City. Permits will only be issued to persons 21 years of age or older with a valid State photo ID.
18. Application fees are not refundable. Applicants may request a partial refund of the event impact fees. This request must be made in writing to the Permits Office, 3001 East Drive, Baltimore, MD 21217 or via email to parkpermits@baltimorecity.gov. For partial refund request to be reviewed, it must be received at least 30 days prior to event for a Special Event or Inner Harbor Event and two weeks prior to event for a General Park Use Event.
19. Applicants are allowed to make changes to a reservation ONLY once. Anything after that will consist of filling out another application, and paying an additional $35 application fee. Changes to this event must be made in writing, by the applicant ONLY.

For Additional Information, contact the Permit Office (410) 396-7070 or email at parkpermits@baltimorecity.gov.

_____ _____

Applicant's Signature **(Date)**

_____

(PLEASE PRINT NAME CLEARLY

(FOR OFFICE USE ONLY)

Application Fee ___ Yes ___ No Check # _____ MO# _____ Receipt # _____

Pavilion/Area Fee ___ Yes ___ No Check # _____ MO# _____ Receipt # _____

Other Fees ___ Yes ___ No Check # _____ MO# _____ Receipt # _____

EXPLANATION OF OTHER FEES: _____

Date: _____ Amount: _____

NOTIFICATION AND/OR CONTACT WITH APPLICANT

List dates/time, reason, how contacted (phone/mail), and name of person initiating contact. If the contact was made by telephone and a message was left for the applicant, list the name of the person the message was left with. If notification was sent by mail, attach a copy of the correspondence

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Revised December 2015