



APPLICATION FOR A SPECIAL EVENT LICENSE

Date of Application: 3/31/16

Event Title or Type: Cambridge South Dorchester High School Prom

Location of Event: Sailwinds, Governors Hall

Date(s) of Event: May 7, 2016

Hours of Event: 7pm - midnight

Organization/Corp. Name: CSDHS Senior Prom

Signature of Holder of Event: Carissa Tedesco

Printed Name: Carissa Tedesco Title: Class Advisor

Address of Holder of Event: 2457 Cambridge Beltway, Cambridge, MD 21613

Business Telephone: 410-228-9224 Residence Telephone: _____

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

Is event to on City, State, or Private Property? Yes Name of Property Owner: City of Cambridge

Will Trash Barrels & Pick-up be provided? Yes No If outdoors, will toilet facilities be provided? Yes No

Is water available at event? Yes No

If yes, list source of water (i.e. fire hydrant, Great Marsh, Sailwinds, etc.): Sailwinds at Governors Hall

Will a tent be erected? Yes No (Include on plan)

Expected Attendance: 250 Venue Seating Capacity: 1800

Is parking available? Yes No For how many vehicles? _____

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

List types of musical instruments: D.J.

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

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

If yes, indicate closure time (consider set up and breakdown time): _____

Will food be prepared on the premises? Yes No

If yes, is County Health Dept. Inspection Approval attached? Yes No

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.

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: _____

-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: _____

Kathy Foster - Cambridge City Hall

From: Daniel Dvorak <chiefdan@cambridgepd.org>
Sent: Friday, April 01, 2016 1:11 PM
To: Kathy Foster - Cambridge City Hall
Subject: Re: Special Event

Hi Kathy,

I can approve this with a police detail cost of \$315 (\$45 x 7 hours)

Thanks,
Dan

On Apr 1, 2016, at 10:50 AM, Kathy Foster - Cambridge City Hall <kfoster@chooscambridge.com> wrote:

Attached is a special event license application for the Senior Prom. The only 'outside' amplified noise will be a speaker announcing the couples as they arrive and walk down the red carpet which will lead them inside the building. Jerry Burroughs and Bruce Reed explained they would be making the outside announcements between 5:00 pm and 7:00 pm.

Kathryn Foster
Cambridge City Hall
kfoster@chooscambridge.com
110-228-1211

<Special Event - HS Prom.pdf>

No virus found in this message.

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Kathy Foster - Cambridge City Hall

From: Odie Wheeler <odie.wheeler.cmd@gmail.com> on behalf of Odie Wheeler <owheeler@choosecambridge.com>
Sent: Friday, April 01, 2016 12:27 PM
To: 'Kathy Foster - Cambridge City Hall'
Subject: RE: Special Event

Hi Kathy I have no problem with the Prom event or objection to the permit.

Thanks.

Oden C. Wheeler Jr.
Director DPW
1025 Washington St.
Cambridge, Maryland 21613
owheeler@choosecambridge.com
410-228-1955

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The information in this message is confidential and is intended for the addressee. Any unauthorized disclosure, reproduction, distribution or the taking of any action regarding the contents of this information is strictly prohibited. If you received this electronic message in error, please notify the sender immediately.

From: Kathy Foster - Cambridge City Hall [<mailto:kfoster@choosecambridge.com>]
Sent: Friday, April 01, 2016 10:51 AM
To: Chief Brian Willey - RFC; Chief Daniel Dvorak - CPD; Odie Wheeler - DPW
Subject: Special Event

Attached is a special event license application for the Senior Prom. The only 'outside' amplified noise will be a speaker announcing the couples as they arrive and walk down the red carpet which will lead them inside the building. Jerry Burroughs and Bruce Reed explained they would be making the outside announcements between 5:00 pm and 7:00 pm.

Kathryn Foster
Cambridge City Hall
kfoster@choosecambridge.com
410-228-1211

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