



**DEPARTMENT OF
PLANNING & ZONING**

110 Vincit St., Suite 104 | Centreville, MD 21617
Permits: (410) 758-4088
Email: PermitApplications@qac.org

Permit No.: _____
Date: _____
Administrator: _____
Issued Date: _____

Public Event Permit Application

(For public gatherings of 75 or more people)

Application must be submitted 30 days prior to event

A. Organization Information

Organization: _____ Organization Phone: _____
Address: _____ Email: _____
Contact Name: _____ Contact Phone: _____

B. Event Information

Event Name: _____ Expected Attendance: _____

Event Address/Location: _____

Type of Event:

- Bicycle Carnival Fair Festival Parade
 Run/Walk Sports Tournament Water Sport Concert Other: _____

Start Date: _____ End Date: _____ Start Time: _____ AM/PM End Time: _____ AM/PM

Check All That Apply:

- On private property On public property On school property On-site parking
 Food available to public Alcohol available to public Public restrooms available Temporary Structures

If food is being provided to the public to consume at the event/on-site, describe how proper handwashing and supplies for public use will be provided:

Describe how the on-site solid waste will be disposed of during and after the event:

Will sidewalks or streets be impacted? Yes No

If yes, please explain:

In the event of an emergency, is there a public safety operational plan? Yes No

If yes, please attach a copy of the plan with your application.

Are multiple vendors selling/providing food? Yes No

If yes, please attach a list of all the vendors along with their contact information with your application.

Comments:

Signature: _____

Special Event Organizer

Date: _____

Note:

- Please include a drawing of the property that shows the location of parking, restrooms, temporary structures, parade or race routes, and vendor areas.
- If food is available, contact Environmental Health (410) 758-2281 at the Queen Anne’s County Department of Health to obtain a “Class 2 Temporary Food Service” application.
- Recycling is required for events that meet the following Special Events Recycling Program (SERP) criteria:
 1. Includes the temporary or periodic use of public streets, publicly owned site or facility, or public parks;
 2. Serves food or drink; and
 3. Is expected to have 75 or more persons in attendance. (Projected attendance may be estimated based on past attendance, number registered to attend, the venue’s seating capacity, or other similar methods)
- By signing below, the Special Events Organizer (SEO) certifies that:
 1. The SEO has received the SERP Face Sheet
 2. Recycling will be provided in accordance with the requirements of SERP
 3. The SEO will recycle (check all that apply)
 - Cardboard Glass Containers Plastic Containers
 - Metal Containers Paper Food Scrapes
 4. Recycling will be performed by _____ and materials will be delivered to _____.

Signature: _____
Special Event Organizer

Date: _____

Please obtain all necessary permits, if any, including those that may be required from agencies listed below.

Queen Anne’s County Community Affairs
110 Vincit Street, Suite 100 Centreville, MD 21617
Phone: (410) 758-4418

Queen Anne’s County Department of Emergency Services
100 Communications Drive Centreville, MD 21617
Phone: (410) 758-4500 | Fax: (410) 758-2086
Scott Haas: SHaas@qac.org
Lori Morris: LMorris@qac.org

Queen Anne’s County Department of Environmental Health
206 N. Commerce Street Centreville, MD 21617
Phone: (410) 758 2281 | Fax: (410) 758-6602
[Temporary Food Service Permit](#)

Queen Anne’s County Liquor Board
110 Vincit Street, Suite 104 | Centreville, MD 21617
Phone: (410) 758-1255

Queen Anne’s County Parks Department
1945 4-H Road | Centreville, MD 21617
Phone: (410) 758-0835 | Fax: (410) 758-0566

Queen Anne’s County Public Schools
202 Chesterfield Avenue | Centreville, MD 21617
Phone: (410) 758-2406 ext. 141

Maryland State Highway Administration
615 Mognec Road | Chestertown, MD 21620
Phone: (410) 810-3245 | Fax: (410) 778-0851
[Special Events Permit Process & Instructions](#)
[Special Events Permit Application](#)

Queen Anne’s County Department of Public Works
312 Safety Drive | Centreville, MD 21617
Phone: (410) 758-0920 | Fax: (410) 758-3341

Recycling Department of Public Works
Phone: (410) 758-2697
Connie Toulson: CToulson@qac.org