



DEPARTMENT OF PARKS, RECREATION AND CULTURE

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

SPECIAL EVENT PERMIT APPLICATION

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 with the safety and health of the participants, the protection of public property, and the impact on non-participating citizens taken into account. It is the responsibility of the Applicant to ensure that their event is in compliance with all applicable laws, regulations, policies and ordinances.

A Special Event is defined as a planned outdoor event that is organized, hosted or produced by any person, business, organization or corporation that will generate or invite public participation and/or spectators resulting in an impact on public streets, sidewalks, public lands, public facilities, adjacent private properties (i.e., races/walks, concerts, festivals, parties, parades, carnivals, food fairs, farmers markets, etc.). Special events conducted on properties owned/operated by the Board of Education or Montgomery County Public Schools, religious institution events held on their own property, events conducted upon a single residential property and the Montgomery County Agricultural Fair are exempt.

INSTRUCTIONS: 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.

- Submit this application with a detailed event site plan at least 5 months prior to the event. This is particularly important when applying for a Street Closure Permit. The more complex your event, the more time is needed to review and process your application. **Please note that incomplete or late applications may not be considered.**
- An “Event Tool Kit” is available on the City’s website and upon request. This Kit provides examples of maps, site and traffic plans, and check lists of the items needed to complete this application.
- Organizers may be asked to attend an Interagency Permit Review (IPR) meeting prior to approval of an event permit and/or to coordinate any required City Services.
- 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.
- Nonprofits must provide proof of status.
- 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.

APPLICATION FEE: Applications will not be processed without the required Application Fees, and Permitted events may not proceed until all fees are paid in full. The application fee is non-refundable. Please note that it is an application processing fee, and other fees may apply. Security Deposits may be required.

ESTIMATED ATTENDANCE	SPECIAL EVENT PERMIT NON-REFUNDABLE APPLICATION FEE
Under 1,000	\$100 (if application is submitted 8 or more weeks prior to event) \$150 (if application is submitted 4-8 weeks prior to event)
1,000 – 5,000	\$500 (if application is submitted 8 or more weeks prior to event) \$750 (if application is submitted 4-8 weeks prior to event)
5,000 – 10,000	\$1,000 (if application is submitted 8 or more weeks prior to event) \$1,500 (if application is submitted 4-8 weeks prior to event)
Over 10,000	\$1,500 (if application is submitted 8 or more weeks prior to the event) \$2,250 (if application is submitted 4 – 8 weeks prior to the event)

Applications fees are necessary for the proper servicing and oversight of your event. The earlier you apply, the lower the fee. Other related fees may include a Street Closure Permit, Tent Permit, Police or PW related expenses, City equipment rental and/or deposit. If the Applicant has an outstanding balance with the City, an Application will not be accepted until that balance is paid in full.

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 listed in Signature section on page 5)

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

ORGANIZATION (S)

Non-profit organization No ____ Yes ____ If yes (please attach current verification of 501(c) (3) status)

STREET ADDRESS

DAYTIME PHONE / CELL PHONE / FAX / EMAIL ADDRESS

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

Daytime Phone: Cell Phone: Email:

PRIVATE SECURITY Yes ____ No ____ Name of Security Co.

Phone Contact Name

EVENT INFORMATION

TYPE OF EVENT (Check all that are appropriate)

- | | |
|---|--|
| <input type="checkbox"/> Assembly | <input type="checkbox"/> Educational |
| <input type="checkbox"/> Rally or Political Protest | <input type="checkbox"/> Parade * |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Race (Bike) * |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Run and /or Walk * |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Other (please describe) _____ |
| <input type="checkbox"/> Block Party: For residents of one block and their guests; NOT open to the public; maximum of 200 people; end by 9 p.m.; held on residential streets without a bus route; and a street closure may not include intersections. | |

***REQUIRED** - A copy of your proposed route and map including assembly and disbanding area for your event must be attached to this application. If requesting to close roads or cross intersections, a Street Closure Request and a traffic plan must be included. The City's "Event Tool Kit," available on the City's website and upon request, provides examples of maps, site and traffic plans, as well as check lists of the items needed to complete this application.

EVENT NAME

Is this event open to the general public? Yes ____ No ____

PURPOSE OF EVENT _____

DATE OF EVENT _____ If your event includes multiple days and/or varying times, please attach a schedule. (No more than 5 consecutive or nonconsecutive dates per application.)

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 - Please list the names and addresses or closest cross streets. Also include the names of key landmarks

REQUIRED – If you would like to request that streets, parking lots, sidewalks or any other public right of way be closed fully or partially, or have access blocked in any way, you must complete the section of this application on **STREET CLOSURE REQUESTS**.

ESTIMATED DAILY ATTENDANCE _____

Is this the first time you are holding this event at this location? _____ Yes _____ No

If this is a new event, what is your estimated attendance? _____

Please explain how you determined this estimate _____

If this event was held previously, what were your attendance totals? _____

How does this event differ from previous years? _____

PLEASE ATTACH THE FOLLOWING DOCUMENTS IF APPLICABLE

- Specific location information: A drawing/detailed map to include area to be used, entry and exits, parking, structure location, bleachers, canopies, fences, displays, concessions, etc.
- Design plan for live entertainment, concert or amplified music, detailing: stage locations and dimensions, speaker position, sound checks and performance schedules
- Map of affected public roadways and intersections
- Description of use of shuttle buses/mass transportation

PROPOSED EVENT ELEMENTS

Please indicate whether the event will include any of the following. Items with an asterisk (*) indicate that a state, county or city permit may be required:

Yes	No		Yes	No	
___	___	Carnival	___	___	Temporary structures (e.g. stages*)
___	___	Casino games/bingo/drawing/lottery*	___	___	Skydivers/hot air balloons/aerial
___	___	Circus *	___	___	Shuttle buses/mass transportation*
___	___	Electrical generators*	___	___	Special lighting*
___	___	Fireworks/pyrotechnics/lasers/rockets, etc.*	___	___	Street closures
___	___	Food/beverages*	___	___	Tents canopies
___	___	Inflatables (jumps, etc.)*	___	___	Dumpsters/trash receptacles
___	___	Live animals*	___	___	Alcohol _____
___	___	Live performance/concert	___	___	Other _____
___	___	Parade on City streets/in public right-of-way*	___	___	Other _____

1) ENTERTAINMENT / AMUSEMENTS

Do you plan to provide musical entertainment? Yes _____ No _____

If yes, please describe (big band, reggae, choral, etc.) and attach a copy of your program (draft program is acceptable) _____

Do you plan to have live animals on site (this does not apply to service animals)? Yes _____ No _____

If yes, please list what type of animal and how many. Include a description of the proposed animal related activity or purpose for the animal at your event. _____

List the provisions that have been made for animal care, containment, and waste removal. _____

Name of company _____ Phone _____

Do you plan to have amusement/mechanical rides or devices (inflatables, games, etc.)? Yes _____ No _____

If yes, please explain and provide the name, address and phone number for each amusement vendor.

Amusement Company: _____ Amusement Device: _____

Address: _____ Telephone: _____

Contact Person: _____ Title: _____

REQUIRED - Events with 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 one month prior to the event—no exceptions. Your personal/organizational insurance will not cover this requirement.

2) PUBLICITY

How do you plan to publicize this event (if applicable, attach a copy of publicity plan or flyer)? _____

Will any signs, banners or flyers be hung or posted (other than on stages and booths)? Yes _____ No _____

Describe the proposed locations of signs, banners, etc. Permits may be required. **It is a violation of City Ordinances to post or hang in any manner, directional markers, notices, or banners to any tree, bike rack, lamp post or utility pole.** _____

3) FINANCIAL TRANSACTIONS

Will an admission, registration, vendor, or membership fee be charged? Yes _____ No _____

If yes, please explain the type of fee, amount, purpose and parties that will receive the proceeds: _____

Will donations/contributions be accepted or solicited during this event? Yes _____ No _____

If yes, please explain how these donations will be generated or solicited: _____

List all parties who will receive the proceeds from the donations or contributions: _____

REQUIRED – If this event will generate donations, include proof of nonprofit status from the IRS or MDAT.

Has your organization received outside funding or sponsorship for this event? Yes _____ No _____

Do you plan to have a money/prize wheel, raffle, bingo, etc.? Yes _____ No _____

If yes, list the type of activity and the license for each type: _____

4) FOOD, REFRESHMENTS AND MERCHANDISE

REQUIRED - A food permit will be required for any food/refreshments served/sold. There is a fee for this permit and it must be obtained from the Montgomery County Department of Health and Human Services. Failure to secure and display proper permits and/or licenses will result in immediate suspension/closure of this activity/vendor.

Do you plan to sell, distribute, or give-away food / refreshments and / or merchandise? Yes _____ No _____

If yes, please explain: _____

If yes for merchandise, how many tents and tables will be set up? (Tents may require additional permits.) _____

If yes for food/refreshments, how many tents or tables will be set up? _____

REQUIRED – You must provide appropriate safety equipment (fire extinguishers, etc.). Open burning ground fires and the disposal of oil/grease onto surrounding properties is prohibited. Grease/oil must be kept and disposed of in a proper and legal manner. You are liable for any damage caused by improper use of fires, grease/oil dumping.

Do you plan to serve or sell beer and/or wine? Yes _____ No _____

If yes, please explain: _____

REQUIRED – You are responsible for your event obtaining the appropriate license through Montgomery County Department of Liquor Control (DLC). You must arrange for and compensate off-duty police officers and/or licensed security officers needed for your security plan. The necessary number and type of officers for your event will be determined by the City and approved by the DLC. The sale and consumption of beer and/or wine during the operational hours of your event must be in a contained area.

5) WASTE REMOVAL

Portable Toilets: How many are you providing? _____ How many are accessible? _____

If you are using portable toilets, what is the name of the Company? _____

Address _____

Contact person _____ Phone _____

Delivery Date _____ Removal Date _____

REQUIRED – You must attach a site plan showing portable toilet locations and label the accessible toilets.

Refuse/Garbage: How do you plan to remove garbage/refuse/recyclables? _____

What is the name and phone number of the person responsible for cleanup?

Name _____ Phone _____

Do you wish to request trash/recycling receptacles and other similar services from the City?

Yes _____ No _____ If yes, complete the In-Kind Support Service Application.

REQUIRED – Recycling bins for events with attendance of 200 or more. You must attach a site plan for placement of trash receptacles, dumpsters, and recycling bins.

NOTE: Failure to properly clean site will result in fines and the loss of any security deposits.

6) TEMPORARY STRUCTURES

Do you plan to erect temporary structures such as stages, tents, fences, etc.? Yes _____ No _____

REQUIRED - If yes, you do plan to use such equipment at your event, please attach a map of the event layout and describe the size, quantity, capacity, etc. of each structure/equipment. You are responsible for obtaining any required permits for these temporary structures.

Stages: _____ Size(s) _____ Qty _____

Is the stage accessible? Yes _____ No _____

If not, what is the Alternative Accommodation? _____

Tables: _____ Size(s) _____ Qty _____

Are accessible tables required? Yes _____ No _____ If Yes: Size _____ Qty _____

If no, what is the Alternative Accommodation? _____

Displays: _____ Size(s) _____ Qty _____

Are accessible displays required? Yes _____ No _____

If no, what is the Alternative Accommodation? _____

Tents: _____ Size(s) _____ Qty _____

Are the tents accessible? Yes _____ No _____

If a tent(s) will be erected, what is the name of the Tent Company? _____

Address _____

Contact person _____ Phone _____

Fencing: If fencing will be erected, what is the name of the Fence Company? _____

Address _____

Contact person _____ Phone _____

List proposed dates for fencing construction and breakdown

Construction _____ Breakdown _____

Power: Do you need the use of electricity? Yes _____ No _____

Is there a power source available at the proposed location? Yes _____ No _____

Are you providing a generator(s) as a power source? Yes _____ No _____

Will any type of sound amplification equipment or devices be used? Yes _____ No _____

If yes, please list the type of equipment and wattage: _____

REQUIRED – Attach an electrical plan for your event. If you are using a fixed electrical supply you will need to provide the property owner’s written permission to use their power.

REQUIRED - You must comply with all City and County ordinances regarding acceptable noise levels. Sound and/or noise levels must not disturb visitors in the area or interfere with the normal operation of businesses in the vicinity. All amplified sound must end at 9 p.m.

7) PARKING AND TRAFFIC CONTROL

What is your plan to provide parking for event attendees? _____

How many parking spaces are you providing? _____ How many accessible parking spaces? _____

REQUIRED: Attach a site plan for parking including the accessible spaces and route. The City's "Event Tool Kit," available on the City's website and upon request, provides examples of site plans that may be needed to complete this application.

What is your plan to provide parking for volunteers, staff, VIP's during the event? _____

Provide copies of parking passes.

What is your plan to provide handicapped parking provisions? _____

Who will be providing traffic control for parking and/or pedestrian access to your event?

Name of Company providing traffic control: _____

Address: _____ Telephone: _____

Contact Person: _____ Title: _____

Will you be promoting public transportation access to your event? Yes _____ No _____

Do you need information regarding public transportation access? Yes _____ No _____

8) SECURITY AND EMERGENCY PROVISIONS

What are your plans for providing security and crowd control? _____

Are you hiring off duty Police Officers? Yes _____ No _____

Are you hiring private Security Services? Yes _____ No _____ If yes, what is the name of the Security Firm?

Address: _____ Telephone: _____

Contact Person: _____ Title: _____

What are your plans for providing emergency medical services? _____

Will you have a first aid station? Yes _____ No _____

Please provide copies of security and EMS contracts and attach a copy of bonding and insurance for each.

9) PARKING LOTS

Are you requesting that parking lots be closed for your event? Yes _____ No _____

If yes, which ones? Attach a site plan.

REQUIRED: Written permission from the parking lot owner must be obtained prior to approval to close a lot.

10) STREET CLOSURES

Are you requesting roads or parking lots to be closed for your event? Yes _____ No _____

If no, skip to PAGE 9 to complete this Application.

If yes, complete the Street Closure Permit Application below AND include all required support material and appropriate Street Closure Permit Application Fee(s) with your Special Event Permit Application.

Street Closure Permit Application

To provide adequate time to process a Street Closure Permit Application, applications should be submitted at least 5 months prior to the event. Applications will not be considered if submitted less than 3 months prior to the event.

Street closures for any purpose including block parties, festivals, events, parades, walks and/or runs require an approved Street Closure Permit. Street closures may not prevent emergency access to property.

Street closures are very disruptive to a community, therefore requests are carefully evaluated. A minimum of 50% + 1 of all residents and/or business owners that would be affected by this closure may be required for approval. The City may determine that a higher approval percentage is required based on the extent that the proposed closure would impact the community. The Applicant is responsible for obtaining the written permission of affected residents and/or businesses.

Please note that street closure requests that would interfere with public transportation (i.e., bus routes) are rarely approved.

An "Event Tool Kit" is available on the City's website and upon request. This Kit provides examples of maps, site and traffic plans, and check lists of the items needed to complete this application.

FEES:

Street Closure Application Fee is non-refundable and is an application fee only. It does NOT include the costs associated with the actual Street Closures such as police/security, barricades, cones, and signage.

EVENT TYPE	STREET CLOSURE PERMIT APPLICATION FEE
Neighborhood Event	\$0
Festival	\$100
Parade	\$100
Race/Walk	\$100

REQUEST FOR STREET CLOSURE AS PART OF ATTACHED SPECIAL EVENT PERMIT APPLICATION:

EVENT TIME From _____ AM/PM To: _____ AM/PM

ESTIMATED ROAD CLOSURE START TIME _____ AM/PM

ESTIMATED TIME ROADS WOULD REOPEN _____ AM/PM

ESTIMATED ATTENDANCE _____

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

PARADE: Is your event a Parade? Yes _____ No _____ If yes, include a detailed map outlining the parade route.

PARADE START TIME: _____ AM/PM **TIME** of assembly: _____ AM/PM

PLACE of assembly: _____

TIME of disbandment _____ AM/PM **PLACE** of disbandment _____

NUMBER OF PARADE PARTICIPANTS

Vehicles: _____ Walkers: _____ Marching bands: _____ Animals: _____ Other: _____

RACE/WALK: Is your event a Race and/or Walk? Yes _____ No _____ If yes, include a detailed map outlining the route from start to finish.

ALL WALKS TAKE PLACE ON SIDEWALKS. Runs or Run/Walks in the Streets may incur a police and/or public works service fee. See Special Event Policy.

RACE/WALK START TIME: _____ AM/PM **TIME** of assembly: _____ AM/PM

PLACE of assembly: _____

TIME of disbandment: _____ AM/PM **PLACE** of disbandment: _____

PRE-registration: Yes ___ No

EVENT on: ___ Street ___ Sidewalk ___ Both **ENTRANCE** fee: ___ Yes ___ No _____ Amount

NUMBER of participants expected: _____ **NUMBER** of volunteer marshals: _____

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 which 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

PERMIT APPROVAL

Submitting this SPECIAL EVENT application does not provide permission to conduct your planned event.

If the date(s) and/or location(s) requested is not available, or if the location requested is not an approved site to conduct your proposed event, you will be contacted by the City and alternative arrangements will be suggested or made. Your confirmation will be in the form of a PERMIT, issued to the organization and/or person responsible for conducting the festival. **Please do not send out notices, publicity, flyers, and other media prior to receiving confirmation.**

All fees, security deposits, agency reimbursement costs (e.g. security, traffic control, electrical, cleanup, etc.), and/or additional documents (e.g. site plans, proof of liability insurance, nonprofit status, etc., if required), must be paid and/or received before your permit can be issued).

CANCELLATION/REFUND POLICY: Written notification of intent to cancel the event must be received in writing 30 days prior to the proposed event date(s) to be considered for a refund.

EVENT TOOL KITS are available on the City's website and upon request. The Kit provides examples of maps, site and traffic plans, and check lists of the items needed to complete this application.

FOR OFFICE USE ONLY

DATE RECEIVED _____ RECIEVED BY _____

FEE RECEIVED _____ STREET CLOSURES REQUESTED Yes _____ No _____