



City of Baltimore
DEPARTMENT OF RECREATION AND PARKS
 Permits Office- 3201 Boston Street
 Baltimore, Maryland 21224
 Permits Office 410.396.7070
park.permits@baltimorecity.gov

PRIVATE EVENT AND WEDDING APPLICATION

| | | | | | |
|--------------------------------|------------------------|----------------------------|---------------------|------------------------------|---------------|
| Canton Waterfront Park | Mt. Vernon Square Park | Federal Hill Park | Druid Hill Park | Patterson Park (Pagoda area) | Broadway Pier |
| Clifton Park (Mother's Garden) | Riverside Park | Leakin Park- Winans Meadow | Leakin Park- Chapel | Middle Branch Park | |

Applications for events must be submitted **no less than 2 weeks prior** to the event.

For Private events, the amount of expected attendees varies per Park, but is NOT to exceed more than 250.

\$35 application fee required for all applications

\$500 Wedding Package (4 hour blocks) and may also require \$1000 security deposit (refundable pending conditions the Park is left)

\$250 Elopement package (2 hours only) no security deposit required

A valid Driver's License/State ID is required

GENERAL APPLICANT INFORMATION

Event organizer name: _____ Wedding Party Name: _____

Telephone: _____ Fax: _____

Email: _____ Cell phone on site during event hours: _____

Address: _____
Street City State Zip Code

Date: _____

Please specify the desired location: _____

Please list the name & address of the Park or Plaza. Also include the name of the pavilion, gazebo or specific area of this event *For Mt. Vernon Requests, please include which square is requested for use (set up is not allowed to take place on the grass without a hardscape, and Liability Insurance is required):

Expected Attendance: _____

NOTICE: An additional Special Conditions/Addendum is required for Mt. Vernon Square, Patterson and Canton Waterfront Parks. This can be obtained online or by contacting the Permits Office at 410-396-7070.

EVENT SETUP AND BREAKDOWN DATES AND TIMES

Requested Date and Hours:

***NOTICE: RAIN DATES CANNOT BE SCHEDULED AND NOR CAN THEY BE REFUNDED.**

| Activities | Starting Date(s) | Ending Date(s) | Starting Time | Ending Time |
|---------------------|------------------|----------------|---------------|-------------|
| Set-up Date/Time | | | | |
| Event Date/Time | | | | |
| Breakdown Date/Time | | | | |

EVENTS WITH AMUSEMENT DEVICES, MECHANICAL RIDES AND DRONES

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

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

Name of the Vendor Company: _____

Address: _____

Telephone: _____ Contact person: _____ Title: _____

****Note: Any event with amusement/mechanical rides or with children’s amusement devices will be required to provide proof of liability insurance, naming the Mayor, the City Council, the Department of Recreation and Parks, and employees of the City of Baltimore as additional insured. 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.

USING & ERECTING TEMPORARY STRUCTURES OR EQUIPMENT

Do you plan to bring in any temporary structures, such as arbors/arches, tables, chairs, stages, tents, displays, fences, etc.?
 Yes No

Stages: _____ Size _____ Qty. _____

Other: _____ Size _____ Qty. _____

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

Will you have tables? Yes No If yes, size: _____ Qty. _____

Will you have chairs? Yes No Qty. _____

Name of Rental Company: _____ 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.

***** Rose Petals, Rice, Confetti (etc.) are NOT permitted for use in the Park *****

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).

EVENTS WITH ANIMALS, NOISE, AMPLIFIED SOUND, OR ELECTRICAL NEEDS

Do you plan to have animals on site? Yes No

****NOTE: This does not apply to "service animals" which 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: _____

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. You must also list provisions that have been made for animal care, containment and waste removal. This can be obtained from the Baltimore City Health Department (410-396-4689).

Name of the Company: _____

Address: _____

Telephone: _____ Contact person: _____ Title: _____

Do you plan to provide musical entertainment? * Noise exemption permit may be required. Yes No

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

Do you plan to provide other entertainment? Yes No

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

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

NOTE: You must comply with all Baltimore City ordinances regarding acceptable noise levels. Sound and/or noise levels must not disturb visitors in the area or interfere with the normal operation of businesses in the vicinity. All music/sound must end at 9:00 p.m.

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

Do you need the use of 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: _____

REQUIRED: Attach an electrical plan for your event.

DISTRIBUTION OF FOOD

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 serve beer or wine? Yes No * No glass bottles

If yes, please explain: _____

NOTICE: Food/Beverages are to be distributed on a non-sale basis.

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. Fines may be incurred if portable unites are not removed from site within two business days of event end.

Name of the Company: _____

Address: _____ Telephone: _____

Contact person: _____ Title: _____

Delivery Date: _____ Removal Date: _____

Garbage/Refuse

How do you plan to remove garbage/refuse? _____

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

Name: _____ Telephone: _____

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.**

PARKING PLAN

- Mt. Vernon Park – metered street parking and/or parking garage.
- Federal hill – metered street parking and/or parking garage.
- Canton Waterfront Park – parking lot next to park (open to public)
- Leakin Park Chapel – parking lot next to park (open to public)
- Druid Hill Park- parking lot, or along the street. Parking is NOT permitted on the grass, or sidewalks (open to public).
- Patterson Park- ONLY 2 vehicles are allowed to park inside of the Park, with BCRP Parking Passes. Others MUST park outside of the Park, along the street.

- Broadway Pier- metered street parking and/or garage parking.

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

CONDITIONS OF THE APPLICATION AND SIGNATURE

Submitting this 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.

All required fees, security deposits, and/or additional documents (e.g. site plans, proof of liability insurance, nonprofit status, etc., if required), must be paid and/or received before your permit can be issued).

Return this application and all the items you have checked to:
 Office of Permits
 3201 Boston Street
 BALTIMORE, MD 21224

If your event is canceled or postponed, please notify the permit office immediately.
 410.396.7070
 Monday through Wednesday & Friday
 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.

CANCELLATION/REFUND POLICY: Application fees are non-refundable. All cancellations must be made in writing, no later than 2 weeks before event date in order to receive a 50% refund (not including the application fee).

PLEASE INITIAL, SIGN, AND DATE

- _____ 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 Wedding Guidelines and any rules or regulations described in the documents or in my completed 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.
- _____ 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.

Print Applicant Name: _____

Title _____

Applicant's Signature _____

Date _____

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.**

Initials are required for numbers 1-21, or your request will be deemed as incomplete and returned.

- _____ 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. **The Department of Recreation and Parks will NOT be held responsible for items/merchandise left on Park property.**
- _____ 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. 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.

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. For after hour requests, please contact the City Hall Operator at 410-396-3100, or BCRP Park Rangers 443-677-9694.

Applicant's Signature

(Date)

(PLEASE PRINT NAME CLEAR)

(FOR OFFICE USE ONLY)

| | | | | | |
|-------------------|------------------------------|-----------------------------|---------------|-----------|-----------------|
| Application Fee | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Check # _____ | MO# _____ | Receipt # _____ |
| Pavilion/Area Fee | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Check # _____ | MO# _____ | Receipt # _____ |
| Other Fees | <input type="checkbox"/> Yes | <input type="checkbox"/> 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

