

TOWN OF BEL AIR SPECIAL EVENTS APPLICATION FOR PRIVATE USE OF PUBLIC SPACE/SERVICES

(Not for block parties, parades, or other street closings)
(Revised: 9/30/09)

THIS APPLICATION WITH REQUESTED ATTACHMENTS MUST BE SUBMITTED 45 DAYS PRIOR TO THE EVENT.

(Print or type)

Event Title: _____

Sponsoring Organization and address: _____

Contact Person: _____ Day Number: _____

E-mail: _____

Purpose of Event: _____

Location of Event: _____

Describe activities & participants, including VIP's: _____

EVENT ACTIVITIES	STARTING DATE(S)	ENDING DATE(S)	STARTING TIME	ENDING TIME
Set up Date(s)				
Actual Event Date(s)				
Take Down Date(s)				

Total number of participants and spectators anticipated daily? _____

Will any signs, banners, or flyers be hung or posted? _____ Yes _____ No

A SIGN PERMIT FROM THE PLANNING DEPARTMENT IS REQUIRED. PLEASE CALL 410-638-4540.

Do you plan to erect temporary structures, such as STAGES, BOOTHS, TABLES, TENTS, DISPLAYS, ETC. for this activity? _____ Yes _____ No

If yes, please describe below including size(s), how many, capacity, etc. A site plan and /or drawing must be included with this application showing the location of all items.

If tent(s) will be erected, list the name of tent company, address, telephone number and the contact person's name:

TENTS REQUIRE A TEMPORARY USE PERMIT FROM THE PLANNING DEPARTMENT (410-638-4540). LARGER TENTS MAY REQUIRE A BUILDING PERMIT FROM THE DEPARTMENT OF PUBLIC WORKS (410-638-4536). PLEASE CONTACT THE APPLICABLE AGENCY(IES) FOR APPLICATIONS AND DETAILS.

Will any type of sound amplifying equipment or devices be used in conjunction with this activity?

Yes No

If yes, please list the type of equipment _____ **INFORMATION ON TOWN NOISE ORDINANCE, CALL 410-638-4550.**

Do you plan to provide musical entertainment (i.e. band, singer, etc.) or other entertainment?

Yes No

Do you plan to serve alcohol? Yes No

Serving any type of alcohol may require a liquor license. Contact the Harford County Liquor Board at 410-638-3028.

Do you plan to serve food? Yes No. If yes who is the caterer?

A food permit from the Harford County Health Department may be required if food/refreshments are served in conjunction with the event. Please contact the Health Department at 410-877-2305.

Toilet facilities plan? _____

Requested services: (Additional charges may be accessed)

NUMBER OF TRASH CANS	
SECURITY OPTIONS	Security Type & Number:
Sworn Police (may include crowd control, traffic control, road closures, security, etc.)	
Auxiliary Police (no police powers – may include crowd control, traffic control, security, etc.)	
ELECTRICITY	
OTHER	

Will donations/contributions be accepted or solicited during this event? If yes, please explain how these donations will be generated or solicited: _____

List all parties who will receive the proceeds from the donations or contributions: _____

Submitting this Special Event Application is not a confirmation to conduct your planned event. Please DO NOT SEND OUT EVENT NOTICES, PUBLICITY, FLYERS, ETC. prior to receiving a letter of confirmation from the Administration Department.

By signing and submitting this application, you and/or the sponsoring organization(s) agree to abide by all conditions imposed by the Town.

The undersigned applicant shall indemnify and hold harmless the Town of Bel Air and its agents for any and all injuries or losses arising from this proposed activity that has led to this application.

Applicant's Signature

Date

Please print applicant's name here

Return this application to:
Department of Administration, Town of Bel Air
39 N. Hickory Avenue
Bel Air, MD 21014