

**REQUEST FOR AN ADDENDUM
TO A PRIVATE EVENT
Town Of Ocean City, Maryland**

NON-REFUNDABLE FEE: **\$50.00**

RETURN ADDENDUM TO: Private Events Coordinator
Town of Ocean City, Recreation & Parks
200 125th Street, Ocean City, Maryland 21842
LMitchell@OceanCityMD.gov

This is a request for a change to either a Private Event Application that has already been submitted to the Private Events Coordinator, or for an already approved private event. No guarantee is made or implied by the acceptance of the request and fee. Also, changes will not be considered within 30-days prior to the event.

This request must be completed and forwarded to the Private Events Coordinator for City Council consideration.

1. TITLE OF EVENT: _____
2. APPROVED BY COUNCIL? _____ IF SO, DATE APPROVED: _____
3. SUMMARY OF EVENT: _____

4. REQUESTED CHANGES TO EVENT: _____

5. APPLICANT'S NAME AND ORGANIZATION REPRESENTING: _____

6. MAILING ADDRESS: _____
7. WORK PHONE: _____ CELL PHONE: _____
8. E-MAIL: _____

APPLICANT'S SIGNATURE: _____ **DATE** _____

*Created October 15, 2012
Updated December 9, 2014*