



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



APPLICATION FOR FARMERS MARKET PERMIT

Must be submitted at least thirty (30) days prior to the proposed private gathering.

\$35 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

City

State

Zip Code

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

Starting Date: _____ **Ending Date:** _____

Days of the Week (Circle all that apply): M Tu W Th F Sa Su

Starting Time: _____ **Ending Time:** _____

***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.**

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

5. 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: _____

6. TOTAL number of invited guests/participants expected: _____

7. 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.

8. Please describe the sign(s), banner(s), etc. and the proposed location(s) (attach a site plan if available): _____

9. Do you plan to erect or use drones or temporary structures, such as additional tables, tents, moon bounce or amusements, etc.?
 Yes No

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 the 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).

10. 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: _____

11. Do you plan to provide other entertainment? Yes No

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

12. 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.**

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

14. 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: _____

15. 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.

16. Do you plan to provide any other types of non-amplified entertainment for this activity? Yes No

If YES, please describe: _____

17. 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: Pets must be on a leash at all times.

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 will consist of securing all trash in trash bags, and placing them next to the trashcans closest 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.

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

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.

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

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

If yes, please explain: _____

22. 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.

23. 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.**

24. 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.**

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.** NO AMPLIFIED SOUNDS, unless authorized in Park Permit. The only approved equipment allowed during permitted events are small personal radios, tape or 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 amplified sound policy which does not include ANY previously mentioned sound equipment for general park use events). In addition, it's agreed that all sound/music will end at 9 p.m.

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 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.
- _____ 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, 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.
- _____ 7. 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 for up to five years.
- _____ 8. 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.
- _____ 9. 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)
- _____ 10. Refunds are granted on a limited basis under extreme conditions and circumstances. All refund requests must be submitted to the permits office in writing, to include photos within five business days of permitted event.
- _____ 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 are only permitted where charcoal disposal bins are provided. Used charcoal must be disposed of in provided bins.
- _____ 15. **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. 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.
- _____ 16. False statements on this application could result in the cancellation of the rental agreement, and pavilion use for up to five years.
- _____ 17. 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.
- _____ 18. 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.
- _____ 19. 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.
- _____ 20. 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.

For Additional Information, contact the Permit Office (410) 396-7070 or email at parkpermits@baltimorecity.gov. For after hour requests, please contact the City Hall Operator at 410-398-3100.

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

Revised December 2016