



## **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](mailto: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: \_\_\_\_\_

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

### **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): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
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

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***OFFICIAL USE ONLY***

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Action Taken: \_\_\_\_\_ Action Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_