

## HOWARD COUNTY DEPARTMENT OF POLICE SPECIAL EVENTS PERMIT APPLICATION



## **Instructions:**

- Applications must be received at least 21 days prior to the date of the event, but not before January 1<sup>st</sup> of the year of the event. Events occurring in the months of January through March may be submitted prior to January 1<sup>st</sup>.
- Please ensure every field is completed prior to submitting the application.
- Late or incomplete applications may not be processed.
- Rain dates require a new application to be submitted. The new application must be submitted after the date the event is canceled and at least 21 days before the new event date.
- Email the completed application, proposed route, and any event documentation to Policepermits@howardcountymd.gov.
- You will be notified via email of the status of your permit.
- Questions can be answered via email or by calling (410) 313-4756.

SECTION I.				
E (G) (D)				
Event Start Date:		Event End Date:		
Start Time(s):		End Time(s):		
Event Setup Time:		Event Breakdown Time:		
Location:				
Event Type If Other, Explain:				
Sponsor:				
Number of Participants:				
	SI	ECTION II.		
Title of Event:				
Name of Applicant or Organization:				
Address:				
Primary #:				
Representative of the Organization: (At least one name required – one must be the applicant)				
Name:	Title:	Work #:	Cell #:	
Name:	Title:	Work #:	Cell #:	
Is the Organization in or out of County	: 🗌 In 🗌 Out	Is the Organization a non-pro	fit: No Yes No	

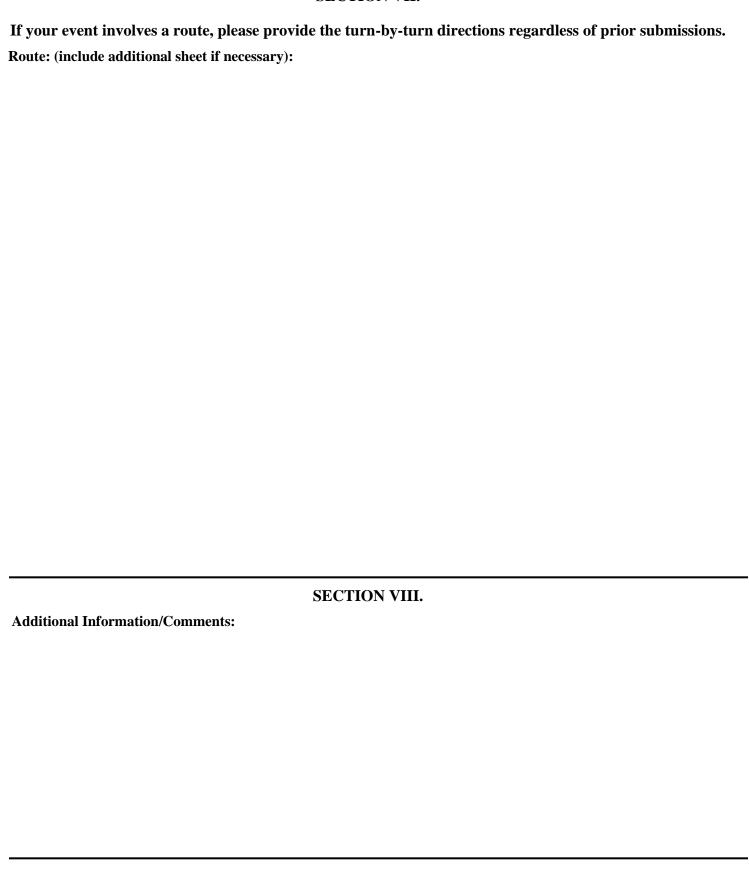
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SECTION III.				
SHA Application Filed	Annual Event			
□ No □ Yes	□ No □ Yes			
SHA Application Date:	Requesting Police Assistance:			
Any Changes from Previous Year:	Proposed Route Attached (Attach for rides/races/walks and parades)			
□ No □ Yes □ N/A	☐ No ☐ Yes (Complete Proposed Route with turn-by-turn narrative)			
SECTION IV.				
Adequate Parking	Gambling Devices			
□ No □ Yes	□ No □ Yes			
If Yes, Adequate Parking Location:	If Yes, Gambling Device Type:			
Liquor License:	Sanitary Facilities:			
□ No □ Yes	☐ No ☐ Yes If Yes, Type and Number of Units:			
If Yes, Type of License:				
SECTION V.				
Is the Event a Parade?  No Yes (If no skip to section VI)				
Start Area:				
End Area:				
Reviewing Stand: No Yes	Number of Vehicles:			
Reviewing Stand Location:	Number of Pedestrians:			
SECTION VI.				
I hereby acknowledge and agree that the event sponsor and the participants will comply with all applicable Maryland laws and will adhere to the conditions granted by this permit. By affixing my name on this form, the applicant, sponsor, and /or individual participants agree to hold the public agencies harmless from any liabilities incurred by them or to others associated with this permit. A copy of the proposed course map or roads affected is attached to this application.				
Authorized Representative:	Date:			

Continue to sections VII and VIII for route and additional information.

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## **SECTION VII.**



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