

PUBLIC EXHIBITION LICENSE APPLICATION

APPLICATION SHALL BE FILED AT LEAST 60 CALENDAR DAYS BEFORE THE DATE OF THE PROPOSED EVENT

Mail or Deliver the Completed Application To:

Baltimore County, MD
Department of Permits, Approvals and Inspections
County Office Building, 111 West Chesapeake Avenue, Room 114
Towson, Maryland 21204

Date Received _____ Date Reviewed _____ Reviewed By _____
Amount Paid _____ Clerk of the Court Date _____
Application No. _____

A Public Exhibition License, issued by the Clerk of the Circuit Court, is required before any individual, partnership, limited partnership, limited liability partnership, corporation, joint stock association, limited liability company, professional service corporation, any other entity recognized under state law may establish, maintain, conduct, or operate in the county any public entertainment, performance, or exhibition of any kind. This license does not apply to a public entertainment, performance, or exhibition for which a Non-Profit Gathering Permit is required under Baltimore County Code § 21-9-104. **For Information Call: 410-887-3616**

- Annual License** (For a single business in a fixed location that includes public entertainment, performance or exhibition of any kind.) **Complete Part I ONLY!**
 Temporary License (For temporary events that include public entertainment, performance or exhibition of any kind.) **Complete BOTH Part I and Part II.**

ANNUAL FEES: (see part II for temporary event fees) **Make Check Payable to "Clerk of the Court"**

Amusement Park - \$702.00 **Theater Seating:** **1 to 500 Seats** - \$352.00 **750 to 1,000 Seats** - \$702.00
Dance Hall - \$352.00 **501 to 749 Seats** - \$522.00 **Over 1,000 Seats** - \$1,402.00

TYPE OF ANNUAL PUBLIC EXHIBITION BUSINESS:

- Amusement Park Dance Hall Theater: No. of seats _____ Other Type (specify) _____

PART I

ANNUAL OR TEMPORARY PUBLIC EXHIBITION BUSINESS OR SPONSORING ORGANIZATION INFORMATION:

Business Name _____ Phone # _____

Business Address _____
Street City State Zip Code

Business Owner _____ Owner Type: Individual LLC Partnership Corporation Other _____

Business Owner Address _____
Street City State Zip Code

INDICATE NAME AND ADDRESS OF INDIVIDUAL OWNER, PARTNER(S), OR CORPORATE OFFICER(S): (Attach a separate sheet, if needed)

Name _____ Title _____ Phone # _____

Address _____
Street City State Zip Code

Name _____ Title _____ Phone # _____

Address _____
Street City State Zip Code

CERTIFICATION

I, _____, hereby certify under the penalties of perjury and upon personal knowledge:
(Print or Type the Name and Title of the Authorized Applicant Making the Certification)

- that I have reviewed the information contained within this application and that it is true and correct;
- that the license is used only on the premises designated on the application;
- that the license shall be posted in a conspicuous place at the premises designated in the application;
- that any person violating any provision of the county building code, fire code, zoning regulations, or any other law, or regulation adopted by the county to promote the general health, safety, and welfare of its citizens, may result in written charges being filed against the licensee and a hearing to be held. If the licensee is found to be in violation then the license may be subject to suspension, revocation, or refusal to renew.

Authorized Applicant Name _____ Phone # _____

Authorized Applicant Address _____
Street City State Zip Code

Signature of Authorized Applicant _____ Date Signed _____

PART II - TEMPORARY EVENTS

Make Check Payable to the " Clerk of the Court"

TEMPORARY EVENT FEES:

Boxing Match - \$702.00 (per day) Movie Exhibition - \$702.00 Temporary Event (consecutive dates) - \$177.00 One Day Event - \$177.00

EVENT INFORMATION

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

Date of Event: From _____ To _____ Start Time _____ AM / PM End Time _____ AM / PM
(Must be consecutive dates)

Estimated Attendance Per Day _____ Estimated Attendance For Entire Event _____

Name of Event _____

Event Organizer – Full Name _____ Phone No. _____
(Person responsible for conducting event)

Address _____
Street City State Zip Code

TYPE OF PUBLIC ENTERTAINMENT, PERFORMANCE, OR EXHIBITION OF ANY KIND TO BE ESTABLISHED, MAINTAINED, CONDUCTED OR OPERATED IN THE COUNTY:

Antique Show / Sale (specify) _____ Boxing Match Craft Show / Sale Dance Event DJ / CDs / Records
 Expo Show / Sale (specify) _____ Live Band Orchestra Trade Show / Sale (specify) _____
Other Type of Entertainment, Performance or Exhibition (specify) _____

LOCATION INFORMATION

Location Name _____ Phone No. _____
(Where event will be held)

Location Address _____
Street City State Zip Code

Type of Building or structure where event is to be held _____

Owner of Premises _____ Phone No. _____

Owner of Premises Address _____
Street City State Zip Code

THREE MOST RECENT EVENTS SPONSORED DURING THE PAST TWO YEARS: (Attach a separate sheet to describe any disturbance that resulted from these events.)

Date _____ Event Location/Address _____ Zip Code _____
Date _____ Event Location/Address _____ Zip Code _____
Date _____ Event Location/Address _____ 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.)

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?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Will any Signs, Banners, or Flyers be hung or posted? <i>CONTACT ZONING REVIEW IF YES.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Will any temporary structures such as Tents, Stages, etc., be used for this event? <i>CONTACT PERMIT PROCESSING IF YES.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Will any amplified sound be used for this event?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Will any Live Entertainment be used for this event?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Will any alcohol be served for this event? <i>CONTACT LIQUOR BOARD IF YES.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Will food be served to the public that requires refrigeration or hot holding? <i>THIS INCLUDES ANY VENDORS, FOOD TRUCKS AND/OR CATERERS. CONTACT ENVIRONMENTAL HEALTH - FOOD SERVICES IF YES.</i>	<input type="checkbox"/> YES <input type="checkbox"/> 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 for event? _____ How many parking spaces are being used for event? _____

*****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)

SPECIAL EVENTS RECYCLING PROGRAM (SERP)

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 emergency 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>

PRIVATE SECURITY YES NO - IF PRIVATE SECURITY IS TO BE USED, HOW MANY? _____

Name of security company _____ Phone No. _____

Address _____

Street
City
State
Zip Code

ADDITIONAL INFORMATION FOR THIS EVENT

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

Below is a listing of the various departments and contact information that may or may not be related to your event. Additional fees and services may be associated with this event based on the type of activities and county services involved.

AGENCY CONTACT INFORMATION

AGENCY CONTACT INFORMATION			
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		