I. ABOUT WATERFRONT PARTNERSHIP

Waterfront Partnership is the proud steward of Baltimore’s most celebrated asset. We are advocates for the continued investment in the Harbor, health of the Harbor and the addition of new amenities to keep the Harbor fresh and lively. We help maintain the Inner Harbor, build and program unique and playful parks, lead the planning for its future with Baltimore City, fund improvements and encourage its growth and evolution so that it may continue to serve as a place of pride and the place where Baltimoreans come together to celebrate.

We proudly produce a variety of one-of-a-kind events and programs to activate our Waterfront public spaces, attract local residents and visitors, and provide more reasons to visit the Waterfront. We welcome everyone to use our parks, whether you’re considering organizing a special event, concert, performance, product launch, wedding, party, or any other type of event. Use this resource guide to identify available spaces and the procedures necessary to plan your next event at the Waterfront.

OUR MISSION

Waterfront Partnership is dedicated to creating an active, beautiful, and sustainable future for Baltimore’s world-class Waterfront. We strive to keep the parks along the Waterfront clean, beautiful and open to the public. We want all residents and tourists alike to have the opportunity to enjoy the parks, which provide a place for family fun and activity, special events, and relaxation. Families enjoy the Walter Sondheim Fountain, eating lunch at covered tables along the Waterfront, and playing games on our grassy fields. The Waterfront Partnership of Baltimore aims to create inviting spaces for all.

OUR VALUES

COMMUNITY: Our dedication to community is our primary value and is evident in our commitment to developing programming and amenities accessible to all city residents.

TENACITY: We take on enormous responsibility and ambitious initiatives in relation to the size of our team and resources. Our perseverance over the past 15 years exhibits a remarkable commitment to the success of the Waterfront District and the city.

INNOVATION: Through initiatives like Healthy Harbor, the development of unique public spaces like Pierce’s Park and the redevelopment of Rash Field, we’re always exploring new ideas to enhance the experience of visitors to the Waterfront.

SERVICE: We were created to serve Baltimore residents, our stakeholders, and Waterfront visitors; and, we take great pride in doing so.

CIVIC-PRIDE: We assume the role of steward for Baltimore’s Waterfront with a sincere affection and pride for the city we serve.
II. WATERFRONT PARKS

The Waterfront offers a variety of public spaces available for hosting your event. Each space offers something different. Please review the locations below to determine the best venue for your event size and operational needs.

WEST SHORE PARK

DESCRIPTION: West Shore Park is located in the heart of Baltimore’s Inner Harbor nestled between the Maryland Science Center to the South and Baltimore’s Visitors Center to the North. The park features a large ‘great lawn’ lined with trees and granite blocks and benches designed to provide a space for shaded relaxation or a viewing point to listen to the sounds of the Harbor and observe passers by on the promenade. Adjacent to the park is the Walter Sondheim Fountain, an interactive fountain built for the amusement and delight of children visiting the park. The fountain operates daily from 10am to 10pm in the warmer months. Waterfront Partnership manages West Shore Park and hosts many free, family-friendly events in the park.

MAXIMUM CAPACITY: 2,000 depending on event set-up

PARK AMENITIES: Large, open field with Waterfront views; shaded, granite blocks for seating; Interactive fountain (must be left open to public)

UTILITIES: 200 amp 3-phase power available with 12 to 15 panels available, 20 amp outlets on north side of park. 20 amp connections. Utility connection fee may apply. Generator may be used with proper approval with permitting based on the amount of kilowatts used.

ADDITIONAL INFORMATION: With proper notification, a portion of the bus lane directly to the West of the park can be temporarily shut down for event set-up, operations, and tear down (dependent on bus schedules). These arrangements would need to be made through the Baltimore City Special Events Office.

PERMITTING AUTHORITY: City of Baltimore, see page 13 for contact information
RASH FIELD

DESCRIPTION: Rash Field boasts the largest open space within the Waterfront district. Situated on the South shore of the Inner Harbor, the park provides event producers with a large open field surrounded by a paved running track. Stadium seating allows for viewing of both the field and the park’s beach volleyball courts. Rash Field is also the home to the Pride of Baltimore Memorial. Exciting plans are in the works to redevelop Rash Field. Visit RashField.org for more information.

MAXIMUM CAPACITY: 7,000 depending on event set-up and timing

PARK AMENITIES: Athletic Field; Track; Bleacher Seating; Pavilion; Beach Volleyball Courts (Baltimore Beach holds permits for use of courts).

UTILITIES: 150 amp 3-phase power available with a limited number of 20 amp outlets. Utility connection fee may apply. Generator may be used with proper approval with permitting based on the amount of kilowatts used.

ADDITIONAL INFORMATION: Baltimore Beach holds the permit for the beach volleyball courts from May to October. All events during that time must coordinate their operations with Baltimore Beach. Portions of Rash Field are expected to be closed for construction starting Fall 2019. Please contact Waterfront Partnership at rashfield@waterfrontpartnership.org for updates.

PERMITTING AUTHORITY: City of Baltimore, see page 13 for contact information
PIERCE’S PARK

DESCRIPTION: Pierce’s Park, located adjacent to the UMBC Columbus Center, is an imaginative and inspiring park and a favorite meeting place for local families. Visitors are captivated by the details in this park including native plantings, a musical fence, and original sculptures all woven together by a brick pathway displaying homophones every few steps. Adults and children alike enjoy the unique play structures and are found sneaking through the living willow tunnel and sliding down the large horn sculpture. Waterfront Partnership manages Pierce’s Park and promotes free programming within the park.

MAXIMUM CAPACITY: 500 depending on event type

PARK AMENITIES: Grass field and raised seating, play structures, small plaza

UTILITIES: 200 amp 3-phase power available with 12 to 15 panels available. Utility connection fee may apply. Generator may be used with proper approval with permitting based on the amount of kilowatts used.

ADDITIONAL INFORMATION: As a general rule, events held in Pierce’s Park are required to keep the park open to the general public.

PERMITTING AUTHORITY: Waterfront Partnership, events@waterfrontpartnership.org
**JACKSON’S WHARF**

**JACKSON’S WHARF DESCRIPTION:** Jackson’s Wharf borders on the Fell’s Point/ Harbor East line along the water. A triangular field lined with trees presents the ideal location for parties or intimate gatherings highlighting striking views across the Harbor.

**MAXIMUM CAPACITY:** 150

**PARK AMENITIES:** Open field, Waterfront Views

**UTILITIES:** None

**PERMITTING AUTHORITY:** Waterfront Partnership  
events@waterfrontpartnership.org

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**BOND STREET PIER**

**BOND STREET PIER DESCRIPTION:** Bond Street Pier is adjacent to Jackson’s Wharf. A grass covered pier presents the ideal location for parties, weddings or intimate gatherings highlighting striking views across the Harbor.

**MAXIMUM CAPACITY:** 150

**PARK AMENITIES:** Open field, Waterfront Views

**UTILITIES:** None

**PERMITTING AUTHORITY:** Waterfront Partnership  
events@waterfrontpartnership.org
PIER V PARK

DESCRIPTION: Pier V Park sits at the tip of Pier V in the Inner Harbor. Guests to this park can marvel at the Seven Foot Knoll Lighthouse adjacent to the park while also enjoying the beautiful, unobstructed views of the Inner Harbor. This open, tree-lined park is perfect for events ranging from a casual cookout to elegant wedding receptions.

MAXIMUM CAPACITY: 200-300 depending on event type

PARK AMENITIES: Open, tree-lined space, view of the Seven Foot Knoll Lighthouse, Waterfront views

UTILITIES: 20 amp power outlets

ADDITIONAL INFORMATION: Pier V Hotel can assist in the coordination of wedding ceremonies/receptions in this park

PERMITTING AUTHORITY: Waterfront Partnership, events@waterfrontpartnership.org

HARBOR POINT CENTRAL PLAZA

DESCRIPTION: Harbor Point’s Central Plaza sits above the flat parking lot adjacent to Sandlot. The park is steps from the main lobby of Exelon and outside of numerous retail stores and businesses. The park offers sweeping views of the Inner Harbor and is an open park with trees lined around the perimeter.

MAXIMUM CAPACITY: 1,000 depending on event type

PARK AMENITIES: Open, tree-lined space, view of the Waterfront, electricity available, water access available, parking garage and flat lot below the park, businesses close by.

UTILITIES: 20 amp power outlets

ADDITIONAL INFORMATION: Due to its prime waterfront location, Harbor Point experiences strong gusty winds. It is necessary to properly secure all tents, tables, flags, collateral, etc.

PERMITTING AUTHORITY: Beatty Development Group, cseiler@beattydevelopment.com
The below permits are typically required for all events. Additional permits not listed below may be required based on the event’s needs.

- **Special Event Permit**: The Baltimore City Department of Transportation’s Special Events Permitting and Street Vending Licenses section issues permits relating to public events which are held in Baltimore City that include, but are not limited to, festivals, block parties, demonstrations, races, walk-a-thons, concerts, parades, and pub crawls. These events can be in the public right-of-way, Baltimore City Parks and on occasion, private property. The event permit outlines all event details so city agencies can adequately prepare. Special events applications must be submitted at least 6 weeks prior to the event. The sooner the application is filed, the lower the cost.
  
  Contact: Special Events and Street Vendors Section, (410) 396-1916
  
  http://permits.baltimorecity.gov/SpecialEvents

- **Liquor Permit**: Alcohol is permitted in all Waterfront parks with a proper license. A Temporary Liquor License is required if liquor will be sold or given away at the event. The Baltimore City Police Department may ask to see the liquor license and if it is not provided, the event could be shut down.
  
  Contact: Baltimore City Liquor License Board, (410) 396-4377

- **Food Permit**: Food for sale/distribution is permitted at all Waterfront Parks with a temporary food permit or catering permit. A Temporary Food Permit is required when food is being sold or given away at an event. Unless the vendor serving holds a caterer license, the temporary food permit is required.
  
  Contact: Baltimore City Health Department, 410-396-4398

- **Amplified Sound Permit**: Any event organizer wishing to use amplified sound at their event must apply for a temporary One Day Temporary Noise Permit. An Amplified Sound Permit is required when the noise generated by the event will exceed the sound levels specified in the most up-to-date Health Code.
  
  Contact: Baltimore City Health Department, 410-396-4398

- **Tent Permit**: A tent permit is required if any tents on site will be 400 sq feet or larger. The tent permit should be supplied by the company responsible for setting up the tent. The Fire Marshall will schedule a tent inspection prior to the event and fees will be accessed accordingly.
  
  Contact: Baltimore City Department of Recreation and Parks, (410) 396-7900

Additional event fees may apply including: fire marshal, police detail, electrical work, waste removal, stages, or equipment. Additional fees may also be charged for any additional resources to ensure public safety (ie. under reported attendees, crowd or traffic control, etc.) as determined by Public Safety Officers during the event. A total of 25% of the total cost of the event (city services, equipment) will be due before a special event permit is issued. The remaining 75% balance will be billed approximately 30-45 days after the event date. These fees are assessed and invoiced directly by the city.
IV. ADDITIONAL REQUIREMENTS

LIABILITY INSURANCE

Applicants must provide proof of general liability insurance in the amount of at least $5,000,000.00 and a copy of the certificate of insurance must be submitted to the Permit Office 2 weeks prior to the proposed event. The certificate of insurance MUST HAVE THE FOLLOWING WORDING included in the description box:

“The Mayor and City Council of Baltimore City, the Departments of Recreation & Parks, Public Works, Employees of the City of Baltimore, and Waterfront Partnership of Baltimore, Inc, are named as additional insured for (INSERT NAME OF EVENT) on (LIST EVENT DATES, INCLUDING STARTING SET UP DATE THROUGH ENDING TAKE DOWN DATE) to be held at (INSERT EVENT LOCATION).”

DAMAGE DEPOSIT

The grounds must be protected from damage during load-in, and load-out, and throughout the event. All special events at the Waterfront must pay a damage deposit of $1,000. The deposit will be refunded after the event by Waterfront Partnership contingent upon the condition and cleanliness of the park. It is the event producer’s responsibility to ensure the park grounds and equipment are clean and not damaged as a result of the event.

SECURITY

Event organizers are responsible for the safety and welfare of event attendees. This includes providing for their security needs. Event organizers must designate one person to be responsible for security at the event. Additionally, Baltimore City will require BCPD be present at every event in the Inner Harbor. It is also required to have private security if the event exceeds 1,000 attendees or involves alcohol. Security staffing must be secured through a private security company and through Baltimore City Police Department. Waterfront Partnership can provide contact information for private security companies if necessary.

TRASH REMOVAL

All trash and recycling will need to be removed from the premises after the event is over. The Waterfront Partnership Clean Team is available for hire to remove trash from the site during and upon the completion of the event. If the Waterfront Partnership Clean Team is not hired, a private trash removal company will need to be utilized.
VI. ADDITIONAL GUIDELINES

BATHROOMS: There are no restroom facilities located at Inner Harbor parks. If needed for an event, portable restrooms must be acquired from a secondary vendor. Waterfront Partnership can provide contact information for portable restrooms if necessary.

ELECTRICITY: Electricity is available in some Baltimore Waterfront parks and additional power can be pulled via the Baltimore City electricians. Generators may also be brought in for events to avoid the city’s fees.

FURNITURE: Waterfront Partnership has small café tables and chairs that can be rented for a fee when not in use for another event. Contact Waterfront Partnership for rates and availability.

HOURS: Events must take place within the hours set between the event organizer and Waterfront Partnership.

LOAD-IN/OUT: The parks and surrounding sidewalks must remain open to the public at all times. No cars or trucks are allowed inside the park areas. If for any reason vehicles need to access and drive on the promenade, a Vehicle Permit is required to do so. Contact Recreation and Parks for more information.

PARK RULES: Events must uphold the park rules regarding alcohol and drug use, smoking, dogs, etc. Members of the public who want to use the park and don’t wish to participate in your event cannot be barred from an event unless otherwise stated. Complete park rules can be found on Recreation and Parks website: https://bcrp.baltimorecity.gov/sites/default/files/parkrules_9.pdf

WEATHER: Events are rain or shine. Rain dates are not given.

WIRELESS INTERNET: Free wifi is available around the Inner Harbor of Baltimore.

*PLEASE NOTE: Waterfront Partnership cares about the health of the Baltimore Harbor and is working to keep it clean. When serving food and beverages at the waterfront, please use compostable or reusable containers instead of single-use plastics such as polystyrene or plastic straws, cups and plates. Additionally, please take care to prevent litter from blowing away and into the Harbor by regularly emptying event trash and recycling bins, or by using lids. Thank you!
VII. CONTACTS

WATERFRONT PARTNERSHIP OF BALTIMORE:

Kaylee Zielinski, Events Manager
kaylee@waterfrontpartnership.org

CITY OF BALTIMORE:

A number of agencies are involved in the different aspects of permit application processing, review, traffic impact assessment, the provision of equipment and services and other related functions necessary to ensure that your event is successful. Below is a listing of the contact formation for relevant agencies:

DOT Special Events Permitting
410-396-1916

Health Department
410-396-4425

Fire Department
410-396-5752

Police Special Events Unit
410-396-2597

Parks Administrator
410-396-7070

Liquor License Board
410-396-4377

DOT Traffic Division
443-984-2156

Thank you for hosting your event at the Waterfront!