



Special Event Checklist

The City of Cambridge has prepared the following information to assist event holder(s) with the necessary requirements to hold a special event in the City of Cambridge. City staff will assist you, as much as possible, in the completion of any documents required.

APPLICATION PROCEDURE: Please carefully review the Special Event Application guidelines below, as they will help the approval process run smoothly. Complete and attach the application form, and return it to: **Special Events, City Hall 410 Academy Street Cambridge, Maryland 21613**. It also can be submitted via email to Tyasia Johnson tjohnson@choosecambridge.com. Incomplete applications will be returned. Approval will be granted, denied, or modified by City Staff, Mayor, and City Council. Applicants or their representatives may be required to appear before the Mayor and Council at a regular scheduled meeting of the Council, date to be determined to present the event request (if applicable). A new application must be submitted annually for recurring events.

- DEADLINE TO SUBMIT APPLICATION:** Applications must be submitted sixty (60) days prior to event request date. For a new event, the application must be submitted 120 days in advance. Any application submitted later than the time specified will be subject to denial.
- CITY SERVICES:** Each applicant should specify on the application if trash cans, barricades, no parking signs and police presences are needed by the City.
- CERTIFICATE OF INSURANCE:** Event applicant(s) are required to submit a certificate of insurance. In addition, any applicant that wishes to serve alcohol must provide the City with a copy of the alcohol permit. This information will be needed seven (7) days prior to planned event. *Note: The Commissioners of Cambridge must be listed as the certificate holder for the certificate of insurance. Failure to comply with providing necessary documents will result in cancellation of event.*
- MAPS:** Event applicants must attach a map or ariel view of the location showing street closures, vehicles, and temporary structures like stages or tents. All events on the roadway must have a 20 ft emergency access lane for Emergency Services.
- CHANGES TO APPLICATION:** Event applicants who wish to amend their submitted application or approved event must notify the City Manager' Office no later than thirty (30) days prior to the scheduled event. Request to change form must be submitted. If event details are changed without approval, the event may be shut down.



APPLICATION FOR A SPECIAL EVENT PERMIT

Special event application must be typed or printed clearly and legibly. In order for the event to be considered the form must be submitted no less than sixty (60) days prior to the planned event. If this is a new event, the application should be submitted 120 days in advance.

Date of Application: _____

Event Title or Type: _____

Location of Event: _____

Date(s) of Event: _____

Hours of Event (Actual): _____ Rain Date: _____

Name of Applicant: _____ Title: _____

If representing an organization or company,
name(s): _____

Signature of Applicant: _____

If application is presented on or behalf of 1 or 2 businesses only, list names of business(es):

Address of Applicant: _____

Telephone: _____ Email: _____

Expected attendance: _____

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

If yes, what street(s) _____

If yes, indicate street closure & reopen
times (include set up and breakdown time): _____

Is staging or a platform required? Yes (show on map) No Amplification: Yes No

If event is on private property, name of Property Owner: _____

Will trash barrels be needed by the City? Yes No

Will police officers be needed during the entire event? Yes How Many _____ No

Will portable toilets be provided? Yes (show on map) No



APPLICATION FOR A SPECIAL EVENT PERMIT

- Will tent be erected? Yes (show on map) No
- Will food be prepared on the premises? Yes No
- Will alcohol be served? Yes No

ROAD RACE, WALK-A-THON, ETC.

- On Roadway? Yes No
- On Sidewalk? 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: _____

- I attached a map showing locations of street closures, vehicles, and temporary structures,
- For new events, I have attached documentation of notification of the application to all affected businesses and residents and attest that a majority have supported and/or not objected to this event.
- I have read & agree to the City's Street Closures Policy.

FOR OFFICE USE ONLY

Conditions of Special Event Permission: _____

Police Costs: \$ _____ DPW Costs: \$ _____ Other Costs: \$ _____

TOTAL COSTS REQUIRED BY CITY COUNCIL: \$ _____

Recommendations:

Cambridge Police Department	Approval <input type="checkbox"/>	Denial <input type="checkbox"/>	_____
			Signature
Rescue Fire Department	Approval <input type="checkbox"/>	Denial <input type="checkbox"/>	_____
			Signature
Public Works Department	Approval <input type="checkbox"/>	Denial <input type="checkbox"/>	_____
			Signature



REQUEST TO CHANGE SPECIAL EVENT REQUEST

This is a request for change to a Special Event that has already been submitted to City staff and/or Mayor and Council. This form must be submitted **thirty (30) days** prior to the event.

Return Form To: 410 Academy Street
Cambridge, Maryland 21613.
Email: tjohnson@choosecambridge.com

1. Name of Special Event: _____

2. Approved by Council: _____ If so, date approved: _____

3. Brief Description of Event:

4. Requested Changes to Event :

5. Applicants Name or Organization Representing:

6. Cell Phone: _____ Email Address: _____

Applicant Signature: _____ Date: _____