



DEPARTMENT OF PARKS, RECREATION AND CULTURE

City of Gaithersburg · 506 South Frederick Avenue · Gaithersburg, Maryland 20877 · 301-258-6350

**SPECIAL EVENTS PERMIT
NEIGHBORHOOD / BLOCK PARTY APPLICATION**

If you answer **YES** to all of the questions below **AND** food or alcoholic beverages will **NOT BE SOLD** at your event, you qualify as a Neighborhood / Block Party.

If you answer **NO** to any of the questions below **OR** food or alcoholic beverages **WILL BE SOLD** at your event, please use the standard Special Events Permit Application.

- Is this event meant for the residents of one block/neighborhood & their guests? Yes No
- Will attendance be fewer than 200 people? Yes No
- Is the event closed to the general public? Yes No
- Is the proposed block a local residential street? Yes No
- Is the block free of bus routes? Yes No
- Does the street closure exclude intersections? Yes No
- Will this event end before 9 p.m.? Yes No

Application Fee of \$50 (4 or more weeks prior to the event)

Application Fee \$75 (less than 4 weeks prior to the event) *No Neighborhood / Block Party Applications will be accepted for events within two weeks or less.*

(All application fees are non-refundable)

INSTRUCTIONS AND GENERAL GUIDELINES:

Incomplete applications, applications for events not in compliance with the Special Event Policy and/or applications without the required application fee will not be processed.

All information must be complete to initiate processing of application

The City of Gaithersburg Special Event Policy is designed to standardize events held in the community on private property, commercial property and/or City streets so they are executed to take into account the safety and health of the participants, the protection of public property and the impact on non-participating residents. It is the responsibility of the Applicant to ensure that their event is in compliance with all applicable laws, regulations, policies and ordinances.

- Submit this application with a detailed event site plan at least 4 weeks prior to the event. The more complex your event, the more time is needed to review and process your application. This is particularly important when applying for a Street Closure Permit. Applicants must obtain the consent of all residents affected by any street closures before a permit will be issued. **Please note that incomplete or late applications may not be considered.**
- The applicant must obtain a general comprehensive insurance policy for their event and submit a Certificate of Insurance (COI) prior to the event. The City of Gaithersburg must be named on the COI as co-insured. Failure to meet this requirement will void the Special Event Permit. Please see the Special Event Permit Policy for details.
- The City of Gaithersburg is committed to making reasonable accommodations for everyone as required by the Americans with Disabilities Act (ADA). (ADA HOME PAGE - <http://www.ada.gov>)
- Applicant must have binding authority for the sponsoring organization.
- Permitted events must comply with all City, County, State and Federal ordinances, codes, regulations or laws.

CITY EQUIPMENT AND SERVICE FEES:

Applicants who wish to use City equipment and/or event support services should complete a Special Event In-Kind Support Application. City equipment and event support services vary based on inventory and availability. Additional fees and/or a security deposit for equipment and services will apply.

APPLICANT INFORMATION

NAME OF APPLICANT (must be the person whose signature will appear on pages 3 and 4 of this application)

NAME OF EVENT ORGANIZER / PRODUCER (if different from Applicant)

ORGANIZATION(S)

STREET ADDRESS

DAYTIME PHONE / CELL PHONE / FAX / EMAIL ADDRESS

EVENT DAY ON-SITE CONTACT (if different from Applicant)

Daytime Phone: Cell Phone: Email:

EVENT INFORMATION

DATE OF EVENT

TIME From: AM/PM To: AM/PM (Setup Time: AM/PM / Takedown Time: AM/PM)

SCHEDULED CLEAN-UP COMPLETION Date and time AM/PM

LOCATION

PROPOSED EVENT ELEMENTS

Tents/ Canopies Number and sizes Port-a-Johns

Electrical Generators* Inflatables (jumps, etc.)* Amplified Music Other

INFLATABLES: Provide the name, address and phone number for amusement vendor.

Amusement Company: Amusement Device:

Address: Telephone:

Contact Person: Title:

***REQUIRED** - Events with inflatables/amusement/mechanical rides or devices must provide proof of liability insurance, naming the City of Gaithersburg as additional insured. This document must be submitted to the City at least 2 weeks prior to the event—no exceptions. Your personal/organizational insurance will not cover this requirement

Street Closure Permit Application

To provide adequate time to review and process a Street Closure Permit request, applications should be submitted at least 4 weeks prior to the event.

Street closures require an approved Street Closure Permit. Street closures may not prevent emergency access to property.

ESTIMATED ROAD CLOSURE START TIME _____ AM/PM **TIME ROADS REOPEN** _____ AM/PM

Applicants must obtain the consent of all residents affected by any street closures before a permit will be issued.

How have you obtained this consent? _____

STREETS: Street closings are from intersection to intersection. Give names of cross streets and attach a detailed map.

ALL PERMIT APPLICANTS MUST COMPLETE / SIGN ALL SECTIONS BELOW

MARYLAND LAW, AT MD. ENVIRONMENT CODE §9-1712, REQUIRES RECYCLING RECEPTABLES AND COLLECTION AT SPECIAL EVENTS

Recycling is required in the City of Gaithersburg, under Chapter 18 of the City Code, and is enforced through issuance of a civil citation. Maryland law also requires that organizers of events that are **(i) on a public street, on public land, in or on a publicly owned site or facility, or in a public park, (ii) serving food or drink and (iii) expecting 200 or more persons in attendance** must provide a recycling receptacle immediately adjacent to each trash receptacle, which is clearly distinguished from trash receptacles by color, signage or both, and must ensure all recyclable materials deposited into the recycling receptacles are collected for recycling. A person or organization violating this requirement is subject to a civil penalty not exceeding \$300 for each day on which the violation exists.

I certify that prior to the issuance of the permit for this Special Event I have received a written statement describing the recycling receptacle and collection requirements and penalties under Maryland law.

Signature

Date

INDEMNIFICATION & HOLD HARMLESS AGREEMENT

The Applicant shall indemnify and hold the City harmless for any personal injury or property damage resulting from the actions of the Special Event described herein, its employees, agents, or participants. The City assumes no liability whatsoever for the safety of the Applicant, its employees or agents, or for the participants in the Applicant's Special Event described herein. The Applicant shall indemnify and hold the City, its officials and employees harmless from: a) any and all direct or indirect damages, costs, claims, actions, suits, judgments or liens resulting from the negligent act or commission or omission of the applicant, applicant's employees, agents or subcontractors, and b) any and all direct or indirect costs, claims, actions, suits, judgments or liens for damages resulting from any element of the Special Event herein described resulting from the negligence or omission of the applicant, applicant's employees, agents, volunteers, participants, and subcontractors.

STATEMENT OF INDEMNIFICATION AND WAIVER

I, _____ (Applicant) hereby agree to indemnify and save harmless the City of Gaithersburg from any injury, loss, damages and other expenses suffered or incurred by the City by reason of the applicant's negligence, omission, or error in carrying out its obligations under this Special Event Policy or the negligence of applicant's agents, employees, subcontractors, invitees, heirs, successors or assigns.

I, _____ (Applicant) waive any and all claims for property damage and/or personal injury of any kind that I may have now or in the future against the City of Gaithersburg, its officials, employees, and agents related

to Applicant under this Special Event Policy. I (applicant) declare all information submitted on this application is true and accurate. Applicant will immediately notify the Arts and Special Events Division of any additions or changes that occur after application is submitted. Changes could result in denial or revocation of permit. On behalf of the above organization(s) and all members thereof, applicant agrees to abide by all policies, procedures and instructions set forth or provided by the City of Gaithersburg, its staff, officers and designated agents; and will also comply with all relevant local, state and federal regulations.

Applicant's Signature _____

Applicant's Name (Print) _____ Date _____

I have read and understand the requirements of the Special Events Policy. I certify that all of the information included above or submitted under separate cover is true and accurate to the best of my knowledge. I read, understood, and agree to the Gaithersburg City Special Event Guidelines and any rules or regulations described in the documents or in my completed Special Event application.

By signing and submitting this application, I and/or the sponsoring organization(s) agree to abide by the rules and regulations of the City of Gaithersburg, especially those rules and regulations pertaining to permits.

Applicant's Signature _____ Date _____

Please return completed Special Event Permit Application and any additional attachments and information along with the appropriate fee to:

Arts and Special Events Division
Department of Parks, Recreation and Culture
City of Gaithersburg
506 S. Frederick Avenue
Gaithersburg, MD 20877

For information and electronic submissions, contact Andi Rosati 240-805-1528, andi.rosati@gaithersburgmd.gov

PERMIT APPROVAL

Submitting this SPECIAL EVENT PERMIT APPLICATION FOR NEIGHBORHOOD / BLOCK PARTIES does not constitute approval to conduct your planned event.

Once your application has been reviewed, you may be notified if additional information is needed to process your application.

PERMITS are issued after an application and all required fees and information are received, reviewed and approved.

FOR OFFICE USE ONLY

DATE RECEIVED _____

RECEIVED BY _____

FEE RECEIVED _____

STREET CLOSURES REQUESTED? Yes ____ No ____