



# APPLICATION FOR A SPECIAL EVENT PERMIT

Date of Application: February 9, 2022

Event Title or Type: Garden Madhatter

Location of Event: Race Street and Cannery Way Walkway

Date(s) of Event: May 21, 2022

Hours of Event (Actual): 5:30 - 10:30pm

Name of Applicant: Sheila Jones Title: Board Member

If representing an organization or company, name(s): Cambridge Main Street

Signature of Applicant: *Sheila Jones*

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

Address of Applicant: 704 Governors Avenue Cambridge MD 21613

Telephone: 410-228-5918 Email: sheilawoods86@gmail.com

Expected attendance: 150

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

If yes, what street(s) 400 Block of Race Street

If yes, indicate street closure & reopen times (include set up and breakdown time): 4pm close - 11pm reopen

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

If event is on private property, name of Property Owner: Brent and Jamie Summers Blackwater Bakery Parking lot

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

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

Will tent(s) be erected? Yes  (show on map) No

Will food be prepared on the premises? Yes  No

Will food trucks be present? (list names on back of form) 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 <input type="checkbox"/>	Denial <input type="checkbox"/>	_____
			Signature
Rescue Fire Department	Approval <input type="checkbox"/>	Denial <input type="checkbox"/>	_____
			Signature
Public Works Department	Approval <input type="checkbox"/>	Denial <input type="checkbox"/>	_____
			Signature

## Roslyn Matthews

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**From:** Jamie Summers <jamie@blackwaterbakery.com>  
**Sent:** Wednesday, February 09, 2022 12:28 PM  
**To:** Jones, Sheila S [US] (ES)  
**Subject:** EXT :Re: Re: Garden Madhatter Event

Good plan. FYI the first two parking spaces will have the planter boarder for BWB patio reinstalled by then. Otherwise we r fine with you using the parking lot.

Jamie  
Sent from my iPhone

On Feb 9, 2022, at 12:10 PM, Jones, Sheila S [US] (ES) <[sheila.woods@ngc.com](mailto:sheila.woods@ngc.com)> wrote:

Correct! We plan to request a 4pm start for the closure. Thank you!!

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**From:** Jamie Summers <jamie@blackwaterbakery.com>  
**Sent:** Wednesday, February 9, 2022 11:57 AM  
**To:** Jones, Sheila S [US] (ES) <[sheila.woods@ngc.com](mailto:sheila.woods@ngc.com)>  
**Subject:** EXT :Re: Garden Madhatter Event

Event sounds fun. Please confirm street will not close prior to 3. I'll check with Brett as building and parking lot owner and we will reply soon.

Jamie

Sent from my iPhone

On Feb 9, 2022, at 10:08 AM, Jones, Sheila S [US] (ES) <[sheila.woods@ngc.com](mailto:sheila.woods@ngc.com)> wrote:

Good morning Jamie,

Cambridge Main Street is planning a Garden Madhatter street party on May 21<sup>st</sup> from 5:30 to 10:30pm. We plan to have food, live music, adult libations, and fun! The plan is to block off the 400 block of Race Street, however the location will be concentrated around Cannery Way. Can we have your permission to use your parking lot as an additional space for the event? Thank you for your consideration.

Kind Regards,  
Sheila Jones (formerly Woods), CISA  
NGC 1ERP Compliance & GRC Tools Manager  
443-510-4264



