SPECIAL EVENT APPLICATION

- Applications for events must be submitted at least 6 weeks prior to the event. The earlier you apply, the lower the fee.
- Organizers of new and large events should attend an interagency ICE meeting to coordinate City Services.
- Nonprofits must provide proof of status and only those events without admission fees are entitled to City discount.
- You are required to read and comply with the American with Disabilities Act (ADA) Accessibility Guidelines for Special Events prior to completing this application.
- Applications must be submitted in person, with a valid state issued ID.
- No incomplete applications will be accepted.

SECTION 1. MULTIAGENCY CONTACT INFORMATION

A number of agencies are involved in the different aspects of permit application processing, review, traffic impact assessment, the provision of equipment and services and other related functions necessary to ensure that your event is successful. Below is a listing of the contact information for relevant agencies:

| DOT Special Events Permitting | (410) 396-1916 | Parks Administrator | (410) 396-7070 |
| Health Department | (410) 396-4425 | Liquor License Board | (410) 396-4382 |
| Fire Department | (410) 396-5752 | DOT Traffic Division | (443) 984-2156 |
| Police Special Events Unit | (410) 396-2597 | Police Gaming Permits | (410) 396-2130 |

SECTION 2. GENERAL FEE INFORMATION

The cost of organizing an event has two components—application/processing fees and the cost for any city services provided. All application fees are non-refundable and it will vary dependent upon a number of factors such as: the timeliness of your application submission and how far in advance of the event you have applied, the size of your event tents and your decision to use city-owned or private tents and stages, whether or not your event is on public or private property, whether or not you are serving food to the public and the size and capacity of your event. The services required or requested will vary depending on factors such as: the number of streets and intersections your event is closing, your decision to sell alcohol at your event, the size and type of temporary structures constructed for the event, the use of City electricians for concerts and festivals and, the need to address waste removal. Below is a fee table showing possible fees. For service project type events in parks (i.e. clean ups, tree plantings, or other direct community benefit activities), there is no filing fee to reserve space.

### Filing Costs

<table>
<thead>
<tr>
<th>Item or service</th>
<th>Cost</th>
<th>Item or service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Special Event application filing (&gt;10 wks prior)</td>
<td>$80</td>
<td>Fire Department Review Fee (required for all permits except Park events)</td>
<td>$45</td>
</tr>
<tr>
<td>Special Event application filing (10—8 weeks)</td>
<td>$125</td>
<td>Fire Department tent inspection for tents over 400 sq feet (fee is one time, not a per-tent fee.)</td>
<td>$150</td>
</tr>
<tr>
<td>Special Event application filing (8—6 weeks)</td>
<td>$250</td>
<td>Park events security deposit &amp; impact fee (varies by park)</td>
<td>varies</td>
</tr>
<tr>
<td>Parks Special Event application filing (&gt;8 wks prior)</td>
<td>$75</td>
<td>Park Community Event Application fee (for community schools, churches and community associations using local parks)</td>
<td>$35</td>
</tr>
<tr>
<td>Parks Special Event application filing (8—6 wks)</td>
<td>$175</td>
<td>Application for City Services or Equipment Rental</td>
<td>$50</td>
</tr>
</tbody>
</table>

### Service Costs

<table>
<thead>
<tr>
<th>Item or service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Facility License (for each food vendor)</td>
<td>$50</td>
</tr>
<tr>
<td>Fire Marshall (where required as determined by Fire Dept. based on size, footprint, capacity, etc.)</td>
<td>$45/hr</td>
</tr>
<tr>
<td>Fire Dept. EMS ambulance and crew (hourly charge where service requested by organizer)</td>
<td>varies</td>
</tr>
<tr>
<td>Police Detail (price established by Police Department varies based on: alcohol service, event size, footprint and location)</td>
<td>varies</td>
</tr>
<tr>
<td>Electrical work ($20--$25 per 5 kilowatt depending on event type)</td>
<td>varies</td>
</tr>
<tr>
<td>Waste Removal, Stages or Equipment (see price list on City Equipment application; varies by item, quantity and size)</td>
<td>varies</td>
</tr>
</tbody>
</table>
SECTION 3. STANDARD REQUIREMENTS
1. No more than 5 days may be requested on a single application. Exceeding this amount requires an additional application submission for requesting the use of City space. (This helps to ensure we can fairly manage and allocate use and reservation of public space.) Applicants are allowed to request one date change in writing, pending approval and availability. A resubmission of a new application and application fee is required after one date change.
2. Inclement weather- we do not issue refunds for inclement weather unless the Permits Office cancels your reservation in the event of severe weather (e.g., hurricane, tornado, etc).
3. Applicants for races, festivals, concerts or other events are required to apply for City permits as an organization, and must be an organization in good standing. All applicants must be in good financial standing with the city and pass a financial clearance for past due accounts. The applicant party is responsible for the cost of an event unless there is submission of a signed Financial Responsibility Form at the time of application signed by both parties which identifies a third party, event beneficiary or sponsor as the party responsible for the costs associated with the special event. For this reason, third party applications are strongly discouraged without clear written agreement between parties about the sharing of event responsibilities.
4. Tents larger than 400 sq. feet are inspected by the Fire Department for fire safety and egress. There is a $150 one time inspection fee and not a per-tenant fee. Often the tent supply company will ensure that this inspection occurs. It is the responsibility of the event organizer to find out if this is included in the tent vendor’s responsibility, and if they are paying this fee.
5. Organizers must provide a portable fire extinguisher at each booth used for cooking. (2A-10BC for cooking and warming, Class K for deep fat fryers or any appliances using animal fat, vegetable oil or fat). Propane tanks must be properly secured.
6. All events must maintain access for emergency vehicles (20 feet clear) and may not block fire hydrants. Open burning is prohibited.
7. The Fire Marshall will review your maps and plans to make sure you have emergency access (20 feet wide). For certain events the Fire Marshall will attend and ensure requirements are being met.
8. You are required to read and comply with the guidelines for the American with Disabilities Act (ADA) Accessibility Guidelines for Special Events prior to completing this application. See “Special Events Guidelines for the Public.”

SECTION 4. GENERAL APPLICANT INFORMATION
A. Organization name: ____________________________ Contact Name ______________ Organization Tax ID No: ____________
Contact Person ____________________________ Phone: ____________ Fax: ____________
Website: __________________________________________
Address: __________________________________________
   Street...........................................................................................................................................................................
   City..............................................................................................................................................................................
   State..............................................................................................................................................................................
   Zip Code......................................................................................................................................................................

*NOTE: The organization named above will be solely responsible for all fees and costs for city services and equipment that are required or associated with the event, unless a Financial Responsibility Form is submitted.

Event organizer name: __________________________________________________________
Telephone: ____________________________ Fax: ____________________________
Email: ____________________________ Cell phone on site during event hours: ____________________________
Address: __________________________________________
   Street...........................................................................................................................................................................
   City..............................................................................................................................................................................
   State..............................................................................................................................................................................
   Zip Code......................................................................................................................................................................

**NOTE: Non-profits must attach copy of proof of 501(c)(3) status.
B. Event name: __________________________________________
Date: ____________________________ Location: __________________________________________
Is this a park event? ☐ Yes ☐ No If Yes, which park? __________________________________________
Please list the name & address of the Park or Plaza. Also include the name of the pavilion, gazebo or specific area of this event:

Is this an Inner Harbor event? ☐ Yes ☐ No  If no, skip to SECTION 5
Please check the Inner Harbor Park LOCATION(s) requested for this event: (Must have non-profit or City sponsor or co-sponsor)
   ____McKeldin Square  ____Kaufman Pavilion  ____Rash Field  ____Broadway Pier (100 person max.)  ____Inner Harbor Promenade

NOTICE: THE FOLLOWING INNER HARBOR PARK LOCATIONS ARE FOR EVENTS SPONSORED OR CO-SPONSORED BY THE CITY OF BALTIMORE ONLY. Security deposit may apply for all Inner Harbor Events and may be requested/collected by Waterfront Partnership.
   ____West Shore Park  ____Amphitheater & Steps  ____Bicentennial Plaza  ____Ceremonial Steps  ____Constellation Dock  ____Pier 5
Square footage of area that will be used for the event: ____________
SECTION 5. APPLICANT EVENT INFORMATION SPECIAL EVENT TYPE

Type of event (check all appropriate):

- [ ] Assembly
- [ ] Church Procession
- [ ] Carnival
- [ ] Circus
- [ ] Concert
- [ ] Dance
- [ ] Environmental Festival
- [ ] Exhibition or Display
- [ ] Festival
- [ ] Food Truck Event
- [ ] Leafleting
- [ ] Lecture
- [ ] Movie or video
- [ ] Parade
- [ ] Play
- [ ] Pub Crawl
- [ ] Race
- [ ] Rally
- [ ] Solicitation (donation)
- [ ] Solicitation (petition)
- [ ] Walk-a-thon
- [ ] Other

SECTION 6. EVENT SETUP AND BREAKDOWN DATES AND TIMES

NO RAIN DATES

<table>
<thead>
<tr>
<th>Activities</th>
<th>Starting Date(s)</th>
<th>Ending Date(s)</th>
<th>Starting Time</th>
<th>Ending Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup Date(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual Event Date(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakdown Dates(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION 7. STREET CLOSURE AND MOVING EVENTS, ROUTE INFORMATION

REQUIRED: A copy of your proposed route and/or map including assembly and disbanding area must be attached to this application.

Will any public or park street(s) need to be partially closed or blocked off? □ Yes □ No

Please describe requested street closures (attach diagram, map or listing): ________________________________________________

____________________________________________________________________________________________________________

Please describe any lane closure or restricted parking requisition: _____________________________________________________

SECTION 8. ATTENDANCE, PARTICIPANTS AND HISTORICAL INFORMATION ABOUT EVENT

Is your event open to the general public? □ Yes □ No

Is this the first time you are holding this event at this location? □ Yes □ No

If this is not a new event, how does it differ from previous years?

__________________________________________________________________________________________________________

For new events: total number of expected participants (volunteers, walkers, etc.) and spectators anticipated:

Daily: __________ Overall Total: __________

If applicable: Attendance totals for last event:

Daily: __________ Overall Total: __________
SECTION 9. EVENT FINANCIAL TRANSACTION INFORMATION & GAMING PERMISSIONS

Is there a sponsor for this event? If yes, provide name of the event sponsor: ______________________________

Will an admission, registration or membership fee be charged? □ Yes □ No

If yes, please explain the type of fee, amount, purpose and parties that will receive the proceeds: __________________________________________________________

Is there a promoter or promotion company being used for this event? □ Yes □ No If yes, provide name of promoter, phone number and website: ______________________________

Are tickets being sold to this event? □ Yes □ No If yes, Expected ticket sales: __________ Maximum tickets sales: __________

Will donations/contributions be accepted or solicited during this festival? □ Yes □ No

If yes, explain how these donations will be generated or solicited: ______________________________

Has your organization received any outside funding or sponsorship for this event? □ Yes □ No

If yes, please explain in detail: ___________________________________________________________

List all parties who will receive the proceeds from the donations or contributions: ______________________________

**Note: If this event will generate proceeds, funds or donations, you must include proof of nonprofit status (e.g. 501(c)(3) Tax- Exempt Recognition from the IRS or MD Dept. of Assessments and Taxation).

Do you plan to have a money/prize wheel, raffle, bingo, etc.? □ Yes □ No

If yes, list the type of activity and the licensee for each type: __________________________________________________________

Type of gaming activity (check all appropriate): □ Bingo □ Raffle □ Paddle/Wheel

Describe the value and type of prize(s): ___________________________________________________________

State in detail the financial arrangements with the person/organization conducting the game. If a written agreement exists, attach a copy of same: ___________________________________________________________

State in detail the method by which the organization making this application determines the monies it will receive as a result of the bingo game applied for: ___________________________________________________________

**Note: Please contact BCPD at 410.396.2130 if there are questions about gaming permissions or about this section.

SECTION 10. EVENTS WITH AMUSEMENT DEVICES, DRONES, MECHANICAL RIDES OR ACTIVITIES INVOLVING ANIMALS

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

If yes, please explain and provide the name, address and phone number for the amusement vendor/operator: ___________________________________________________________

Name of the Amusement Company/Operator: ___________________________________________________________

Address: ___________________________________________________________

Telephone: __________ Contact person: __________ Title: __________

Do you plan to have animals on site? □ Yes □ No

*NOTE: This does not apply to "service animals" 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: _____________________________________________________________
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________
You must also list provisions that have been made for animal care, containment and waste removal.
Name of the Company: ________________________________________________________________________________________
Address: __________________________________________________________________________________________________
Telephone: _____________________________ Contact person:______________________________ Title:_____________________

*NOTE: Any event with amusement/mechanical rides, children’s amusement devices, drones or activities involving animals will be required to provide proof of liability insurance, naming the Mayor and the City Council as additional insured. This document must be submitted to the DOT Permits Office at least one month prior to the proposed event—no exceptions. 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. 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.

SECTION 11. USING & ERECTING NON-CITY OWNED TEMPORARY STRUCTURES OR EQUIPMENT

Do you plan to erect temporary structures, such as stages, tents, displays, fences, etc.?  □ Yes  □ No

Stages: ___________________________________________  Size _____________________   Qty. ___________________________

Is the stage accessible?  □ Yes  □ No   If No, what is the Alternate Accommodation: ___________________________________

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

Are the tents accessible?  □ Yes  □ No

Will any of the structures be 400 sq. or larger?  □ Yes  □ No  If yes, signed and sealed construction drawings are required for structures over 400 Sq. Ft.

Name of Company erecting temporary structure: ____________________________________ 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.

SECTION 12. PUBLICITY

How do you plan to publicize this proposed event (attach a copy of publicity plan or flyer)?
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________

*NOTE: All flyers and publications must indicate the beneficiary 501(c)(3) if applicable.

Are you interested in having a Horizontal Banner promoting your event hung over a city street?  □ Yes  □ No

If yes, please fill out an Application to Hang Horizontal Banner. If you have any questions about these banners, please call our office.

Will any signs, banners or flyers be hung or posted (other than on stages/booths)?  □ Yes  □ No
Please describe the proposed location(s) of the signs, banners, etc. (attach a site plan if available):

______________________________________________________________

*NOTE: It is a violation of Baltimore City Ordinances to post or hang in any manner, directional markers, notices, or banners to any tree or lamp post without prior City approval. Fines may be imposed.

SECTION 13. EVENTS WITH NOISE, AMPLIFIED SOUND, OR ELECTRICAL NEEDS

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:

______________________________________________________________

______________________________________________________________

Do you plan to provide other entertainment? □ Yes □ No
If yes, please describe or attach a copy of your program:

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 FOR PARK EVENTS, A TEMPORARY EXEMPTION MAY BE GRANTED NO MORE THAN 3 TIMES IN ANY 1 CALENDAR YEAR FOR A GIVEN LOCATION.

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

______________________________________________________________

______________________________________________________________

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.

SECTION 14. 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.

Do you plan to sell, distribute/give away food/refreshments and/or merchandise? □ Yes (Sell) □ Yes (Distribute/give away) □ No
If yes, please explain:

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.

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 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.

SECTION 15. 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.

*NOTE: Failure to remove Portable Toilets within 2 days of a Park Event will result in a $250 Park Violation fine per day.

Name of the Company: ________________________________________________________________________________________

Address: ________________________________________________________   Telephone:  ________________________________

Contact person: ___________________________________________________   Title: _____________________________________

Delivery Date: ____________________________________________________   Removal Date: ______________________________ 

**Garbage/Refuse/Recycling**

How do you plan to remove garbage/refuse? _______________________________________________________________________

__________________________________________________________________________________________________________

Recycling Plan required for events over 200 attendees: How will recycling be handled on site? ________________________________

__________________________________________________________________________________________________________

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

Name: ______________________________   Telephone: ______________________________

Do you require trash receptacles, dumpster(s) or load packer(s) from the City? □ Yes □ No

If yes, complete the Application for City Services and Equipment.

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.

**NOTE: State law now requires marked recycling bins and collection by event organizers at events on public property exceeding 200 participants.

SECTION 16. PARKING AND TRAFFIC CONTROL PLAN

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

Do you plan to use Baltimore City Traffic Enforcement Officers for your traffic needs? ______________

How many parking spaces are you requesting? ______________

Required: Attach a site plan for parking including the accessible spaces and routes.
What is your plan to provide parking for volunteers, staff, and VIP’s during the event?

Provide copies of parking passes (if applicable).

What is your plan to provide handicapped parking provisions?

Who will be providing traffic control for parking and/or pedestrian access to your event?

*NOTE: For events over 1,000 people in parks, please see guidelines provided for parking.

Name of Company providing traffic control:

Address: ___________________________________________ Telephone: ____________________________

Contact person: ___________________________________ Title: ________________________________

*NOTE: Baltimore City encourages all events to promote use of bikes and public transportation by their attendees (Charm City Circulator, Buses, etc.)

SECTION 17. SECURITY AND EMERGENCY PROVISIONS PLAN

*NOTE: Please provide your attached security plan in addition to completing this section.

_____ I am requesting the use of Baltimore City Police  ____ I will be using a private security company

What are your plans for providing security and crowd control?

Name of the Security Firm: ____________________________

Address: __________________________________________

Telephone: __________________ Contact person: ______________ Title: ____________________________

What are your plans for providing emergency medical services?

Please provide copies of security and EMS contracts and attach a copy of bonding and insurance for each (if applicable).

EMS Personnel

The Fire Department EMS personnel will work with you to determine the best way to handle emergency services.

☐How do you propose to accommodate health related emergencies? Check what applies

☐ This is a small event and will call 911 if needed.  ☐ Will be using a private EMS or other Health Service

☐ Requesting Baltimore City provide EMS (ambulance and crew). There is an hourly fee for this service

2. If private EMS or other Health Services are to be provided, please fill out the information below.

Private Ambulance or Health Care Institution (number and type of services)

Description of Service: _____________________________________________________________

Company Name: __________________________________________ Telephone: ____________________________

Address: ____________________________________________________

Contact person: ___________________________________________ ID Number: ____________________________
SECTION 18. CONDITIONS OF THE APPLICATION AND SIGNATURE

Submitting this SPECIAL EVENT 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.

If this event will generate proceeds, funds, or donations, you must provide proof of your organizations nonprofit status with this application (e.g. 501(c)(3) tax-exempt recognition from the Internal Revenue Service, MD State Department of Assessments and Taxation, or a copy of the page from the Baltimore City Community Organization Directory with your organization listed.

All required fees, security deposits, agency reimbursement costs or a percentage of these costs as required by the City of Baltimore (e.g. security, traffic control, electrical, cleanup, etc.), and/or additional documents (e.g. site plans, proof of liability insurance, nonprofit status, etc., if required), maybe be required to be paid and/or received before your permit can be issued.

You should expect to receive notice regarding the status of your application after 45 days. If 45 days after submission of your application you do not have either your permits or notice of status, please call our office 410-396-1916 and we will provide the application status regarding agency approvals and conditions or permit if approved.

Return in person with this application and all required items to:
DEPARTMENT OF TRANSPORTATION
Special Events and Street Vendors Section
1st Floor, Counter 4
200 HOLLIDAY STREET
BALTIMORE, MD 21202
410.396.1916

If your event is canceled or postponed, please notify the permit office immediately.

Office Hours:
Monday through Friday (except Thursdays when we are closed for administrative processing)
9:00 a.m. to 4:30 p.m. (Parks Office closes at 4:00 p.m.)

Thank you for your permit application. We look forward to working with you to ensure your event’s success.

_____ 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, understand, and agree to the Baltimore City Special Event Guidelines and any rules or regulations described in the documents or in my completed Special Event 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 or absence of a Financial Responsibility Form.

_____ 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.

_____ I understand that I may be charged for any additional resources to ensure public safety (ie. underreported attendees, crowd or traffic control, etc.), to be determined during my event by Public Safety Officers.

_____ A total of 25% of the total cost of my event (city services, equipment) will be due before my permit will be issued. In addition I will be billed the 75% balance approximately 30 to 45 days after the event date.

Agency/Organization Name: ______________________________________
Print Applicant Name: ____________________________________________
Applicant’s Signature: ____________________________________________

Title: _______________________________ Date: ________________________