



# APPLICATION FOR A SPECIAL EVENT PERMIT

PATRICK COMISKEY  
City Manager

Date of Application: March 06, 2020

Event Title or Type: Family Fun Fest

Location of Event: Empty Lot on the corner of Cedar and Race Street

Date(s) of Event: October 03, 2020 10:00am until 2:00pm

Hours of Event (Actual): 4hrs

Name of Applicant: Lisa Hartman Title: Director

Dorchester County Department of Social Services (Clara Savage)

If representing an organization or company, name(s): Contact Person for the Event. 410-901-4197

Signature of Applicant: *Lisa Hartman*

If application is presented on or behalf of 1 or 2 businesses only, list names of business(es):

\_\_\_\_\_  
\_\_\_\_\_

Address of Applicant: 627 Race Street, Cambridge, Maryland 21613

Telephone: 410-901-4197 Email: clara.savage1@maryland.gov

Expected attendance: 300-400

Is a street closing being requested? Yes  (show on map) No

If yes, what street(s) \_\_\_\_\_

If yes, indicate street closure & reopen times  
(include set up and breakdown time): \_\_\_\_\_

Is staging or a platform required? Yes  (show on map) No  Amplification: Yes  No

If event is on private property, name of Property Owner: City Of Cambridge

Will trash barrels & pick-up be provided by event holder? Yes  No

Will portable toilets be provided? Yes  (show on map) No

Will Tent be erected? Yes  (show on map) No

Will food be prepared on the premises? Yes  No

Will alcohol be served? Yes  No



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## ROAD RACE, WALK-A-THON, ETC.

On Roadway? Yes  No

On Sidewalk? Yes  No

Will temporary signs be posted? Yes  No

\*\*\*Signs must be removed by the following business day; no paint is allowed on streets or sidewalks.\*\*\*

Specific Route:

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I attached a map showing locations of street closures, vehicles and temporary structures.

For new events, I have attached documentation of notification of the application to all affected businesses and residents, and attest that a majority have supported and/or not objected to this event.

I have read & agree to the City's Street Closures Policy.

### FOR OFFICE USE ONLY

Conditions of Special Event Permission: \_\_\_\_\_

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Police Costs: \$ \_\_\_\_\_ DPW Costs: \$ \_\_\_\_\_ Other Costs: \$ \_\_\_\_\_

TOTAL COSTS REQUIRED BY CITY COUNCIL: \$ \_\_\_\_\_

#### Recommendations:

Cambridge Police Department Approval  Denial  \_\_\_\_\_  
Signature

Rescue Fire Department Approval  Denial  \_\_\_\_\_  
Signature

Public Works Department Approval  Denial  \_\_\_\_\_  
Signature