City Of Baltimore
DEPARTMENT OF TRANSPORTATION &
DEPARTMENT OF RECREATION AND PARKS
Special Events and Street Vendors Section – 200 N Holliday Street, Lobby, Counter 4
Baltimore Maryland 21202
Permits Office 410.396.1916

DEMONSTRATION PERMIT APPLICATION

A permit is required for a demonstration by more than 30 people.
THIS APPLICATION MUST BE SUBMITTED AT LEAST 2 BUSINESS DAYS PRIOR TO EVENT DATE.

Park Rule 55.A states: "In order to respond to imminent events or concerns, the 2-day advance notice requirement shall be waived by the Director if the size and nature of the activity will not reasonably require the commitment of municipal resources or personnel in excess of that which are normally available or which can be reasonably made available within the necessary time period."

Non Refundable Application Fee: $235 -
Credit Card, Certified Check or Money Order only, payable to the Director of Finance.
(An applicant may request a waiver or reduction of the fee; see p. 3 below.)

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 demonstration:

NAME: _____ Age: _____

TELEPHONE: ( ) - E-mail Address: _____

ADDRESS: _____
Street City State Zip Code

Cell Phone for event coordinator on site during event: _____

3. Name of event? _____

4. Type of Event (PLEASE CHECK AS MANY AS APPLICABLE BELOW):

- ☐ Demonstration (over 30 people)
- ☐ Leafleting (over 30 people)
- ☐ Parade or Walk (involving marching on any park roadway or involving more than 30 people)
- ☐ Solicitation (Petition) (over 30 people)

Other: (Please describe): _____

(*) NOTICE: PARADES/WALKS A COPY OF YOUR PROPOSED ROUTE AND/OR MAP, INCLUDING ASSEMBLY AND DISBANDING AREA MUST BE ATTACHED TO THIS APPLICATION.

5. What is the purpose of the event?

_____

_____

(Please explain, or attach a copy of your agenda or planned activities)

6. Requested Date(s) and Times(s) for this event is as follows (please fill in below): NOTICE: NO RAIN DATES. NOT MORE THAN FIVE (5) EVENT DATES (CONSECUTIVE OR NON CONSECUTIVE) PER APPLICATION OR LOCATION

EVENT ACTIVITIES	STARTING DATE(S)	ENDING DATE(S	STARTING TIME	ENDING TIME
SET UP DATE(S)				
ACTUAL EVENT DATE(S)				
TAKE DOWN DATE(S)				

7. Park Name and Location: _____

Attached, please find guidelines for areas available for free speech activities in the Inner Harbor Park.

8. How many participants (i.e., volunteers, walkers, etc.) and spectators are anticipated daily?

DAILY TOTAL OVERALL TOTAL: _____

9. How do you plan to publicize this proposed event? (If available, please attach a copy of publicity plan or flyer.)

10. Will any signs, banners, or flyers be hung or posted (other than on stages or booths)? __YES __NO

****NOTICE:***
IT IS A VIOLATION OF THE DEPARTMENT OF RECREATION & PARKS' RULES AND REGULATIONS TO POST OR HANG IN ANY MANNER, DIRECTIONAL MARKERS, NOTICES, OR BANNERS TO ANY TREE OR LAMP POST.

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

12. Will any public street(s) need to be partially closed or blocked off in conjunction with this event? __YES ___NO

NOTICE: ***Road Closures cannot be accommodated within the 2 business day application period. If applicant has applied 8 weeks prior to event date,*** THE APPLICANT MUST OBTAIN A PERMIT FROM THE DGS SPECIAL EVENT OFFICE, (410)396-1916, MUNICIPAL BLDG., 200 N. HOLIDAY ST.,, LOBBY, BALTIMORE MD 21202 for a public road to be closed.

13. Do you plan to erect temporary structures, such as STAGES, BOOTHS, TABLES, TENTS, DISPLAYS, ETC., for this event? __ YES __ NO

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

BOOTHS/TABLES: DISPLAYS: how many/size_____

TENTS: how many/size _____

OTHER EQUIPMENT: _____

A Security Deposit may be required and will be determined by the types of equipment brought on to the site.

14. Will any type of sound amplifying equipment or devices be used in conjunction with this event? __YES ___NO

If YES, please list the type of equipment:

NOTICE: IF SOUND AMPLIFICATION DEVICES, EQUIPMENT, DRUM(S), ETC., ARE USED DURING A DEMONSTRATION, ALL AMPLIFIED SOUND MUST CEASE BY 9:00 P.M., AMPLIFIED SOUND AND/OR MUSIC MUST NOT INTERFERE WITH OTHER PARK ACTIVITIES OR DISRUPT THE OPERATION OF BUSINESSES IN THE AREA.

15. Do you plan to provide musical entertainment for this event? ___YES ___NO

If YES, please describe below (i.e., Big Band, Reggae Band, Singer, etc.):

_____

16. Do you plan to provide other entertainment for this event? ___YES ___NO

If YES, please describe below, or attach a copy of your planned program:

_____

17. Do you plan to have animals on site during this event? ___YES ___NO

If YES, please list how many, the type of each animal; what provisions have been made for the care, containment, and waste removal of these animals?

_____

18. Are you providing a generator as a power source? __YES __NO

City Electrical Services cannot be facilitated within the demonstration permit timeline.

19. Do you plan to distribute any items (including, for example, merchandise, food or drink) in conjunction with this event?

___YES ___NO

If YES, please describe: _____

20. Will gas grills or propane stoves, etc., be used during this event? ___YES ___NO

NOTICE:
THE APPLICANT/PERMITTEE MUST PROVIDE APPROPRIATE SAFETY EQUIPMENT (FIRE EXTINGUISHERS, ETC.) OPEN BURNING AND/OR GROUND FIRES ARE PROHIBITED.

21. Please describe how do you plan to remove refuse, garbage and litter from the demonstration site?

_____

_____

Responsible Person Contact: Name _____ Phone _____

22. What are your plans to provide parking and/or alternative transportation for demonstration attendees? _____

_____

NOTICE: A SIGNED AGREEMENT WITH THE PROPERTY OWNER IS REQUIRED FOR OFF SITE PARKING.

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

24. Are there any special provisions pertaining to your event which have not been addressed on this application? _____

_____

Submitting this Application is not a confirmation to conduct your planned demonstration. If the date and/or location requested is not available or if the location requested is not an approved site to conduct your proposed demonstration, you will be contacted by the Department 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 EVENT NOTICES, PUBLICITY, FLYERS, ETC., prior to receiving this confirmation.

By signing and submitting this application, you and/or the sponsoring organization(s) agree to abide by the rules and regulations of the Department of Recreation and Parks, especially those rules and regulations pertaining to permits.

All fees, agency reimbursement costs (i.e., security, traffic control, electric, clean up, etc.), and/or additional documents (i.e., Site Plan(s), must be paid and/or received by the permit office before your permit is issued. Please place a check mark (X) next to all items included and/or attached to this application:

__ APPLICATION FEE ($235.00)
__ ADDITIONAL INFORMATION
__ EVENT SITE PLAN

Permits will only be issued to persons with a photo ID, and permits are non-transferable.

NO CASH or PERSONAL CHECKS. Payment of fee(s) must be made by Credit Card, Cashier Check or Money Order ONLY! Payable to the Director of Finance

An applicant may request a waiver or reduction of the fee by submitting the Request for Reduction of Demonstration Permit Application Fee form, which is available at the address above and online at http://bcrp.baltimorecity.gov/PublicInformation/Permits.aspx

PLEASE SIGN AND DATE (BELOW) BEFORE RETURNING THIS APPLICATION

Applicant's Signature _____ DATE: _____

Please Print Applicant's Name Here _____

Submit this application in person to:
BALTIMORE CITY DEPARTMENT OF GENERAL SERVICES
Special Events and Street Vendors Section
200 N Holliday Street, Lobby, Counter 4
Baltimore Maryland 21202

(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# _____
Waiver Request	___ Yes ___ No			

EXPLANATION OF OTHER FEES OR REFUNDS: _____

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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