

**ROBERT G. CASSILY**  
Harford County Executive

**ROBERT S. McCORD**  
Director of Administration



**RICHARD C. TRUITT**  
Director of Inspections,  
Licenses and Permits

*Note: This form is only required for concert events to be held, conducted or performed before a gathering in excess of 2,000 spectators. A Public Event Request Form from the Department of Planning and Zoning is also required.*

### **CONCERT/EVENT PERMIT APPLICATION**

Applicant must complete this form in its entirety. If more space is required, additional sheets may be attached. Please be advised that an incomplete form may delay the review of this application or could result in denial of the permit.

#### APPLICANT

Name: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

#### VENUE

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

Property Owner(s) Name: \_\_\_\_\_

Property Owner(s) Address: \_\_\_\_\_

Property Owner(s) Phone Number: \_\_\_\_\_

Property Owner(s) E-mail: \_\_\_\_\_

Maximum Capacity of Venue: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Names and Addresses of Principal Performers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Harford County Celebrates 250 Years ~ 1773-2023*

410.638.3344 | 410.879.2000 | 220 South Main Street, Bel Air, Maryland 21014 | [www.harfordcountymd.gov](http://www.harfordcountymd.gov)

THIS DOCUMENT IS AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST

Detailed description of musical instruments and sound reproduction equipment and systems to be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type and quantity of potable water and sewerage facilities to be available at the site:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type and quantity of medical facilities to be available at the site:  
\_\_\_\_\_  
\_\_\_\_\_

Applicant shall attach the following:

1. A detailed security plan addressing, at a minimum, traffic control, parking, means of controlling ingress and egress, number and type of on-site security staff.
2. A detailed site plan showing the location of all facilities required such as parking, performance stands, audience location and pedestrian and vehicular flow patterns.
3. A list of all structures to be built, existing structures to be utilized, and improvements to any existing structures or facilities proposed for the event (e.g. tents or stages).
4. Two (2) sets of detailed construction plans for any improvement, structure or facility that has been or will be constructed for the event.
5. A cash bond payable to Harford County, Maryland in the greater of either \$1.00 for each person that is anticipated by the County to attend or \$5,000.00.
6. Application fee of \$500.00.

The Department of Inspections, Licenses and Permits must be notified immediately of any changes to information provided in your application. Failure to do so may cause your permit to be revoked. This application is subject to review by multiple agencies. A decision regarding the issuance of a permit will be rendered within 60 days of application. Applicant is responsible for obtaining any required Building, Electrical and Plumbing Permits and obtaining final approval of the work subject to those permits. Failure to do so prior to the event may result in revocation of the concert/event permit. If you have any questions regarding this application, you may contact this office at 410-638-3089.

By signing hereunder, the Applicant attests that the information provided herein and attached hereto is complete and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

The signature of the Director below shall constitute issuance of a concert/event permit for the event described in this Application.

\_\_\_\_\_  
Richard C. Truitt  
Director, Department of Inspections, Licenses and Permits

\_\_\_\_\_  
Date

Recommended for approval this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.