



APPLICATION FOR A SPECIAL EVENT PERMIT

Agenda Item #11
Date: July 8, 2019

Date of Application: July 2, 2019
 Event Title or Type: Saturdays in the Park
 Location of Event: Cornish Park Cambridge
 Date(s) of Event: July 13, 2019
 Hours of Event (Actual): 10AM - 2 PM
 Name of Applicant: Suzanne Sullivan Title: Director of Outreach
 If representing an organization or company, name(s): Shore Rivers
 Signature of Applicant: Suzanne Sullivan
 If application is presented on or behalf of 1 or 2 businesses only, list names of business(es):

Address of Applicant: 114 S. Washington St. Suite 301 Easton MD
 Telephone: 443-385-0511 ex214 Email: ssullivan@shorerivers.org ²¹⁶⁰¹
 Expected attendance: 30

Is a street closing being requested? Yes (show on map) No
 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 & pick-up be provided by event holder? Yes No
 Will portable toilets be provided? Yes (show on map) No
 Will tent(s) be erected? Yes (show on map) No
 Will food be prepared on the premises? Yes No
 Will food trucks be present? (list names on back of form) Yes No
 Will alcohol be served? Yes No



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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 |



APPLICATION FOR A SPECIAL EVENT LICENSE

Date of Application: 6/19/19
Event Title or Type: Saturdays in the Park (WELLS[?] St.)
Location of Event: CORNISH PARK - CORNER OF DOUGLAS & BETHEL ST.
Date(s) of Event: JULY 13TH 2019
Hours of Event: 11 AM - 2 PM
Organization/Corp. Name: Shore Rivers
Signature of Holder of Event: Suzanne Sullivan
Printed Name: Suzanne Sullivan Title: Director of Education
Address of Holder of Event: 114 S WASHINGTON ST. #301, EASTON, MD 21601
Business Telephone: 443-375-0511 Residence Telephone: _____
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: _____
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.): Bottles & Jugs
Will a tent be erected? Yes No (Include on plan)
Expected Attendance: 25 Venue Seating Capacity: _____
Is parking available: Yes No For how many vehicles? STREET PARKING
Is staging or platform required? Yes No Amplification? Yes No
List types of musical instruments: N/A
Are required approvals attached, e.g., State, County: Yes No

