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City Of Baltimore
DEPARTMENT OF RECREATION AND PARKS
 Permit Office, 3001 East Drive
 Baltimore Maryland 21217
 Permits Office 410.396.7070



2014

APPLICATION FOR GENERAL PARK USE PERMIT

(Private Activity - Less Than 250 Invited Guests Expected)

**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.**

\$35 Non-refundable Application Fee - Area Fee Varies By Park
 Certified Check, Money Order, or Credit Card Only

SITE PLAN MUST BE ATTACHED FOR ANY SET UPS (TABLES, CHAIRS, MOONBOUNCE, ETC.)

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 (PLEASE CHECK AS MANY AS APPLICABLE BELOW):

- | | | | |
|--------------------------------------|---|--|--|
| <input type="checkbox"/> Assembly | <input type="checkbox"/> Ceremony (| <input type="checkbox"/> Family Event | <input type="checkbox"/> Reunion |
| <input type="checkbox"/> Birthday | <input type="checkbox"/> Church Picnic | <input type="checkbox"/> Family Picnic | <input type="checkbox"/> School Activity |
| <input type="checkbox"/> Celebration | <input type="checkbox"/> Company Picnic | <input type="checkbox"/> Reception | <input type="checkbox"/> Wedding |

Other (Please describe): _____

4. What is the purpose of this activity? _____

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

NOTICE: RAIN DATES CANNOT BE SCHEDULED

DATE REQUESTED	TIME OF ARRIVAL (a.m. /p.m.)	DEPARTURE TIME (a.m. /p.m.)

***NOTE: YOUR USE OF PARK LOCATIONS IS LIMITED TO AN EIGHT (8) HOUR TIME PERIOD. PLEASE KEEP THIS IN MIND WHEN LISTING YOUR ARRIVAL AND DEPARTURE TIME. PARKS ARE OPEN DAWN TO DUSK.**

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

8. 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: _____

9. TOTAL number of invited guests/participants expected: _____
10. Is this a first time activity for you or the sponsoring org. MAX 250 this location? _____ Yes _____ No
If NO, how does this activity differ from previous years? _____
11. 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.
12. Please describe the proposed location(s) of the signs, banners, etc. (attach a site plan if available): _____

13. Do you plan to erect temporary structures, such as ADDITIONAL TABLES, TENTS, 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 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)."

If tent(s) will be erected, list the name of tent company, address, telephone number and the contact person's name:

NAME OF TENT COMPANY: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE () _____

NOTICE: A TENT INSPECTION PERMIT IS REQUIRED FOR TENTS LARGER THAN 400 SQ. FT. PLEASE CONTACT THE DEPT. OF HOUSING & COMMUNITY DEVELOPMENT, BUILDING INSPECTIONS (396-3470), AND BCFD FIRE PREVENTION BUREAU (396-4058).

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

15. 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.**

16. 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: () _____

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

PLEASE NOTE: Druid Hill Park pavilions no longer have electrical service. (see rental list for pavilions with electricity)

18. 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 GROUND FIRES ARE PROHIBITED.

19. Do you **OR YOUR GUESTS** plan to serve beer or light wine as a refreshment **(ON A NON-SALE BASIS ONLY)**? _____ Yes _____ No

20. Are you providing port-a-johns for your guests during this event, and if so, where will they be set up? _____ Yes _____ No

If yes, please provide the following information: Name of Company Providing Units, Number of Units, Site location of units, installation date and pickup date. ***(NOTE - THE CITY OF BALTIMORE DOES NOT PROVIDE PORTABLE TOILETS FOR PRIVATE EVENTS. YOUR RENTAL FEE DOES NOT INCLUDE A UNIT FOR YOUR ACTIVITY.)**

NOTICE: EXCEPT FOR EQUIPMENT WHICH IS ALREADY IN PLACE AT VARIOUS LOCATIONS THROUGHOUT THE PARKS, THE DEPARTMENT OF RECREATION AND PARKS DOES NOT SUPPLY ADDITIONAL EQUIPMENT. PLEASE CHECK YOUR YELLOW PAGES FOR SUPPLIERS, IF ADDITIONAL EQUIPMENT IS NEEDED.

21. 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: Failure to properly clean your site after your event will result in a Park Rule Violation Fine of at least \$250.

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

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.***

- 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.
- 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, or fund raising take place or become part of the event activities.**
- The responsible person and/or sponsoring organization must provide (at their expense) all equipment, including extra tables, portable restrooms, etc.
- Area cleanup is required during and immediately following the event.
- Parking or heavy equipment is not permitted on any grass or lawn areas. Police or Park Rangers will ticket vehicles parked on the grass or in areas posted with "NO PARKING" or "OFFICIAL VEHICLES ONLY" signs.
- **INCOMPLETE APPLICATIONS CANNOT BE PROCESSED, AND WILL BE RETURNED. PLEASE SIGN AND DATE (BELOW) BEFORE RETURNING THIS APPLICATION WITH YOUR \$35.00 APPLICATION FEE. Applications received without the application fee will not be processed.**
- **YOUR PAVILION AND/OR AREA RENTAL FEE MUST BE RECEIVED BY THE PERMIT OFFICE IN FULL before your permit will be issued, All payments/additional information must be received two weeks prior to event date.**
- **APPLICATIONS AND RESERVATIONS ARE PROCESSED ON A FIRST COME, FIRST PAID BASIS. NO CASH. WE ACCEPT CREDIT CARDS, and CERTIFIED CASHIERS CHECKS OR MONEY ORDERS MADE PAYABLE TO THE DIRECTOR OF FINANCE, BALTIMORE CITY. Permits will only be issued to persons 21 years of age or older with a photo ID, and permits are non-transferable.**

Applicant's Signature

(Date)

(PLEASE PRINT NAME CLEARLY)

Effective , January 1, 2013

GENERAL PARK USE APPLICATIONS

Amplified Sound/Music

As the contact and/or person responsible for conducting a private event on property under the jurisdiction of the City of Baltimore Department of Recreation and Parks, I agree that no amplified sound/music equipment and/or devices that project sound can be used for entertainment in conjunction with a General 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. Sound must end at 9 pm.

Parking Guidelines

I also agree that during my event, no heavy equipment and/or vehicles will be parked on any grass or lawn adjacent to the permitted area. Parking is **PERMITTED ON PAVED ROADS ONLY** in parks that are open to vehicular traffic. Police will ticket all vehicles parked on the grass, those parked where "No Parking" signs are posted and in park areas that are posted "Official Vehicles Only".

Park Rule Enforcement

I agree to review and abide by the Rules and Regulations of the City of Baltimore, Department of Recreation and Parks. The Baltimore Police Department, Administrators representing the Department of Recreation and Parks and Park Rangers have enforcement authority with respect to park use. Violations of Park Rules are subject to a minimum fine of \$250 for each offence and/or revocation of permit.

Indemnification Clause

I, the undersigned, agree 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.

REFUND/CANCELLATION POLICY: A portion of the area fee may be refunded if the Permits Office is notified in writing at least two weeks prior to your event of the intent to cancel. Written notice may be made in person, by US mail, by e-mail, parkpermits@baltimorecity.gov.

Permit Holder (Printed Name) _____

Permit Holder (Signature) _____

Date: _____

(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 February 2014