

Special Events Applicant Checklist

As you plan your event and prepare your application, please use this checklist as a guide to determine if a particular item, plan or document is required and to track whether or not you have brought that item with you as you submit your application. If the item in the “when required” box applies to you, mark “Y” for yes and check off the corresponding box on the checklist when you have that item in your possession. When all the “Y”s align with checked boxes, you are ready to submit your application and we look forward to working with you to help plan and permit a fun, safe and awesome event in Baltimore City.

Required Item	When Required	Y/N	<input checked="" type="checkbox"/>
Valid government issued identification verifying physical street address	Block party applicants		
Application listing purpose of event, agenda of activities & attendance info	Always		
Site plan/drawing showing location of parking, equipment - tents, fencing, bike racks etc	Always		
Event site plan and plan for placement of any trash receptacles, dumpsters, load packers and recycling bins.	Always		
Organizer mobile phone number, email contact	Always		
Electrical site plan	Where electrical work performed		
Copy of proposed route or map (show turn by turn)	races, marches, parades, moving events		
Flyer or other promotional piece for event	Park event		
Proof of insurance for park events	Park event –Where relevant (races, runs, large scale events, etc.)		
Musical entertainment program	Concerts, festivals, music events		
Entertainment program (other than music)	Where relevant		
Detailed listing of all street closures	Always when requesting a street closure		
Equipment application included	Where relevant		
Copy of Non-profit 501(c)3 status if required	Where relevant * always for park property if vending		
Health Department Special Event Food Vendor Application & Temporary Food Facility Application	Where vending or providing food		
Copies of security and EMS contracts and copy of bonding and insurance for each.	Alcohol sales at event, runs and races		
Detailed floor plan of the tent showing the location of fire extinguishers, exit signs, emergency lighting units.	Large private tents		
Security plan	Alcohol sales at event		
Signed copy of the “Patterson Park Addendum”/ “West Shore Park Addendum”/ “Mt. Vernon Square Addendum” to show acceptance of terms	When using these facilities with ≥ 200 people		
Temporary Noise Exemption Application	Concerts and festivals where requested		
Signed Financial Responsibility Form	When applying on behalf of organizer or beneficiary.		
Signed and sealed construction drawings for non-city stages, bridges, tents	Temporary structures exceeding 400sq feet		