

**C U M B E R L A N D**  
DOWNTOWN DEVELOPMENT COMMISSION  
A Main Street Maryland Community

**SPECIAL EVENTS PERMIT APPLICATION**

Name/Contact: \_\_\_\_\_

Street/City/ZIP: \_\_\_\_\_

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

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

Date of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL QUESTIONS**

Will you need electricity?  Yes  No

Will you charge admission?  Yes  No

Will you have vendors selling items?  Yes  No If so, will you charge a vendor fee?  Yes  No

How many people do you anticipate attending? \_\_\_\_\_

Will you need to close the street(s)?  Yes  No

Will alcohol be involved?  Yes  No If so, will you be selling alcohol?  Yes  No

Please complete all information before remitting. Request for approval for such event is required to be submitted to the DDC at least 30 days in advance of the event and this application must be received prior to a DDC Board Meeting for approval. The DDC Board meets on the second Thursday of each month in City Hall. Board approval is necessary before holding the event.

***Please remit to:***

Downtown Development Commission – Attention: Melinda Kelleher  
Lower Level-City Hall  
57 North Liberty Street Cumberland, Maryland 21502

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**SPECIAL EVENT GUIDELINES**

- A. Definition: The term Special Event shall mean an activity of any size held on the Pedestrian Mall or cross streets to the Mall within the Special Taxing District that is not organized by the DDC. Events may or may not involve the sale of food, alcohol, or merchandise or involve erecting a stand, tent, platform or other structure. Fees may apply separately. This application can be obtained by contacting Melinda Kelleher at melinda.kelleher@cumberlandmd.gov.
- B. Request for approval for such event is required to be submitted to the DDC at least thirty days in advance of the event by submitting the Special Events Permit Application.
- C. If vehicles will be loading, unloading or parking on the Pedestrian Mall, permission and a sign indicating such permission must be obtained from the DDC ten days in advance of the event.
- D. No glass beverage containers shall be allowed at the event, except under circumstances approved by the DDC.
- E. If tents, stages or banners are to be erected, please attach site plan detailing their placements to be submitted to the DDC with the application.
- F. If food or merchandise is being sold, please provide a (1) Federal Employer Identification Number (or Social Security Number), (2) Maryland Sales and Tax License, and a (3) State of Maryland Trader's License 10 days before the event.
  - a. In addition, if food is prepared off-site, it must be prepared in an establishment with current State or local health certification. Each on-site vending booth must obtain a Food Service permit from the State of Maryland (available from the Allegany Health Department) 10 days before the event.
- G. J. A fee of **\$150** will be charged to cover expenses of DDC Maintenance and/or administrative fees, electricity fees, trash removal, and any other charges incurred by the DDC as a result of this event. This fee will be for 6 hours of rental of the Downtown Mall. *The DDC has the discretion to waive the \$150 fee.*
- H. The applicant shall agree to save, hold harmless and indemnify the City of Cumberland from any claim resulting from the event and use of the Mall.
- I. All events must end by 10:00pm unless approved by the DDC.

Applicant acknowledges reading and understanding these Guidelines and agrees to the conditions set forth and will be responsible for their implementation. Applicant should be authorized to sign this Agreement on behalf of the applicant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Date