



6401 Forest Rd Cheverly, MD 20785

P. 301-773-8360

F. 301-773-0173

Copy of Applicant ID

Special Event Permit Application

EVENT DETAILS			
Name of Event	Event Date	Start Time	End Time
	Rain Date		
Request use of <input type="checkbox"/> Park _____ <input type="checkbox"/> Field _____ <input type="checkbox"/> Other _____			
Use of Parks, Fields or Courts, or Town Buildings are subject to Policies governing their usage. Reservation forms are required for events planned for those location as well as this document.			
Location of Event	No. attendees expected *	No. Organizers & Volunteers	
* For events with more than 75 attendees, application must be submitted at least 120 days in advance.			
Description of event (parade, procession, foot race, walk, concert, block party, etc.); include detailed description of proposed route, unique event features, etc.			
** Applicants must provide maps or layouts that illustrate location of event & associated items such as tents, tables, portable bathrooms, & trailers. **			
Requests related to parking or street closures*			
Initial Here	For block parties or other street closure events a \$10.00 fee is required for the delivery and pick-up of barricades and trash barrels. These items should be returned on residents' property, not at the curb for fear of theft. The Applicant assumes responsibility for enforcement of regulations that may be set out by the Town of Cheverly and for the Town's barricades and trash barrels. Resident must give notice to neighbors affects by closures no later than 7 days prior to the date of the event.		
*All requests for the parking or street closures must be submitted at least 60 days in advance.			
Requests for placement/use of tents, tables, portable bathrooms, and other moveable structures (e.g., trailers, signs) to be placed on town property or within the public right of way.			
** Applicants must provide maps or layouts that illustrate location of event & associated items such as tents, tables, portable bathrooms, & trailers. **			
Initial Here	Park Rules and Regulations must be obeyed at all times – All vehicle use is restricted to paved parking areas or roadways. USE OF AMUSEMENT RIDES ARE PROHIBITED (e.g., Moon Bounce, pony rides, etc.)		
Requests for Special Exception from town noise restrictions.			
Initial Here	Use of sound amplification equipment (P.A. systems or loud car stereos, etc.) drums or any other means that creates noise that would violation any provision of Chapter 19 of the town code is prohibited, except by special permit.		
Requests for authorization to operate concessions, sales of merchandise or food.			
Initial Here	Unauthorized operate of concessions (sales of merchandise, food, or alcohol) is PROHIBITED. Any applicant that requests authorization MUST obtain a temporary business license as outlined in Chapter 9-5 of the town code. Proof of compliance with all State and County regulations must be submitted with this request.		
Initial Here	VIOLATION OF ANY TOWN CODE OR BREACH OF LAW WILL RESULT IN TERMINATION OF YOUR PERMIT AND FORFEIT OF ALL FEES AND SECURITY DEPOSITS		

CONTACT INFORMATION

Name of Applicant *		Name of onsite contact	
Address		Address	
Cell phone #	DOB	Cell phone #	DOB
Email address		Email address	
Name of Co-applicant		Name of additional onsite contact	
Address		Address	
Cell phone #	DOB	Cell phone #	DOB
Email address		Email address	
Name of billing contact	Business Phone #	Cell Phone #	
Name of organization	EIN#		
Billing address	Email address		
Signature of Applicant	Date		

ACKNOWLEDGEMENT

The undersigned applicant acknowledges that s/he has read the Town of Cheverly terms and conditions related to special event applications. The applicant also agrees that applicant and event participants will conform to applicable state laws, town ordinances, by-laws, and regulations as well as any special requirements that may be made a condition of granting a special event permit pursuant to this application. I/We agree to hold the Town of Cheverly harmless from any and all liability and will defend the Town of Cheverly in connection therewith.

Signature of Applicant	Date
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INTERNAL USE ONLY

Date application received _____	Town Facilities Reservation or Application	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application fee received _____	Town Temporary Business License or Application	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Facility fee received _____	Insurance Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Covid Safety Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature of Town Administrator	Date		