

## Baltimore City Special Events Applicant Check List

*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 track whether or not you have gathered, produced or 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 in your possession the corresponding required item. 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 a fun, safe and awesome event in Baltimore City!*

Required Item	When Required	Y/N	☑
Valid government issued identification verifying physical street address	Block party applicants		<input type="checkbox"/>
Application listing purpose of event, agenda of activities & attendance info	Always		<input type="checkbox"/>
Site plan/drawing showing location of equipment - tents, fencing, bike racks etc	Always		<input type="checkbox"/>
Event site plan and plan for placement of any trash receptacles, dumpsters, load packers and recycling bins.	Always		<input type="checkbox"/>
Organizer mobile phone number, email contact	Always		<input type="checkbox"/>
Electrical site plan	Where electrical work performed		<input type="checkbox"/>
Copy of proposed route or map	races, marches, parades, moving events		<input type="checkbox"/>
Flyer or other promotional piece for event	Park event		<input type="checkbox"/>
Proof of insurance for park events	Park event –Where relevant (races, runs, large scale events, etc.)		<input type="checkbox"/>
Site plan for parking	Where relevant		<input type="checkbox"/>
Musical entertainment program	Concerts, festivals, music events		<input type="checkbox"/>
Entertainment program (other than music)	Where relevant		<input type="checkbox"/>
Detailed listing of all street closures	Always when requesting a street closure		<input type="checkbox"/>
Equipment application included	Where relevant		<input type="checkbox"/>
Copy of Non-profit 501(c)3 status if required	Where relevant		<input type="checkbox"/>
Health Department Special Event Food Vendor Application & Temporary Food Facility Application	Where vending or providing food		<input type="checkbox"/>
Copies of security and EMS contracts and copy of bonding and insurance for each.	Alcohol sales at event		<input type="checkbox"/>
Detailed floor plan of the tent showing the location of fire extinguishers, exit signs, emergency lighting units.	Large private tents		<input type="checkbox"/>
Security plan	Alcohol sales at event		<input type="checkbox"/>
Signed copy of the “Patterson Park Addendum” to show acceptance of terms	When using Patterson Park with ≥ 200 people		<input type="checkbox"/>
Temporary Noise Exemption Application	Concerts and festivals where requested		<input type="checkbox"/>
Police Department Gaming Permit	Money or prize wheel, raffle, etc.		<input type="checkbox"/>
Signed and sealed construction drawings for non-city stages, bridges, tents	Temporary structures exceeding 400sq feet		<input type="checkbox"/>
Document showing official co-sponsorship from Baltimore Office of Promotion and Arts (BOPA), Waterfront Partnership, Department of Recreation and Parks	Events on or along inner harbor, Canton waterfront, Broadway pier or square		<input type="checkbox"/>