



# APPLICATION FOR A SPECIAL EVENT PERMIT

Date of Application: April 8, 2022

Event Title or Type: Duck Race Festival - Sponsored by the Rotary Club of Cambridge & Rescue Fire Company

Location of Event: Court Lane @ the Circuit Court Court House

Date(s) of Event: August 13, 2022

Hours of Event (Actual): 11:00 am - 2:00 pm

Name of Applicant: Amy J. Craig Title: Member of the Rotary Club of Cambridge

If representing an organization or company, name(s): This is a joint partnership fundraiser/event

Signature of Applicant: *Amy J. Craig*

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

Address of Applicant: PO Box 703, Cambridge, MD 21613

Telephone: 4104633485 Email: amy.craig@mdcourts.gov

Expected attendance: 200 people

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

If yes, what street(s) Left side portion of Gay Street @ Spring Valley (not to block condo

If yes, indicate street closure & reopen times parking lots and all of Court Lane

(include set up and breakdown time): 5:00 am - 5:00 pm

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

If event is on private property, name of Property Owner: \_\_\_\_\_

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  not sure

Will food be prepared on the premises? Yes  No

Will food trucks be present? (list names on back of form) Yes  No  not sure

Will alcohol be served? Yes  No  may have Kona Ice Truck



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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:

\_\_\_\_\_

**WE ARE ALSO REQUESTING A NOISE ORDINANCE VARIANCE FOR EVENT FROM**

**10:00 am - 3:00 pm**

- 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: \_\_\_\_\_

\_\_\_\_\_

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



Street closure to include left side of Gay Street

- Street closure to include left side of Gay Street
- portaloats
- barricades

Court Ln  
Cambridge, MD 21613

<https://www.maps-streetview.com> · United-States · streets · :