



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 5 PM

Organization/Corp. Name: Dorchester Center for the Arts

Signature of Holder of Event: Elizabeth D. Manley

Printed Name: Elizabeth (Beaujie) 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, on High St, side street parking, Court House Parking, Glasgow & Pine

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

List types of musical instruments: piano, guitar, bag pipe, 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): 11am - 6pm

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 or 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 - ●●●●●

    P - Parking Areas in yellow

Yellow marker indicates area to be used by SHOWCASE

341

2002.2.23

*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 44<sup>th</sup> Dorchester Showcase on September 27, 2020. The theme for this year's Showcase is "Celebrating the 50<sup>th</sup> 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](mailto: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](mailto: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