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**City Of Baltimore**  
**DEPARTMENT OF RECREATION AND PARKS**

Permit Office, 3201 Boston Street  
Baltimore, Maryland 21224  
Permits Office 410.396.7070  
Park Ranger 443.800.4291

[park.permits@baltimorecity.gov](mailto:park.permits@baltimorecity.gov)



**APPLICATION FOR PROGRAMMING PERMIT**

*(Organization hosted activity)*

**Must be submitted at least thirty (30) days 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.**

**Certificate of Liability Insurance in the amount of \$1,000,000 Naming the City of Baltimore, Department of Recreation & Parks as additional insured is required for all physical activities taking place in parks.**

**\$35 Non-refundable Application Fee/ \$75 Non-refundable Application Fee for Inner Harbor – \$15 per hour fee for weekdays, and  
\$50 per on weekends**

Certified Check, Money Order, Debit/Credit Card

**PERSONAL CHECKS WILL NOT BE ACCEPTED**

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

City

State

Zip Code

3. Type of Activity & Purpose (Please Describe): \_\_\_\_\_

4. Requested Date and Hours (please fill in below):

**NOTICE: RAIN DATES CANNOT BE SCHEDULED**

DATE(S)		DAY(S) OF THE WEEK							HOURS	
FROM	TO	Mon	Tue	Wed	Thu	Fri	Sat	Sun	AM	PM

**\*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. Only 5 dates are allowed to be listed per application fee.**

5. Please list the Name of the Park and give the general area within the park that you are requesting for your activity:

**Inner Harbor Events must fill out the Inner Harbor General Park Use Application.**

\_\_\_\_\_

6. 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: \_\_\_\_\_

7. TOTAL number of invited guests/participants expected: \_\_\_\_\_

8. 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? \_\_\_\_\_

9. 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. Fines may be imposed.**

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

11. Do you plan to erect 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 CERTIFICATE OF INSURANCE IS ALSO REQUIRED WITH ANY/ALL ATHLETIC ACTIVITIES (i.e., SPORTS, BOOT CAMP, YOGA, ETC.). 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 (POLICY EFFECTIVE DATE- POLICY EXPIRATION DATE) to be held at (ALL BCRP PARKS)."**

**\*A PERMIT CANNOT BE ISSUED WITHOUT THE PROPER PAPERWORK\***

b. If tent(s), table(s), moon bounce(s) or drones will be used, list the name of 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).***

12. Do you plan to provide any other types of non-amplified entertainment for this activity? ☐ Yes ☐ No  
If YES, please describe: \_\_\_\_\_  
\_\_\_\_\_

13. 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 will not disturb park visitors, nearby residents or businesses. All sound/music must end by 9:00 p.m. NO EXCEPTIONS.**

14. 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.**

15. Are you using a generator? ☐ Yes ☐ No  
If YES, (please explain what the power source is being used for): \_\_\_\_\_

**PLEASE NOTE: Riverside Park and Winans Meadow/Ben Cardin Pavilions are the only parks with electrical use.**

16. 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.**

17. 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.**

18. 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.**

19. 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 consists of securing all trash in trash bags, and placing them next to the trashcans closest to the roadway. 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.**

20. Are there any special provisions or concerns pertaining to your activity which have not been addressed on this application?

\_\_\_\_\_

## Park Use Terms and Conditions

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. Park Rule Violations carry a fine of \$250 per offense.***

- \_\_\_\_\_ 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 may be terminated by the Director of the Baltimore City Department of Recreation and Parks, or their designee.
- \_\_\_\_\_ 3. Permits may be revoked without prior notice for public safety, violation of rules and/or laws, or damage to property.
- \_\_\_\_\_ 4. 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.
- \_\_\_\_\_ 5. 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)
- \_\_\_\_\_ 6. Refunds are granted on a limited basis under extreme conditions and circumstances. All refund requests must be submitted to the permits office in writing, including photos within five business days of permitted event.
- \_\_\_\_\_ 7. The responsible person and/or organization must provide (at their expense) all equipment, including extra tables, portable restrooms.
- \_\_\_\_\_ 8. **Your non-refundable 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.** 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.
- \_\_\_\_\_ 9. 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 non-refundable application fee. Changes to this event must be made in writing, by the applicant ONLY.
- \_\_\_\_\_ 10. 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, 3201 Boston Street, Baltimore, MD 21224 or via email to [park.permits@baltimorecity.gov](mailto:park.permits@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.
- \_\_\_\_\_ 11. Incomplete applications cannot be processed and will be returned. Please sign and date below before returning this application with your \$35 non-refundable application fee. Initials are required for numbers 1-22.

### **Park Rule Violations (which carry a fine of \$250 per offense):**

- \_\_\_\_\_ 12. **NO AMPLIFIED SOUNDS/DJ's**, unless authorized in Park Permit. The only approved equipment allowed during permitted events are small personal radios, cassette tapes, CD players, or iPod. These devices must be kept at a level of sound that cannot be heard from more than 50 feet from permitted area and cannot exceed maximum sound levels specified under the Baltimore City Code- Noise Ordinance Title 9 (Riverside Park has a strict no sound policy). In addition, it's agreed that all sound/music will end at 9 p.m.
- \_\_\_\_\_ 13. 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 for up to five years.
- \_\_\_\_\_ 14. 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.
- \_\_\_\_\_ 15. Parking or driving on grass, sidewalk/pavement, 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, sidewalk/pavement, service roads, or athletic fields. Failure to comply automatically revokes the permit and forfeits all fees/security deposits for up to five years.
- \_\_\_\_\_ 16. 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.
- \_\_\_\_\_ 17. 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.
- \_\_\_\_\_ 18. Area cleanup is required during and immediately following the event.
- \_\_\_\_\_ 19. Charcoal grills are only permitted where charcoal disposal bins are provided. Used charcoal must be disposed of in provided bins.
- \_\_\_\_\_ 20. False statements on this application could result in the cancellation of the rental agreement, and pavilion use for up to five years.
- \_\_\_\_\_ 21. 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.

**The client and the client's guests or vendors are responsible for the removal of all personal property at the end of the event. Please check restrooms, port-a-johns and other areas, both indoors and outdoors, for personal belongings and decorations. The City is NOT responsible for items left behind and the client may be charged a cleanup fee if necessary. The City is NOT responsible for items left behind and the client may be charged a cleanup fee if necessary. The City reserves the right to charge the client, at an hourly fee, for cleanup/ removal of any tobacco products or trash left on grounds or in the buildings.**

For Additional Information, contact the Permit Office 410-396-7070 or email at [park.permits@baltimorecity.gov](mailto:park.permits@baltimorecity.gov). For after hour requests, please contact the City Hall Operator at 410-396-3100, or BCRP Park Rangers 443-800-4291.

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Applicant's Signature

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(Date)

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(PLEASE PRINT NAME CLEAR)

**(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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