

Prince George's County
 Department of Permitting, Inspections
 and Enforcement
PERMITTING & LICENSING DIVISION
Business Licensing Center
 9400 Peppercorn Place, 1st Floor
 Largo, Maryland 20774
 301.883.3840 ♦ FAX: 301.883.3875



**APPLICATION FOR PERMIT FOR
 BENEFIT PERFORMANCE/CARNIVAL OR CIRCUS**

Name of Organization: _____

Address of Organization: _____

Street

City

State

ZIP Code

Hereby makes an application for a permit to conduct a: _____

on: _____

Inclusive Date(s) and Time(s) of Event

at: _____

Exact Location

Name of Amusement Company: _____

Address of Amusement Company: _____

This benefit performance will be conducted within the meaning and requirements of Subtitle 5, Division 2 of the Prince George's County Code and will be operated in accordance with the instructions and requirements set forth by the Department of Permitting, Inspections and Enforcement.

**All fees MUST be made payable
 to Prince George's County.
 (Fees are NON-REFUNDABLE)**

 Signature

 Print Name

 Title

 Address

 Home Phone #

 Work Phone #

 Date

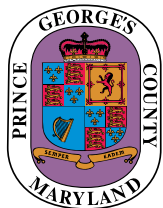
Sworn To and Witnessed and Sealed By Me This _____ Day of _____, 20_____.

SEAL

 Notary Public

The above location has been inspected by the Department of Permitting, Inspections and Enforcement/Health Department on _____ and is Approved or Disapproved for this event.

 Inspector



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CARNIVAL/CIRCUS APPLICATION CHECKLIST

(The Checklist items must be attached to the Carnival/Circus application.)

- 1. A signed copy of the contract between sponsoring organization and operator of carnival. Dates on contract and dates on application **MUST** match exactly.
- 2. A certified list of all games, events, etc. Define and describe items, prices and estimated winning percentages.
- 3. A letter certifying that sponsoring organization will render its books and financial records open to the County.
- 4. A letter stating that the sponsoring organization agrees to collect all monies and handle all sales and tickets, etc.
- 5. A zoning map obtained at the information desk of Park & Planning, County Administration Building, Upper Marlboro, Maryland.
- 6. A letter from the owner of the property, giving permission for the use of the property. (YOU MUST OBTAIN A TEMPORARY USE AND OCCUPANCY PERMIT FROM THE DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT, ENFORCEMENT DIVISION.)
- 7. The name of said group or organization and a full list of the names and addresses of its officers and directors.
- 8. A full and complete statement of the purposes for which the proceeds from such operation will be used.
- 9. A statement, by affidavit, by the president and treasurer of the organization to read as follows:

“No agreement, written or oral, exists for the division of any portion of the proceeds from any games permitted by Section 5-116, Division 2, Subtitle 5, Prince George's County Code, and held in conjunction with the benefit performance, with any other person, group, partnership, association or corporation.”

“No person, group, partnership, association, organization or corporation or bona fide member thereof will receive any portion of the proceeds of such benefit performance other than in furtherance of the purposes of such group or organization except that previously agreed to amounts necessary to pay for benefit performance operating costs may be taken from the proceeds.”

“The benefit performance will be managed and operated only by members of the applicant group or organization personally, except that the employees of any professional carnival operation may operate all rides and technical, mechanical, and electrical equipment and may also operate special equipment, such as popcorn, coffee and candy machines.”

- 10. A copy of written ruling, 501(c)(3) or similar, from the Internal Revenue Service indicating the non-profit status of the organization. (It is not necessary to submit this item if your organization has a letter currently on file in the Business Licensing Center.)
- 11. Proof of Insurance.
- 12. The fee shall be \$25.00 + 5% Technology Fee of \$1.25 for a total of \$26.25 per ride with a minimum fee of \$275.00 + 5% Technology Fee of \$13.60 for a total of \$288.60, plus an additional \$150.00 + 5% Technology Fee of \$7.50 for a total of \$157.50 for each week or portion of a week thereafter.