



## BALTIMORE CITY RECREATION & PARKS DEPARTMENT FIRST TIME EVENT NOTIFICATION PROCESS

For all First Time Events in Parks, the event organizer is required to communicate the intended event to the community organizers before beginning the permitting process with DOT Special Events Office. To begin this introduction, the event organizer is encouraged to send an email to Cortney Weinstock, Events and Permits Manager for Baltimore City Recreation and Parks Department at [Cortney.weinstock@baltimorecity.gov](mailto:Cortney.weinstock@baltimorecity.gov).

Please include in the email:

- Introduction of the event organizer and organization
- Name of the proposed event
- Purpose of the proposed activity
- Beneficiary of the event
- Free or Admission charged
- Date
- Time
- Location

Once the email is received by Cortney, an introduction email will be sent to the community groups surrounding the proposed park location. From there, conversation of comments, questions, suggestions and concerns will be discussed and then the permitting process can begin through the submission of a Special Events Permit Application to DOT Special Events Office.

Any questions, applicants are welcome to call Cortney directly at 410-396-6128; however email which include all of the above are encouraged for faster response rate. Please note, the date and location may be checked for availability by DOT Special Events Office prior to beginning the community notification process, however the date will not be held for the proposed event until the completed application has been submitted.