



## **Large Event on Private Property**

*A guide to help you understand the process*

### **Fees**

\$200 flat fee

### **What is a Large Event?**

A large event includes, but is not limited to:

- Any festival, performance, party, 5k runs, mud runs, corn maze, car shows or like occurrence that:
  - is held outside in a parking lot, field, lawn, driveway, or like area which is not contained within a permanent improvement having a roof supported by enclosing walls, lattices, or other upright structural configuration; and
  - has or reasonably should be anticipated to have 2,000 or more individuals in attendance at any one time during the occurrence.
- A Large Event is not:
  - any event held inside a theater, church, school, assembly hall, arena, governmental council chamber or board meeting room, or like area within a structure and specifically designed to be used as a place for the assemblage of individuals, provided the anticipated attendance does not exceed the established occupant load;
  - a parade, race, walkathon, or other event occurring on public property;
  - events held on the grounds of a school, place of worship, business, or nonprofit corporation and attended primarily by attendees of the school, place of worship, business, or nonprofit corporation;
  - the annual Great Frederick Fair; or
  - family reunions.

### **What is a Large Event Permit?**

- City's approval that a property can be used for a temporary event and that it complies with all applicable Zoning (and other department) regulations.
- No Large Event shall take place without first receiving a Large Event Permit

### **What a Large Event Permit is NOT.**

- NOT approval to hold an event on Public Property
- NOT approval to hold a Block Party
- NOT approval from an agency outside the City Government (i.e. County Health Department, County Liquor Board, County Sheriff's Department, State Police, State Fire Marshall, State Highway Administration, etc.)

### **When do I need a Large Event Permit?**

- When a large event, as defined above is planned to be held on private property within the City limits; **AND** the estimated number of participants (includes spectators, protesters or counterdemonstrators) expected at **any one time during the event is 2000 or more.**  
Note: The annual Great Frederick Fair is exempt from this requirement. However, other Large Events held at the fair grounds are not exempt.
- A Large Event Permit is **not required** when the estimated number of participants (includes spectators, protesters or counterdemonstrators) expected at **any one time during the event is 1999 or less.** However, a Non-Large event permit may be required (see Non-Large event guide).

### Application Submittal

- Complete Large Event Permit application in its entirety
- Provide 6 (six) copies of the following:
  - Plan of the property showing the location of the event
  - Plan showing location of all onsite parking
  - Plan showing location of all vehicle entrance and exits
  - Plan showing location of all offsite parking
  - Plan showing location of vehicle entrance and exits for offsite parking to the event
  - Plan showing path of travel for pedestrians to travel from the offsite parking
  - Plan showing traffic control in and out of the event as well as directional signage and location of traffic control personnel
  - A description of any recording equipment, sound amplification equipment, banners, signs or other attention getting signs or devices to be used in connection with the event.
  - A plan showing the location and number of trash refuse receptacles
  - Copy of contract for private security or additional police services outlining type, time and number of security personnel

### How does the process work?

1. Submit completed application and all supporting documents to the Building Department. Note: Applications are required to be submitted a **minimum of 90 days prior to the start of the event.**
2. Copies of the application are distributed to the following departments for review and approval:
  - Planning and Zoning – Determines if the proposed event complies with the Land Management Code
  - City Engineer – Ensures compliance with traffic control and parking requirements
  - Police Department – Ensures compliance with traffic control and security requirements
  - DPW - Ensures compliance with sanitation requirements
3. Any discrepancies noted or questions from the above departments will be mailed, e-mailed or faxed to the applicant.
4. If there are no additional issues to address and approvals are given by each department, a Large Event on Private Property Permit is issued and mailed to the applicant.

### Are there any inspections required?

- NO, There are no inspections required from the City of Frederick. However, inspections may be required from an agency outside the City Government (i.e. County Health Department, County Liquor Board, County Sheriff's Department, State Police, State Fire Marshal, State Highway, Administration, etc.)

**REMEMBER – The event cannot take place until the permit has been issued. The approved permit documents shall be onsite during the entire event and shall be made available upon demand. Non-compliance or any violation of Chapter 18 of the City Charter and Code or any of the terms and conditions placed on the permit may result in suspension or revocation of the permit and immediate termination of the event.**

We are here to assist you during this process. If any questions arise, please don't hesitate to contact our offices.

### Office Staff Contacts:

Permits Coordinator	301-600-3829
Permits Technician	301-600-3813
Planning and Zoning	301-600-1499
Engineering	301-600-1406

Building Department  
Municipal Office Annex  
140 W. Patrick St.  
Frederick, MD 21701  
301-600-3808  
FAX: 301-600-3826  
www.cityoffrederick.com



<i>FOR OFFICE USE ONLY</i>	
App.No:	_____
App.Type Code:	_____
Tax ID: 02-	_____
App. Date:	_____

**APPLICATION TO CONDUCT A LARGE EVENT ON PRIVATE PROPERTY**

*APPLICATIONS MUST BE SUBMITTED AT LEAST 90 DAYS PRIOR TO DATE OF EVENT.*

*PLEASE READ AND COMPLETE THIS DOCUMENT IN ITS ENTIRETY. APPLICATION WILL NOT BE ACCEPTED UNLESS ALL SPACES ARE FULLY COMPLETED.*

<b>Applicant Name:</b>	_____		
Applicant Mailing Address:	_____		
Daytime Phone:	_____	Evening Phone:	_____
Email Address:	_____		
Fax Number:	_____		

<b>Applicant Filed on Behalf of:</b>	_____		
Mailing Address:	_____		
Phone:	_____		
Email Address:	_____		
Fax Number:	_____		
Name & Phone info for two (2) people to act as Event Representatives during the event:	Name:	_____	
	Phone:	_____	
	Name:	_____	
	Phone:	_____	

<b>Date(s) of Event</b> (month/day/year):	_____		<b>Event Start Time:</b>	_____
<b>Time</b> (include set up, clean up etc.):	_____		<b>Event Stop Time:</b>	_____
<b>Name &amp; Purpose of Event:</b>	_____			
<b>Main Activity of the Event:</b> (include Specific Activities Planned)	_____			
Location and Street Address of the Event:	_____			
Total number of participants expected (includes spectators, protestors, or counterdemonstrators if applicable)	_____			
Maximum Number of participants expected at any one time:	_____			
Any Street or lane closure required:	Yes	Location	_____	
	No		_____	
Alcoholic Beverage Available/Allowed:	Yes		No	
Onsite Police & Security services provided by:	_____			
Offsite Police & Security services provided by:	_____			
Onsite traffic & parking personnel & signage provided by:	_____			
Offsite traffic & parking personnel & signage provided by:	_____			

Applicant/Owner Initial: \_\_\_\_\_ Date: \_\_\_\_\_

## The City of Frederick, Maryland

### Application to conduct a large event on private property

A site plan(s) showing all onsite & offsite parking is required as part of this submittal		
Number of Parking Spaces provided onsite:		
Number of Parking Spaces provided offsite:		
Location of offsite parking:		
Emergency fire, Rescue, EMT services provided by:		
Frederick County Health Department:	Approval letter attached	N/A
Onsite refuse control provided by:		
Offsite refuse control provided by:		
Sanitary facilities provided by:		

**Certification of Applicant:**

I hereby certify the following:

I have read and understand and agree to comply with all applicable provisions of Chapter 18 of the Frederick City Code. I further agree to comply with all other applicable state and local laws and regulations.

I understand that any violation of Chapter 18 or of any of the terms and conditions of my permit may result in the suspension or revocation of my permit and the immediate termination of my event.

I further certify that all the information provided in this application is complete and accurate.

Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Consent of Owner:**

I am a legal owner of the property on which the event that is the subject of this application is to occur. I hereby give my consent and approval of the filing of this application.

Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

<i>FOR OFFICE USE ONLY</i>		
Permit Fee: \$ _____	Date Paid: _____	Received By: _____
Reviewed By: _____	Date: _____	