



Agenda Item No. 05
Date 10-11-2016

APPLICATION FOR A SPECIAL EVENT LICENSE

Date of Application: 9/26/2016

Event Title or Type: Cambridge Classic Power Boat Regatta

Location of Event: Great Marsh Park

Date(s) of Event: 5/27/17 - 5/28/17 Hours of Event: 12p-5p (request exclusive use of park Fri - Mon to Sunday night)

Organization/Corp. Name: Cambridge Power Boat Racing Assoc., Inc.

Signature of Holder of Event: Michelle Wailer

Printed Name: Michelle Wailer Title: Treasurer

Address of Holder of Event: P.O. Box 134, Cambridge, MD 21613

Business Telephone: 410-749-6212 Cell Residence Telephone: 410-463-0975

Email Address: m.wailer@wailer-cpa.com

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

Is event to on City, State, or Private Property? YES If private, name of owner: N/A

Are you requesting the city to provide trash containers? Yes No

Is water available at event? Yes No For vendors & CPBRA use only

If yes, list source of water (i.e. fire hydrant, Great Marsh, Sailwinds, etc.): Great Marsh

Will a tent be erected? Yes No (Include on plan) not a circus type tent but simple small pop up canopies & piece together canopies

Expected Attendance: 1,200/day Venue Seating Capacity: ~ 500

Is parking available? Yes No For how many vehicles? 600

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

List types of musical instruments: NONE

Are required approvals attached, e.g., State, County: Yes No none required

Is a street closing being requested (attach map)? Yes No we do request no parking along the first block of Somerset and Bay St near the park.
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 CPBEA will not prepare food-vendors will be required to obtain their own permits

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

we do not obtain this until about a month prior (April 2017)

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

N/A

(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]



Cambridge Power Boat Racing Association, Inc.
P. O. Box 134
Cambridge, Maryland 21613

RECEIVED
SEP 22 2016

BY:

September 19, 2016

Mayor & Commissioners
City of Cambridge
P. O. Box 255
Cambridge, Maryland 21613

Re: 2017 Cambridge Classic Power Boat Regatta

Dear Mayor & Commissioners,

I am writing to inform you that Cambridge, Maryland and the Cambridge Power Boat Regatta Association will be hosting the 2017 Cambridge Classic. We are very excited to be honored with this opportunity again and are hopeful that the weather will cooperate with us again this year to allow the full two days of racing!

Racing will begin on Saturday, May 27th and will conclude on Sunday, May 28th. We would like to request exclusive use of Great Marsh Park from Friday, May 26th through Sunday, May 28th. With all of the preparations required to put on this world-class event, we would need to begin setting up various aspects of the event beginning on Monday, May 22nd and would complete the breakdown and clean up by Tuesday, May 30th. However, we only need exclusive use of the park for the three days noted above.

I understand that this request will be addressed at an upcoming meeting and would ask that someone give me a call at (410) 749-6212 to notify me of that date. I will ensure that one of our officers is in attendance to address any questions or concerns that you may have.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Michelle L. Waller".

Michelle L. Waller
Treasurer