



**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
410-396-1916**



*****NEW POLICY*****

Effective July 1, 2016.

NO REFUNDS AVAILABLE

- Special Events Applicants will be charged 25% of the total cost prior to permit issuance. Approximately 45 days after your application has been accepted you will be contacted with the total amount due for your event for any City of Baltimore services and/ or equipment. 25% of the total amount due will be required before a permit will be issued.
- The Office of Special Events will strictly adhere to the time frames for acceptance of all applications.
 - Block Parties (no later than four weeks from the scheduled date of your event).
 - Special Events Applications (no later than six weeks from the scheduled date of your event).
 - Curb Lane Closure(s) (no later than seven days before the scheduled date of your event).
 - Department of Transportation Equipment Requests (no later than five days from the scheduled date of you event).

There will be no exceptions to this policy

***SIGN**

***DATE**



CITY OF BALTIMORE
DEPARTMENT OF TRANSPORTATION
Special Events and Street Vendors Section
401 E. Fayette Street, Lobby, Baltimore, MD 21201
410-396-1916
Website: <http://transportation.baltimorecity.gov/SpecialEvents>

CITY OF BALTIMORE
DEPARTMENT OF RECREATION AND PARKS
Permit Office: 3201 Boston Street, Baltimore, Maryland 21224
410-396-6003/410-396-7070
Website: <http://bcrcp.baltimorecity.gov/Permit>

SPECIAL EVENT APPLICATION

- Applications for events must be submitted **no less than 6 weeks prior** to the event. The earlier you apply, the lower the fee.
- Organizers of new and large events should attend a City Agency Logistics Meeting (CALM) 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.

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:

Special Events	(410) 396-1916	Parks Administrator	(410) 396-7070
Health Department	(410) 396-4425	Liquor License Board	(410) 396-4382
Fire Department	(410) 396-5752	Transportation Department	(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 and 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

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

Service Costs

Item or service	Cost
Food Facility License (for each food vendor)	\$50
Fire Marshall (\$55 per hour where required as determined by Fire Dept. based on size, footprint, capacity, etc...)	varies
Fire Dept. EMS ambulance and crew (hourly charge where service requested by organizer)	varies
Police Detail (price established by Police Department varies based on: alcohol service, event size, footprint and location)	varies
Temporary zoning variance permit (price varies based on square footage of event area)	varies
Electrical work (\$20--\$25 per 5 kilowatt depending on event type)	varies
Amusement device such as moon bounces, ride & slides, bounce houses & concessions, water slides etc. (per device)	\$30
Waste Removal, Stages or Equipment (see price list on equipment request application. varies by item, quantity and size)	varies

SECTION 3. STANDARD REQUIREMENTS

- 1. No more than 5 days may be requested on a single application. Exceeding this amount requires 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.)
- 2. Applicants for races, festivals, concerts or other events exceeding 250 participants are required to apply for City permits as an organization, and must be an organization in good standing. Event organizers are prohibited from applying for these events as individuals. 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.
- 3. Tents larger than 400 sq. feet are inspected by the Fire Department for fire safety and egress and there is a \$150 one time inspection fee and not a per-tent fee. Often the tent supply company will ensure that this inspection occurs. As the event organizer you need to check to see if this is included in the tent vendor’s responsibility and if they are paying this fee.
- 4. 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.
- 5. All events must maintain access for emergency vehicles (20 feet clear) and may not block fire hydrants. Open burning is prohibited.
- 6. 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.
- 7. 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

Organization name: _____ Organization Tax ID No: _____

Phone: _____ Fax: _____

Website: _____

Address: _____

	Street	City	State	Zip
Code				

Event organizer name: _____

Telephone: _____ Fax: _____

Email: _____ Cell phone on site during event hours: _____

Address: _____

	Street	City	State	Zip Code
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****NOTE: Non-profits must attach copy of 501(c)(3).**

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

___ 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):

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Assembly | <input type="checkbox"/> Dance | <input type="checkbox"/> Lecture | <input type="checkbox"/> Race |
| <input type="checkbox"/> Carnival | <input type="checkbox"/> Environmental Festival | <input type="checkbox"/> Movie or video | <input type="checkbox"/> Rally |
| <input type="checkbox"/> Church Procession | <input type="checkbox"/> Exhibition or Display | <input type="checkbox"/> Parade | <input type="checkbox"/> Solicitation (donation) |
| <input type="checkbox"/> Circus | <input type="checkbox"/> Festival | <input type="checkbox"/> Play | <input type="checkbox"/> Solicitation (petition) |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Leafleting | <input type="checkbox"/> Pub Crawl | <input type="checkbox"/> Walk-a-thon |
| <input type="checkbox"/> Other _____ | | | |

SECTION 6. EVENT SETUP AND BREAKDOWN DATES AND TIMES

NO RAIN DATES

Activities	Starting Date(s)	Ending Date(s)	Starting Time	Ending Time
Setup Date(s)				
Actual Event Date(s)				
Breakdown Dates(s)				

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 PERMITSSIONS

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: _____

ype 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.**

SECTION10. EVENTS WITH AMUSEMENT DEVICES, MECHANICAL RIDES OR ACTIVITIES INVOLVING ANIMALS

Do you plan to have any amusement/mechanical rides or amusement devices (Moon bounce, etc.)? Yes No

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

Name of the Amusement Company: _____

Address: _____

Telephone: _____ Contact person: _____ Title: _____

Do you plan to have animals on site? Yes No

****NOTE: This does not apply to "service animals" which such as a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. **NOTE: Pony rides are not permitted in parks/plazas.**

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 or with children's amusement devices will be required to provide proof of liability insurance, naming the Mayor, the City Council, the Department of Recreation and Parks, and employees of the City of Baltimore as additional insured. This document must be submitted to the DGS 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.

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

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: Provide 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© (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. Fines may be imposed.**

SECTION 13. NOISE, AMPLIFIED SOUND, OR ELECTRICAL NEEDS

Do you plan to provide musical entertainment? Yes No

If yes, please describe (big band, reggae, singer, 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 Request: If you are planning an event and you believe you may exceed permissible sound levels and disturb other members of the community, **please complete this section 14 for Temporary Noise Exemption** from the Baltimore City Health Commissioner. 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 for information.

****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 the use of 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 in our Application Packet 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 Complete Vendor List Sheet)

If yes, please explain: _____

Will you have Food Trucks? Yes No

If yes for merchandise, how many tents or tables will be set up? 7

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 many accessible portable toilets? _____

Where will they be set up? _____

REQUIRED: Attach a site plan showing portable toilet location and label the accessible toilets. Fines may be incurred if portable unites are not removed from site within two business days of event end.

Name of the Company: _____

Address: _____ Telephone: _____

Contact person: _____ Title: _____

Delivery Date: _____ Removal Date: _____

Garbage/Refuse

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 providing? _____ 8

REQUIRED: Attach a site plan for parking including the accessible spaces and route.

What is your plan to provide parking for volunteers, staff, 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.

EMS Personnel

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

1. How do you propose to accommodate health related emergencies? Check what applies:

This is a small event and we will call 911 if needed.

Using private EMS or other Health Services

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 **all** 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 festival.

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), must 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 and we will provide the application status regarding agency approvals and conditions or permit if approved.

**Return in person with this application and required items to:
DEPARTMENT OF TRANSPORTATION
Special Events and Street Vendors Section
1st Floor
401 E. FAYETTE 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.**

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, understood, 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, agrees 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 (e.g. the 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.

Organization Name: _____ Title: _____

Print Applicant Name: _____

Applicant's Signature

Date

