



APPLICATION FOR A SPECIAL EVENT LICENSE

Date of Application: 5/4/16

Event Title or Type: Wedding

Location of Event: Long Shore Park

Date(s) of Event: July 9th, 2016

Hours of Event: 4:00 - 5:30

Organization/Corp. Name: -

Signature of Holder of Event: Helissa Coelen

Printed Name: H. Coelen Title: _____

Address of Holder of Event: 606 Water St #6 Cambridge, MD 21613

Business Telephone: _____ Residence Telephone: cell 

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

Is event to on City, State, or Private Property? Y 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.): _____

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

Expected Attendance: 50-75 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: _____

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
City Hall
Cambridge, MD 21613

From: Stephen Lantz & Melissa Coenen
Date: May 2, 2016
Subject: Marriage Ceremony in Long Wharf Park – July 9, 2016

This letter is to supplement our request to use Long Wharf Park for a wedding ceremony at 4:00 PM on July 9, 2016. Melissa resides on Water Street overlooking the park, and it has been a big part of our time together.

We plan to set up an area with a few flowers. And we expect 75 to 80 people to attend the ceremony and will take no more than 30-45 minutes. There will not be any need for bathrooms, water, or electric. We will not be erecting any structures like a tent, chairs, etc.

After the ceremony, we expect to take a few pictures and then walk down High Street to the reception at Art Bar. The reception starts at 5 PM.

We wanted to get permission or any required permitting so this does not interfere with any other planned events in the park that day.

We appreciate your consideration, and please contact us if you have any questions.

Steve Lantz and Melissa Coenen

Email: stevelantz410@gmail.com or melcoenen@gmail.com
Phone: Steve at 410.463.1094 or Melissa at 410.463.2125