CITY OF GAITHERSBURG

SPECIAL EVENT PERMIT – EVENT TOOL KIT

EVENT CHECK LIST

A. Prior to Event

Please note that the event organizer and/or their vendor/contractors are responsible for all associated costs of these items/services.

- ☐ Provide the City with a Certificate of Insurance with City of Gaithersburg listed as additionally insured, in the amount and type of insurance determined adequate for your specific event.
- ☐ Obtain signed letter(s) of Indemnification for Use of privately owned Parking Lots and other Private Property. Provide a fully signed copy of all said letters to the City.
- ☐ You may be required to obtain the approval of 50% + 1 of the businesses and/or residents along the street to be closed. Consult the City for a determination of that requirement.
- ☐ Send Letters of Notification to all affected residents and businesses affected by parking lot or street closures (Market St W and Market St E, and other businesses such as the movie theater). Additional notifications may be required or recommended if noise or traffic concerns will affect surrounding residents and/or businesses. Provide the City with a copy of the letters and who receive them.
- ☐ If selling/serving alcohol, obtain any required alcohol permit from the Montgomery County Department of Liquor Control. Provide a copy of said license to the City.
- ☐ Notify Montgomery County Health Department if having outside food vendors.
  - – http://www.montgomerycountymd.gov/HHS-Special/LandRLicensingSpecialFood.html
  - – It is the food vendor's responsibility to obtain a permit; it is the event organizer's responsibility to send a list of food vendors (name, business name, address, phone, email & menu) to the health inspector a few weeks prior to the event.
- ☐ Notify Maryland State Tax Department if having outside vendors selling items. Send list of vendors to afosler@comp.state.md.us
- ☐ Obtain City tent permit if using tents over 10' x 10' size. (NOTE: tents of 10' x 10' abutting one another constitute a tent larger than 10' x 10' and require a permit)
- ☐ If animals are involved, such as a petting zoo or pony rides, additional permits and/or inspections by the City's Animal Control Office may be required.

B. Traffic Control Plan

If you are requesting a street closure(s) you must provide the City with a site map and traffic plan to include: Please note that the event organizer is responsible for all associated costs of these services.

- ☐ Specific location of barricades, type of barrier, type and description of security you will provide to ensure the barrier is not violated at any time during your event.
- ☐ Street closure times, affected intersections, how you will mark traffic lane eliminations/reductions, detour routes and how you will direct traffic to these detours.
- ☐ Emergency vehicle access plan.
- ☐ Notification to fire department (coordinate with the City).
- ☐ Notification to Ride On/Metro Bus if street closures are close to their route/stops (coordinate with the City).
- ☐ Provide a plan to ensure Handicap access for parking and all other aspects of your event.
- ☐ Provide a plan and schedule for vendor access / unload / load / parking.
- ☐ Towing – the event planner is responsible for contracting towing company – City Police have authority over all towing. Provide the City with the name of towing company contracted for your event.
- ☐ Send a written confirmation to the City at least 3 weeks prior to event that you will need 'No Parking' signs posted along the streets you have requested to be closed for your event.

C. Security Plan

Provide the City with the following information:
Please note that the event organizer is responsible for all associated costs of these services.

☐ Contact information for your security company, number of guards and assigned locations. (The City has final determination of the required number of professional security guards and/or police officers in the event of street closures, and other safety and/or security issues.) The number to call to contract FOP Officers for your event (off duty police officers) is 301-948-4286.

☐ Contract crossing guards and determine assigned locations. Contact Helen Oelschlaeger, PAA, School Safety Unit, Traffic Division, MCP, 240-773-6217, or helen.oelschlaeger@montgomerycountymd.gov Send the event date, time, and location, number of crossing guards required, pre-event briefing location, on site supervisor's name and contact information, Officer in Charge and contact information, name of responsible party, and billing address. They need at least a month lead time.

☐ Emergency plan for evacuations, contingency plan for hazardous / inclement weather.

☐ Site plan indicating roped off area for alcohol use.

☐ Notify the City if Montgomery County Fire and Rescue. Notify the City if EMS personnel will be on site, and if so, what company.

☐ Provide the number and location of all First-Aid and water stations on your site plan.

D. Other Information Needed

Please note that the event organizer is responsible for all associated costs of these items/services.)

☐ Provide the City with a contact list of all responsible parties, vendors, security, etc. for the day of the event.

☐ Electricity / Generators - locations and safety precautions to avoid contact with generator and covering of cords to eliminate tripping hazards.

☐ Porta Johns – provide company contact information and site plan showing locations and accessibility.

☐ Music – must meet County noise ordinance and City code.

☐ Lights – if stringing across streets or parks the following information must be provided:
  - Who is doing the light installation and removal
  - When – after roads are closed and before roads reopen
  - How high will the lights be above road level
  - What are they attached to – permission required to use utility poles and private property

SITE PLANS, MAPS, EMERGENCY AND SECURITY PLANS

The following are the types of maps and site plans required in the permit process. Although an example of every event or event circumstances cannot be provided, these examples will offer general guidelines.

A. **Event Site Map –**
  - You may download a map from the internet or hand-draw a detailed, to-scale map of the event site.
  - Note the location of all aspects of your event. Include a key of any symbols you use.
  - Additional detailed, supporting maps may be included as needed (for complex events).
  - Include the location of event elements such as tents/canopies, tables, seating, stage(s), live music and other entertainers, generators, concessions/food vendors, craft/commercial vendors, live animals such as pony rides or petting zoos, bars (alcohol service area), porta-johns, dumpsters, trash and recycling, bleachers, inflatables, activities, games, special lighting, barricades, fencing, police/security, entry/exit points, parking, ADA parking/access.

B. **Block Party**
  - You may download a map from the internet or hand-draw a detailed, to-scale map of the event site.
  - Note the location of all aspects of your event. Include a key of any symbols you use.
  - Include location of items such as tents/canopies, tables, seating, stage(s), generators, concessions/food vendors, craft/commercial vendors, live animals such as pony rides or petting zoos, bars (alcohol service area), porta-johns, dumpsters, trash and recycling, bleachers,

inflatables, activities, games, special lighting, barricades, fencing, police/security, entry/exit points, parking, ADA parking/access

C. Parade or Run/Walk Route
- You may download a map from the internet or hand-draw a detailed, to-scale map of the event site.
- Outline the route of your proposed parade, run or walk and label all streets and intersections.
- Note any public transportation routes that are in or near your event route.
- Additional detailed, supporting maps may be included as needed (for complex events).
- Include the location of event elements such as tents/canopies, tables, seating, stage(s), live music and other entertainers, generators, concessions/food vendors, porta-johns, dumpsters, trash and recycling, bleachers, activities, special lighting, barricades, fencing, police/security, entry/exit points, parking, ADA parking/access. Include a key of any symbols you use.
- Note any streets that would need to be closed.