



**Department of Recreation and Parks**  
 Special Events Division  
 111 Maryland Ave • Rockville, MD 20850 • 240-314-8606  
 specialevents@rockvillemd.gov

<b>OFFICE USE ONLY</b>		
<b>Application Submission</b>		
Application, Safety Plan, Site Layout Received: _____		
Fee: _____	Initial Approval: _____	By: _____
<b>Additional Documents Required</b>		
COI _____	Police _____	Public Notify _____
Insp. Serv. Lic. _____	Health Lic. _____	Fee _____
DLC Lic.: _____	Weather: _____	Noise Waiver _____
Race Traffic Plan _____	Amusement COI _____	Program _____
<b>Final Approval:</b> _____	<b>By:</b> _____	

**2022**

# Application for Public Event License (City Parks)

Please submit application and supporting documents 120 days prior to the event date if the event includes a road closure or 90 days prior to the event date if the event does not include road closures. Submissions made less than 90 or 120 days prior to the event date may not be processed or approved.

**COVID-19**

All event organizers must follow State of Maryland and Center for Disease Control guidelines in place at the time of the event. The City of Rockville has the right to revoke permits if the State of Maryland and/or Montgomery County COVID-19 restrictions are reinstated for outdoor social gatherings.

Type of Event: (check all that apply)  Festival  Walk/Run  Campaign Announcement  Other \_\_\_\_\_

**APPLICANT INFORMATION**

Applicant/Contact Name \_\_\_\_\_ Email Address \_\_\_\_\_  
 Phone (day) \_\_\_\_\_ Phone (cell) \_\_\_\_\_  
 Name of Organization \_\_\_\_\_  
 Event Website \_\_\_\_\_ Tax ID # \_\_\_\_\_  
 Address \_\_\_\_\_  
 Alternate Contact Name \_\_\_\_\_ Email Address \_\_\_\_\_  
 Phone (day) \_\_\_\_\_ Phone (cell) \_\_\_\_\_

**EVENT INFORMATION**

Event Name \_\_\_\_\_  
 Event Location \_\_\_\_\_  
 Event Description \_\_\_\_\_  
 \_\_\_\_\_  
 Explain your event planning experience \_\_\_\_\_  
 Date of Event \_\_\_\_\_ Time of Event - From: \_\_\_\_\_ To: \_\_\_\_\_  
 Set Up Times – From: \_\_\_\_\_ To: \_\_\_\_\_ Breakdown Times – From: \_\_\_\_\_ To: \_\_\_\_\_  
 Expected Attendance \_\_\_\_\_ Is this the first time you're holding an event in Rockville? \_\_\_\_\_  
 Is the event a fundraiser?  No  Yes If yes, describe beneficiary \_\_\_\_\_  
 \_\_\_\_\_

**I understand I am required to obtain a Montgomery County Noise Ordinance Waiver if the event, set up or breakdown times are outside of 9 a.m. to 9 p.m.** Initial \_\_\_\_\_

**SAFETY PLANS**

**INCLUDE WITH APPLICATION** - It is the responsibility of the applicant to conduct a safe public event. The City requires the applicant to submit a safety plan along with this application. The plan must include a risk assessment, organizational structure, crowd management plan, communications plan, first aid and medical plan, inclement weather management plan, structural safety plan, lost child management plan, cash operations plan and waste management plan. Descriptions for each of these plans can be found in the Rules and Regulation document, section V.

**COVID-19 - I understand that is the organizer’s responsibility to keep participants, staff and vendors safe and I must follow the guidelines of the Center for Disease Control and local, state and federal officials related to COVID-19.**  
Initial \_\_\_\_\_

**SITE LAYOUT PLAN**

**INCLUDE WITH APPLICATION** - An electronic map that’s to-scale is necessary to process your application. The map must include the layout of major equipment including tents, stages, generators, sound equipment, fences, displays, concessions, roped off areas for alcohol consumption, command/operations center, first aid, and restrooms, as well as affected roadways and intersections, pedestrian entrances and exits, and parking. A description of the Site Layout can be found in the Rules and Regulations document, section VI.

**STREET CLOSURE - FESTIVAL OR PARADE**

Will the event require a street closure?  No  Yes If yes, what street(s)?

Street Name	From what intersection to what intersection
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**NOTE – Gibbs St. is now a pedestrian walk-way and eatery and cannot be utilized for event content. Vehicles are not allowed to enter Gibbs St. for any reason.**

**REQUIRED** – The event organizer is required to hire and pay fees for Rockville Police Officers and City trucks and drivers to block intersections. See section XIV in the Rules and Regulations document for further details.

**I understand I may be required to get approval from 51% or more of the business owners and residents affected by the road closures.** Initial \_\_\_\_\_

**I understand I am required to hire and pay fees for Rockville Police Officers to provide event security and City trucks and drivers to block and secure access to the event site.** Initial \_\_\_\_\_

**I understand Gibbs St. is now a pedestrian walk-way and eatery and cannot be utilized for event content. Vehicles are not allowed to enter Gibbs St. for any reason.** Initial \_\_\_\_\_

**TRAFFIC MANAGEMENT PLAN - RACES AND WALKS**

Are you planning to close roads for a run or walk?  No  Yes

Will you have more than 500 runners or walkers registered for your race/walk?  No  Yes If the answer is no, the City will not permit you to close roads and interrupt traffic flow. Organizers will need to utilize a park for races/walks with less than 500 registrants.

Is the applicant organizing the race/walk? No  Yes

If yes, how many years of experience does the race organizer have? \_\_\_\_\_

Are you contracting with a race management company?  No  Yes

If yes, who? Company Name: \_\_\_\_\_

Company Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Where do you plan to assemble? \_\_\_\_\_

Race or Walk Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Will participants pre-register?  No  Yes How many runners/walkers do you expect? \_\_\_\_\_

**INCLUDE WITH APPLICATION** - A route overview map of the proposed race route, intersection control table and race traffic plan along with your application. A description of these items can be found in the Rules and Regulations document, section VII.

**REQUIRED** – The event organizer is required to hire and pay fees for Rockville Police Officers and City trucks and drivers to block intersections. See section XIV in the Rules and Regulations document for further details.

**I understand I am required to hire and pay fees for Rockville Police Officers to provide event security and City trucks and drivers to block and secure access to the event site.** Initial \_\_\_\_\_

**I understand I may be required to get approval from 51% or more of the business owners and residents affected by the road closures.** Initial \_\_\_\_\_

**I understand it is the event organizers responsibility to provide a race route, intersection control table, race traffic plan and recruit and train course marshals and volunteers.** Initial \_\_\_\_\_

**EVENT ELEMENTS**

Indicate which of these elements will be included in the event.

- Food and Beverage\*
- Alcohol\*
- Live Performance/Concert
- Parade - How many units? \_\_\_\_\_
- Live Animals
- Generators
- Restrooms
- Cooking On Site\*
- Temporary Structures (Tents, Stages)\*
- DJ, Amplified Music
- Amusements, Inflatables\*
- Commercial Vendors
- Trash Collection and Removal

Items with an asterisk (\*) indicate those elements which require permits or licenses.

Complete the following sections that correspond with the elements you checked above.

**FOOD AND BEVERAGE**

Will food/beverages be served/sold?  No  Yes If yes, describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will vendors cook with grills, fryers or ovens on site?  No  Yes If yes, the area must be fenced off to keep spectators out of the area. All health and temporary structure regulations must be followed.

I understand food vendors must supply the appropriate fire extinguisher. The fire extinguisher must be in the booth at all times. It is the applicant's responsibility to ensure vendors follow this policy. Initial \_\_\_\_\_

**REQUIRED** – Obtain a food permit from the Montgomery County Department of Health and Human Services at least 45 days prior to the event date. See section XV in the Rules and Regulations document for further instructions.

**ALCOHOL**

Will alcohol be served/sold?  No  Yes If yes, describe what you plan to sell. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how you plan to secure the area and keep people from taking alcohol beyond the designated area. \_\_\_\_\_  
\_\_\_\_\_

Are your staff members TIPS certified?  No  Yes If no, you will need to attend TIPS training and obtain a certificate before the City will approve this application.

**REQUIRED** - Obtain an alcohol permit from the Montgomery County Department of Liquor Control at least 45 days prior to event date. See section XV in the Rules and Regulations document for more instructions.

**TEMPORARY STRUCTURES**

Are you setting up temporary structures (tents, stages, generators)?  No  Yes If yes, what?

Item	Size	Quantity
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**REQUIRED** – Obtain a temporary building permit from the City of Rockville Planning Department. Tents smaller than 12’x12’ do not require a permit. Conjoining 10’x10’ tents constitutes a larger tent and must be permitted. See section XV in the Rules and Regulations document for further instructions.

**STAGE AND ELECTRICITY**

Are you requesting the use of Town Square Pavilion and Stage (20’x24’)?  No  Yes

Are you requesting the use of the electricity in the Town Square Pavilion?  No  Yes

**LOGISTICS AND OPERATIONS**

Is the applicant planning all event operations, logistics and equipment contracting?  No  Yes

If yes, who is the lead person? Name: \_\_\_\_\_ Email: \_\_\_\_\_

How many years’ experience do they have with event operations, logistics, equipment contracting, equipment set up and breakdown? \_\_\_\_\_

Are you hiring a company to manage event operations, logistics and equipment contracting?  No  Yes

If yes, provide details. Company Name \_\_\_\_\_

Company Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Have you worked with this company before?  No  Yes

If yes, for how many years? \_\_\_\_\_ If no, how will you ensure they provide a high level of service and follow all safety rules and regulations? \_\_\_\_\_

What time do you plan to start setting up for the event? \_\_\_\_\_

What equipment will you set up?

**Equipment Items**

_____	_____
_____	_____
_____	_____

What time do you plan to break down? \_\_\_\_\_ What time do you plan to finish? \_\_\_\_\_

**I understand it is the applicant’s responsibility to plan and implement a safe and high-quality event and must follow all current logistic and operation best practices.** Initial \_\_\_\_\_

**COMMERCIAL VENDORS**

Will any commercial vendors sell merchandise?  No  Yes If yes, describe \_\_\_\_\_

**LIVE PERFORMANCE, CONCERT OR DJ**

Will there be a live performance, concert or DJ?  No  Yes If yes, describe the performance and size of group.

**Type of Entertainment**

**Size of Group**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**REQUIRED** – Submit an entertainment schedule or program at least 45 days prior to the event date.

**AMUSEMENTS**

Do you plan to have amusements/mechanical rides or devices (moonbounces, etc.)?  No  Yes

If yes, what amusement company will you use? \_\_\_\_\_

Company Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

What type of amusement device? \_\_\_\_\_

**REQUIRED** – The company will need to provide proof of liability insurance; naming Mayor and Council of Rockville as additionally insured and include endorsements at least 45 days before the event date. See section XIII of the Rules and Regulations documents for more details on insurance requirements.

**LIVE ANIMALS**

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

If yes, please list what type of animal? \_\_\_\_\_ How many? \_\_\_\_\_

Describe the planned activity with the animals. \_\_\_\_\_

What provisions will you have in place for care, containment and waste removal? \_\_\_\_\_

Are you using a company?  No  Yes If yes, who? \_\_\_\_\_

Company Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**CLEAN UP AND WASTE REMOVAL**

How will you ensure the property is left in the same condition that you found it (trash/recycling removal, cleaning spills, emptying all trash/recycling cans)? \_\_\_\_\_

How do you plan to remove all trash/recycling from the site? \_\_\_\_\_

Where will you dispose of the trash/recycling? \_\_\_\_\_

**I understand the property must be returned to the same condition as I found it and all trash must be removed or the applicant will be fined with a cleaning fee.** Initial \_\_\_\_\_

**I understand that Maryland Law, at Maryland Environment Code §9-1712, requires recycling receptacles and collection at Special Events.** Initial \_\_\_\_\_

**RESTROOMS**

How many portable toilets will you rent? \_\_\_\_\_ How many of these are ADA accessible? \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**I understand units may only be delivered and picked up on the day of the event unless an alternative is approved by the City of Rockville Special Events Manager.** Initial \_\_\_\_\_

**PUBLICITY**

How do you plan to publicize this event? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you plan to install signs?  No  Yes

Signs may only be installed on the day of the event. All signs must be temporary and easily removable.

**I understand that part of the applicant's responsibility is to distribute a public notification to all merchants, businesses and residents who will be affected by this event. The City of Rockville Special Events Manager will provide further details if initial approval is given.** Initial \_\_\_\_\_

**PARKING**

Where will you instruct event attendees to park? \_\_\_\_\_

\_\_\_\_\_

Where will you instruct event participants and staff to park? \_\_\_\_\_

**ITEMS DUE WITH APPLICATION**

The following items are due along with the application:

1. **\$50 Application Fee** (Check made payable to the City of Rockville) See Rules and Regulations, Section IV, Application Fee.
2. **Safety Plan** which addresses the organizational structure, crowd management, communications, first aid and medical, inclement weather management, structural safety, lost child management, cash operations, waste management includes your risk assessment and COVID-19 modifications. See Rules and Regulations, Section V, Safety Plan.
3. **Site Layout Plan.** See Rules and Regulations, Section VI, Site Layout Plan.
4. **Traffic Management Plan (Races and Walks)** – See Rules and Regulations, Section VII, Traffic Management Plan.

If these items are not provided along with the application, the application will **not** be processed or approved.

Email application and supporting materials to Colleen McQuitty, Special Events Manager at [cmcquitty@rockvillemd.gov](mailto:cmcquitty@rockvillemd.gov). It may take 2 to 4 weeks for the review process. The applicant may be asked to attend an interagency permit review meeting prior to approval or denial. The City of Rockville Special Events Manager will contact you with the City’s decision.

**I understand submitting this application does not provide permission to conduct the planned event. Initial \_\_\_\_\_**

**I understand it is the applicant’s responsibility to submit additional documentation by the deadline of 45 days prior to the event date. Initial \_\_\_\_\_**

**I understand there are additional fees associated with this application process which includes but is not limited to the rental fee, electricity fee, security deposit, Police and City Vehicle fee, and fees for permits, licenses and waivers. Initial \_\_\_\_\_**

**I have reviewed and agree to the Rockville Event License Rules and Regulations and understand what is required of my organization in order to hold a public event in Rockville. I understand there are additional requirements listed in Rules and Regulations, Section IX if the event is approved. Initial \_\_\_\_\_**

**I understand licensed events must comply with all City, County, State and Federal ordinances, codes, regulations or laws. Initial \_\_\_\_\_**

Approval of this application will reserve for the below-mentioned applicant/organization the requested event date/place providing all requirements outlined by the City of Rockville have been met. If the event request is approved, the organizer shall assume full responsibility for compliance with all conditions, fees, and charges and further agrees to pay any cost associated with damage to City property, lost/damaged equipment, clean up by City crews, or any other additional City expenses caused by this event, over and above the security deposit. The applicant/organization agrees to indemnify and hold harmless the City of Rockville and its elected and appointed officials, officers, consultants, agents and employees from any and all claims of personal injuries, property damage, and liability to any person during the above/below event.

Application must be signed by an official or responsible member of the organization prior to issuance.

Applicant's Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Name of Organization \_\_\_\_\_

Event Name \_\_\_\_\_ Date of Event \_\_\_\_\_