



APPLICATION FOR NONPROFIT GATHERING PERMIT

BALTIMORE COUNTY, MD
DEPARTMENT OF PERMITS, APPROVALS AND INSPECTIONS
111 WEST CHESAPEAKE AVENUE, ROOM 114
TOWSON, MD 21204
410-887-3616

FOR PROFIT EVENTS *SEE PUBLIC EXHIBITION APPLICATION**
SUBMIT APPLICATION AT LEAST 14 CALENDAR DAYS PRIOR TO DATE OF EVENT
NOTE - GAMING EVENTS REQUIRE A SEPARATE GAMING PERMIT APPLICATION

Baltimore County Code, Article 21, Title 9, Section 21-9-101 through 21-9-111. GATHERINGS AND EVENTS.

There is no minimum for the number of people that constitutes a gathering.

- 1) A nonprofit person, club, association, or corporation **not operating for personal profit**, who or which desires to hold any public entertainment, picnic, or gathering in the county, whether or not there is any admission charge or collection, is to apply for a permit to hold each public gathering.
- 2) Any application for a gathering, which is to be held in an enclosed place, shall, prior to the issuance of the permit, be referred for an inspection of the safety of such premise. Safety violations must be corrected before the permit may be issued.
- 3) These sections of the code are intended to apply to special events and occasions, which do not have regularity and permanence. (A permit is not required for any church to hold religious services nor any established fraternal, political, or civic group to hold regular meetings.)
- 4) These sections do not apply to gatherings or meetings held in private residences.
- 5) A copy of the application and permit for this event is sent to the Police Department.
- 6) Penalty for violating the provisions of this code shall be deemed a misdemeanor and, upon conviction thereof, shall be fined not more than \$500 or imprisoned for not more than 30 days or both.

TYPE OF EVENT

TYPE OF NONPROFIT GATHERING/EVENT:

Check one: INDOOR EVENT OUTDOOR EVENT

(Check which applies below)

- BLOCK PARTY BULL-ROAST/FEAST CEREMONY CONCERT DANCE *DEMONSTRATION/PROTEST/RALLY
- EDUCATIONAL FESTIVAL FUNDRAISER PARTY PICNIC RECREATIONAL WEDDING RECEPTION

(Specific purpose and description of event) _____ Will loud speakers be used? YES NO

OTHER (be specific) _____

***REQUIRED – FOR ALL OUTDOOR EVENTS - INCLUDE A DETAILED SITE PLAN SHOWING SET-UP OF EVENT WITH DIAGRAMS AND A DESCRIPTION OF ACTIVITIES.**

SPONSOR INFORMATION

NOT FOR PROFIT: INDIVIDUAL ASSOCIATION CLUB CORPORATION OTHER _____

DATE(S) OF EVENT: FROM _____ TO _____ START TIME _____ AM / PM END TIME _____ AM / PM
(If multiple consecutive dates)

SPONSOR NAME _____ PHONE NO. _____

ADDRESS _____
Street City State Zip Code

EVENT ORGANIZER - FULL NAME _____ PHONE NO. _____
(Person responsible for conducting event)

ADDRESS _____
Street City State Zip Code

LOCATION INFORMATION

LOCATION NAME _____ PHONE NO. _____
(Where gathering will be held)

LOCATION ADDRESS _____
Street City State Zip Code

ESTIMATED ATTENDANCE PER DAY _____ ESTIMATED ATTENDANCE FOR ENTIRE EVENT _____

IF THIS ORGANIZATION HAS PREVIOUSLY SPONSORED EVENTS IN BALTIMORE COUNTY, LIST THE MOST RECENT EVENTS SPONSORED DURING THE LAST TWO YEARS:

DATE _____ LOCATION OF EVENT _____ ZIP CODE _____

DATE _____ LOCATION OF EVENT _____ ZIP CODE _____

TYPE OF ENTERTAINMENT
ATTACH FLYER/ADDITIONAL INFORMATION AS NEEDED

ENTERTAINMENT: NO YES – TYPE DJ/RECORDS LIVE BAND MUSICIAN OTHER (be specific) _____

ENTERTAINMENT INFORMATION (principle performer(s) - DJ, live band, musicians, etc.) Attach additional information as needed.

NAME _____ PHONE NO. _____

ADDRESS _____
Street City State Zip Code

NAME _____ PHONE NO. _____

ADDRESS _____
Street City State Zip Code

EVENT DETAILS

1. IS THIS EVENT OPEN TO THE PUBLIC? YES NO

2. WILL ANY SIGNS, BANNERS OR FLYERS BE HUNG OR POSTED?
CONTACT ZONING REVIEW IF YES. YES NO

3. WILL ANY TEMPORARY STRUCTURES SUCH AS TENTS, STAGES, ETC., BE USED FOR THIS EVENT?
CONTACT PERMIT PROCESSING IF YES. YES NO

4. WILL ANY AMPLIFIED SOUND BE USED FOR THIS EVENT? YES NO

5. WILL ANY LIVE ENTERTAINMENT BE USED FOR THIS EVENT? YES NO

6. WILL ANY ALCOHOL BE SERVED?
CONTACT LIQUOR BOARD IF YES. YES NO

7. WILL FOOD BE SERVED TO THE PUBLIC THAT REQUIRES REFRIGERATION OR HOT HOLDING?
THIS INCLUDES ANY VENDORS, FOOD TRUCKS AND/OR CATERERS. CONTACT ENVIRONMENTAL HEALTH - FOOD SERVICES IF YES. YES NO

***REQUIRED – IF YES SELECTED FOR QUESTION(S) 2, 3, 6, AND/OR 7 ABOVE, YOU WILL NEED TO CONTACT THE APPROPRIATE AGENCY LISTED ON PAGE 4 OF THIS APPLICATION PACKET TO DETERMINE IF ADDITIONAL PERMITS/LICENSES ARE REQUIRED FOR THIS EVENT.**

HOW WILL SANITARY FACILITIES BE PROVIDED? _____

HOW DO YOU PLAN TO PROVIDE PARKING FOR EVENT ATTENDEES? _____

HOW MANY PARKING SPACES AVAILABLE? _____ HOW MANY PARKING SPACES ARE BEING USED? _____

***REQUIRED – PARKING AGREEMENTS MUST BE ATTACHED TO THIS APPLICATION. INCLUDE ANY PERMISSION LETTERS FROM PARKING LOT OWNER(S) FOR USE. INCLUDE A SITE PLAN SHOWING LAYOUT OF THE EVENT AND WHERE ONSITE PARKING FOR THE EVENT WILL BE LOCATED.**

SPECIAL EVENTS RECYCLING PROGRAM (SERP)

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ENVIRONMENTAL ARTICLE, S9-1712, **ANNOTATED CODE OF MARYLAND**, REQUIRES SPECIAL EVENT ORGANIZERS (SEO) TO PROVIDE FOR RECYCLING THAT MEET THE FOLLOWING SPECIAL EVENTS RECYCLING PROGRAM (SERP) CRITERIA:

1. INCLUDES TEMPORARY OR PERIODIC USE OF A PUBLIC STREET, PUBLICLY OWNED SITE OR FACILITY, OR PUBLIC PARK.
2. SERVES FOOD OR DRINK; AND
3. IS EXPECTED TO HAVE 200 OR MORE PERSONS IN ATTENDANCE

CONTACT SOLID WASTE MANAGEMENT AT 410-887-3188 FOR MORE INFORMATION IF YOU MEET THE CRITERIA ABOVE.

(PROJECTED ATTENDANCE MAY BE ESTIMATED BASED ON PAST ATTENDANCE, NUMBER REGISTERED TO ATTEND, THE VENUE'S SEATING CAPACITY SEATING, OR OTHER SIMILAR METHODS.)

SECURITY PLAN AND CROWD CONTROL

IS A SECURITY PLAN INCLUDED WITH THIS APPLICATION? YES NO
(IF THIS EVENT HAS A SECURITY PLAN, INCLUDE IT WITH THIS APPLICATION PACKET)

WHAT ARE YOUR PLANS FOR PROVIDING EMERGENCY MEDICAL SERVICES? _____

THE FIRE CODE REQUIRES [CROWD MANAGEMENT TRAINING](#) FOR ALL ESTABLISHMENTS THAT HANDLE 50 OR MORE PEOPLE. THE PROGRAM TEACHES ESTABLISHMENTS HOW TO GET PEOPLE SAFELY OUT OF A BUILDING IN CASE OF FIRE OR EMERGENCY.

CONTACT THE FIRE MARSHALL'S OFFICE AT 410-887-4880 FOR MORE INFORMATION OR VISIT: <http://www.crowdmanagers.com>

IS PRIVATE SECURITY BEING USED FOR THIS EVENT? YES NO

IF PRIVATE SECURITY IS TO BE USED, HOW MANY SECURITY OFFICERS? _____

NAME OF SECURITY COMPANY _____ PHONE NO. _____

ADDRESS _____
Street City State Zip Code

APPLICANT INFORMATION AND CERTIFICATION

I hereby certify that I have reviewed the above information and that it is true and correct. I agree to abide by **BALTIMORE COUNTY CODE, Article 21, Title 9, Section 21-9-101 through 21-9-111**. I further understand that any violation of the law may result in the revocation of this license and could incur criminal prosecution.

NAME OF APPLICANT – Person completing this application

FULL NAME _____ PHONE NO. _____

ADDRESS _____
Street City State Zip Code

APPLICANT'S SIGNATURE* _____ DATE _____
*(Return application with original signature)

OFFICE USE SECTION ONLY

GAMING APPLICATION SUBMITTED YES NO

DATE RECEIVED _____ DATE REVIEWED _____ REVIEWED BY _____

DATE SENT FOR AGENCY REVIEW _____

CHECK ALL THAT APPLY:

- | | |
|--|--|
| <input type="checkbox"/> BUILDING ENGINEER | <input type="checkbox"/> PROPERTY MANAGEMENT |
| <input type="checkbox"/> BUILDING INSPECTIONS | <input type="checkbox"/> TRAFFIC MANAGEMENT DIVISION |
| <input type="checkbox"/> ENVIRONMENTAL HEALTH SERVICES | <input type="checkbox"/> ZONING REVIEW OFFICE |
| <input type="checkbox"/> FIRE MARSHALL | <input type="checkbox"/> OTHER _____ |

DATE ISSUED _____ ISSUED BY _____ GATHERING PERMIT NO. _____

FEEES – THERE IS NO FEE FOR THIS PERMIT – HOWEVER; OTHER FEES AND SERVICES MAY BE ASSOCIATED WITH THIS EVENT BASED ON THE TYPE OF ACTIVITIES AND COUNTY SERVICES INVOLVED. USE THE AGENCY CONTACT LIST ON PAGE 4 TO DETERMINE IF, ADDITIONAL PERMITS/LICENSES ARE REQUIRED FOR YOUR EVENT.

ADDITIONAL INFORMATION FOR THIS EVENT

Sponsoring Organizations and Event Organizers are responsible for contacting the appropriate agencies to ensure the proper permits/licenses are obtained before the event date listed on the application.

There is no fee for this permit. However, other fees and services may be associated with this event based on the type of activities involved. Below is a listing of the various departments and contact information that may or may not be related to your event.

Examples of things you may need for your event:

- Gatherings on Baltimore County School Grounds – Contact BCPS Office of Operations
- To close a road – Contact Road Closures with the Dept. of Public Works and Transportation
- If alcohol beverages are involved – Contact the Liquor Board
- If food is being prepared/served, hot holding or refrigerated – Contact Dept. of Health – Food Services

AGENCY CONTACT INFORMATION

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BCPS - BALTIMORE COUNTY PUBLIC SCHOOLS USE AND FACILITY PERMIT - SCHOOL GROUNDS	443-809-0430	PERMITS, APPROVALS & INSPECTIONS ZONING REVIEW OFFICE USE PERMITS, MUSIC, SIGNS, BANNERS, ETC.	410-887-3391
FIRE DEPARTMENT - OFFICE OF THE FIRE MARSHALL FIRE INSPECTIONS, SAFETY INSPECTIONS, ETC	410-887-4880	POLICE DEPARTMENT TRAFFIC MANAGEMENT TEAM SPECIAL EVENTS UNIT	410-887-7361
HEALTH DEPARTMENT ENVIRONMENTAL HEALTH SERVICES FOOD PERMITS, FOOD INSPECTIONS	410-887-3663	PUBLIC WORKS & TRANSPORTATION TRAFFIC ENGINEERING ROAD CLOSURES	410-887-3554
LIQUOR BOARD LIQUOR LICENSE	410-887-3131	PUBLIC WORKS & TRANSPORTATION SOLID WASTE MANAGEMENT SPECIAL EVENTS RECYCLING PROGRAM	410-887- 3188
PERMITS, APPROVALS & INSPECTIONS MISCELLANEOUS PERMITS & LICENSES USE OF COURTHOUSE GROUNDS PUBLIC EXHIBITION - FOR PROFIT EVENTS	410-887-3616	STATE OF MARYLAND STATE HIGHWAY ADMINISTRATION SPECIAL EVENTS PERMITS	410-229-2390
PERMITS, APPROVALS & INSPECTIONS PERMIT PROCESSING TEMPORARY STRUCTURES, TENTS, STAGES	410-887-3900		