

Addendum to Department of Recreation and Parks Events Application Special Conditions of Use for Patterson Park

For the event application by the undersigned organization or person (the “**Applicant**”) to use Patterson Park, the Mayor and City Council of Baltimore (the “**City**”) acting through its Department of Recreation and Parks (the “**Department**”) has agreed to add these Special Conditions to the application. The parties recognize special conditions apply to the use of Patterson Park because of the special recreational aspects of Patterson Park.

Definitions

Patterson Park. Patterson Park is the area bounded by Eastern Ave, Linwood Ave, Baltimore St and S Patterson Park Ave.

Pulaski Monument. The Pulaski Monument (Memorial) is a sculpture which depicts General Pulaski and Captain [Paul Bentalou](#) leading their cavalry at the Siege of Savannah. Behind the two men are more soldiers and horses in full battle march.

See attached map which outline boundaries of Patterson Park and the Pulaski Monument.

Introduction

Patterson Park remains most significant in that it is Baltimore's most intensively used large park and remains an outstanding example of 19th century park design. The site is surrounded by extensive rowhouse neighborhoods that rely solely on this park for open space.

Event Application Process

1. **Event Application.** The Applicant applying for a Special Event Permit, General Park Use Permit, or any other use requiring approval of the Department is to submit the appropriate event application to the Department’s Permit Office. The Department will forward the application and any additional event information to the immediate community as part of the event application review process. Community review with the event organizer is required for any event exceeding 200 people. Entertainment schedules and anticipated road closures must be provided to boarding community associations. Contact information for community associations will be provided by the Department of Recreation and Parks (DPR) at time of application. The Department reserves the right to deny or relocate an event due to over usage of the park, in an effort to protect the integrity of Patterson Park.
2. **Submission.** Applications for any public event shall be submitted at least eight (8) weeks preceding the event. Private event applications shall be submitted at least thirty (30) days preceding the event. The City may require the Applicant for a new event or significant event to attend a review meeting. The Department of Recreation and Parks will invite the surrounding Community Organizations to attend.
3. **Response Time.** The Department of Recreation and Parks, the surrounding community organizations are expected to review fully completed applications within two (2) weeks after receipt and to provide any comments to the application to the Department within that time. The original proposal may require revisions based on time and space restrictions, park rules, protection of Patterson Park, logistical complications, comments from other City agencies or the surrounding community organizations, as deemed appropriate by the Department.

Expenses and Permits

4. **Liability Insurance.** The Applicant is to provide liability insurance as the Department of Recreation and Parks requires. A typical policy covers a minimum of \$1,000,000 per occurrence.
5. **Damage and Deposit.** The Applicant shall pay for all damage to Patterson Park in each instance relating to the event. The Department of Recreation and Parks customarily requires the Applicant to provide a deposit to pay for any damage to City property in Patterson Park, or other violation of the permit for the

event. The deposit amount relates appropriately to the size and nature of the event, the use of the event is making of the various areas of Canton Waterfront.

6. **Security.** The Department does not provide security personnel. Security plans are approved by the Baltimore City Police Department. Based upon the nature of the event, the Baltimore City Police Department, through the application review process, will determine the need and scope of security services needed for each event. Enforcement of applicable governmental requirements is by the Baltimore City Police Department, Park Rangers of the Department of Recreation and Parks, and other enforcement officers.
7. **Sanitation.** The City can provide sanitation services for events for a fee. Each event application requires the submission of a sanitation plan.
8. **Permits.** The Applicant may need other permits associated with holding events in Baltimore City, including, Department of Recreation and Parks Special Events Permits, Amplified Sound Permits, Parking Permits, Transportation Department Permits, Department of Building Permits, music copyright licenses (BMI, ASCAP, or others), and any other license or permit that may be necessary. The Applicant will provide the Department with copies of each permit immediately following issuance.

Additional Special Conditions

9. **Alcohol.** Open air alcohol consumption is prohibited in Patterson Park, unless the City has granted a special permit for alcohol consumption. Events involving the sale of alcohol require not only separate permits from the Liquor Board but also security, per DRP rules.
10. **Bathrooms.** Patterson Park does not have public comfort stations. If the Applicant anticipates large crowds for the event, the Applicant is to include portable toilets in the event proposal at the locations the City approves. The Applicant is responsible for any costs for such facilities.
11. **Electricity.** The Applicant must inform the City of what type of distribution the Applicant is planning to use. There is a fee for this service. If the event requires its own generator, the Applicant must place it at a location the City approves.
12. **Furniture.** The benches in Patterson Park are for public use at all times. If the Applicant desires to use its own tables and chairs for the event or audience, the Applicant may request it in the application. Staking of tents or any other furniture or equipment is prohibited in Patterson Park.
13. **Gardens and grounds.** The Patterson Park, gardens, lawn, foliage, hardscape, lamp posts, the Pulaski Monument, signage, and all other landscape items must be protected from damage during load-in, load-out, and throughout the event. The Applicant will provide an appropriate protection plan with design, number, and location of load-in, load-out spaces submit to approval by the City. (See attached map showing load in and load out directions). Pulaski Monument grounds are not permitted for event use.
14. **Hours.** Events must take place within customary park hours, dawn to dusk unless otherwise approved. Events with amplification scheduled past 9 p.m. require approval from the surrounding community association.
15. **Lawn.** The availability of any lawn areas depends on weather conditions on the day of and the days before the event. If the Applicant plans to use lawn areas for the event, it must propose an alternate plan in case the lawn areas are unavailable. All vehicles shall remain entirely on roadway areas at all times. Absolutely no vehicular use can take place on the lawn of the Patterson Park.
16. **Structures.** Location of any structures shall be on a roadway or sidewalk area only, unless otherwise approved by the Department. Any necessary anchoring of each stage, tent, or other structure shall be by weights or other device, not by attachment to any part of fence, trees, or other landscape nor by anchors in lawn or landscaped areas of the Patterson Park. Every effort should be made to have stages face away from nearby residences (northwest) whenever possible. Fencing is to be constructed no earlier than 48 hours before the beginning of the event and removed within 24 hours of the event's end. Fencing for

events near the Pulaski Monument may be placed just outside of the tree line on Eastern Avenue and at the bottom of the hill on Linwood Avenue.

17. **Load-in and out.** Only permitted and emergency vehicles are allowed in Patterson Park. Vehicles must have a permit to unload materials at pavilions or for special events. Permitted vehicles must display permits issued by DRP and remain on paved roads. Parking and driving on the grass is strictly prohibited in Patterson Park. DRP will provide event organizers five vehicle permits for use by entertainers during each event for which entertainment is permitted.
18. **Parking.** During festivals, vendors may park on vehicle on grass immediately behind a booth only if absolutely necessary to operate the booth. Vehicles parked behind a booth may not be moved during the event. Depending on weather conditions, DRP may prohibit all parking on grass. Police will ticket all non-permitted vehicles in the Park, vehicles parked on grass, or vehicles parked in posted “no parking” areas. If South Linwood Avenue is closed for an event, the applicant agrees to remove barricades at E. Pratt and Eastern Avenue at 11 p.m. to allow for overnight parking. The Applicant will replace barricades at 8 a.m. the following morning.
19. **Pets.** All dogs shall be on a leash of suitable length so as not to interfere with other person’s or pets. Persons having pets in Patterson Park shall abide by all governmental requirements of cleaning up and disposal of waste from pets. The person responsible for any pet is to effect any necessary control of the pet.
20. **Signage.** The City must approve all event signage or signage distribution in Patterson Park before the event.
21. **Sound.** An 80-decible sound limit applies in Patterson Park. The City, will work with the Applicant to ensure the most effective sound scheme for the event. To use amplified sound in Patterson Park, the Applicant will need an Amplified Sound Permit from Baltimore City. All amplified sound and live or recorded music will stop at 9 p.m. unless permission from DRP is received to operate past that time.
22. **Trash Removal.** The Applicant is responsible to bag and remove all trash generated from an event from the area of Patterson Park at the end of the event to include the adjoining area to the curbside. The Applicant should consider hiring a private trash carting service or the City Bureau of Solid Waste for this service. Trash cannot be left next to garbage cans or on the curb. The Applicant must remove all cardboard from the area of Patterson Park after an event. Failure to properly remove trash will result in an assessment of the Applicant for the cost of removal. For any event attended by in excess of 200 people, per MD State Law, the Applicant shall arrange for placement of an adequate number of receptacles for recycling as well as trash, and shall arrange for proper and timely pickup by the City or other person or company.
23. **Vendors.** All food vendors must use protective coverings to protect the ground against spillage, drainage, and damage to asphalt, grass, or other surface. Vendors who are frying, grilling, or using grease or oils must install rubber roofing or tar paper to cover the entire space. Vendors must place grease barrels on nonporous tar paper if located on pavement and shall not locate them on lawn areas. Damage fees will be assessed for grease. Vendor contact names and information must be provided at least two weeks prior to the event.
24. **Weather.** Events are rain or shine. The City does not give rain dates.

The undersigned has read and understands the Special Conditions as set for in this document for Patterson Park. By signing this document, the Applicant agrees to abide by the Special Conditions for Patterson Park.

Name of Event: _____

Date of Event: _____

Signature of Event Organizer: _____

Printed Name of Event Organizer: _____

Date: _____