

# City of Cumberland

57 N. Liberty Street, Cumberland, MD 21502  
Main 301-759-2000 / City Clerk's Office 301-759-6447

## PERMIT APPLICATION FORM

Special Events, Races and Parades

**REQUEST FOR:**

Special Event    Race    Parade

**PERMIT NO:** \_\_\_\_\_

**VALID FROM** \_\_\_\_\_ **to** \_\_\_\_\_

**ADMINISTRATION USE**

Application:    GRANTED  
                           GRANTED w/Insurance Waiver  
                           GRANTED w/OT Waiver  
                           DENIED

Notes/stipulations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by:    Police Department                       Fire Department                       Street Department

**NAME OF EVENT:** \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Organizing Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_

(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

\_\_\_\_\_  
(Phone #1)

\_\_\_\_\_  
(Phone #2)

\_\_\_\_\_  
(Email)

## RACE / PARADE INFORMATION

**I. RACE / PARADE INFORMATION:** Route to be traveled, starting and ending points, location of any assembly area, and whether the parade will occupy all of a portion of the width of the streets proposed to be traversed.

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**II. RACE / PARADE ASSEMBLY:** Time at which units/facilities of the parade/race will begin to assemble and when their disassembly will be completed.

Assembly Start time: \_\_\_\_\_ Assembly End Time: \_\_\_\_\_

Expected number of people / vehicles to be in attendance:

- Number of people: \_\_\_\_\_
- Number of vehicles: \_\_\_\_\_

## SPECIAL EVENT INFORMATION

**I. SPECIAL EVENT INFORMATION:** Boundaries of the location where the special event will be held **and a sketch (to be attached)** showing the location of the stands, tents, platforms and other structures that will be erected or placed.

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# ACKNOWLEDGEMENTS

All permits are subject to the following standard condition with or without further notification:

- (1) If the event will be held in Primary or Second Districts of the Downtown Mall, applicant must contact the Downtown Development Commission to determine whether a DDC Special Events Application will be needed in addition to this Permit and will comply with all terms of that agreement as well.
- (2) If vehicles will be loading, unloading or parking on the pedestrian mall, the applicant must obtain permission and a sign from the Downtown Development Commission at least ten (10) days in advance of the parade or special event.
- (3) Compliance with the insurance requirements set forth in Article V, Section 15-88 of the City Code is mandatory.
- (4) At events where the consumption of alcohol is permitted, no glass beverage containers shall be permitted unless approved by the City Council.
- (5) The applicant shall indemnify and hold the City harmless from any and all claims, actions, suits, procedures, costs, fines, expenses, damages, and liabilities, including, but not limited to, attorneys' fees, court costs and litigation expenses arising out of, as an incident to or as a result of the conduct of a parade or special event except for those caused by the grossly negligent or intentionally harmful acts of the City's representatives or employees.
- (6) The applicant must comply with all city, county, state and federal laws, rules, regulations and ordinances, including, but not limited to, those pertaining to the issuance of permits other than a Special Events, Races and Parades Permit. The issuance of a Special Events, Races and Parades Permit is not a substitute for or evidence of compliance with the foregoing.
- (7) The Cumberland Police Department has the authority to require the stoppage of such events in the event of any unsafe or malicious activities associated with the event. It may also require the organizer to alter the manner in which the permitted activity is being conducted for the purpose of ensuring public safety and traffic flow and reducing inconvenience to the neighborhood.
- (8) **Public Health Contingencies.** The terms and conditions of this Permit are subject to all orders, ordinances, laws, statutes, rules and regulations of local, state and federal governments, including, but not limited to, those pertaining to the COVID-19 pandemic and/or other public health issues and including those which are presently existing and such measures passed or issued in the future.

I acknowledge and agree to abide by the above.

SIGNED: \_\_\_\_\_

*(Name)*

\_\_\_\_\_  
*(Name printed)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Organization)*

DATE: \_\_\_\_\_

