



Other: (Please describe): \_\_\_\_\_  
 (\*) **NOTICE: PARADES/WALKS A COPY OF YOUR PROPOSED ROUTE AND/OR MAP, INCLUDING ASSEMBLY AND DISBANDING AREA MUST BE ATTACHED TO THIS APPLICATION.**

5. What is the purpose of the event?  
 \_\_\_\_\_  
 \_\_\_\_\_

(Please explain, or attach a copy of your agenda or planned activities)

6. Requested Date(s) and Times(s) for this event is as follows (please fill in below): NOTICE: NO RAIN DATES. NOT MORE THAN FIVE (5) EVENT DATES (CONSECUTIVE OR NON CONSECUTIVE) PER APPLICATION OR LOCATION

EVENT ACTIVITIES	STARTING DATE(S)	ENDING DATE(S)	STARTING TIME	ENDING TIME
<b>SET UP DATE(S)</b>				
<b>ACTUAL EVENT DATE(S)</b>				
<b>TAKE DOWN DATE(S)</b>				

7. Park Name and Location: \_\_\_\_\_

Attached, please find guidelines for areas available for free speech activities in the Inner Harbor Park.

8. How many participants (i.e., volunteers, walkers, etc.) and spectators are anticipated daily?

DAILY TOTAL OVERALL TOTAL: \_\_\_\_\_

9. How do you plan to publicize this proposed event? (If available, please attach a copy of publicity plan or flyer.)

10. Will any signs, banners, or flyers be hung or posted (other than on stages or booths)?  YES  NO

**\*NOTICE:**  
**IT IS A VIOLATION OF THE DEPARTMENT OF RECREATION & PARKS' RULES AND REGULATIONS TO POST OR HANG IN ANY MANNER, DIRECTIONAL MARKERS, NOTICES, OR BANNERS TO ANY TREE OR LAMP POST.**

11. Please describe the proposed location(s) of the signs, banners, etc. (attach a site plan if available):

12. Will any public street(s) need to be partially closed or blocked off in conjunction with this event?  YES  NO

NOTICE: **Road Closures cannot be accommodated within the 2 business day application period. If applicant has applied 8 weeks prior to event date,** THE APPLICANT MUST OBTAIN A PERMIT FROM THE DGS SPECIAL EVENT OFFICE, (410)396-1916, MUNICIPAL BLDG., 200 N. HOLIDAY ST., LOBBY, BALTIMORE MD 21202 for a public road to be closed.

13. Do you plan to erect temporary structures, such as STAGES, BOOTHS, TABLES, TENTS, DISPLAYS, ETC., for this event?  YES  NO

If YES, please describe below including size(s), how many, capacity, etc. A site plan and/or drawing must be included with this application showing the location of all items.

STAGES:

BOOTHS/TABLES: DISPLAYS: how many/size \_\_\_\_\_

TENTS: how many/size \_\_\_\_\_

OTHER EQUIPMENT: \_\_\_\_\_

A Security Deposit may be required and will be determined by the types of equipment brought on to the site.

14. Will any type of sound amplifying equipment or devices be used in conjunction with this event?  YES  NO

If YES, please list the type of equipment:

**NOTICE: IF SOUND AMPLIFICATION DEVICES, EQUIPMENT, DRUM(S), ETC., ARE USED DURING A DEMONSTRATION, ALL AMPLIFIED SOUND MUST CEASE BY 9:00 P.M., AMPLIFIED SOUND AND/OR MUSIC MUST NOT INTERFERE WITH OTHER PARK ACTIVITIES OR DISRUPT THE OPERATION OF BUSINESSES IN THE AREA.**

15. Do you plan to provide musical entertainment for this event?  YES  NO

If YES, please describe below (i.e., Big Band, Reggae Band, Singer, etc.):

\_\_\_\_\_

16. Do you plan to provide other entertainment for this event?  YES  NO

If YES, please describe below, or attach a copy of your planned program:

\_\_\_\_\_

17. Do you plan to have animals on site during this event?  YES  NO

If YES, please list how many, the type of each animal; what provisions have been made for the care, containment, and waste removal of these animals?

\_\_\_\_\_

18. Are you providing a generator as a power source?  YES  NO

City Electrical Services cannot be facilitated within the demonstration permit timeline.

19. Do you plan to distribute any items (including, for example, merchandise, food or drink) in conjunction with this event?

YES  NO

If YES, please describe: \_\_\_\_\_

20. Will gas grills or propane stoves, etc., be used during this event?  YES  NO

NOTICE:

THE APPLICANT/PERMITTEE MUST PROVIDE APPROPRIATE SAFETY EQUIPMENT (FIRE EXTINGUISHERS, ETC.) OPEN BURNING AND/OR GROUND FIRES ARE PROHIBITED.

21. Please describe how do you plan to remove refuse, garbage and litter from the demonstration site?

\_\_\_\_\_

Responsible Person Contact: Name \_\_\_\_\_ Phone \_\_\_\_\_

22. What are your plans to provide parking and/or alternative transportation for demonstration attendees?

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**NOTICE: A SIGNED AGREEMENT WITH THE PROPERTY OWNER IS REQUIRED FOR OFF SITE PARKING.**

23. What are your plans for providing emergency medical/services? \_\_\_\_\_

24. Are there any special provisions pertaining to your event which have not been addressed on this application?

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Submitting this Application is not a confirmation to conduct your planned demonstration. If the date and/or location requested is not available or if the location requested is not an approved site to conduct your proposed demonstration, you will be contacted by the Department 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 EVENT 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.

All fees, agency reimbursement costs (i.e., security, traffic control, electric, clean up, etc.), and/or additional documents (i.e., Site Plan(s)), must be paid and/or received by the permit office before your permit is issued. Please place a check mark (X) next to all items included and/or attached to this application:

- APPLICATION FEE (\$235.00)
- ADDITIONAL INFORMATION
- EVENT SITE PLAN

Permits will only be issued to persons with a photo ID, and permits are non-transferable.

NO CASH or PERSONAL CHECKS. Payment of fee(s) must be made by Credit Card, Cashier Check or Money Order ONLY! Payable to the Director of Finance

**An applicant may request a waiver or reduction of the fee by submitting the Request for Reduction of Demonstration Permit Application Fee form, which is available at the address above and online at <http://bcrp.baltimorecity.gov/PublicInformation/Permits.aspx>**

PLEASE SIGN AND DATE (BELOW) BEFORE RETURNING THIS APPLICATION

Applicant's Signature \_\_\_\_\_ DATE: \_\_\_\_\_

Please Print Applicant's Name Here \_\_\_\_\_

***Return this application, and the items you have checked above to:  
BALTIMORE CITY DEPARTMENT OF RECREATION AND PARKS  
Permit Office  
3001 East Drive  
Baltimore Maryland 21217***

**(FOR OFFICE USE ONLY)**

Application Fee	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Check # _____	MO # _____	Receipt# _____
Pavilion/Area Fee	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Check # _____	MO# _____	Receipt# _____
Other Fees	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Check # _____	MO# _____	Receipt# _____
Waiver Request	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

EXPLANATION OF OTHER FEES OR REFUNDS: \_\_\_\_\_

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.

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