



**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 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## 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. Include in your email or on an attached page your plans for each question answered "yes."

- \* 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.

1. Are you selling or serving:

• Food	Yes	No
• Dry Goods/Merchandise	Yes	No
• Non-Alcoholic Beverages	Yes	No
• Alcoholic Beverages *	Yes	No

The Alcohol Beverages Control Board meets monthly at 7 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 plan to notify area residents? \* 

	Yes	No
--	-----	----
11. Will this event affect access or parking for regular religious services? 

	Yes	No
--	-----	----
12. Provide detailed plans for the following:
  - Parking \* ◆
  - Security/event management \* ◆
  - Toilet facilities \*
  - Trash removal (including signs) \* ◆

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

**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.

FOR CITY USE ONLY			
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