



# CITY OF HAGERSTOWN, MARYLAND

*Please complete this application and return it to:*

Office of the City Clerk, One East Franklin Street, City Hall, Room 200, Hagerstown, MD 21740  
301.739.8577, Ext. 113 ♦ [www.hagerstownmd.org](http://www.hagerstownmd.org)

## CIRCUS PERMIT APPLICATION

### Circus Permit Information

1. A letter to the Mayor and Council must be submitted to the City Clerk's Office requesting permission to hold a circus. The letter should include specific details of the event (location/date/times/etc.).
2. [The cost for a Circus Permit is \\$125.00. Additionally, a \\$1,000.00 Security Deposit is required.](#) This security deposit will be returned to you after the event as long as no damages to the lot are found. Checks should be made payable to the *City of Hagerstown*.
3. You must provide the City Clerk's Office with a Certificate of Insurance reflecting a \$1,000,000 umbrella policy naming the City of Hagerstown as an additional insured.
4. You must contact Captain Holtzman of the Hagerstown Police Department at 301.739.8577, Extension 219,. The presence of three police officers and one supervisor is required each day of the circus. Pedestrian control and a security plan must also be reviewed by our Police Department. The costs associated for HPD time and presence will be your responsibility for paying.
5. All structures must be inspected by the City of Hagerstown Code Administration Office. To make arrangements for the inspection, please contact 301.739.8577, Extension 101.
6. You must contact the City Fire Marshall's Office regarding the erection of any and all tents. Their number is 301.739.8577, Ext. 104.
7. Any electrical service must be requested from the City Light Department by calling 301.739.8577, Ext. 143.
8. ALL vendors selling food must contact the Washington County Health Department (13332 Pennsylvania Avenue, Hagerstown or 240.313.3400) to obtain a food permit. A copy of this permit must be presented with the City's Carnival Permit Application.
9. **PLEASE NOTE IF UTILIZING CITY PROPERTY:** Use of the City employee parking area is prohibited. Any questions regarding this parking area should be directed to the Director of Public Works by calling 301.739.8577, Ext. 178. Additionally all dumpsters must be placed away from the parking area.

State of Maryland Sales Tax Number or Non-Profit Status No: \_\_\_\_\_  
*To obtain a sales tax number, you must contact the State Comptroller at 301.791.4776*

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

Name or Organization Holding Event: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address, City, State, Zip

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

### OFFICE USE ONLY

Date Received: \_\_\_\_\_ Fee Required: \$ \_\_\_\_\_ Paid: Cash/Check Number: \_\_\_\_\_

Applicant Notified (Date): \_\_\_\_\_ Permit #: \_\_\_\_\_  
Security Deposit Reimbursed (Date): \_\_\_\_\_ Check Number: \_\_\_\_\_