



CITY OF BALTIMORE  
DEPARTMENT OF TRANSPORTATION

Right of Way Services Division  
Special Events and Street Vendors Section  
The Councilman Harry S. Cummings Building  
401 East Fayette Street, Lobby  
Baltimore, MD 21202



**APPLICATION FOR CITY SERVICES AND EQUIPMENT**

- Application fees are listed on the City Services Checklist and are nonrefundable.
- If your event date does not meet the four week deadline, please verify if the services are available before submitting this form (Contact the Dept. of Transportation at 410-396-3909 regarding city equipment).
- Nonprofits must provide proof of status.
- Organizers of large and new events are encouraged to attend City Agency Logistics Meeting (CALM) meeting.

**Event name:** \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip

**Event organizer name:** \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell Phone onsite during event hours: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip

Non-profit must attach copy of 501(c)3

**OFFICE USE ONLY BELOW LINE**

Date Rec'd: \_\_\_\_\_ Application Fee: \_\_\_\_\_ Event Fee: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Application# \_\_\_\_\_

The Department of Transportation holds CALM (City Agency Logistics Meetin) meetings to discuss and coordinate your event. All City agencies that may need to assist you in having a successful event will be in attendance. CALM meetings are typically for large events. However, any applicant may request a meeting. To request a meeting, please contact 410-396-1675 or 1916.

## SPECIAL EVENTS FEE SCHEDULE

The following is a list of City services and fees related to Special Events. This document will be used to calculate and communicate the total cost of your event. Please note that not all services and fees will apply for every event. The City will work with you to determine the best plan for your event based on your input and the Departments' expertise.

EQUIPMENT/SERVICE	FEE PER UNIT	UNITS ORDERED	TOTAL COST	NOTES ON COST
<b>Special Events Application</b>				
10 or more weeks prior	\$80			
8-10 weeks prior	\$125			
6-8 weeks prior	\$250			
<b>Equipment Request Fee</b>				
8 or more weeks prior	\$50.00			
6-8 weeks prior	\$65.00			
4-6 weeks prior	\$80.00			
<b>Fire</b>				
Fire Dept. special event Application fee	\$45			
Fire Dept. Tent Inspection fee	\$150			
Fire Marshall attendance (hourly fee, minimum of 4 hours)	\$45			Hours to be determined by the Fire Department
Fire Medic- 2 people (hourly fee per member, min. of 4 hours)	\$45			Hours to be determined by the Fire Department
<b>Mayor's Office</b>				
Mayor's Stage	\$600			
Mayor's Stage Delivery, Set-Up, Security (per hour)	\$75			Hours to be determined by the Mayor's Office
<b>Police</b>				
Security (per hour/per officer)	\$65 and up			Hours to be determined by Police Department
Marked Police Vehicle (for mobile events) (per vehicle)	\$56			Number to be determined by Police Department
<b>Recreation and Parks* Varies on park and event size</b>				
Rec and Parks Application Fee	Varies			
Set-Up Days Fee (per day)	Varies			
Event Days Fee (per day)	Varies			

Solid Waste				
EQUIPMENT/SERVICE	FEE PER UNIT	UNITS ORDERED	TOTAL COST	NOTES ON COST
Trash Cans 1-20 Receptacles	\$200			
Additional Receptacles (per can)	\$5			
Dumpsters (8 cubic yards)	\$400			
Roll-Offs (40 cubic Yards)	\$700			
Recycling Bins (only provided for large events where DPW staff present)	Free			
Load Packer Crew (per hour rate)	\$85.00			Hours to be determined by Bureau of Solid Waste
Street Sweeper Crews (per hour rate)	\$32.00			Hours to be determined by Bureau of Solid Waste
Cleaning Crew (1 driver, 2 laborers, & 1 Supervisor per hour/crew)	\$71.75			Hours to be determined by Bureau of Solid Waste

Transportation Fees				
EQUIPMENT/SERVICE	FEE PER UNIT	UNITS ORDERED	TOTAL COST	NOTES ON COST
10x10 Tents (includes sandbags)			-	1st 10 tents are FREE if picked up by event organizers
10x15 Tents (includes sandbags)			-	
Per Tent Charge for every tent ordered over 10 total	\$50			For example, if you order 40 tents, the first ten are free. Each of the next 30 tents cost \$50 each, totaling \$1500. To have the tents delivered and set-up by the City costs \$500, (see 26-50 tents below) for a total of \$2000.
Tent Delivery and Set-Up Charge (1-25 tents)	\$250			
Tent Delivery and Set-Up Charge (26- 50 tents)	\$500			
Tent Delivery and Set-Up Charge (50+ tents)	\$1,000			
Supply/Deliver Stages 8x8	\$250			
Supply/Deliver Stages 12x12	\$250			
Supply/Deliver Wooden Stages 16x16	\$325			
Supply/Deliver Wooden Stages 18x24	\$400			
Supply/Deliver Stage 30x40 (steel)	\$4,000			
Supply/Deliver Upright Panels 4x8	\$50			
Supply/Deliver Risers 4x8x6 high	\$50			
Bicycle Rack (minimum 10) (per 10 bike racks)	\$150			
Horizontal Banner Installation(per banner per 2 weeks)	\$150			The non-profit discount does not apply to this item

<b>Transportation Electrical</b>	<b>FEE PER UNIT</b>	<b>UNITS ORDERED</b>	<b>TOTAL COST</b>	<b>NOTES ON COST</b>
Gas Powered Generators- gas and refueling included (per day per generator) (minimum of 5)	\$100			The City will provide generators for all electricity needs except in rare cases where electrical wiring is required.
Electrical Connection Electrician (per hour per electrician) (min. of 4 hours)	\$75			The City switched from providing electrical services to providing generators as a cost savings to applicants and the City. For example, last year, a two-day event cost an applicant \$11,000 for wiring. By switching to generators it will now cost \$2,400 (12 generators for 2 days each). Hours to be determined by DoT.
<b>Traffic Set-Up, Materials, Management (cones, saw horses, personnel etc.)</b>	<b>FEE PER UNIT</b>	<b>UNITS ORDERED</b>	<b>TOTAL COST</b>	<b>NOTES ON COST</b>
Traffic Set-Up and Materials- Block party and Parking	0			
Traffic Set-Up and Materials - Festivals, Events in Parks (per event per day)	250			
Traffic Set-Up and Materials - Parades, Footraces	1000			
STEO during event (per hour per person) (minimum 4 hours)	\$32.50			
Portable Variable Message Sign	\$200			