

# TOWN OF BEL AIR

## TEMPORARY STREET CLOSING PERMIT APPLICATION

**PERMITS WILL ONLY BE ISSUED TO PERSONS 21 YEARS OF AGE OR OLDER AND ARE NON-TRANSFERABLE**

**AN APPLICATION TO CLOSE MORE THAN 2 BLOCKS FOR MORE THAN ½ HOUR MUST BE FILED AT LEAST 90 DAYS BEFORE THE CLOSURE.**

Application date \_\_\_\_\_ Request for: \_\_\_\_\_ Block Party \_\_\_\_\_ Parade \_\_\_\_\_ Other \_\_\_\_\_

Name of Event \_\_\_\_\_ Purpose of Event \_\_\_\_\_

### Permit Information

Location of closing \_\_\_\_\_

(NOTE: Parades/Races/Walk-A-Thons – a copy of your proposed route and/or map, including assembly and disbanding area must be attached to this application.)

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

### Applicant Information

Name of Organization \_\_\_\_\_ Telephone \_\_\_\_\_  
(Print)

Address: \_\_\_\_\_

Name of Person responsible for conducting the public assembly or special event.

\_\_\_\_\_ Telephone (Day) \_\_\_\_\_  
(Print)

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

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:

\_\_\_\_\_

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 \_\_\_\_\_.

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.

### Conditions pertaining to all permits

The above applicant will be responsible for notifying the Bel Air Police Department (410-638-4500) a minimum of one hour before starting activity.

The above applicant will provide signage at each end of street with detour arrows to alert drivers/pedestrians of activity in progress. Traffic control (vehicular and pedestrian) shall be in accordance with those established by the Bel Air Police Department.

The above applicant will make an effort to "get in and get out" as quickly as possible to reduce the obstruction time.

### TEMPORARY STREET CLOSING PERMIT APPLICATION

The undersigned permit 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 permit that has led to this application. The application fee of \_\_\_\_\_ is due on permit issuance and checks should be made payable to the Town of Bel Air. I/We will comply with all conditions listed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Representing \_\_\_\_\_

Mail form to: Director of Administration  
39 N. Hickory Avenue, Bel Air, MD 21014

For more information: Call 410-638-4550