

# Burba Park Event Questionnaire

Name of Sponsor:

Phone Number:

Alternate POC:

Phone Number:

Date of Event:

Pavilion # or Cottage:

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 beer & wine 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\*? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain \_\_\_\_\_

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

Will you be renting any additional equipment? 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 \_\_\_\_\_