



Department of Recreation and Parks

Special Events Division

111 Maryland Ave • Rockville, MD 20850 • 240-314-8606

specialevents@rockvillemd.gov

OFFICE USE ONLY

Application Submission

Application, Safety Plan, Site Layout Received: _____

Fee: _____ Initial Approval: _____ By: _____

Additional Documents Required

COI _____ Police _____ Public Notify _____

Insp. Serv. Lic. Health Lic. _____ Fee _____ Morguard _____

ABS Lic.: _____ Weather: _____ Noise Waiver _____

Race Traffic Plan _____ Amusement COI _____ Program _____

Final Approval: _____ **By:** _____

2025

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.

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 _____

A Road Diet project is projected for Martins Lane the summer of 2025. If you're event or race utilizes Martins Lane, you may need to adjust the site. Project details are not yet available. If your event or race takes place on Martins Lane, please acknowledge that you've read this statement. 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.

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 How many runners/walkers do you expect? _____

Length of race/walk? _____ Does the race/walk require road closures? ☐ No ☐ Yes

Are you meeting the minimum number of registrants for the length of race/walk (See section VII of the Rules and Regulations document)? ☐ No ☐ Yes If the answer is no, the City will not license a road closure. Organizers will need to utilize a park for races/walks with less than 500 registrants.

Race registration website (The City will track the number of registrants) _____

Is the applicant organizing the race/walk (only allowable for 1 mile race or shorter)? ☐ No ☐ Yes

If yes, how many years of experience does the race organizer have managing a race? _____

Are you contracting with a race management company (required of race over 1 mile in length)? ☐ No ☐ Yes

If yes, who? Company Name: _____

Company Contact Name: _____ Email: _____

Where do you plan to assemble? _____

Race or Walk Start Time: _____ End Time: _____

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 there is a required minimum number of registrants for length race/walk and if the minimum is not met, the City will not license the race. Initial _____

The applicant (if not a race management company or org.) must hire a race management company for races longer than 1 mile which take place along roadways. 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 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* | ☐ Cooking On Site* |
| ☐ Alcohol* | ☐ Temporary Structures (Tents, Stages)* |
| ☐ Live Performance/Concert | ☐ DJ, Amplified Music |
| ☐ Parade - How many units? _____ | ☐ Amusements, Inflatables* |
| ☐ Live Animals | ☐ Commercial Vendors |
| ☐ Generators | ☐ Trash Collection and Removal |
| ☐ Restrooms | |

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. _____

The City of Rockville encourages your organization to support local Rockville businesses by including them in your event. I am recruiting local Rockville restaurants to be vendors at my event. ☐ No ☐ Yes If yes, how many vendors are Rockville based? _____

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. 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 _____