



MEMORANDUM

TO: Montgomery County Planning Board

VIA: Mary Bradford, Director of Parks *Mary Bradford*

FROM: Kate Stookey, Chief, Park Information and Customer Service Division *Kate Stookey*

RE: Special Event Permitting Process and Policy

Recommended Planning Board Action:

Staff Recommendation: Approve Special Event Permit Policy

Purpose

The purpose of introducing a formal Special Event Permit Process is to establish an organized process to manage third party special events occurring on park property that will:

- Track special events hosted on park land;
- Identify appropriate locations for events;
- Encourage proper care of park land;
- Charge fees to cover the costs of extra services provided by park staff; and,
- Ensure regular services, programs and activities for the public are not impacted.

Background

Hundreds of special events are held on park land every year. In the past, there existed no mechanism by which to track how many, when or where. Events were reviewed and approved on a case-by-case basis by each individual park manager, and additional expenses incurred by Parks staff to support these third party events were not always recovered.

In April 2009, a pilot Special Events Permit Process was established. The attached policy reflects the lessons learned and best practices developed based on the implementation of the pilot program. Copies of the current request, routing and agreement forms are also attached, as is a flow chart outlining the permitting process.

Staff Recommendations

Staff recommends:

1. Approval of the attached Special Event Permit Policy.

Montgomery County Department of Parks, M-NCPCC Special Event Permit Policy

Policy Statement

The purpose of this policy is to establish an organized process to manage third party special events that occur on park property, ensure proper care of parkland, and not hamper regular services, programs or activities to the public.

This policy clearly outlines the expectations and guidelines to which users must agree in order to obtain a permit for a special event on parkland. Policing, trash removal, proper care of the facility or amenity used, sanitation services, crowd control, insurance, and related traffic or parking issues must be considered and addressed before a permit will be issued. Some of these services can be provided by Park staff for an additional fee or the permitted group can arrange to provide them independently.

It is the goal of Montgomery Parks, M-NCPCC, to offer suitable parks and facilities for use by the public as venues of special events in exchange for fees that will cover the costs of providing the services and personnel to support the event. The Department of Parks wholeheartedly supports the worthwhile events that are held on park land and recognizes the break-even and non-profit nature of most of these efforts, but cannot provide these amenities wholly free of charge, as that places an undue burden on the general taxpayer.

Criteria

By definition, a special event is an organized activity such as a walk, run, fair, tournament, festival, or other gathering hosted by a third party (not the Department of Parks) on park land for public or private entertainment that requires the general or exclusive use of one or more park facilities or features and that may:

- Be advertised or open to the public;
- Attract more than 100 people;
- Require the use of the facility or park for more than 4 hours;
- Provide some form of entertainment (shows, music, demos, etc.);
- Offer food, beverages, or merchandise items for sale; and/or
- Require maintenance, sanitation and/or police services above and beyond what is already provided by park staff.

Event Fees and Charges

Event organizers will be held responsible for all additional costs and requirements set forth by Montgomery Parks to ensure the event is safe, well organized, and does not represent a burden to the general taxpayer. Fees will be assessed to cover any additional event costs. The event organizer is liable to the Department for all charges, costs and expenses incurred directly related to the special event. These can include, but are not limited to:

- Facility rental fees and security deposits;
- Additional trash or recycling cans;
- Advertising/signage/banners;
- Transportation/busing;
- Additional maintenance or park management staff;
- Repairs or maintenance;
- Security/Park Police officers;



- Portable restrooms;
- Grounds preparation;
- First Aid stations;
- Special Use Permits to cover entertainment, fundraising or mechanical amusements; and,
- Additional Permits for vending/concessions or commercial photography.

The event organizer is responsible for describing the proposed event as accurately as possible on the Special Event Request Form and attaching all required documentation before submitting the request. This will help park staff determine if any additional resources or requirements are necessary to ensure the event runs as smoothly as possible. An application fee will be charged for each request made.

Once all fees associated with the event are calculated, an Agreement Form will be completed by staff. The Agreement Form lists all costs, requirements and conditions of use for the proposed event. Permit Staff will review this Agreement Form with the permittee, who will need to sign the form to acknowledge the cost and other requirements. All fees must be paid and the Agreement Form signed and returned before the permit can be issued. All required fees must be paid in full at least two weeks prior to the event date.

A refundable security deposit is required for all special events and must be paid at the same time as the event fee. The actual amount of this deposit will vary based on the number and type of facilities requested as well as any other associated costs. The park or facility must be left in the same condition in which it was found. Any damages or needed repairs will be the sole responsibility of the event organizer and will be deducted from the event security deposit. If no damages occur, this deposit will be returned as soon as possible after the event date.

Fees can be paid in cash, by certified check, cashier's check, credit card or debit card, and should be made payable to "M-NCPPC." Additional fees may be assessed for any change made to the event agreement once payment has been received (e.g., change of date or location). A charge will be assessed for returned checks.

Fee Waivers or Reductions

The Department of Parks does not waive fees for special events hosted by third parties on park property. Reductions of 50% will be considered by the Director of Parks only if the event provides a direct benefit to or directly supports the stated mission of the Department. Groups interested in being considered for a fee waiver should submit a letter of request for a waiver to the Permit Office with their completed Special Event Request Form.

Cancellation

If the event is canceled by the event organizer after the Agreement Form is signed but more than 30 days in advance of the event date, the Permit Office will deduct a processing fee and return the balance of monies paid.

If the event is canceled by the event organizer after the Agreement Form is signed and less than 30 days in advance of the event date, the event organizer will be charged for any costs and fees already incurred by the Department in preparation for the event (e.g., any goods, facilities or services already paid for, permitted or performed, respectively) as well as a processing fee. Any outstanding balance will be refunded.

If the event is canceled by Montgomery Parks due to an unanticipated park or facility emergency or closure, all monies will be returned to the event organizer and no processing fee will be assessed.

Permit Application Schedule

Anyone interested in hosting a special event on park land must submit a completed Special Event Request Form to the Park Permit Office. All associated forms and documents required as part of the request must be submitted at the same time or the request will be denied.

Special Event Request Forms can be submitted to the Park Permit Office at any time. Event organizers are strongly encouraged to submit requests at least 45 business days in advance of the requested event date to ensure park staff has sufficient time to review and evaluate the request. Requests for special events likely to attract more than 500 people should be submitted at least four months in advance of the event date. Applicants will receive a response within 30 business days of submittal. Requests made within three weeks (15 business days) of the requested event date will be charged an extra fee for expedited processing. No requests within a 10 business-day window will be considered.

If the event is approved, the Permit Office will provide and review with the event organizer a Special Events Agreement Form outlining the costs and requirements necessary for the organizer to host the described event on park land. This form must be signed by the event organizer and payment for the event must be made at this time.

Park and Facility Selection

Event organizers are asked to request a specific park or facility location of their choice on the Special Event Request Form. Montgomery Parks will honor these requests as appropriate but reserves the right to identify an alternate park location if it is better suited to accommodate the event as described by the event organizer.

Facility Use Regulations

Special events must adhere to the official use guidelines for the park facilities requested. Park facilities that are closed for the season or for repairs cannot be used for special events scheduled during those times. Please note the following restrictions:

- Exclusive, private use of an entire park may not be granted for the purposes of a special event if it restricts or hampers public access to the park itself.
- Use of any park athletic fields is prohibited during the following periods: December 1 – March 31 and August 15 – August 31. These periods are established to allow for rest and seasonal maintenance. Exceptions to this rule can be made for synthetic turf fields.
- Permits will not be issued for some regional or recreational fields on Memorial Day weekend, Labor Day weekend, or on other established M-NCPPC holidays. Event organizers should note that the event rates are likely to be higher for holiday use of park facilities.
- Use of picnic shelters, group picnic areas, and our two permitted campgrounds (Cabin John and Parklawn) is limited to the period between April 1 – October 31. Event organizers wishing to use these facilities outside of those dates are required to submit a special request in writing along with their request form. This will then be sent to the park manager for review.
- The park activity buildings, the indoor gym, the Ridge Road inline rink, synthetic turf fields, and our regional and recreational park bus parking spaces are available for permitted special event use year-round.

General Guidelines for Special Event Use of Parks and Facilities

All event organizers are required to adhere to the following guidelines and ensure adherence by spectators and participants. Violation of these guidelines may result in immediate closure of the event, fines, and/or the loss of future permitting or use privileges:

- 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 repairs will be the sole responsibility of the event organizer and will be deducted from the event security deposit;
- The event organizer must secure a certificate of insurance for the event listing M-NCPPC as additional insured, for an amount of up to \$1,000,000;
- 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 unless stated otherwise, in writing, on the permit;
- No beer or alcohol of any kind is allowed unless the event is occurring in a group picnic area and/or 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;
- No stapling, attaching or nailing of any paper products, balloons, flyers, banners etc. to any amenities, buildings or trees, including park signage and picnic tables;
- 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.

Permit Denial and Revocation

Any users found to be in violation of the guidelines outlined in this policy will be subject to all applicable fines and penalties, including the immediate closure of the event and loss of future permitting and use privileges. If an event is shut down due to violations, no refund will be given. A permit may be denied or revoked if the permit holder or any member of the permitted user group:

- Violates the guidelines stated in this policy or does not comply with M-NCPPC Rules & Regulations and Park Permit Office Conditions of Use;
- Removes posted signs or markers, or removes or repositions goals installed by authorized M-NCPPC staff or contractors on park fields;
- Uses a field or facility that is closed due to weather or undergoing renovations or repairs; or,
- Fails to comply with the requirements agreed to in the Special Events Agreement Form.

The Department of Parks reserves the right to revoke or deny a permit as necessary if immediate closure of the permitted park or facility is necessary. In all such cases, event organizers will be given as much notice as is possible.

Application Procedures

A completed Special Events Request Form and the application fee must be submitted no less than 30 business days in advance of the event date or 120 business days if the event is likely to attract more than 500 people. Requests made within three weeks (15 business days) of the requested event date will be charged an extra fee for expedited processing. No requests within a 10 business-day window will be considered. Applicants will receive a response within 30 business days of submittal.

Instructions and request forms are available at the Silver Spring Park Permit Office locations and online at www.ParkPermits.org. Completed request forms may be submitted in one of three ways:

1. In person at our Permit Office location during operating hours:

Parkside Headquarters
Park Permit Office
9500 Brunett Avenue
Silver Spring, MD 20901

2. Online at www.ParkPermits.org or

3. By faxing or mailing a written request and a self-addressed, stamped envelope to:

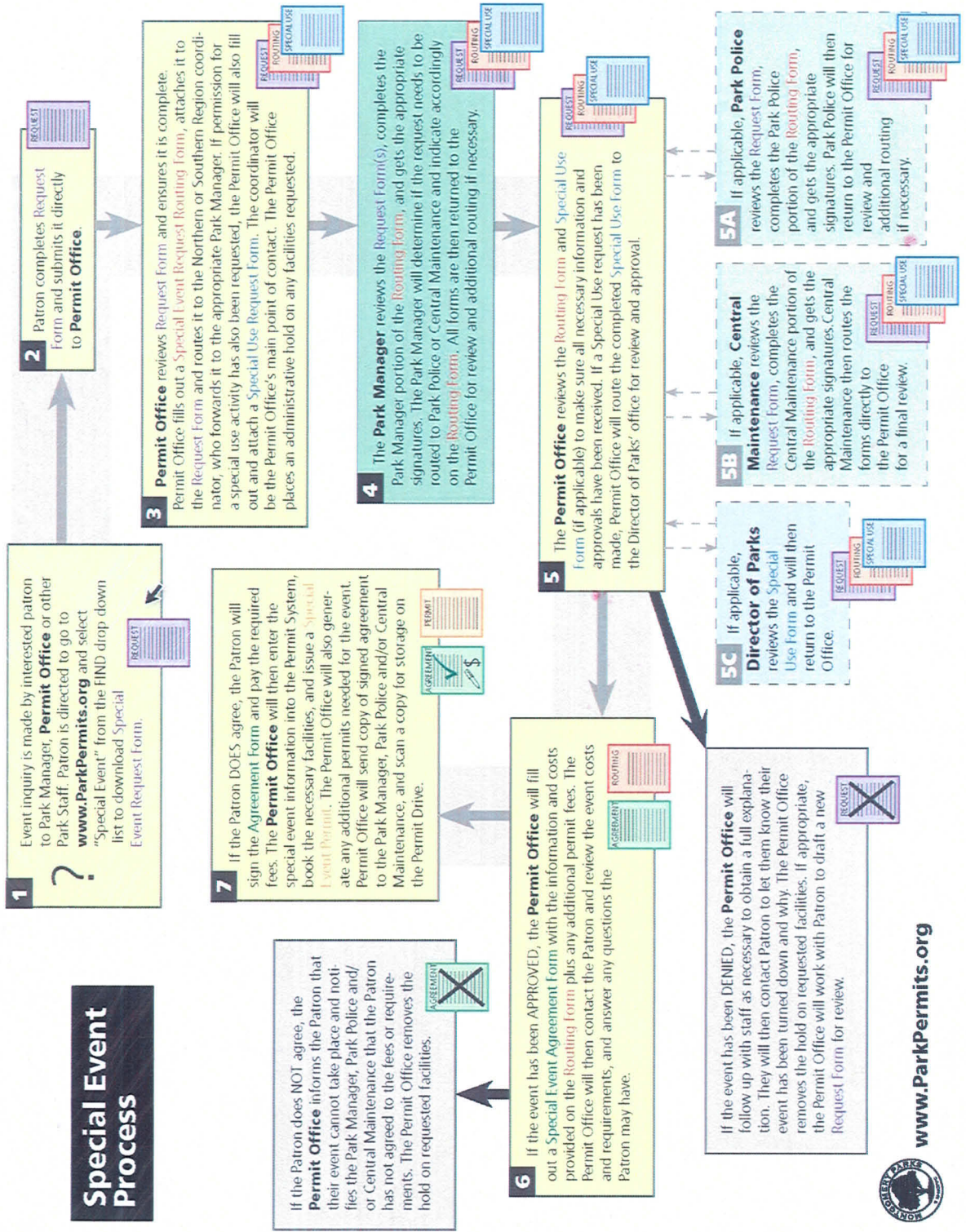
Montgomery Parks, M-NCPPC
Park Permit Office
9500 Brunett Avenue
Silver Spring, MD 20901

FAX: 301-495-2484



The Process

Special Event Process



www.ParkPermits.org



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



SPECIAL EVENT REQUEST ROUTING FORM FOR INTERNAL USE ONLY

Log in Number: _____

Park Permit Office

Permit #: _____ Park Name: _____
 Date Routed (mm/dd/yy): _____ Routed to: Northern Region Southern Region
 Requested Facilities Available and on Hold? Y / N
 Event Name: _____
 Park Facilities Requested: _____

Any additional Special Use Requests as part of this Special Event? (Circle all that apply) None Climbing Wall
 Collection of Money Demonstration Memorials/Services Moon Bounce Tournament Use Outside of
 Operating Hours Use of Generator Use of motorized vehicles Other (please describe): _____

Are additional permits needed for this event? Bus Facility Rental Fields Vending Filming Other: _____

Permit Tech Signature: _____ Permit Tech Name (print): _____ Date: _____

Park Manager (required)

Please review and return to Permit Office by (mm/dd/yy): _____

FEE WAIVER REQUESTED: Y / N (if yes, explain in comments section)

Are the requested special uses approved? Y / N (if yes, please explain special instructions in the comments section)

Ground prep required in advance of event? Y / N

Busing or alternative transportation required? Y / N

- Additional staff hours @ \$40 x _____ Hours = \$ _____
- Add'l trash/recycling cans @ \$50 x _____ Cans = \$ _____
- Additional Fees (please explain) _____ = \$ _____
- # Port-a-Johns required: # _____ (Users required to provide)

Total Cost: \$ _____

ROUTE TO CENTRAL MAINTENANCE Y / N

Route to Central Maintenance if this event requires: Electrician Plumber Other trade staff: _____

APPROVE EVENT: Y / N

If event is rejected or alternate location is recommended, return directly to Permit Office with explanation.

Manager Signature: _____ Chief Signature: _____

Date (mm/dd/yy): _____ Date (mm/dd/yy): _____

COMMENTS, SPECIAL USE INSTRUCTIONS OR CONDITIONS OF USE:



SPECIAL EVENT REQUEST ROUTING FORM FOR INTERNAL USE ONLY

Park Police (required)

Please review and return to Permit Office by (mm/dd/yy): _____

SECURITY REQUIRED: Y / N

VIOLATIONS IN PAST: Y / N

- # _____ Officer(s) @ \$ 35 /hr x _____ hours = \$ _____
- # _____ Officer(s) @ \$ _____ /hr x _____ hours = \$ _____
- # _____ Officer(s) @ \$ _____ /hr x _____ hours = \$ _____

Park Police will contact Event Organizer directly to coordinate security arrangements and payment.

Total Cost: \$ _____



APPROVE EVENT:

Y / N

If event is rejected or alternate location is recommended, return directly to Permit Office with explanation

C.S.U. Signature: _____

Patrol Signature: _____

Date (mm/dd/yy): _____

Date (mm/dd/yy): _____

ADDITIONAL COMMENTS: _____

Central Maintenance (optional)

Please review and return to Permit Office by (mm/dd/yy): _____

- Trade Staff # _____ @ \$40 /hr x _____ hours = \$ _____
- Additional Costs/Fees _____ = \$ _____



APPROVE EVENT:

Y / N

If event is rejected or alternate location is recommended, return directly to Permit Office with explanation

Signature: _____

Chief Signature: _____

Print name: _____

Date (mm/dd/yy): _____

Date: _____

Director of Parks (optional)

Please review and return to Permit Office by: (mm/dd/yy): _____

SPECIAL USE REQUESTED? Y / N

SPECIAL USE APPROVED? Y / N

If not, please explain?

If a special use has been requested, please review the park permits and park manager portions of routing form for an explanation and indicate here if the special use request is approved.

FEE WAIVER REQUESTED? Y / N

WAIVER APPROVED? Y / N

If not, please explain?

If a fee waiver has been requested, please review the park manager portion of routing form for an explanation and indicate here if the waiver is approved.

Signature: _____

Date (mm/dd/yy): _____

COMMENTS: _____





SPECIAL EVENT AGREEMENT FORM

Event Organizer Name: _____
FIRST LAST

Name of Organization: _____ Phone Number: _____

Name of Event: _____ Type of Event: _____

Permit Tech: _____ Permit Number: _____

Event Date (mm/dd/yy): _____ Time Approved: ___:___ AM/PM to ___:___ AM/PM

Location Approved for Use: _____

Park Facilities Approved for Use (please list facility name):

Athletic Fields **No** **Yes** (List fields): _____

Picnic Shelter **No** **Yes** (List shelter): _____

Park Activity Building **No** **Yes**

Other: _____ **No** **Yes**

Approved Attendance: up to _____ people AND up to _____ vehicles

ESTIMATED EVENT COSTS:

1. Application fee = \$ _____

2. Total facility and permit fees (including deposits) = \$ _____

Park Activity Building \$ _____ (rental fee) \$ _____ (security/key deposit)

_____ Picnic Shelter(s) @ \$ _____ = \$ _____ (rental fee) \$ _____ (security/key deposit)

_____ Local Athletic Fields @ \$ _____/hr x _____ hrs = \$ _____ (rental fee) \$ _____ (security deposit)

_____ Reg/Rec Athletic Fields @ \$ _____/hr x _____ hrs = \$ _____ (rental fee) \$ _____ (security deposit)

_____ Vendor Permits @ \$200 ea. = \$ _____

_____ Commercial Filming Permits @ \$250 ea. = \$ _____

_____ Bus Space Permits @ \$48 ea. = \$ _____

Other: _____ = \$ _____

3. _____ Port-a-johns required To be provided by Permit holder

4. _____ Trash/recycling cans required @ \$ _____ each = \$ _____ (No charge if Permit holder provides)

5. _____ Additional park staff required @ \$ _____/hr x _____ hrs = \$ _____

6. _____ Trades staff required @ \$ _____/hr x _____ hrs = \$ _____

7. _____ Park Police Officers required @ \$ _____/hr x _____ hrs = \$ _____

EVENT COSTS DUE AT SIGNING: \$ _____

TOTAL PAYMENT DUE: \$ _____

Permit #: _____

EVENT REQUIREMENTS (Event organizer must sign below to indicate understanding of requirements)

- Y N Adherence to Park Rules and Regulations:** The event organizer must comply with all M-NCPPC rules and regulations and is responsible for the compliance of all participants and spectators. Any users found to be in violation of the guidelines or regulations for special events will be subject to all applicable fines and penalties, including the immediate closure of the event and loss of future permitting and use privileges.
- Y N Proof of Fundraiser:** The event organizer must provide proof of organization's 501 (c) 3 or non-profit status and indicate how monies will be used or submit a signed letter from a 501 (c) 3 charity or non-profit acknowledging fundraiser.
- Y N Insurance Certification of Liability:** 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 moon bounces or similar amusements and each food, beverage or merchandise vendor.
- Y N First Aid Station:** Event organizers are required to provide a first aid station onsite for events attended by more than 500 people.
- Y N Youth Functions:** One adult chaperone over 21 years of age is required for every ten youths under 18 years of age.
- Y N Proof of Sanitation:** Event organizer is required to provide Port-a-Johns or extra trash/recycling containers in the quantities specified under "EVENT COSTS". Failure to do so may result in withholding of the security deposit to cover any related time or resources spent by park staff.
- Y N Security:** Park Police Officers are required to be onsite for this event. Event organizers are required to make payment for Park Police services directly to Officers at the time of the event. Once this agreement is signed, you will be contacted by Park Police to coordinate payment.
- Y N Alternate Transportation:** There is insufficient parking at this location based on the submitted attendance numbers. The event organizer needs to arrange for busing or other forms of group transportation to avoid parking violations or a more appropriate location will be identified by Park staff.
- Y N Zero Impact:** The event organizer agrees to ensure proper care of parkland and to restore the park to the condition in which it was found. This includes removal of trash and recycling materials and cans, proper installation and disposal of port-a-johns, any repairs or maintenance identified by Park staff or Police, etc. Any costs incurred for repairs or maintenance that require Park staff or resources will be taken out of the event security deposit or billed directly to the event organizer.
- Y N Field Use:** The event organizer agrees not to use the fields if water is standing on the field, soil is frozen, wet or spongy, a steady rain is falling, a lightning or electrical storm is occurring, or the field has been deemed unplayable by Park staff or Park Police.
- Y N Vendors/Concessions:** 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 (for food and beverage vendors) a Food Service Facility License issued by the Montgomery County Government Department of Health and Human Services.

I, _____, shall indemnify and save harmless The Maryland-National Capital Park and Planning Commission from and against all actions, liabilities, claims, suits, damages, cost of expense of any kind which may be brought or made against the Commission, of which it must pay and incur by reason of or in manner resulting from negligence and willful misconduct. I shall also indemnify and save harmless the Commission from and against any claims I may have for personal injury, property damage or death suffered while using M-NCPPC parks, trails or facilities for any reason.

I agree to uphold and adhere to all rules and regulations outlined by M-NCPPC and the conditions and requirements stated on this form and the issued Permit.

Signature: _____ Date (mm/dd/yy): _____

Sample Third Party Special Events Held on Park Property

Event: Kensington 8K Race

Park: Beach Drive

Date: 09/26/09

Attendance: 500

Fee: \$00.00



Synopsis: Annual Event that features various races, walks and activities hosted by the Kensington Community. The 8K Run proceeds through the Beach Drive trails with a family oriented 2mile walk and a 1K fun run with proceeds to benefit various public schools and programs

Event: TLC Snoball Tournament

Park: Cabin John, Wheaton, Olney

Date: 04/10/10- 04/11/10

Attendance: 300

Fee: \$960.00



Synopsis: The Treatment and Learning Center (TLC) is a non-profit organization providing educational, vocational, and therapeutic services to children and adults with disabilities and typically developing children. Annual Softball tournament featured 37 teams helping raise nearly \$20,000 for TLC.

Event: A Wider Circle Fun Run

Park: Meadowbrook

Date: 04/18/10

Attendance: 150

Fee: \$197.00

A WIDER CIRCLE

A unique, holistic approach to ending poverty

Synopsis: A Wider Circle, named by the Catalogue for Philanthropy as "one of the finest small charities Greater Washington has to offer" sponsored a fun run/walk to raise awareness to promote their core mission: to help children and adults lift themselves out of poverty.

Event: Avon Breast Cancer Walk

Park: Meadowbrook LP

Date: 04/29/10- 05/01/10

Attendance: 3000

Fee: \$7491.00



Synopsis: An annual fundraising event that also raises awareness of Breast Cancer. A 3 day event that features walks through out Montgomery County and culminates into a march to capital grounds. One of the most recognizable walk in the Washington DC area.

Sample Third Party Special Events Held on Park Property

Event: Run a Muck 5K

Park: Rock Creek Regional Park/ Lake Needwood

Date: 05/01/10

Attendance: 2500

Fee: \$1340.00



Synopsis: A one day event that features a 5K run through the trails surrounding Lake Needwood that ends with a 20 yard dash to the finish through a mud pit. Live bands and vendors support the raucous crowd of 2500 people who come in various costumes to participate and enjoy a day in the park like no other day.

Event: Amman Iman- Water is Life -Walk For Water

Park: Rock Creek Regional Park/ Lake Frank

Date: 05/15/10

Attendance: 400

Fee: \$00.00



Synopsis: In support of the Amman Iman- Water is Life organization, a walk is held in the Rock Creek Regional Park and Lake Frank trails to raise awareness of the humanitarian efforts to develop viable water tributaries and allow sustainable life in regions of northern Africa

Event: Hudson Trail Outfitter- Boat and Bike Ride

Park: Rock Creek RP- Lake Needwood

Date: 05/15/10

Attendance: 150

Fee: 00.00



Synopsis: An overall introduction sponsored by one the area's leading outdoor experts to promote some of the greatest resources in Montgomery County. Off road bikes kayaks and canoes are available for free trials with guidance

Event: Poplar Spring Animal Sanctuary One Mile Fun Run

Park: Wheaton

Date: 05/23/10

Attendance: 500

Fee: \$275.00



Synopsis: Poplar Spring Animal Sanctuary hosted its 7th annual "Run for the Animals!" The 5K run and 1 mile fun walk was a fundraiser dedicated to supporting the life saving work Poplar Spring Animal Sanctuary, a 400 acre non-profit refuge for farm animals and wildlife located in Poolesville, Maryland.

Sample Third Party Special Events Held on Park Property

Event: KEEN Greater DC Sports Festival

Park: Falls Road

Date: 06/06/10

Attendance: 600

Fee: \$54.00



Synopsis: KEEN (Kids Enjoy Exercise Now) sponsors an annual event on the first Sunday in June marks the annual KEEN Sports Festival. This is the one opportunity all year for every KEEN athlete, their families, and all of our volunteers to come together for a single day to celebrate KEEN. Held at Hadley's Park on Falls Road in Potomac, MD, athletes and volunteers tackle the obstacle course, play games, engage in a tug of war, receive their medals and enjoy lunch. It is an event not to be missed!

Event: MCRCC Park ½ Marathon

Park: Parklawn, Winding Creek, Dewey, Veirs Mill,

Ken Gar

Date: 09/11/10

Attendance: 3000

Fee: \$9545



Synopsis: An annual run through the trails of Montgomery County sponsored by the Montgomery County Road Runners Club. Race begins in the Twinbrook area and passes through the Rock Creek Trails and parks completing the run in the Kensington Community.



A Project of the Avon Foundation,
a 501(c)(3) public charity

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info.dc@avonwalk.org
AVONWALK.ORG

August 23, 2010

To Whom It May Concern:

My name is Molly Gascoigne and I am the Logistics Coordinator for the Avon Walk for Breast Cancer here in Washington, DC. I am writing to express how wonderful the new special events application process is!

The Avon Foundation, an accredited 501(c)(3) public charity, was founded in 1955 to improve the lives of women and their families. In support of the breast cancer cause, the *Avon Breast Cancer Crusade* has expanded to 50 countries, with programs focused on reaching the medically underserved. In just over ten years, the Avon Crusade returned more than \$550 million net to breast cancer research and care organizations worldwide. More specifically, the Avon Walk for Breast Cancer is a large-scale, outdoor fundraising event that takes walkers on a 39-mile journey over the course of a weekend. The goal is to provide participants with a fulfilling, rewarding experience in an environment designed to firmly connect them to the breast cancer cause on several different levels.

As you can imagine, finding safe and beautiful locations in our metropolitan area can be a challenge and it has been wonderful to be able to showcase the beautiful parks and trails in Montgomery County. Since 2006, the Avon Walk for Breast Cancer, Washington, DC has worked with MNCPPC to gain approval for permits for routing, water stations, and our Wellness Village for this very important event in the Washington, DC area. We have even been able to approve an honorary Local Sponsorship over the years providing publicity for the park system.

Over the years, I have worked with several of your staff to complete the evolving permitting process and ensure we are completing all of our requirements. The 2010 newly developed special events application has been by far the easiest to understand and complete. It allows organizers like myself to provide accurate information regarding the event and is clear and concise. I have found that working with one contact throughout the process has also made the communication flow easier. I feel as though someone understands our event and that I am not taxing any resources within the offices. (Alex Girr-Borrayo is a wonderful contact. He is detail-oriented, friendly, and has helped answer several of my questions.) Finally, having the ability to pay fees, deposits, and balances all at once before the event made for a smooth transition for both myself and the Foundation.

On behalf of our staff, crew, volunteers, and walkers, I'd like to thank all the staff at MNCPPC for their support of our event and their work in helping to guide me through the permitting process. Over the years, it has been my privilege and honor to get to know each of them over the years. I fully appreciate their involvement in helping us make the event a success in an area of the country where breast cancer is having a large impact. I hope to continue to work with MNCPPC in the future to highlight all the beautiful parks and trails you have to offer!

In hope for a cure,

A handwritten signature in pink ink that reads "Molly".

Molly Gascoigne
Logistics Coordinator
molly.dc@avonwalk.org

17