

APPLICATION FOR A SPECIAL EVENT LICENSE

Date of Application: May 14, 2020

Event Title or Type: Dorchester Showcase - Annual Street Fair & Art Walk

Location of Event: Historic High Street from Water St. to Locust/Poplar St.

Date(s) of Event: 09/27/2020

Hours of Event: noon to 5pm

Organization/Corp. Name: Dorchester Center for the Arts

Signature of Holder of Event: Elizabeth N. Manley

Printed Name: Elizabeth (Bea) Manley Title: Arts Education & Program Coordinator

Address of Holder of Event: 321 High Street, Cambridge, MD 21613

Business Telephone: 410-228-7782 Residence Telephone: cell- 718-344-5115

Is Organization Non-Profit? Yes No Is there a charge for admission? Yes No No

Is event to on City, State, or Private Property? City If private, name of owner: _____

You requesting the city to provide trash containers? Yes No

Is water available at event? Yes No

If yes, list source of water (i.e. fire hydrant, Great Marsh, Sailwinds, etc.): at DCA-123 High St.

Will a tent be erected? Yes No (Include on plan) only Pop-Up Tents by Vendors

Expected Attendance: 400 Venue Seating Capacity: no "some rest" seating only

Is parking available: Yes No For how many vehicles? 75 at Long Wharf, Library Parking, between side street parking, Court House Parking, Glasgow & Pine

Is staging or platform required? Yes No Amplification? Yes No

List types of musical instruments: trumpet, guitar, bagpipe, wind instruments, string, horns, drums

Are required approvals attached, e.g., State, County: Yes No

submitted
not received

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

If yes, indicate closure time (consider set up and breakdown time): 11 am - 6 pm

Will food be prepared on the premises? Yes No

If yes, is County Health Dept. Inspection Approval attached?

Yes No *Each Food Vendor is responsible for their own Inspection Approval & will submit a copy to DCA upon application*

Will alcohol be served? Yes No

If yes, please attach a copy of the county liquor license
If no, please submit a copy after you receive it

ROAD RACE, WALK-A-THON, ETC. - *Small Parade as a kick off - From DCA to Water at noon*

On Roadway Yes No

On Sidewalk Yes No

Will notification be made to residents along the route? 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: Historic High Street from the Alley near DCA down High to Water Street.

-FOR OFFICE USE ONLY-

City Manager Approved/Denied: _____ Date: _____

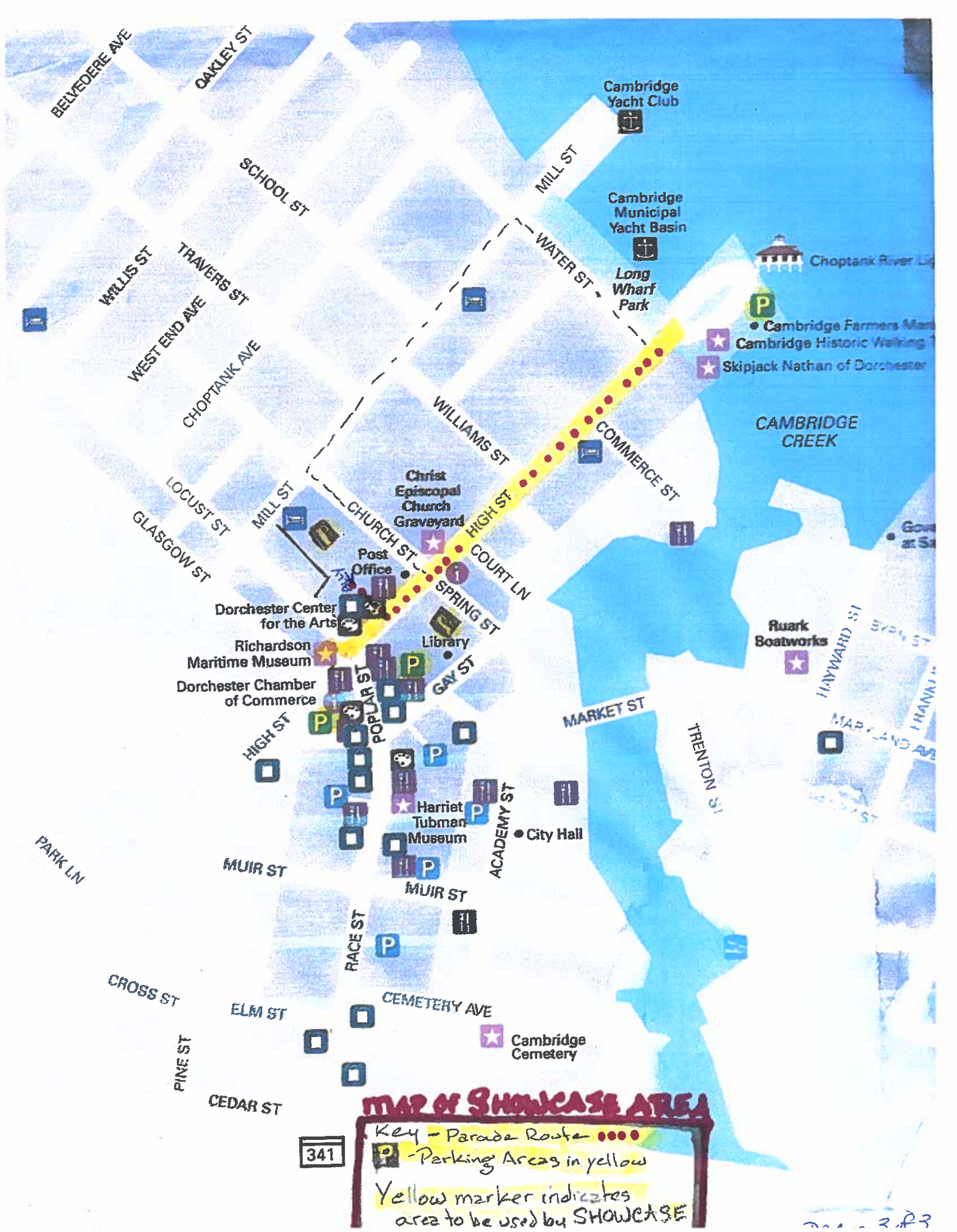
Special Conditions, if : _____

Police Detail Estimated Cost: \$ _____ DPW Personnel Estimated Cost: \$ _____

Cambridge Police Department: Approved: _____ Denied: _____ Signature: _____

Rescue Fire Department: Approved: _____ Denied: _____ Signature: _____

Department of Public Works: Approved: _____ Denied: _____ Signature: _____



MAP OF SHOWCASE AREA

Key - Parade Route - ●●●●●
 - Parking Areas in yellow
 Yellow marker indicates area to be used by SHOWCASE

341

2011-2-23

Dorchester Center for the Arts
321 High Street, Cambridge, MD 21613

May 12, 2020

City Council
City of Cambridge
P.O. Box 255
Cambridge, MD 21613

Dear City Council Members,

The Dorchester Center for the Arts would like to receive your approval to sponsor the 44th Dorchester Showcase on September 27, 2020. The theme for this year's Showcase is "Celebrating the 50th Anniversary of Dorchester Center for the Arts in bringing "Art for All". It is a pleasure to once again offer this annual arts festival to the residents of Cambridge and Dorchester County along with visitors to our town.

We respectfully request that High Street, from Poplar Street/Locust Street to Water Street be closed on Sunday, September 27, 2020 from 11am – 6pm for this event We also request a variance from the noise ordinance from 12 noon until 5 pm.

We would also like to have a parade kick off the event and honor all those first responders who have helped us to bring the best of art to Dorchester as well as those who have helped to keep Dorchester as healthy as possible through out the current pandemic and into the future. The parade would take place at noon and travel down High Street feeding out from the DCA parking lot, through the alley on the north side of 321 High St. and left down High Street marching down to the waterfront.

In addition, we also request that permission be given again for the use of the County Office Building parking lot and the Circuit Courthouse grounds and electrical outlets for musical performances and various craft demonstrations during the designated festival hours.

The Department of Police and the Department of Public Works have always offered such great support to this event. Once again, we respectfully request their assistance for the 2020 Dorchester Showcase.

Should you have any additional questions I would be happy to attend the council meeting in whatever capacity to deem advisable.

Sincerely,



Benjie Manley
Arts Education & Program Coordinator
Dorchester Center for the Arts
321 High St., Cambridge Md 21601
410-228-7782 b.manley@doechesterarts.org

Special Events Committee Application

Contact Information

Benjie Manley

b.manley@doechesterarts.org

410-228-7782

321 High Street, Cambridge, MD 21601

Event type

Dorchester Showcase – Annual Street Fair, Parade & Art Walk

Name of Event

Dorchester Showcase

Event Location

Historic High Street from Water St. to Poplar St.

Description

Parade, Art Walk and street festival with Fine Arts and crafts, a Plein Aire Painting Competition, Eastern Shore Cuisine, Music, Dance and Community Organizations

Start Date

09-27-2020

End Date

09-27-2020

Rain Date

None

Number of Attendees Expected

1000

Age Group Targeted

0-100

Contact Information

Name of Organization

Dorchester Center for the Arts

Organization Phone Number

410-228-7782

Organization E-mail Address

b.manley@dorchesterarts.org

Emergency Contact Information

Benjie Manley

Phone Number for Emergency Contact

718-344-5115

Clean-Up Information

Name of Person Responsible for Cleanup

Benjie Manley

Phone Number for Person Responsible for Cleanup

410-228-7782

of Additional Trash Bins Required

8

of Additional Recycle Bins Required

8

Event Start & End Times

Date – 09-27-2020

Start Time – 12 noon

End Time – 5 pm

Additional Information

Will the event be held on public or private property?

Public

Will the event be advertised?

Yes

Where will the event be advertised?

In flyers, posters, Attraction Magazine, Radio, Online, and other media sites

Will neighborhood groups or abutters be notified?

Yes

Will “NO PARKING” signs be posted in advance?

Yes

Street Closure Information

Street Closure- Start Time – 10AM Street Closure – End Time- 6pm

Activities / Vending

Will beer and/or wine be served?

No

Will food be served?

Yes

Will goods be sold?

Yes

Will non-alcoholic beverages be sold?

Yes

Vendors

Number of food vendors?

8

Number of goods vendors?

90

Number of non-alcoholic beverage vendors?

4

Vendors Using Propane

Will vendors be using propane?

Yes

Number of vendors using Propane?

3

Entertainment

Amplified Sound

Yes

Live Music

Yes

Recorded Music

Yes

DJ

Yes

Performance

Yes

Stage

Yes

Games/ Rides

Rides / Games / Bouncy Houses

None of the above

Portable Toilets

Number of standard portable toilets

2

Number of ADA accessible toilets

1

Attestation

Full name

Benjie Manley

Date: 05/12/2020