



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

FOR CITY USE ONLY	
FORM #	_____
EVENT DATE	_____
SUBMITTED	_____
STATUS	_____

[SpecialEvents@annapolis.gov](mailto:SpecialEvents@annapolis.gov) • 410-263-7996 • Fax 410-216-9284 • [www.annapolis.gov](http://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 \_\_\_\_\_  
 Event date(s) \_\_\_\_\_ Rain date(s) \_\_\_\_\_  
 Start time \_\_\_\_\_ End time \_\_\_\_\_  
 Set-up time \_\_\_\_\_ Breakdown \_\_\_\_\_  
 Event address \_\_\_\_\_  
 (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 # \_\_\_\_\_

Contact \_\_\_\_\_ Phone number \_\_\_\_\_  
 E-mail \_\_\_\_\_ Phone during event \_\_\_\_\_  
 Sponsoring organization \_\_\_\_\_  
 Address \_\_\_\_\_

Status

Annapolis Residential/Community Group	Not for profit (attach designation letter)
Business Group/Association	Other _____
For profit, enter Federal Tax ID _____	Private Citizen
Governmental Agency	

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

Event status

Open to the public

Not open to the public

Admission fee: \_\_\_\_\_

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 \_\_\_\_\_

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.

\_\_\_\_\_  
Signature of Applicant or Applicant's Representative (may be typed)

\_\_\_\_\_  
Date

