



SPECIAL EVENT REQUEST FORM

Park Permit Office, 9500 Brunett Avenue, Silver Spring, MD 20901, Tel.: 301-495-2525 Fax: 301-495-2484

CONTACT INFORMATION:

Date of Application: _____

MM/DD/YYYY

Event Organizer Name: _____
FIRST LAST

Full Name of Organization: _____

Address: _____ City _____ Email Address: _____
State _____ Zip _____ Phone Number: (____) _____

On Site Representative: _____ Contact Information: (____) _____

EVENT INFORMATION:

*Event Date(s): _____ *Start Time: _____ *End Time: _____ Day Night Overnight
MM/DD/YYYY

*Set-up Date/ Time: _____ *Takedown Date/ Time: _____

*Name of Event: _____

*Name of Park Location(s) Requested: _____

*Type of event: Community Event Concert Fair/Festival Fundraiser In-House Park Event Outdoor Service/Wedding
Public Assembly School Activity School Field Day Show/Exhibit Tournament Walk/Run
Other: _____

Detailed description of event (attach agenda of activities):

*Requested Park Facilities for Event:

Park Activity Building	No	Yes	Requested Date/Time: _____
Athletic Fields	No	Yes (which fields?): _____	Requested Date/Time: _____
Picnic Shelter	No	Yes (which shelters?): _____	Requested Date/Time: _____
Outdoor Courts	No	Yes (which courts?): _____	Requested Date/Time: _____
Park Trails	No	Yes (attach map outlining trail/race route)	Requested Date/Time: _____
Other: _____			Requested Date/Time: _____

APPLICATION REQUIREMENTS:

- Applications must be submitted to the park Permit Office at least 120 days prior to the event date or they may be rejected.
- All required documents must be received at least three weeks prior to the event date or the event may be canceled.
- Incomplete application forms could result in delay in the review process and possible denial of request.

EVENT FEES AND CHARGES:

- A non-refundable application fee of \$85 is due when the request is submitted.
- Any applications received less than 120 days in advance will be assessed a non-refundable application fee of \$185 if they are accepted.
- The event organizer must pay for all necessary park permits and fees associated with this event before an event permit will be issued.
- A security deposit is required for all special events. The amount of the deposit will vary by location and is based on the facilities and grounds used for the event.
- All required fees must be paid at least three weeks prior to the event date or the event may be canceled.

Initials

EVENT DETAILS:

Maximum estimated number of attendees (Including organizers, volunteers, participants and spectators): _____

How many parking spaces are needed? **Regular:** _____ **Handicapped:** _____

Is this a public or private event? **Private** **Public**

Will this event be advertised or publicized (Please provide a copy of any promotional materials, if available)? **No** **Yes**

If yes, how: **TV** **Radio** **Print** **Flyers** **Email/Listservs** **Other** _____

Will any Dignitaries or VIPs be attending (e.g., elected officials, celebrities)? **No** **Yes**

If yes, please list names: _____

Will money be collected onsite (admission or registration fees, etc.)? **No** **Yes** (anticipated amount): \$ _____

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

Are road closures or traffic management required? **No** **Yes**

Will there be food, beverage or merchandise vendors? **No** **Yes** (how many): _____

Will you have a moonbounce or other commercial amusement? **No** **Yes** (describe): _____

Do you plan to provide other entertainment? **No** **Yes**

If yes, please describe or attach a copy of your program: _____

Will you have volunteers working the event? **No** **Yes** (how many): _____

Will you be using a public announcement or amplified speaker system? **No** **Yes**

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

If yes, please describe (dance, theatre, musical band, etc.) and attach a copy of your program: _____

Do you plan to serve alcohol? **No** **Yes**

Will you be using any of the following equipment for your event?

The Department of Parks does not provide equipment. All equipment below must be in compliance with state and county codes. **NOTE: A detailed site plan or drawing indicating the location of the items listed above is required.**

Generator	No	Yes	# _____	Reason _____
Port-a-johns	No	Yes	# _____	Reason _____
Stage/ Podium	No	Yes	# _____	Reason _____
Tables/ chairs	No	Yes	# _____	Reason _____
Tent / Temporary Structures	No	Yes	# _____	Reason _____
Trash Cans/ Recycling	No	Yes	# _____	Reason _____
Other:	No	Yes	# _____	Reason _____

Any special requests or other related comments for consideration? (Attach additional pages if needed)

Initials

General Guidelines for Special Event Use of Parks and Facilities

Event organizers must comply with all M-NCPPC rules and regulations and with all municipal, state and federal laws and regulations, and is responsible for ensuring the compliance of all event participants and spectators. Specific guidelines for special event use of parks and facilities must also be followed and are outlined below. Any users found to be in violation of the guidelines or regulations will be subject to all applicable fines and penalties, including the immediate closure of the event and loss of future permitting and use privileges.

General

- The permit entitles the special event organizer to exclusive use of the facility or park areas reserved only for the dates and times indicated on the permit, which is inclusive of set up and clean up time.
- The permit must be in the possession of the event organizer during the permitted time.
- The permit is for the sole use of the group or individual named on the permit contract and is not transferable.
- M-NCPPC reserves the right to cancel this permit with as much notice as is practicable. Cancellation by the event organizer will be subject to any applicable fees or penalties.
- If the requested location is not suitable for the proposed activities, staff will work with you to locate an alternate site, if available.

Security

- All event applications are reviewed by Park Police to determine if Park Police officers are required to be onsite for the proposed event. If your event does require security, you will be contacted directly by Park Police to coordinate appropriate security arrangements. Event organizers will be required to make payment for Park Police services directly to the Officers at the time of the event.

Vendors

- An approved vendor permit must be purchased through the Park Permit Office for each vendor selling food, beverages or merchandise on park property. These vendors must provide a copy of a current Maryland State Sales and Use Tax License and (for food and beverage vendors) a Food Service Facility License issued by the Montgomery County Department of Health and Human Services before a permit will be issued.
- All vendors must also provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing M-NCPPC as an “additional insured” with limits of \$500,000 per person and \$1,000,000 per accident or injury incurred.

Entertainment, Music and Mechanical Amusements

- For the use of moonbounces or other mechanical amusements, event organizers must also provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing M-NCPPC as an “additional insured” with limits of \$500,000 per person and \$1,000,000 per accident or injury incurred.
- If planning use of fireworks or pyrotechnics, an additional permit from the Montgomery County Office of the Fire Marshall is required.
- Bands, amplified sound and music must be maintained at acceptable levels and adhere to any special conditions of use or may be shut down.
- Only sports, games or play equipment authorized by M-NCPPC through this permit are allowed at the site. This includes dunking booths, pony rides or other amusements involving live animals.

Alcohol and Tobacco

- No beer or alcohol is allowed unless specifically requested and approved in writing by the Director of Parks.
- Park Police are required to be onsite at events where alcohol is sold and consumed.
- The use of tobacco products is not permitted on benches, playing areas or other areas in proximity to any athletic field or as indicated. This includes cigarettes, cigars, chewing tobacco and snuff.

Money Collection and Fundraisers

- No fundraising or charging of admission or other fees is allowed on park property without the express written permission of the Director of Parks.
- Event organizers hosting fundraising events must provide proof of their organization’s 501(c)3 or non-profit status and indicate how monies raised will be used or submit a signed letter from a charity or non-profit acknowledging the fundraiser.

Youth Events

- One adult chaperone over 21 years of age is required for every 10 youths under 18 years of age. A chaperones list with names, addressed and telephone numbers should be submitted in advance of the event date.

Parking, Traffic and Transportation

- Park Police Officers are required to be onsite for road closures or if traffic management is needed. If either is needed for your event, you will be contacted directly by Park Police to coordinate appropriate security measures.
- The event organizer may be asked to provide a detailed event map outlining possible road closures for review and a traffic management plan to handle parking for attendees, VIPs, staff and volunteers, as well as a plan of action for busing or other forms of group transportation if needed.
- Carpooling to events is encouraged to retain open public parking spaces for public use of the park and facilities. Buses may be required.

Zero Impact

- The event organizer agrees to ensure proper care of parkland and facilities and restore the park and facilities to the condition in which they were found. This includes removal of trash and recycling, proper installation and disposal of rented portable toilets, removal of any directional or promotional signs or balloons, etc., and any repairs or maintenance identified by Park staff or Park Police, etc.
- Any damages or needed repairs will be the sole responsibility of the event organizer and will be deducted from the event security deposit and/or billed directly to the event organizer as necessary.

Field Use

- The event organizer agrees not to use any permitted fields for any purpose if water is standing on the field, the soil is frozen, wet or spongy, a steady rain is falling, a lightning or electrical storm is occurring, or the field has been closed by Park staff or Park Police.
- Removal or repositioning of goals installed on fields is not allowed.

Liability Insurance

- All event organizers must provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing M-NCPPC as an “additional insured” with limits of \$500,000 per person and \$1,000,000 per accident or injury incurred.

I have reviewed and agree to the stated guidelines for special events as listed above. I understand I must comply with all M-NCPPC rules and regulations and am responsible for the compliance of all participants and spectators. I understand if any users are found to be in violation of the guidelines or regulations for special events I will be subject to all applicable fines and penalties, including the immediate closure of the event and loss of future permitting and use privileges.

Printed Name

Signature

____/____/____
MM/DD/YYYY