



Agenda Item No. 9  
Date 06-13-2016

**APPLICATION FOR A SPECIAL EVENT LICENSE**

Date of Application: May 31, 2016  
Event Title or Type: Dorchester Center for the Arts Showcase  
Location of Event: Historic High St., Cambridge MD 21613  
Date(s) of Event: Sunday September 25, 2016  
Hours of Event: Non-5 p.m.  
Organization/Corp. Name: Dorchester Center for the Arts  
Signature of Holder of Event: Mickey Love  
Printed Name: Mickey Love Title: Executive Director  
Address of Holder of Event: 321 High St. Cambridge MD 21613  
Business Telephone: 410/228-7782 Residence Telephone: \_\_\_\_\_  
Is Organization Non-Profit?  Yes No Is there a charge for admission? Yes  No  
Is event ~~on~~ 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.): fire hydrant  
Will a tent be erected? Yes  No (Include on plan)  
Expected Attendance: 2000 Venue Seating Capacity: \_\_\_\_\_  
Is parking available:  Yes No For how many vehicles? All public lots  
Is staging or platform required? Yes  No Amplification? Yes  No  
List types of musical instruments: Orchestra  
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): 11 a.m. - 6 p.m.

Will food be prepared on the premises?  Yes No

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

Yes  No - We receive all forms in advance from food vendors when they register.

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: Historic High Street, from Poplar/Locust to Water Street

**-FOR OFFICE USE ONLY-**

City Manager Approved/Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Special Conditions, if: \_\_\_\_\_

Police Detail Estimated Cost: \$ \_\_\_\_\_ DPW Personnel Estimated Cost: \$ \_\_\_\_\_

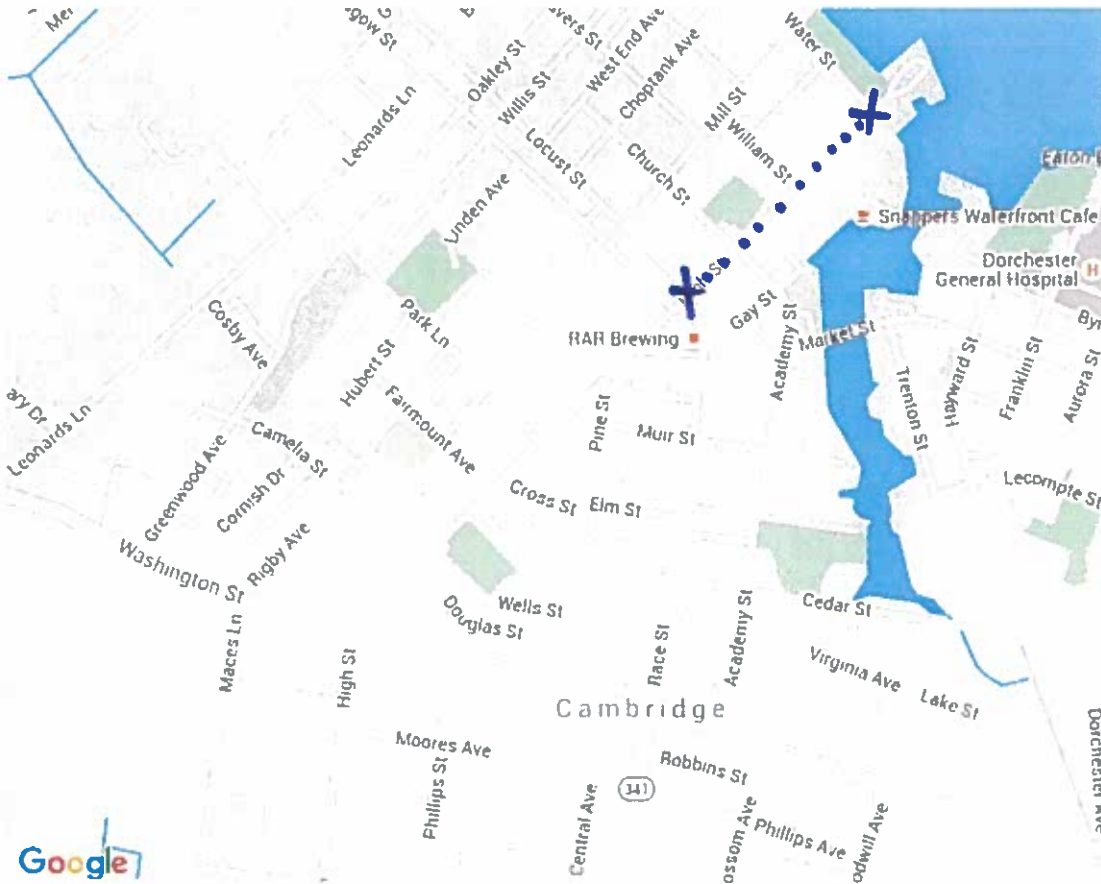
Cambridge Police Department: Approved:  Denied: \_\_\_\_\_ Signature: 

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

Brian W. Willey

Department of Public Works: Approved:  Denied: \_\_\_\_\_ Signature: 

# Cambridge, MD Map

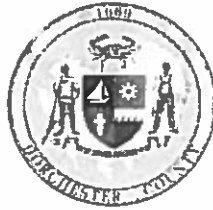


x...x  
closure Route  
for Showcase



**COUNTY COUNCIL OF DORCHESTER COUNTY**

COUNTY OFFICE BUILDING  
P.O. BOX 26  
CAMBRIDGE, MARYLAND 21613  
PHONE: (410) 228-1700  
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COUNTY ATTORNEY

May 18, 2016

Ms. Barbara J. Seese  
Showcase Coordinator  
Dorchester Center for the Arts  
321 High Street  
Cambridge, Maryland 21613

Dear Ms. Seese:

At its May 17, 2016 meeting, the County Council approved your request on behalf of the Dorchester Center for the Arts to use the County Office Building parking lot on Sunday, September 25, 2016 for the 40<sup>th</sup> Dorchester Showcase during the hours of 12:00 p.m. to 5:00 p.m. for parking for artists, performers, vendors, and spectators attending this event with the understanding that the parking lot must remain a public lot.

In addition, the Council approved your request to use the Circuit Courthouse grounds and electrical outlets for musical performances and various craft demonstrations during the designated festival hours. Please contact Tom Moore, Public Works Director at (410) 228-2920 to coordinate these services.

Should you have any questions, please do not hesitate to contact the Council's Office at (410) 228-1700.

Sincerely,

Jeremy Goldman  
County Manager

JDG:ss

cc: Tom Moore, Public Works Director  
Judge Brett Wilson, Circuit Court