



**CITY OF BALTIMORE
DEPARTMENT OF GENERAL SERVICES**



**Right-of-Way Services Division
Permit Office
Abel Wolman Municipal Building, Counter 4
200 Holliday Street Baltimore, MD 21201
410-396-1916**

Park Permits Office 410-396-7070/Right-Of-Way Event Permits 410-396-1916

APPLICATION FOR CITY SERVICES AND EQUIPMENT

- Application fees are listed on the City Services Checklist and are nonrefundable.
- All equipment request applications must be submitted at least **4 weeks before the date of your event**. If you have additional questions regarding equipment, feel free to contact the Dept. of Transportation at 410-396-3909
- Nonprofits must provide proof of status.
- Organizers of large and new events are encouraged to attend ICE meeting.

Event name: _____

Date: _____ Location: _____

Telephone: _____ Fax: _____

Website: _____

Address: _____

Street City State Zip

Event organizer name: _____

Title: _____

Telephone: _____ Fax: _____ Cell Phone onsite during event hours: _____

Email Address: _____

Address: _____

Street City State Zip

Non-profit must attach copy of 501(c)3

OFFICE USE ONLY BELOW LINE

Date Rec'd: _____ Application Fee: _____ Event Fee: _____ Security Deposit: _____ Application# _____

The Department of General Services holds ICE (Interagency Coordination of Events) meetings to discuss and coordinate your event. All City agencies that may need to assist you in having a successful event will be in attendance. ICE meetings are typically for large events. However, any applicant may request a meeting. To request a meeting, please contact 410-396-1675 or 1916.

SPECIAL EVENTS FEE SCHEDULE

The following is a list of City services and fees related to Special Events. This document will be used to calculate and communicate the total cost of your event. Please note that not all services and fees will apply for every event. The City will work with you to determine the best plan for your event based on your input and the Departments' expertise.

EQUIPMENT/SERVICE	FEE PER UNIT	UNITS ORDERED	TOTAL COST	NOTES ON COST
Special Events Application				
8 or more weeks prior	\$80			
6-8 weeks prior	\$125			
4-6 weeks prior	\$250			
Equipment Request Fee				
8 or more weeks Prior	\$50.00			
6-8 weeks prior	\$65.00			
4-6 weeks prior	\$80.00			
Fire				
Fire Dept special event Application fee	\$45			
Fire Dept Tent Inspection fee (tents over 200 Sq. Ft.)	\$150			
Fire Marshall attendance (hourly fee, minimum of 4 hours)	\$45			Hours to be determined by the Fire Department
Fire Medic- 2 people (hourly fee per member, min. of 4 hours)	\$45			Hours to be determined by the Fire Department
Mayor's Office				
Mayor's Stage	\$600			
Mayor's Stage Delivery, Set-Up, Security (per hour)	\$75			Hours to be determined by the Mayor's Office
Police				
Security (per hour/per officer)	\$45			Hours to be determined by Police Department
Marked Police Vehicle (for mobile events) (per vehicle)	\$50			Number to be determined by Police Department
Recreation and Parks* Varies on park and event size				
Rec and Parks Application Fee	Varies			
Set-Up Days Fee (per day)	Varies			
Event Days Fee (per day)	Varies			

Solid Waste				
EQUIPMENT/SERVICE	FEE PER UNIT	UNITS ORDERED	TOTAL COST	NOTES ON COST
Trash Cans 1-20 Receptacles	\$200			
Additional Receptacles (per can)	\$5			
Dumpsters (8 cubic yards)	\$400			
Roll-Offs (40 cubic Yards)	\$700			
Recycling Bins (only provided for large events where DPW staff present)	Free			
Load Packer Crew (per hour rate)	\$85.00			Hours to be determined by Bureau of Solid Waste
Street Sweeper Crews (per hour rate)	\$32.00			Hours to be determined by Bureau of Solid Waste
Cleaning Crew (1 driver, 2 laborers, & 1 Supervisor per hour/crew)	\$71.75			Hours to be determined by Bureau of Solid Waste

Transportation Fees				
EQUIPMENT/SERVICE	FEE PER UNIT	UNITS ORDERED	TOTAL COST	NOTES ON COST
10x10 Tents (includes sandbags)			-	1st 10 tents are FREE if picked up by event organizers
10x15 Tents (includes sandbags)			-	
Per Tent Charge for every tent ordered over 10 total	\$50			For example, if you order 40 tents, the first ten are free. Each of the next 30 tents cost \$50 each, totaling \$1500. To have the tents delivered and set-up by the City costs \$500, (see 26-50 tents below) for a total of \$2000.
Tent Delivery and Set-Up Charge (1-25 tents)	\$250			
Tent Delivery and Set-Up Charge (26- 50 tents)	\$500			
Tent Delivery and Set-Up Charge (50+ tents)	\$1,000			
Supply/Deliver Stages 8x8	\$250			
Supply/Deliver Stages 12x12	\$250			
Supply/Deliver Wooden Stages 16x16	\$325			
Supply/Deliver Wooden Stages 18x24	\$400			
Supply/Deliver Stage 30x40 (steel)	\$4,000			
Supply/Deliver Upright Panels 4x8	\$50			
Supply/Deliver Risers 4x8x6 high	\$50			
Bicycle Rack (minimum 10) (per 10 bike racks)	\$150			
Horizontal Banner Installation(per banner per 2 weeks)	\$150			The non-profit discount does not apply to this item

Transportation Electrical	FEE PER UNIT	UNITS ORDERED	TOTAL COST	NOTES ON COST
Gas Powered Generators- gas and refueling included (per day per generator) (minimum of 5)	\$100			The City will provide generators for all electricity needs except in rare cases where electrical wiring is required.
Electrical Connection Electrician (per hour per electrician) (min. of 4 hours)	\$75			The City switched from providing electrical services to providing generators as a cost savings to applicants and the City. For example, last year, a two-day event cost an applicant \$11,000 for wiring. By switching to generators it will now cost \$2,400 (12 generators for 2 days each). Hours to be determined by DoT.
Traffic Set-Up, Materials, Management (cones, saw horses, personnel etc)	FEE PER UNIT	UNITS ORDERED	TOTAL COST	NOTES ON COST
Traffic Set-Up and Materials- Block party and Parking	0			
Traffic Set-Up and Materials - Festivals, Events in Parks (per event per day)	250			
Traffic Set-Up and Materials - Parades, Footraces	1000			
STEO during event (per hour per person) (minimum 4 hours)	\$32.50			
Portable Variable Message Sign	\$200			