



City of Seat Pleasant
Neighborhood & Commercial Compliance
6011 Addison Rd, Seat Pleasant, MD 20743 P:301.499.8700 F: 301.499-8702
www.seatpleasantmd.gov

Special Event Permit

Please fill out application in its **entirety** if something does not apply, please write **N/A**.

Incomplete applications will result in denial of application and delay permit.

Applications Must be submitted at least 30 days prior to the requested date.

*Applications can be submitted online via the city website, mailed, or delivered to
6011 Addison Road, Seat Pleasant, Md 20743*

NATURE OF EVENT:

TYPE OF EVENT (Check all that are appropriate)

- Assembly Rally or Political Protest Concert Festival Entertainment Educational
 Parade * Race (Bike) * Run and /or walk * Party
 Other (please describe) _____

Date requested: _____

Time: From: _____ AM/PM To: _____ AM/PM

(Setup Time: _____ AM/PM Takedown Time: _____ AM/PM)

Estimated attendance: _____

Applicant information

Name: _____

(PLEASE LIST YOUR LEGAL NAME, LAST NAME FIRST, INCLUDING MIDDLE INITIAL.)

Address: _____

Email: _____ **Phone number** _____

Drivers license number: _____ **State:** _____ **Exp:** _____

Must submit a copy of license

Event Organizer/Producer:

Name: _____

Email: _____ **Phone number** _____

Event Day On-site contact (if different from applicant)

Name: _____

Email: _____ **Phone number** _____

Property Information

Address of event: _____

Owner's name: _____ Telephone Number: _____

Address: _____ E-Mail: _____

Permit Fee: \$200 for events where 150 or more people are expected to be in attendance.

Please read thoroughly and sign acknowledgement. A copy will be provided for your records.

Rules for Events

1. Events can last no longer than 6 hours and must abide by all City Codes and Ordinances.
2. All trash must be immediately removed and disposed of correctly or properly stored until disposal.
3. Any trash or items that may spill over or left on city property must be removed/cleaned up no later than 24hours after the event.
4. Food or alcohol sales are not permissible without proper permits. *(Any violation of this will result in your event being ceased and fines being assessed)*
5. Ticket sales or admission fees are not permissible without proper permit. *(Any violation of this will result in your event being ceased and fines being assessed)*
6. All guests must abide by all parking regulations set by City Code Chapter 150 violations will be enforced. *(Violations will result in parking citations and possible impoundment)*
7. All events must adhere to the Noise Ordinance set by City code Chapter 112.
8. Any city property that is damaged will be the owners responsibly to repair or replace.

Acknowledgement

I have read the terms and conditions and agree to adhere and abide by the afore mentioned rules and all other sections of the cited City of Seat Pleasant City Code.

_____/ /
Printed Name Signature Date

THIS PERMIT IS NON-TRANSFERABLE, AND MUST BE AT THE LOCATION OF THE EVENT

PLEASE ALLOW TWO WEEKS FOR PROCESSING ALL PERMITS AND LICENSE REQUEST.