

Agenda Item No. 8  
Date 06-13-2016



**APPLICATION FOR A SPECIAL EVENT LICENSE**

Date of Application: June 1, 2016

Event Title or Type: RAR-BQ

Location of Event: 500 Block of Poplar Street

Date(s) of Event: June 18, 2016

Hours of Event: 11am to 5 p.m.

Organization/Corp. Name: Cambridge Main Street (and associated businesses)

Signature of Holder of Event: [Handwritten Signature]

Printed Name: Tom Hutchinson Title: ~~Executive Director~~

Resident, Board of Directors

Address of Holder of Event: 505 Poplar Street

Business Telephone: 443-477-0843 Residence Telephone: 443-521-9904

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

Is event to on City, State, or Private Property?  Yes  No 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.): Individual businesses

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

Expected Attendance: 200 Venue Seating Capacity: ? (outdoors)

Is parking available?  Yes  No For how many vehicles? 100+

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

List types of musical instruments: Acoustic guitar

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

**I believe we only need the city's approval here.**

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

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

10 a.m. until 7 p.m.

Will food be prepared on the premises?  Yes No

*I suspect tear down will be sooner than this, but being careful.*

If yes, is County Health Dept. Inspection Approval attached?

Yes  No

*Not until closure is approved.*

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

Liquor license requires location and times. Will provide after this approval.

**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: 

RFC is good with this nothing else required from us. Signature: \_\_\_\_\_

Brian W. Willey

Department of Public Works: Approved:  Denied:  Signature: 