



Agenda Item No. 03  
Date 11-14-2016

APPLICATION FOR A SPECIAL EVENT LICENSE

Date of Application: 10/26/16

Event Title or Type: A Cambridge Christmas Tree Lighting Ceremony

Location of Event: Spring Valley - Circuit Court

Date(s) of Event: 11/26/16 Hours of Event: 5-7pm

Organization/Corp. Name: Cambridge Christmas Committee - Non Profit.

Signature of Holder of Event: Amy J. Craig

Printed Name: Amy J. Craig Title: Committee Member

Address of Holder of Event: PO Box 1201 Cambridge

Business Telephone: 410.228.0491 Residence Telephone: \_\_\_\_\_

Email Address: amy.craig@mdcourts.gov

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

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

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

Is water available at event? Yes  No  - local hydrants

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: 400+ Venue Seating Capacity: \_\_\_\_\_

Is parking available:  Yes  No For how many vehicles? City parking around Courthouse & City/County lots

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

List types of musical instruments: North Dorchester High School Band

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

Is a street closing being requested (attach map)? Yes No Just CPD requested for public street crossing / traffic control

If yes, indicate closure time (consider set up and breakdown time): 5-7p.

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. N/A

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]