City of Annapolis
Office of the Mayor
Special Projects Coordinator
160 Duke of Gloucester Street
Annapolis, MD 21401-2517

FOR CITY USE ONLY	
FORM #	006-12
EVENT DATE	multiple
SUBMITTED	1/4/12
STATUS	

SpecialEvents@annapolis.gov • 410-263-7996 • Fax 410-216-9284 • www.annapolis.gov
Deaf, hard of hearing or speech disability - use MD Relay or 711

Special Events Application

This application is required in order to consider whether the proposed activities are in compliance with applicable laws and regulations, and are not detrimental to the public health, safety and welfare.

1. A pre-application discussion with the Special Event Coordinator is required for first time events.
2. This permit application, with required attachments, must be submitted ***30 days*** prior to the event. Applications for events involving tents, staging and alcohol must be submitted ***90 days*** prior to the event and require additional approvals. Events requiring US Coast Guard involvement must be submitted ***120 days*** prior to the event.
3. Applications for events that will result in the closure of more than two blocks for more than 30 minutes must be filed at least ***90 days*** prior to the event, and requires that an alternate traffic route plan be approved, provisions made for public notice, and an opportunity for public comment. All expenses of public notice shall be paid by the applicant.
4. Prior to approval, the applicant must produce documentary proof of an insurance policy or rider protecting the City from liability for damages to person and property arising from the permitted event. This rider must be submitted to the City's Special Projects Coordinator no later than ***7 days*** prior to the event.
5. Application for events requiring legislation, INCLUDING LEASES, must be submitted at least ***120 days*** prior the event.
6. A $25.00 non-refundable application fee must accompany the application. It will NOT be reviewed until the fee is paid. Payment may be made by cash or by check payable to the *City of Annapolis* and submitted in person or mailed to the City of Annapolis Attn: Special Projects Coordinator at 160 Duke of Gloucester Street, Annapolis, MD 21401 or by credit card by calling 410-263-7996. Note: This does not include any additional permit fees that may be required.
7. Applications completed electronically should be e-mailed to the Special Projects Coordinator. Paper submissions may be brought or mailed to the address at the top of this page.

Event title: First Sunday Arts Festivals

Event date(s): 2012: 5/6, 6/3,7/1, 8/5, 9/2, & 10/7 — Rain date(s): None - event canceled if rain

Start time: 12 noon — End time: 5:00 p.m.

Set-up time: 8:30 am - 12 noon — Breakdown: 5:00 - 7:00 pm

Event address: First Block of West Street and Whitmore Park on Calvert Street (pending Whitmore Park Status)
(Please attach route or maps if event includes more than one location)

Is event in the Historic District? ___ Yes ✔ No — Event will be in Ward # 1

Contact: Pamela Godfrey Stevens — Phone number: 410-741-3267

E-mail: firstsundayarts@gmail.com — Phone during event: 410-271-2588

Sponsoring organization: Inner West Street Business Association

Address: C/O Free State Press, 115 West Street, Annapolis, MD 21401

Status

___ Annapolis Residential/Community Group
✔ Business Group/Association
___ For profit, enter Federal Tax ID _____
___ Governmental Agency
___ Not for profit (attach designation letter)
✔ Other 501 (c) (6) Non-profit 52-1636691
___ Private Citizen

Detailed description of event or performance (please attach additional page if necessary):

Outdoor arts festival with live music, artists, crafters, street performers and demonstrations. Free to the public.

Event status

✔ Open to the public ___ Not open to the public ✔ Admission fee: 0.00 ___ Registration process

Purpose of event

___ Block Party ✔ Festival ___ Other _____

___ Commemoration ___ First Amendment Rally ___ Parade ___ Race/Walk

___ Educational ___ Fundraiser ___ Private Function/Ceremony ___ Recreational Activity

Anticipated number of participants or attendees 3000+ per date

Please answer the following questions:

1. Are you selling or serving:

Food	___ Yes	✔ No
Dry Goods	✔ Yes	___ No
Non-Alcoholic Beverages	___ Yes	✔ No
Alcoholic Beverages *	___ Yes	✔ No

* The Alcohol Beverages Control Board meets monthly at 3 p.m. on the first Wednesday. Applications to the City Clerk (410-263-7942) are due 30 days prior to this meeting. Licenses cannot be issued to commercial enterprises.

2.	Will event require docking or mooring? ♦	___ Yes	✔ No
3.	Will event require electricity? ♦	___ Yes	✔ No
4.	Will event have amplified music?	✔ Yes	___ No
5.	Will event require water service? ♦	___ Yes	✔ No
6.	Will a temporary structure be erected? *♦	✔ Yes	___ No
7.	Will there be cooking?	___ Yes	✔ No
8.	Will there be fireworks?	___ Yes	✔ No
9.	Will event require street or sidewalk closure? * ♦	✔ Yes	___ No
10.	Do you have a parking plan? * ♦	✔ Yes	___ No
11.	Do you have a security/event management plan? * ♦	✔ Yes	___ No
12.	Do you have a toilet facilities plan? *	✔ Yes	___ No
13.	Will event require shuttle or bus service? ♦	___ Yes	✔ No
14.	Do you have a trash removal plan (incl. signs)? *♦	✔ Yes	___ No
15.	Do you have a plan to notify area residents? *	✔ Yes	___ No
16.	Will this event affect access or parking for regular religious services?	___ Yes	✔ No

* Please include plan, diagram and/or maps with application.

♦ Services provided by the City of Annapolis may require additional fees to be paid by event sponsor.

Check to indicate that you have read the acknowledgement below and agree to the terms and conditions included.

Pamela Godfrey Stevens — January 3, 2012

Signature of Applicant or Applicant's Representative (may be typed) — Date

Acknowledgement

Approval of this application to use or lease City property for special events may be subject to review by the City Council. Unless waived by the City's Office of Law, this application shall not be approved unless the Applicant produces an insurance policy or rider establishing that the Applicant is insured, in amounts acceptable to the City, against liability for injuries and damages to persons and property arising from the acts or omissions of the Applicant and its agents, employees and contractors that occur in the planning and operation of the special event. The City and its Mayor, council members, department directors and other employees and agents shall be named as additional insureds under the policy or rider. The Applicant shall indemnify and hold the City and its Mayor, Council members, department directors and other employees and agents harmless from liability for all, injuries and damages to persons and property that arise from the Applicant's use or lease of City property pursuant to the approval of this application and the planning and operation of the special event, and for any attorney fees and costs incurred in addressing and defending claims, complaints and lawsuits that seek to impose liability on the City or its Mayor, council members, department directors and other employees and agents in connection therewith. Any permit or lease approved pursuant to this Application, and any additional permits or licenses required for the special event, must be posted on site at all times during the special event at a location which is clearly visible to the general public. Failure to do so may, in the sole discretion of the City, result in termination of the permit approval or lease before or during the special event.

I have read, understand and accept all terms and conditions stated in this application. If the applicant is an entity, I certify that the Applicant is currently licensed or registered to do business in the State of Maryland if licensing or registration is lawfully required, that it is an entity in good standing with the State of Maryland, that I am authorized by the Applicant to sign this application on its behalf and to legally bind it thereby, that my signature represents my acceptance of these terms and conditions and the acceptance of the entity, and that I individually guarantee any liability and all obligations imposed on the entity pursuant to the approval of this application.

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Please initial, date and return to Special Projects Coordinator.

DNEP	_____	PIO	_____
City Clerk	_____	Public Works	_____
Fire	_____	Recreation & Parks	_____
Harbormaster	_____	Transportation	_____
OEM	_____	Other City /Council	_____
Office of Law	_____	DGS /Parking	_____
Police	_____	Health Department	_____

Event application is hereby

✔ Referred to Office of Law for legislation for City Council ___ Approved ___ Disapproved

___ Approved with the following modifications:

_____ _____

Signature of Projects Coordinator on behalf of the Mayor's Office Date