

Date: October 28, 2019

**Roslyn Matthews**

**From:** Patrick Comiskey  
**Sent:** Friday, October 18, 2019 11:03 AM  
**To:** Roslyn Matthews  
**Cc:** Patrick Comiskey  
**Subject:** Fwd: Online Form Submittal: Application for a Special Event License

Roslyn,  
 Please put this on the agenda.  
 Thank you.  
 -Patrick

Sent from my iPhone

Begin forwarded message:

**From:** "noreply@civicplus.com" <noreply@civicplus.com>  
**Date:** October 18, 2019 at 10:44:48 AM EDT  
**To:** Cambridge Economic Development <ced@chooscambridge.com>, Roslyn Matthews <rmatthews@chooscambridge.com>, citymanager <citymanager@chooscambridge.com>  
**Subject: Online Form Submittal: Application for a Special Event License**

## Application for a Special Event License

|                                                    |                                          |
|----------------------------------------------------|------------------------------------------|
| Date of Application                                | 10/18/2019                               |
| Date of Event                                      | 11/30/2019                               |
| Time of Event                                      | 5:00 PM - 6:30 PM                        |
| Event Title or Type                                | Cambridge Christmas Tree Lighting        |
| Cost of Admission                                  | Free                                     |
| Location of Event                                  | Spring Valley @ Circuit Court Courthouse |
| Organization Name                                  | Cambridge Christmas Tree Committee       |
| Non-Profit                                         | Yes                                      |
| Will alcohol be served?                            | No                                       |
| If available, please upload County liquor license. | <i>Field not completed.</i>              |
| Will food be prepared on premises?                 | Yes                                      |

|                                                                                                                       |                               |
|-----------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>If available, please upload County Health Department approval.</b>                                                 | <i>Field not completed.</i>   |
| <b>Expected attendance:</b>                                                                                           | 250-500                       |
| <b>Venue seating capacity:</b>                                                                                        | 100                           |
| <b>Is parking available?</b>                                                                                          | Yes                           |
| <b>If there is parking, how much?</b>                                                                                 | no fee                        |
| <b>Are you requesting the use of city trash cans?</b>                                                                 | No                            |
| <b>Will tents be erected?</b>                                                                                         | No                            |
| <b>Is the event on City, State or Private Property?</b>                                                               | Private                       |
| <b>If private, name owner.</b>                                                                                        | Government: Dorchester County |
| <b>Is staging or a platform required?</b>                                                                             | No                            |
| <b>Will there be amplified music?</b>                                                                                 | Yes                           |
| <b>What types of musical instruments?</b>                                                                             | DJ for announcing & music     |
| <b>Is a street closure being requested</b>                                                                            | Yes                           |
| <b>If a street closure is requested, what time will it begin and end (please consider set-up and tear-down time.)</b> | 5:00 PM - 6:30 PM             |
| <b>Is Water Available at the event?</b>                                                                               | No                            |
| <b>If water is available, please describe the source.</b>                                                             | <i>Field not completed.</i>   |
| <b>Contact Person</b>                                                                                                 | Amy J Craig                   |
| <b>Email Address</b>                                                                                                  | amy.craig@mdcourts.gov        |
| <b>Address</b>                                                                                                        | 206 High Street               |

|                                |              |
|--------------------------------|--------------|
| City                           | Cambridge    |
| State                          | MD           |
| Zip Code                       | 21613        |
| Cell Phone Number              | 410.463.3485 |
| Office Phone Number            | 410.228.0491 |
| Electronic Signature Agreement | I agree.     |
| Electronic Signature           | Amy J. Craig |

Please complete the following section for a road race, walk-a-thon, etc...

|                                          |                             |
|------------------------------------------|-----------------------------|
| Will this require use of roads?          | <i>Field not completed.</i> |
| Will this require use of sidewalks?      | <i>Field not completed.</i> |
| Will residents on the route be notified? | <i>Field not completed.</i> |
| Will temporary signs be posted?          | <i>Field not completed.</i> |
| Please describe the specific route.      | <i>Field not completed.</i> |

Email not displaying correctly? [View it in your browser.](#)

Approved  
 Alan C. White  
 Mark J