



Event Lease Application

Downtown Silver Spring/ Peterson Management
916 Ellsworth Drive, Silver Spring, MD 20910
Office: (301) 455-5620 – Fax: (301) 587-5439
Email: Lillian.downtownssp@gmail.com
(PLEASE PRINT CLEARLY OR TYPE)

Date: _____

Applicant Name (Mrs., Mr., Miss, Ms.): _____

Company Name (if applicable): _____

Address 1: _____

Address 2: _____

City/State/Zip: _____

EVENT INFORMATION

1. Proposed Dates and Times of event (please include setup and breakdown times as well):

Events may not extend past 8:30pm.

2. Type of Event: (Please check all that apply)

- Athletic Walk/Race
- Concert
- Educational
- Fair/Market
- Festival/Carnival
- Film/Photo Shoot
- Parade
- Reception
- Reunion
- Vigil/Protest
- Wedding
- Other: _____

3. Name of your event: _____

4. Event demographic: _____

5. Describe the activities of your event (attach additional sheet if necessary): _____
- _____

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6. Estimated amount of attendance: _____
 7. How do you plan to publicize this proposed event? Any materials using the name “Downtown Silver Spring” must be approved by Management before printing or distribution. _____

 8. If you are applying for an Athletic Race or Walk, please attach a proposed route map.
 9. Will any public street(s) need to be partially closed or blocked off during your event? _____
 10. Do you plan to provide entertainment for this event? If so, describe set up and type of entertainment.

 11. Will a tent(s) or any other temporary structure(s) be needed for this event? If so, please describe. _____

 12. Will your event require electricity? If so, please list equipment and wattage. _____

 13. Is a guest list registration, membership, ticket, or admission fee required for your event? If so, please explain the type of fee, amount and purpose of the fee, collection method and security control. _____
 14. Do you plan to serve alcohol during this event? If so, please describe in detail how alcohol distribution would be managed (rarely are events approved with alcohol, please provide as many details as possible). _____

 15. How do you plan to remove event refuse/garbage during and after the event? _____

 16. Do you have a recycling plan? _____
 17. Have you made provisions for additional on-site Security? Additional Security may be necessary dependent on the event. _____

Thank you for completing the Event Lease Application for Downtown Silver Spring.

If the event is granted, an event temporary license agreement will be issued to the organization and/or applicant responsible for conducting the event. Standard fees may apply.

Please do not send out flyers, announcements, save the dates, etc. until you have received a license agreement.

Downtown Silver Spring will provide the policies and procedures for holding an event if/when approved.

I have made an honest representation in responding to the question above, and do hereby certify that all information contained in the preceding pages is accurate and correct. This Application is for review by property ownership and/or management staff, at no time does this Application serve as an Event Temporary License Agreement nor does it guarantee that an agreement will be executed.

PLEASE SIGN AND DATE BEFORE RETURNING THIS APPLICATION

Signature of Applicant

Date

OFFICIAL USE ONLY

Date Received: _____ Received By: _____

Action Taken: _____ Action Date: _____

Notes: _____

