

Agenda Item No. 5

Date 04-11-2016



APPLICATION FOR A SPECIAL EVENT LICENSE

Date of Application: 3/21/16

Event Title or Type: Cambridge MD Love peace & unity walk

Location of Event: walk through Cambridge streets

Date(s) of Event: April 23, 2016

Hours of Event: 4 hrs start 2 pm finish 5 pm

Organization/Corp. Name: _____

Signature of Holder of Event: Dontre Smith

Printed Name: Dontre Smith Title: _____

Address of Holder of Event: 410 willis st Cambridge M.D. 21613

Business Telephone: [REDACTED] 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

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.): _____

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

Expected Attendance: _____ Venue Seating Capacity: _____

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

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

List types of musical instruments: Microphone / speaker

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: _____

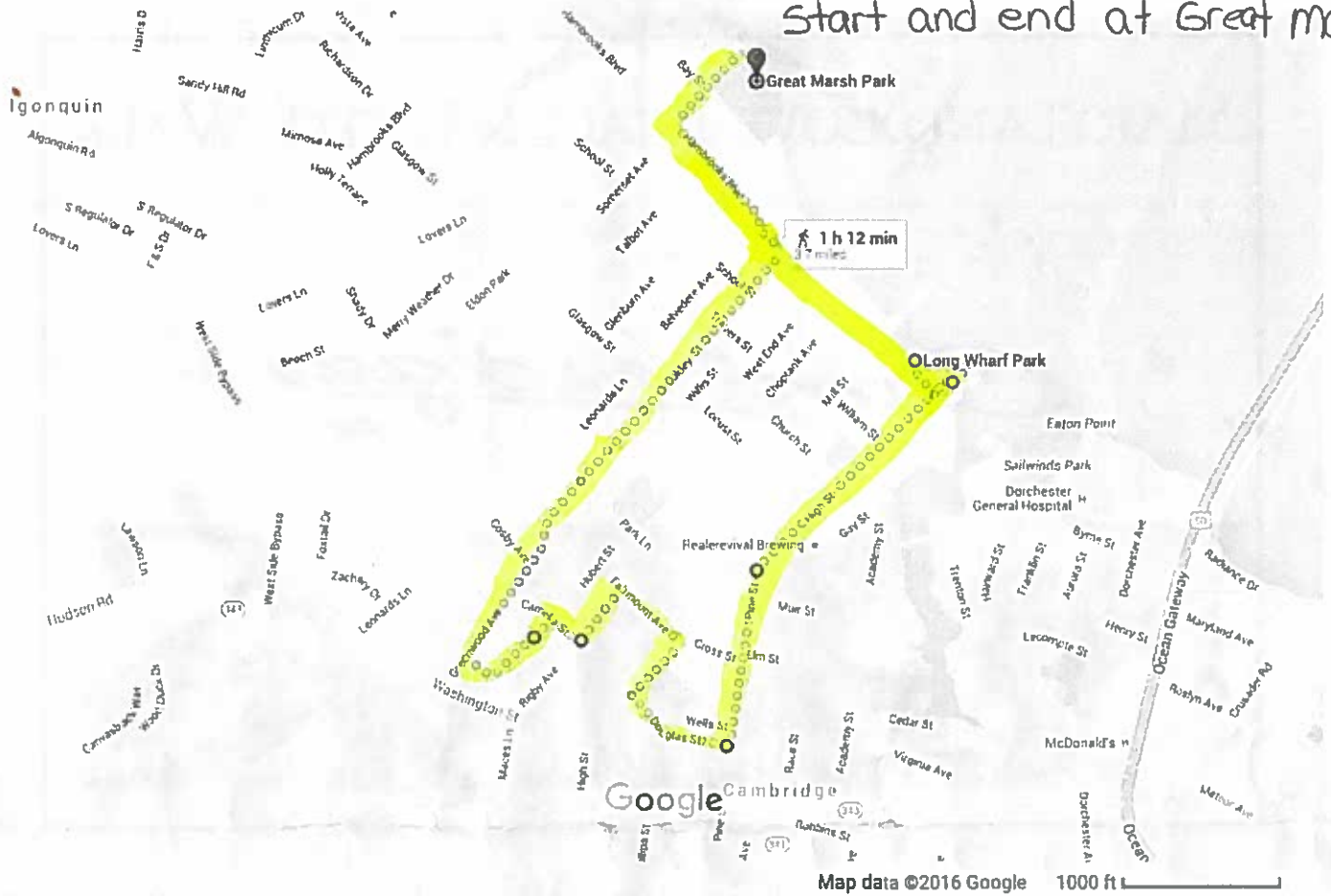
Rescue Fire Department: Approved: _____ Denied: _____ Signature: _____

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

Google Maps

Long Wharf Park, Cambridge, MD 21613 to Great Marsh Park Walk 3.7 miles, 1 h 12 min

start and end at Great marsh



Google Maps

Kathy Foster - Cambridge City Hall

From: Brian Willey <bwilley@choosecambridge.com>
Sent: Thursday, April 07, 2016 1:48 PM
To: Kathy Foster - Cambridge City Hall
Subject: Re: Special Event License Application

Ok that would be fine thanks

Brian Willey
Chief
Rescue Fire Company
8 Washington St
Cambridge, MD 21613
Phone: 410-228-1670 ext1233
Cell: 410-330-8963
Emails: chief1@choosecambridge.com
bwilley@choosecambridge.com

On Apr 7, 2016, at 10:58, Kathy Foster - Cambridge City Hall <kfoster@choosecambridge.com> wrote:

I will show Sandra your e-mail. I think she told me they were going to have to stick to walking on the sidewalks and no streets would be closed.

From: Brian Willey - Chief RFC [<mailto:bwilley@choosecambridge.com>]
Sent: Thursday, April 07, 2016 10:18 AM
To: 'Kathy Foster - Cambridge City Hall'; 'Chief Brian Willey - RFC'; 'Chief Daniel Dvorak - CPD'; 'Odie Wheeler - DPW'
Subject: RE: Special Event License Application

I am ok with this as long as only portions of that route are blocked off at one time and we still have the ability to get emergency vehicles in to that area. The application is not specific on the closure only shows a map of the entire route and wanting the road closed.

Thanks

Brian W. Willey
Chief of Department
Rescue Fire Company, Inc.
8 Washington St
Cambridge, MD 21613
Email: bwilley@choosecambridge.com
Phone: 410-228-1670 ext1233
Cell: 410-330-8963

From: Kathy Foster - Cambridge City Hall [<mailto:kfoster@choosecambridge.com>]
Sent: Thursday, April 07, 2016 7:57 AM
To: Chief Brian Willey - RFC; Chief Daniel Dvorak - CPD; Odie Wheeler - DPW
Subject: FW: Special Event License Application

Kathy Foster - Cambridge City Hall

From: Odie Wheeler <odie.wheeler.cmd@gmail.com> on behalf of Odie Wheeler <owheeler@choosecambridge.com>
Sent: Thursday, April 07, 2016 8:35 AM
To: 'Kathy Foster - Cambridge City Hall'
Subject: RE: Special Event License Application

Hi Kathy I have no problem as there will be no involvement with DPW. The only thing he might want to check on is with the Cambridge Housing Authority. They are supposed to begin construction on their units May 1st which is going to close some streets in that area. I know this event is prior to that but I don't know how far in advance they will begin closing off the streets, it's only a week apart.

Thanks.

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

Note from Kathy:
I sent Mr. Smith an e-mail.

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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: Thursday, April 07, 2016 7:57 AM
To: Chief Brian Willey - RFC; Chief Daniel Dvorak - CPD; Odie Wheeler - DPW
Subject: FW: Special Event License Application

I am resending this application for approvals by e-mail.

From: Kathy Foster - Cambridge City Hall [<mailto:kfoster@choosecambridge.com>]
Sent: Tuesday, April 05, 2016 8:05 AM
To: Chief Brian Willey - RFC; Chief Daniel Dvorak - CPD; Odie Wheeler - DPW
Subject: Special Event License Application

Attached is a special event license application. The walk will begin and end at Great Marsh. The amplified noise (speaker) will be at Great Marsh. Mr. Smith said he has talked to Officer Patton about this.

I will give Sandra the form on Wednesday for signatures.

Kathryn Foster
Cambridge City Hall
kfoster@choosecambridge.com