



BALTIMORE CITY RECREATION AND PARKS GENERAL PARK USE PERMITS GUIDELINES

There are 28 pavilion/picnic areas that can be reserved in Baltimore City Parks for your private event. See Picnic Area/Pavilion fee listing for complete information on where each of these areas is located. For any organized event of over 30 people, a permit is required.

Reservations can be made by completing a General Park Use Permit Application and either mailing or delivering your application and the \$35 non-refundable application fee 30 days prior to your event to: Department of Recreation and Parks, Permits Office, Druid Hill Park, 3001 East Drive, Baltimore, MD 21217. The application fee is payable by credit card, or money order/certified check .

The office is open to accept applications on Mondays, Tuesdays, Wednesdays, and Fridays from 9 am to 4 pm. The Office is closed to the public on Thursdays to process applications, and Saturdays/Sundays. Faxed applications will not be accepted. Applications will not be processed if received without the application fee payment.

There is a separate rental fee associated with each area in addition to the \$35 application fee. The fee corresponds to the size of the picnic area/pavilion that is being rented. The rental fee must be paid in full at least 14 days prior to your reservation. A security deposit may also be charged if the set-up for your event has the potential for damage to your rental site. Liability Insurance in the amount of \$1,000,000 is required for any amusements (i.e., moonbounce).

- Applicants must be 21 yrs. or older with current MD State Id or Driver's License.
 - Applicant must apply 14-30 days prior to event. No Exceptions.
 - Area/Pavilion fee & all other supporting documents are due 14 days prior to event. If fees & supporting documents are not in the permits office by COB on the deadline date all fees will be forfeited & your event will be cancelled.
- Inclement weather- we do not issue refunds for inclement weather unless the Permits Office cancels your reservation in the event of severe weather (Hurricane, tornado).
- No collection of admission fees or other monetary exchange, sale of food or merchandise, amplified sound are permitted during a General Park Use Permit activity. Your event cannot be open to the general public. If your reservation will include any of these activities than you MUST apply using a Special Event application (see Special Event Policies & Procedures).
- The permit holder is responsible for cleaning the pavilion/picnic area after use and is responsible for any supplies needed to clean the area (brooms, trash bags, etc.) If you do not clean the area after your event, (this includes removal of all food, trash, litter and other party items), you may receive a \$250 citation.
- There is limited parking at some park locations. Please abide by the parking rules established for the park area you are reserving. Please carpool where possible.
- No helium balloons or glass bottles are permitted.
- All decorations or directional signs posted in the park for your activity must be removed immediately after the activity is over. A \$250 fine will be assessed to any group who does not remove their decorations or directional signage after their event. No signs or other items may be attached to trees or lamp posts.
- Other permits may be required according to the type of event you are planning. Our permits office staff can assist you in this area.
- Our Park Rangers patrol our parks to provide information and to ensure that everyone using our parks has a safe and enjoyable experience. The Rangers also have enforcement authority of our Park Rules. The minimum fine for a Park Rule violation is \$250.

REFUND POLICY: Application fees are non-refundable. We will issue a 50% refund of the pavilion/picnic area rental fee if you send a written request to cancel your reservation to Permits Office, 3001 East Drive, Baltimore, MD 21217 or via e-mail to parkpermits@baltimorecity.gov at least two weeks prior to your reservation. Requests received less than two weeks prior to your reservation date will not receive a refund. We will do our best to try and reschedule if requested, but cannot guarantee a date may be available. Rescheduled dates must occur within the same calendar year. Post-Permit 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.