



SPECIAL EVENT REQUEST FORM

CONTACT INFORMATION:

Date of Application: ___/___/___
MM/DD/YYYY

*Event Organizer Name: _____
FIRST LAST

*Full Name of Organization: _____

*Address: _____
STREET ADDRESS

CITY STATE ZIP

*Phone Number: (____) _____ *Cell Phone: (____) _____

Fax Number: (____) _____ *Email Address: _____

EVENT INFORMATION:

*Event Date Requested: ___/___/___ *Event Start Time: ___:___ AM/PM *Event End Time: ___:___ AM/PM
MM/DD/YYYY

*Name of Event: _____

*Type of event (circle one): Walk/Run Tournament Festival Concert Fundraiser Show/Exhibit
Reunion Class/Program Other (please describe): _____

*Name of Park Location Requested: _____

*Detailed Description of Event: _____

Requested Park Facilities for Event (circle all that apply):

Athletic Fields No Yes (which fields?): _____
Picnic Shelter No Yes (which shelters?): _____
Park Activity Building No Yes
Other: _____

EVENT DETAILS AND REQUIREMENTS:

PLEASE NOTE: A \$50 application fee is required for all standard event requests received and a \$150 expedite fee will be charged for all event requests received within three weeks of the requested event date. 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 must be provided for all special events held on park property, moonbounces or similar amusements, and each food, beverage or merchandise vendor. Event organizers must also submit a copy of the proposed race course map, tournament game schedule, or a detailed event map showing an overview of the event. All requested documents must be submitted with the special event request form for review and approval. Failure to comply will result in delay of processing and possible denial of request. Park staff will review this request to determine if any additional fees will be due. All required fees must be paid in full at least two weeks prior to the event date.

**Indicates required field*

How many attendees are expected: _____

*Event organizers are required to provide a first aid station onsite for events attended by more than 500 people.
Park managers may request event organizers to provide Porta-Johns or extra trash/recycling containers to service large events.
Failure to do so may result in withholding of the security deposit to cover any related time or resources spent by park staff.*

Will money be collected onsite? **No** **Yes** (for what purpose?): _____

If this is a fundraiser, the event organizer must provide proof of organization's 501 (c) 3 or non-profit status with the application and indicate how monies will be used or submit a signed letter from a 501 (c) 3 charity or non-profit acknowledging the fundraiser.

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

*An approved vendor permit must be obtained for each vendor selling food, beverages or merchandise on park property. These vendors must also furnish the Commission with 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 Government Department of Health and Human Services**. All vendors 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.*

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

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 must be provided for all special events held on park property, moonbounces or similar amusements, and each food, beverage or merchandise vendor.

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

Will this event be advertised or publicized? **No** **Yes** If yes, how: **TV** **Radio** **Print** **Flyers** **Email/Listservs**

If this is a public event, please provide a copy of all promotional materials as well as a list of media outlets promoting the event.

How many parking spaces are needed: _____

Please ensure there is sufficient parking at your requested location based on the estimated attendance numbers. If there is insufficient parking available at the event location, the event organizer will need to provide a detailed traffic management plan to handle parking and provide for busing or other forms of group transportation.

Is this a youth event? **No** **Yes** (how many under 18): _____

If this is a youth function, one adult chaperone over 21 years of age is required for every ten youths under 18 years of age.

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

Park Police Officers are often required to be onsite if road closures or traffic management issues are a component of your event request. If your event does require police, you will be contacted directly by Park Police to coordinate appropriate security arrangements.

Will you require security or police onsite? **No** **Yes** (how many): _____

Park Police Officers review every event request and may require police presence at your event. If your event does require police, you will be contacted directly by Park Police to coordinate appropriate security arrangements.

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

Alcohol can only be served at our three group picnic areas or in designated event centers owned by Montgomery Parks. Special exceptions can be requested in writing to the Director of Parks.

Will the park be used before sunrise or after sunset? **No** **Yes**

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

Any special requests or other comments related to your event request for our consideration? *(Use back of page if needed)*

General Guidelines for Special Event Use of Parks and Facilities

- The event organizer 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 adherence of all event participants and spectators as well;
- The event organizer must obtain and pay for all necessary park permits as outlined by Park Permit guidelines and policies and stated on the Agreement Form;
- The park or facility must be left in the condition in which it was found. All damages or needed repairs will be the sole responsibility of the event organizer and will be deducted from the event security deposit;
- The park or facility must be completely vacated by dark, with all cleanup completed;
- The permit must be in the possession of the permitted group or individual 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;
- Any loud music, bands, amplified sound, or excessive noise which disturbs the peace is prohibited;
- No beer or alcohol is allowed unless the event is occurring in a group picnic area and an alcohol permit has been approved;
- No urinating or changing clothes in public;
- No littering. All trash must be picked up and placed in the nearest receptacle or carried away for proper disposal. All recyclables must be picked up and placed in the nearest recycling receptacle or carried away for proper disposal;
- Removal or repositioning of goals installed by authorized M-NCPPC staff or contractors on park fields is not allowed;
- The use of tobacco products is not permitted on benches, playing areas, or those areas in proximity to any playing field (this includes cigarettes, cigars, chewing tobacco, and snuff);
- An approved vendor permit must be obtained for each vendor selling food, beverages or merchandise on park property. These vendors must furnish the Commission with a copy of a current Maryland State Sales and Use Tax License and a Food Service and Facility License issued by Montgomery County Government, Department of Health and Human Services;
- No fundraising or charging of admission or other fees is allowed on park property without the express, written permission of the Director of Parks;
- Carpooling is encouraged, and parking is allowed in designated parking areas only;
- Even if you have a permit, the use of an athletic field is prohibited whenever:
 - It is closed for renovation or repair;
 - Water is standing on the field;
 - Soil is frozen;
 - The soil is wet and "spongy";
 - Steady rain is falling;
 - A lightning/electrical storm is occurring;
 - The field is deemed unplayable by Park staff or Park Police.

I have reviewed and agree to the posted guidelines for special events as listed on www.ParkPermits.org and 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.

SIGNATURE OF APPLICANT/EVENT ORGANIZER

____/____/____
MM/DD/YYYY