

Event Tent/ Pavilion Questionnaire

Name of Sponsor:

Phone Number:

Alternate POC:

Phone Number:

Date(s) of Event:

Organization/ Unit:

Purpose of Event:

Estimated Number of People:

Event Hours:

What groups are taking part in or sponsoring this event?
(Military Unit, Religious/Political Organization*, Company, etc...)

Will the event be advertised and open to the public***? Yes _____ No _____

Will you need to sponsor non-DOD guests onto Fort Meade**? Yes _____ No _____

Is your event being catered? Yes _____ No _____

Is alcohol being served? Yes _____ No _____ (Only Bar service through Club Meade is allowed)

Will there be music? Yes _____ No _____ Will it be live music? Yes _____ No _____

Will there be an admission fee or fund raising*? Yes _____ No _____

Will there be food or products served or sold on site*? Served _____ Sold _____

Will there be any live animals on site for rides or exhibits*? Yes _____ No _____

Will you require Sound/Audio Equipment? Yes _____ No _____ (Additional Fee \$50.00)

Will you require additional electrical outlets? Yes _____ No _____

I hereby certify that the information provided in this affidavit is true and accurate to the best of my knowledge

Sign _____ Date _____

*Command Approval will be required for any event open to the public or funded and supported by any religious organization. Events promoting any political candidate is prohibited. All other require written authorization before the event takes place.

**All non-DOD guests over the age of 18 will require sponsorship onto Fort Meade. This will involve a full background investigation on each guest being sponsored.

***Any media coverage for an event hosted by a Non-Federal Entity must be coordinated through the Public Affairs office prior to the start of the event.

All of the approvals required above must be satisfied before Authorized by Outdoor Recreation. Event is authorized only if this document is signed by both parties.

ODR Manager Approval _____ Date _____