



City of Rockville
Community Planning & Development Services Department
Community Enhancement Code Enforcement Division
111 Maryland Avenue • Rockville, MD 20850 • 240-314-8330

OFFICE USE ONLY

Application Received: _____
Application No: _____
Payment Type: _____
Approved By: _____
Approved Date: _____

Application for Public Event License

» **Effective January 1, 2019, applications for all events *other than Block Parties* must be submitted 120 days in advance of the event. This is to ensure the safety of your participants, as well as the general public. Submissions made less than 120 days prior to the date of the Event may not be processed or approved.**

Type of Event: (check one) ☐ Block Party ☐ Parade ☐ Marathon Run ☐ Other _____

APPLICANT INFORMATION

Applicant/Contact Name _____ Email Address _____

Address _____

Phone (day) _____ Phone (evening) _____

Name of Organization (If Applicable) _____

Tax ID# _____

Address _____

Alternate Contact Name _____ Email Address _____

Address _____

Phone (day) _____ Phone (evening) _____

EVENT INFORMATION

Event Name _____

Event Location _____

Event Description _____

Date of Event _____ Time of Event _____

Expected Attendance _____ # of Barricades Needed _____

Any barricades requested will be dropped off at one specific location. They will be collected from the same location afterwards.

Is event a fundraiser? ☐ No ☐ Yes If yes, describe beneficiary _____

Will food/beverages be served/sold? ☐ No ☐ Yes If yes, describe _____

Food truck or caterer/Phone number/IFS (Health Dept) permit number _____

» *A Montgomery County Health Department (240-777-3986) permit may be required.*

Will alcohol be served/sold? ☐ No ☐ Yes If yes, an alcohol permit is required. Contact the Montgomery County Board of License Commissions (240-777-1999) for information. Please list the prices, cup sizes, describe plan to control the sale or serving to minors, and a plan to control the consumption area. _____

Will any commercial vendors be selling merchandise? ☐ No ☐ Yes If yes, describe _____

»A Peddler's permit may be required from Community Enhancement/Code Enforcement (240)-314-8330.

Will there be entertainment/music? ☐ No ☐ Yes If yes, describe including size of group and performance times

Describe set up and clean up schedule, including dates and times. _____

Will the event require a street closure? ☐ No ☐ Yes If yes, provide a map noting streets and closure locations and time and dates of closures. **As a condition to the issuance of a Public Event license, the City may require the applicant to hire one or more sworn police officers, licensed uniformed security officers or other security personnel to keep order at such event if the City deems such action necessary.**

Security/Traffic Control Plan _____

Security/Traffic Agency and Contact _____

Parking Plan _____

Restroom Plan _____

Trash/Recycling Collection and Removal Plan _____

Publicity Plan _____

Site/staging Plan _____

» Attach additional maps, drawings, or written information you feel is necessary to process your application.

Note:

A certificate of insurance may be required before event. The certificate of insurance must name "The Mayor and Council of the City of Rockville" as additionally insured. Some applicants may need to notify the neighbors of the event. If Police Officers or other City staff's supervision is necessary for crowd and/or traffic control, the applicant is responsible for payment. The applicant will be notified as part of the application process if any additional fees will be necessary.

Effective January 1, 2019, applications for all events *other than Block Parties* must be submitted *120 days in advance of the event*. This is to ensure the safety of your event's participants, as well as the general public. Please submit a .pdf (electronic) application to misclicenses@rockvillemd.gov. The application fee will be invoiced to the applicant(s) once the application is reviewed for completeness and processed. For more information, please call 240-314-8330.

Approval of this application will reserve for the above-mentioned applicant/organization the requested event date/place providing all requirements outlined by the City of Rockville have been met. If the special event request is approved, the sponsor 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. The applicant/organization agrees to indemnify and hold harmless the City of Rockville and its employees for any personal injuries, property damage, or items lost or stolen during the above special event.

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

Applicant's Signature _____

Print Name _____ Date _____

Application Fee: \$25.00	Block Party
\$50.00	Parade/Other
\$80.00	Marathon/Road Race

Revised: 9/22