



# Community & Economic Development

Advancing the Economy, Image and Quality of Life

## GRAND OPENING AND ANNIVERSARY EVENT – REQUEST FORM

Grand Opening  Anniversary

### Location:

In the City  Out of the City

### Are you a member of the Hagerstown Washington County Chamber of Commerce:

Yes  Planning to Join  No

**Legal Business Entity (Named Filed with MD):** \_\_\_\_\_

DBA Name (if different from above): \_\_\_\_\_

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

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

Business Owner(s) Email Address(es): \_\_\_\_\_

Address of Business: \_\_\_\_\_ Hagerstown, MD \_\_\_\_\_

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

Business Website: \_\_\_\_\_

**Contact Person for Event** (if different from Owner): \_\_\_\_\_

Job Title: \_\_\_\_\_

Event Contact Phone Number: \_\_\_\_\_

Event Contact Email Address: \_\_\_\_\_

**Please share with us information about your business that we may use as part of the press release and promotional materials for your event.**

**Description of Business and Owners and History:** \_\_\_\_\_

---

---

---

---

What do you want people to know about your business? \_\_\_\_\_

---

---

---

**For Grand Openings:**

When and why did you open your business in Hagerstown? \_\_\_\_\_

---

---

---

Is your business relocating from another site within Hagerstown, MD?  Yes  No

If Yes, describe if and how your move represents an expansion of your business (additional jobs, increased square footage, etc): \_\_\_\_\_

---

---

---

**For Anniversaries:**

Anniversary Year:  10-year  15-year  20-year  25-year  Other 5-year increment \_\_\_\_\_

**Prior to submitting your request for a grand opening or anniversary:**

- Check with the City's Code Department for any outstanding permit or other issues.** Ask your contractor(s) if the inspection(s) were completed for their work. If you have not hired any contractors, please call **301-739-8577x123**, give your business name and business address, and City Staff will guide you if any action is required.
- Call to determine if a Fire Inspection is required.** Call **301-790-2476** and ask for the Duty Fire Marshal. Give your business address and the Duty Fire Marshal will determine if an inspection is required for your location.

***Please Return the Attached Application To:***

Lauren Metz, Community Events Coordinator  
Elizabeth Hager Center  
14 North Potomac Street, Suite 200A  
Hagerstown, MD 21740  
301-739-8577 ext 116  
Fax: 301-739-3117 or e-mail to: [lmetz@hagerstownmd.org](mailto:lmetz@hagerstownmd.org)