



City of Bowie
EVENT PERMIT

This application can be used for many events held on City of Bowie properties/streets. These activities may include, but are not limited to, walks, runs, parades, etc. In some cases, a permit specific for the activity is available such as for Block Parties and Carnivals are available. Specific permits applications are also available for picnic, campfires, Amphitheater use for Bowie (non-profits only) and other events taking place in a City park such as tournaments and other athletic events. Permits for use of rooms in City facilities are available by contacting the facility directly.

Please allow a minimum of 15 days for review. *Return the completed form with all required back up documents to: Bowie City Hall, Department of Community Services, Park Operations Manager, 15901 Excalibur Road, Bowie, MD 20716.*

Application is hereby made to the City of Bowie, Maryland for a permit to hold a function in the City of Bowie, Maryland, as outlined below. The undersigned assumes responsibility for enforcement of regulations that may be set out by the City of Bowie.

Date of event: _____ Rain Date (if applicable): _____

Hours: (from) _____ (to) _____

Type of Function to be held: _____

Name of Host Organization: _____

Address of Host Organization: _____

Name of responsible party: _____

Address of responsible party: _____

Contact info of responsible party: (H) _____ (W) _____

(Cell) _____ (email) _____

*Location (route – written and map format): _____

*Signage and staff assistance requirements: _____

Signature of Applicant

Phone Number

*If event route or signage for the event occurs on a State Highway or County Road, this form must be accompanied by a document from the State/County approving the location of the event and/or signage. www.marylandroads.com

Comments/Restrictions: _____

*****For Office Use Only*****

Fee Paid (if applicable): _____ (Amount)

Date Submitted: _____ Received by: _____

Bowie Police Department: _____
Signature

Date Approved

Emergency Manager: _____
Signature

Date Approved

Park Operations: _____
Signature

Date Approved

Community Services: _____
Signature

Date Approved

cc: Police Department
Code Office
Park Operations (Rangers & City Hall Monitors)