



Agenda Item No. 03  
Date 09-26-2016

APPLICATION FOR A SPECIAL EVENT LICENSE

Date of Application: 9/17/2016

Event Title or Type: Indie Craft Art Bazaar

Location of Event: Richardson Maritime Museum at Ruark Boatworks

Date(s) of Event: Oct. 8, 2016 Hours of Event: 10-4pm

Organization/Corp. Name: Tiny Threads LLC

Signature of Holder of Event: Colleen R. Brighton

Printed Name: Colleen Brighton Title: Owner/Host

Address of Holder of Event: PO Box 2951 Easton, Md. 21601

Business Telephone: 410.443.1439 Residence Telephone: \_\_\_\_\_

Email Address: icabm@gmail.com

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

Is event to on City, State, or Private Property?  If private, name of owner: See above

Are you requesting the city to provide trash containers? 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 / Cambridge Creek

Will a tent be erected? Yes  No  (Include on plan) small vendor tents 10x10

Expected Attendance: 300 Venue Seating Capacity: \_\_\_\_\_

Is parking available: Yes  No  For how many vehicles? 40

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

List types of musical instruments: Bass, Z guitars drums

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

Is a street closing being requested (attach map)? Yes  No None needed

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

Will food be prepared on the premises? Yes  No There will be a food truck and Emily's produce participating  
If yes, is County Health Dept. Inspection Approval attached? Yes No

Will alcohol be served?  Yes  No tbl  
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: [Signature]

Rescue Fire Department: Approved:  Denied: \_\_\_\_\_ Signature: [Signature]

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