

B. Event name: _____

Date: _____

Location: _____

Is this a park event? Yes No

If Yes, which park? _____

Please list the name & address of the Park or Plaza. Also include the name of the pavilion, gazebo or specific area of this event:

Is this an Inner Harbor event? Yes No **If no, skip to SECTION 5**

Please check the Inner Harbor Park LOCATION(s) requested for this event: (Must have non-profit or City sponsor or co-sponsor)

____ McKeldin Square ____ Kaufman Pavilion ____ Rash Field ____ Broadway Pier (100 person max.) ____ Inner Harbor Promenade

NOTICE: THE FOLLOWING INNER HARBOR PARK LOCATIONS ARE FOR EVENTS SPONSORED OR CO-SPONSORED BY THE CITY OF BALTIMORE ONLY. Security deposit may apply for all Inner Harbor Events and may be requested/collected by Waterfront Partnership.

____ West Shore Park ____ Amphitheater & Steps ____ Bicentennial Plaza ____ Ceremonial Steps ____ Constellation Dock
____ Pier 5

Square footage of area that will be used for the event: _____

SECTION 3. EVENT SETUP AND BREAKDOWN DATES AND TIMES

NO RAIN DATES

Activities	Starting Date(s)	Ending Date(s)	Starting Time	Ending Time
Setup Date(s)				
Actual Event Date(s)				
Breakdown Dates(s)				

SECTION 4. STREET CLOSURE AND MOVING EVENTS, ROUTE INFORMATION

REQUIRED: A copy of your proposed route and/or map including assembly and disbanding area must be attached to this application.

Will any public or park street(s) need to be partially closed or blocked off? Yes No

Please describe requested street closures (attach diagram, map or listing):

Please describe any lane closure or restricted parking requisition: _____

SECTION 5. ATTENDANCE, PARTICIPANTS AND HISTORICAL INFORMATION ABOUT EVENT

Is your event open to the general public? Yes No

Is this the first time you are holding this event at this location? Yes No

If this is not a new event, how does it differ from previous years?

For new events: total number of expected participants (volunteers, walkers, etc.) and spectators anticipated:

Daily: _____ Overall Total: _____

If applicable: Attendance totals for last event:

Daily: _____ Overall Total: _____

SECTION 6. EVENT FINANCIAL TRANSACTION INFORMATION & GAMING PERMISSIONS

Is there a sponsor for this event? If yes, provide name of the event sponsor: _____
Will an admission, registration or membership fee be charged? Yes No
If yes, please explain the type of fee, amount, purpose and parties that will receive the proceeds: _____

Is there a promoter or promotion company being used for this event? Yes No If yes, provide name of promoter, phone number and website: _____

Are tickets being sold to this event? Yes No

If yes, Expected ticket sales: _____ Maximum tickets sales: _____

Will donations/contributions be accepted or solicited during this festival? Yes No
If yes, explain how these donations will be generated or solicited: _____

Has your organization received any outside funding or sponsorship for this event? Yes No
If yes, please explain in detail: _____

List all parties who will receive the proceeds from the donations or contributions: _____

****Note: If this event will generate proceeds, funds or donations, you must include proof of nonprofit status (e.g. 501(c)(3) Tax- Exempt Recognition from the IRS or MD Dept. of Assessments and Taxation).**

Do you plan to have a money/prize wheel, raffle, bingo, etc.? Yes No
If yes, list the type of activity and the licensee for each type:

Type of gaming activity (check all appropriate): Bingo Raffle Paddle/ Wheel

Describe the value and type of prize(s): _____

State in detail the financial arrangements with the person/ organization conducting the game. If a written agreement exists, attach a copy of same:

State in detail the method by which the organization making this application determines the monies it will receive as a result of the bingo game applied for:

****Note: Please contact BCPD at 410.396.2130 if there are questions about gaming permissions or about this section.**

SECTION 7. EVENTS WITH AMUSEMENT DEVICES, DRONES, MECHANICAL RIDES OR ACTIVITIES INVOLVING ANIMALS

Do you plan to have any amusement/mechanical rides (Moon bounce, etc), drones, or activities involving animals? Yes No

If yes, please explain and provide the name, address and phone number for the amusement vendor/operator: _____

Name of the Amusement Company/Operator: _____

Address: _____

Telephone: _____ Contact person: _____ Title: _____

Do you plan to have animals on site?

Yes

No

***NOTE: This does not apply to "service animals" such as a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability.**

If yes, please list how many and the type of each animal: _____

You must also list provisions that have been made for animal care, containment and waste removal.

Name of the Company: _____

Address: _____

Telephone: _____ Contact person: _____

Title: _____

***NOTE: Any event with amusement/mechanical rides, children’s amusement devices, drones or activities involving animals will be required to provide proof of liability insurance, naming the Mayor and the City Council as additional insured. This document must be submitted to the DOT Permits Office at least one month prior to the proposed event—no exceptions. Failure to do so will result in cancellation of your event, cancellation of space reservation and loss of application fees.**

The certificate of insurance must state the following: “The Mayor and City Council of Baltimore City, and Employees of the City of Baltimore are named as additional insured for (insert name of event) on (list event dates including starting setup date through ending breakdown date) to be held at (insert event location)”. Note: Your personal or organizational homeowners/renters insurance will not cover this. For activities involving animals, in addition to the certificate of insurance, a copy of the coggins report and permit through Animal Control must be obtained before issuance of permit.

SECTION 8. USING & ERECTING NON-CITY OWNED TEMPORARY STRUCTURES OR EQUIPMENT

Do you plan to erect temporary structures, such as stages, tents, displays, fences, etc.?

Yes

No

Stages: _____ Size _____ Qty. _____

Is the stage accessible? Yes No If No, what is the Alternate Accommodation: _____

Will you have tents? Yes No If yes, size: _____

Qty. _____

Are the tents accessible? Yes No

Will any of the structures be 400 sq. or larger? Yes No If yes, signed and sealed construction drawings are required for structures over 400 Sq. ft.

Name of Company erecting temporary structure: _____ Contractor License # _____

Address: _____ Telephone: _____

Contact person: _____ Title: _____

If fencing will be erected provide name of Fence Company: _____

Address: _____ Telephone: _____

Contact person: _____ Title: _____

List proposed dates for fencing construction and breakdown:

Construction: _____ Breakdown: _____

REQUIRED: A site plan and/or drawing indicating the location of the items listed above.

SECTION 9. PUBLICITY

How do you plan to publicize this proposed event (attach a copy of publicity plan or flyer)?

***NOTE: All flyers and publications must indicate the beneficiary 501(c)(3) if applicable.**

Are you interested in having a Horizontal Banner promoting your event hung over a city street? Yes No

If yes, please fill out an Application to Hang Horizontal Banner. If you have any questions about these banners, please call our office.

Will any signs, banners or flyers be hung or posted (other than on stages/booths)? Yes No

Please describe the proposed location(s) of the signs, banners, etc. (attach a site plan if available):

***NOTE: It is a violation of Baltimore City Ordinances to post or hang in any manner, directional markers, notices, or banners to any tree or lamp post without prior City approval. Fines may be imposed.**

SECTION 10. EVENTS WITH NOISE, AMPLIFIED SOUND, OR ELECTRICAL NEEDS

Do you plan to provide musical entertainment? Yes No

If yes, please describe (big band, reggae, choir, etc.) and attach a copy of your program: _____

Do you plan to provide other entertainment? Yes No

If yes, please describe or attach a copy of your program: _____

Will any type of sound amplifying equipment or devices be used? Yes No

If yes, please list the type of equipment and wattage: _____

Noise Exemption Requests: If you are planning an event and you believe you may exceed permissible sound levels and disturb other members of the community, **please complete a Temporary Noise Exemption** from the Baltimore City Health Department. A Temporary Exemption allows you to exceed permissible noise levels by 25 decibels. To learn what the permissible sound levels are for the area in which the event will take place, refer to Baltimore City Health Code §§ 9-206-9-207.

***NOTE: A Temporary Exemption does not permit sound levels in excess of the 25 decibel increase. You may be issued a citation or other legal action may be pursued against you for sound level increases above 25 decibels.**

****NOTE: EXCEPT FORPARK EVENTS, A TEMPORARY EXEMPTION MAY BE GRANTED NO MORE THAN 3 TIMES IN ANY 1 CALENDAR YEAR FOR A GIVEN LOCATION.**

Are you providing a generator as a power source? Yes No

Do you need to use electricity (a fee may be assessed for this service)? Yes No

If yes, and you would like the City to provide, please complete the **Application for City Services and Equipment**. If yes, and you are providing, please list operational needs: _____

Is a power source available at the proposed location? Yes No

If yes, is access available or will it have to be turned on (please explain)? Additional fees may apply for electrical use. _____

REQUIRED: Attach an electrical plan for your event.

SECTION 11. DISTRIBUTION OF FOOD AND MERCHANDISE AT EVENTS

A food permit will be required if food/refreshments are served. There is a fee for this permit. The Temporary Food Permit can be found on our website or the Health Department website. Please contact BCHD Food Permits desk at 410.396.4544. MD State sales tax must be collected for all food/merchandise sold at public events. Please contact the State of MD Comptroller's Office for more information. All vendors are required by law to have proper licenses and/or permits displayed onsite during the event dates. Failure to produce or display proper permits and/or licenses upon request will result in the immediate suspension/closure of the activity/vendor.

Do you plan to sell, distribute/give away food/refreshments and/or merchandise?

Yes (Sell) Yes (Distribute/give away) No

If yes, please explain: _____

Will you have Food Trucks? Yes No If yes, how many will you have?

If yes for merchandise, how many tents or tables will be set up? _____

If yes for food/refreshments, how many tents or tables will be set up? _____

REQUIRED: An attached list of your food and merchandise vendors with contact information, as well as 501(c)3 status.

Will gas grills, propane stoves, or similar devices be used? Yes No

***NOTE: You must provide appropriate safety equipment (fire extinguishers, etc.). Open burning, ground fires, and disposal of oil/grease onto Baltimore City property are prohibited. Grease/oil must be kept and disposed of in a proper manner. You are liable for damage caused by improper grease/oil dumping.**

Do you plan to sell beer, wine or liquor? Yes No **(Security Plan must be submitted if alcohol is served)**

If yes, please explain: _____

***NOTE: A liquor license is required through the Liquor License Commissioner's Office at 410.396.4377. You must also arrange for on-duty police officers through BCPD, Special Events/Overtime Unit at 410.396.2597. The necessary number of officers for your event will be determined by a review of your Special Event application. The sale and consumption of beer, wine and/or liquor during the operational hours of your event must be in a contained area (e.g. beer garden). A security plan must be submitted if alcohol is served or there will be more than 250 participants; the application is considered incomplete if not.**

SECTION 12. WASTE REMOVAL PLAN & CITY EQUIPMENT NEEDS

If you would like City Owned Equipment, please fill out the **Application for City Services & Equipment** and return it with this application. If you plan to bring non-city owned, private equipment to your event, please indicate the size, quantity, capacity, etc. of the temporary structures or equipment you are providing on event site plan.

Portable Toilets

How many portable toilets are you providing? _____ How may accessible portable toilets? _____

Where will they be set up? _____

REQUIRED: Attach a site plan showing portable toilet location and label the accessible toilets.

***NOTE: Failure to remove Portable Toilets within 2 days of a Park Event will result in a \$250 Park Violation fine per day.**

Name of the Company: _____

Address: _____ Telephone: _____

Contact person: _____ Title: _____

Delivery Date: _____ Removal Date: _____

Garbage/Refuse/Recycling

How do you plan to remove garbage/refuse? _____

Recycling Plan required for events over 200 attendees: How will recycling be handled on site? _____

List the name and phone number for the person responsible for cleanup (cleanup committee head).

Name: _____ Telephone: _____

Do you require trash receptacles, dumpster(s) or load packer(s) from the City? Yes
 No

If yes, complete the **Application for City Services and Equipment**.

REQUIRED: Attach a site plan for placement of trash receptacles, dumpsters, load packers and recycling bins.

***NOTE: Failure to properly clean site will result in loss of security deposit, may result in Park Rule violation fines and reject your organization's ability to receive future permits.**

****NOTE: State law now requires marked recycling bins and collection by event organizers at events on public property exceeding 200 participants.**

SECTION 13. PARKING AND TRAFFIC CONTROL PLAN

What is your plan to provide parking for event attendees? _____

How many parking spaces are you providing? _____

REQUIRED: Attach a site plan for parking including the accessible spaces and route.

What is your plan to provide parking for volunteers, staff, and VIP's during the event? _____

Provide copies of parking passes (if applicable).

What is your plan to provide handicapped parking provisions? _____

Who will be providing traffic control for parking and/or pedestrian access to your event?

***NOTE: For events over 1,000 people in parks, please see guidelines provided for parking.**

Name of Company providing traffic control: _____

Address: _____ Telephone: _____

Contact person: _____ Title: _____

***NOTE: Baltimore City encourages all events to promote use of bikes and public transportation by their attendees (Charm City Circulator, Buses, etc.)**

SECTION 14. SECURITY AND EMERGENCY PROVISIONS PLAN

*NOTE: Please provide your attached security plan in addition to completing this section.

What are your plans for providing security and crowd control?

Name of the Security Firm: _____

Address: _____

Telephone: _____ Contact person: _____ Title: _____

What are your plans for providing emergency medical services? _____

Please provide copies of security and EMS contracts and attach a copy of bonding and insurance for each (if applicable).

EMS Personnel

The Fire Department EMS personnel will work with you to determine the best way to handle emergency services.

1. How do you propose to accommodate health related emergencies? Check what applies:

This is a small event and we will call 911 if needed. Using private EMS or other Health Services

Requesting Baltimore City provide EMS (ambulance and crew). *There is an hourly fee for this service.*

2. If private EMS or other Health Services are to be provided, please fill out the information below.

Private Ambulance or Health Care Institution (number and type of services)

Description of Service _____

Company Name: _____ Telephone: _____

Address: _____

Contact person: _____ ID Number: _____

COMPLETE SECTION 15. BELOW REGARDING CONDITIONS AND SIGNATURE

SECTION 18. CONDITIONS OF THE APPLICATION AND SIGNATURE

Submitting this Promotional application does not provide permission to conduct your planned event. If the date(s) and/or location(s) requested is not available or if the location requested is not an approved site to conduct your proposed event, you will be contacted by the City and alternative 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.

If this event will generate proceeds, funds, or donations, **you must provide proof of your organizations nonprofit status** with this application (e.g. 501(c)(3) tax-exempt recognition from the Internal Revenue Service, MD State Department of Assessments and Taxation, or a copy of the page from the Baltimore City Community Organization Directory with your organization listed.

All required fees, security deposits, agency reimbursement costs or a percentage of these costs as required by the City of Baltimore (e.g. security, traffic control, electrical, cleanup, etc.), and/or additional documents (e.g. site plans, proof of liability insurance, nonprofit status, etc., if required), maybe be required to be paid and/or received before your permit can be issued.

You should expect to receive notice regarding the status of your application after 45 days. If 45 days after submission of your application you do not have either your permits or notice of status, please call our office and we will provide the application status regarding agency approvals and conditions or permit if approved.

**Return in person with this application
and all required items to:**

**DEPARTMENT OF Recreation and Parks
Permits Office**

3001 East Drive, Baltimore MD 21217

**If your event is canceled or postponed, please
notify the permit office immediately.**

Office Hours:

**Monday through Friday (except Thursdays when we are closed
for administrative processing)**

9:00 a.m. to 4:00 p.m.

**Thank you for your permit application. We look
forward to working with you to ensure your
event's success.**

_____ I certify that all of the information included above or submitted under separate cover is true and accurate to the best of my knowledge.

_____ I read, understood, and agree to the Baltimore City Special Event Guidelines and any rules or regulations described in the documents or in my completed Special Event application.

_____ By signing and submitting this application, I and/or the sponsoring organization(s) agree to abide by the rules and regulations of the City of Baltimore, especially those rules and regulations pertaining to permits.

_____ By signing and submitting this application I understand that I am responsible for providing the City all required plans, documents and required payments outlined and detailed by the City and provided to me consistent with the submission or absence of a Financial Responsibility Form.

_____ I, the undersigned, agrees to indemnify, defend and hold harmless the Mayor and City Council of Baltimore, its elected/appointed officials, employees, agents and volunteers from any and all loss, claims, demands, suits, and actions whatsoever, arising as a result of, or in connection with, any willful and/or negligent act or omission of the undersigned, its employees, agents and/or representatives.

Organization Name: _____

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 devices 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
