GARRETT COUNTY OFFICE OF LICENSING AND ENFORCEMENT
REQUEST FOR PRIVATE WEDDING - TVRU

INCOMPLETE FORMS WILL NOT BE PROCESSED

Date of Submission: _____ (must be a minimum of 60 days prior to event)

Rental Agency: _____ Agency Representative: _____
Phone: _____

Date of Event: _____ Hours of Event: _____ (must conclude by 9:00 p.m.)

Rental Unit/s/ Name: _____

Location of Event: _____
(Street Address)

Number of Guests: _____ (TVRU residence cannot exceed maximum number of occupants listed on license)

Number of Portable Chemical Toilets: _____ Supplied by: _____

Number of Trash Receptacles: _____ (Trash removal must occur within 24 hrs of event)

Number of Vehicles on Site: _____ (May not exceed number on TVRU license)

Shuttle Service? Yes / No Provided by: _____

Location of additional vehicles: _____

Planned Entertainment? Yes / No Provided by: _____ Hours: _____
(Remember Noise Regulations)

Tents to be used? Yes / No Number: _____ (Include location on diagram)

Catering? Yes / No Provided by: _____ Alcohol Served? Yes / No

Security? Yes / No Provided by: _____

Inclement weather plan? Proceed as planned ☐ Move to another location ☐

Agency Representative on Site: _____ Cell Phone/Pager: _____
(The Office of Licensing & Enforcement must be notified of any change of on-site Representative)

Owner notified of Event: _____ _____ _____
(Date) (Name of notified) (Notified by)

Attached: (Must be included with application)

_____ Diagram of Event layout/setup

_____ Copy of signed contract between renter and agency/owner.

OFFICE USE

Corrections needed: Yes / No Details: _____

Approved by: _____ Date Approved: _____

AUTHORITY GARRETT COUNTY CODE TITLE XV, CHAPTER 160, SECTION 6E