

ALLAN H. KITTLEMAN
County Executive



GARY L. GARDNER
Chief of Police

HOWARD COUNTY DEPARTMENT OF POLICE
3410 COURTHOUSE DRIVE, ELLICOTT CITY, MD 21043

August 10, 2018

Mr. Adam Driscoll
504 Newburg Avenue
Catonsville, MD 21228

Dear Mr. Driscoll:

Thank you for submitting a Permit Application for the Patapsco Trail Fest, sponsored by the Adventures for the Cure. The event is scheduled for Saturday, September 15, 2018, from 0800 to 1700 hours and Sunday, September 16, 2018, from 0800 to 1200 hours. The Traffic Enforcement Section has completed a review of your application, and a permit for this event has been **APPROVED** by the County Executive contingent upon the following conditions:

1. You provide the services described in your permit application.
2. You ensure that the area is clear of trash and debris at the end of the event.
3. You must obtain permission from the Maryland Department of Natural Resources to use their property. A copy of that permission must be mailed/emailed to the Traffic Enforcement Section by **September 6, 2018**.
4. Any alcoholic beverage consumption by participants on State Park property must be permitted by the Maryland Department of Natural Resources. A copy of that permit must be mailed/emailed to the Traffic Enforcement Section by **September 6, 2018**.
5. You assign an event marshal at each of the three (3) posts in Howard County to alert the officers of participants approaching and provide direction to the participants. An Event Marshal may not control nor interfere with the flow of vehicular traffic.
6. Each Event Marshal **must** wear a yellow/orange reflective vest and have an orange flag (min. 24" x 24" in size).
7. The Howard County Police Department at its sole discretion, reserves the right to revoke any permit at any time, due to hazardous weather or roadway conditions.
8. You comply with the requirements outlined in the attached Special Event Plan.
9. You or a designee must be on location and provide a cell phone number to the officer in charge of the event.



Failure to comply with any of the above requirements may lead to the immediate cancellation of your event and/or the denial of future permits. Enclosed are a copy of your permit application and a copy of the Special Event Plan developed by the Traffic Enforcement Section.

Please contact the Traffic Enforcement Section if any aspect of your Permit Application changes, or if you have any additional questions. The Traffic Enforcement Section can be reached at 410-313-4750.

Sincerely,



Captain Christopher Neubauer
Commander
Special Operations Bureau

CN/mr



HOWARD COUNTY DEPARTMENT OF POLICE TRAFFIC ENFORCEMENT SECTION

SPECIAL EVENT PLAN

EVENT: Patapsco Trail Fest (Day One)

DATE/TIME: Saturday, September 15, 2018, 0800 - 1700 hours

STAGING AREA: Patapsco Valley State Park, Pickall Area, 8125 Johnnycake Road, Woodlawn, MD

ROUTE: Adventures For the Cure sponsors the Patapsco Trail Fest. The event raises funds to support programs to combat diabetes and other initiatives.

The Patapsco Trail Fest is a two day event held within Patapsco Valley State Park. The event consists of camping, hiking, a mountain bike race, and an off-road half and full marathon. Both the mountain bike race, and the off-road half and full marathon will be held within Patapsco Valley State Park overlapping Baltimore and Howard Counties. The start and end points for each event will be at the Pickall Area - 8125 Johnnycake Road, Woodlawn, MD. Although the majority of the routes for both the bike race and runs are within Patapsco Valley State Park, the participants will cross three roadways within Howard County. The roadways are, Park Drive, Old Frederick Road, and Daniels Road.

On Saturday, the bicycle race will occur. The cyclists will complete one (1) lap around the course consisting of thirty-three miles. On Sunday, the off-road half and full marathons will occur.

Although the event is scheduled to end at 1700 hours each day, the detail in Howard County will conclude after the last cyclist clears the roadway on day one (approximately 1500 hours), and the last runner clears the roadways on day two (approximately 1200 hours).

TRAFFIC POSTS:

1. Park Drive under the Route 40 bridge

**ONE OFFICER
EVENT MARSHAL**

The officer at this post (under the Route 40 entrance to Patapsco Valley State Park at 8020 Baltimore National Pike) will stop westbound traffic to allow the cyclists to travel west, under the Route 40 bridge. Once clear, traffic will be allowed to continue. Cyclists will be given the priority.

The event marshal will alert the officer to approaching cyclists. The event marshal will provide direction to the cyclists. The event marshal will notify the officer when the last cyclist has passed this location.

2. Old Frederick Road near the Baltimore County Line

**TWO OFFICERS
EVENT MARSHAL**

The officers at this post will stop traffic to allow the cyclists to cross Old Frederick Road. The cyclists will be given priority.

The event marshal will alert the officers to approaching cyclists. The event marshal will direct the cyclists emerging from the path to cross Old Frederick Road. The event marshal will notify the officers when the last cyclist has passed this location.

3. 2100 Block of Daniels Road

**ONE OFFICER
EVENT MARSHAL**

The officer on this post will stop traffic to allow the cyclists to cross Daniels Road and turn left, heading towards the river. The cyclists will be given priority.

The event marshal will alert the officer to approaching cyclists. The event marshal will direct the cyclists emerging from the path to cross Daniels Road and turn left, heading towards the river. The event marshal will notify the officer when the last cyclist has passed this location.

4. Relief Officer

SUPERVISOR

This officer will provide relief to the other officers on post.

EQUIPMENT REQUIRED:

None

ADDITIONAL INFORMATION:

The briefing will occur on Park Drive at the Patapsco Valley State Park Hollofield Area near the Ranger Station (at the Route 40 entrance to Patapsco Valley State Park, 8020 Baltimore National Pike), at 0730 hours unless otherwise designated by the Detail Supervisor.

The Sponsor will have emergency medical personnel onsite to respond to bicycle accidents.

The Sponsor will have course monitors and a radio team with the ability to communicate any incidents to the emergency medical personnel and the sponsor.

The SPONSOR must provide Event Marshals at least eighteen (18) years of age or older at all listed locations. Event Marshals must wear a yellow/orange reflective vest and display an orange flag that is a minimum size of 24" X 24". Event Marshals will NOT direct traffic in any fashion. Event Marshal responsibilities are limited to directing event participants and alerting motorists of the event in progress. Instructions relative to the above Event Marshal duties and limitations will be provided to all Event Marshals by the Event Sponsor. The Sponsor will ensure that Event Marshals have and are wearing their required equipment during the event (while on their assigned post).

The SPONSOR is responsible for adding additional Event Marshals to direct the event participants in addition to the posts listed above where a need is determined.

The SPONSOR will coordinate with the Detail Supervisor to confirm that Event Marshals have been posted on the posts listed above prior to the start of the event.

In addition to the Event Marshals listed, the sponsor must provide a sufficient quantity of Event Marshals to adequately direct the cyclists for the portion of the route not on roadways.

The Sponsor will ensure that all cyclists wear a bicycle helmet.

The Sponsor will provide a verbal Safety Briefing to ALL Cyclists on the day of the event. The briefing will include the following:

- No wearing of earplugs or ear buds/headphones attached to an audio/electronic device
- Any Cyclists on the course after 1500 hours will be required to follow the normal rules of the road and will not be provided with traffic support services from the Police Department.

The service of alcoholic beverages will require a permit issued by the Department of Natural Resources.

As required by section 9-1712 of the Environment Article of the Maryland Annotated Code, the Event Sponsor will be required to provide clearly marked recycling receptacles adjacent to each trash receptacle in all areas of the event site where drink or food is to be served for 200 or more people, and includes temporary or periodic use of a public street, publicly owned site or facility, or public park. The event Sponsor will be responsible for collecting and removing the recycling material for recycling. Violation of the recycling requirements could result in a daily civil penalty of \$50.00. Questions about the recycling requirements can be directed to the Howard County Office of Environmental Services at 410-313-6444, or by visiting the following webpage: www.howardcountymd.gov/EventRecycling.htm.

PERSONNEL REQUIRED:

One (1) Detail Supervisor
Four (4) Officers/Cadets/ Auxiliaries
Three (3) Event Marshals

CONTACT PERSON:

Adam Driscoll 443-823-0819



HOWARD COUNTY DEPARTMENT OF POLICE TRAFFIC ENFORCEMENT SECTION

SPECIAL EVENT PLAN

EVENT: Patapsco Trail Fest (Day Two)

DATE/TIME: Sunday, September 16, 2018, 0800 - 1200 hours

STAGING AREA: Patapsco Valley State Park, Pickall Area, 8125 Johnnycake Road, Woodlawn, MD

ROUTE: Adventures For the Cure sponsors the Patapsco Trail Fest. The event raises funds to support programs to combat diabetes and other initiatives.

The Patapsco Trail Fest is a two day event held within Patapsco Valley State Park. The event consists of camping, hiking, a mountain bike race, and an off-road half and full marathon. Both the mountain bike race, and the off-road half and full marathon will be held within Patapsco Valley State Park overlapping Baltimore and Howard Counties. The start and end points for each event will be at the Pickall Area - 8125 Johnnycake Road, Woodlawn, MD. Although the majority of the routes for both the bike race and runs are within Patapsco Valley State Park, the participants will cross three roadways within Howard County. The roadways are, Park Drive, Old Frederick Road, and Daniels Road.

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Four (4) Officers/Cadets/ Auxiliaries
Three (3) Event Marshals

CONTACT PERSON:

Adam Driscoll 443-823-0819



HOWARD COUNTY DEPARTMENT OF POLICE
SPECIAL EVENTS PERMIT APPLICATION
Traffic Enforcement Section
11226 Scaggsville Road, Laurel, MD 20723



Instructions:

Permit #: 1059

- Applications can be submitted 1 year in advance of the date of the event, but applications must be received at least 60 days prior to the date of the event. It is highly recommended that applications for large-scale events be submitted as soon as possible.
- To avoid scheduling conflicts, events should not be publicized prior to obtaining approval.
- 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.
- You will be notified via email of the status of your permit. If approved, you will receive an invoice via email for the required \$50 application fee.
- Questions can be answered by emailing Policepermits@howardcountymd.gov, or by calling (410) 313-4756.

INVOICED

6-25-2018 (signature)

PAID
6-27-2018 (signature)

SECTION I. – EVENT INFORMATION

Event Start Date: 09/15/2018 (mm/dd/yyyy) Event End Date: 09/16/2018 (mm/dd/yyyy)

Start Time(s): 8:00am End Time(s): 4:45pm

Event Setup Time: 4:00am(just sponsor) Event Breakdown Time: 9:00pm(just sponsor)

Will weather cause a cancelation of your event? ☐ No ☒ Yes

If yes, explain under what circumstance: wet trails

In the event of projected inclement weather on the date of your event, you must notify the Traffic Enforcement Section three (3) week days (excludes Saturday and Sunday) in advance of your event date via email, Policepermits@howardcountymd.gov, with the status of your event.

Title: Patapsco Trail Festival

Location: Woodlawn, MD Patapsco State Park Pickall area

Event Type: ☒ Bike Race ☒ Bike Ride ☐ Block Party ☐ Concert
☒ Foot Race ☐ Motorcycle Ride ☐ Parade ☐ Triathlon
☐ Walk ☐ Other

Number of Participants: 400 (Use a Whole Number)

If Other, Explain: _____

SECTION II. – APPLICANT INFORMATION

Primary Applicant Name: Adam Driscoll
Applicant Address: 504 newburg avenue catonsville md 21228
Primary Applicant Phone: Work#: _____ Cell #: 443-823-0819 Email: adrisc1@gmail.com
Secondary Applicant Name: _____
Applicant Address: _____
Secondary Applicant Phone: Work#: _____ Cell #: _____ Email: _____

SECTION III. – ORGANIZATION INFORMATION

Name of Organization: Adventures For the Cure or Self: ☐
Organization Address: 504 newburg avenue catonsville md 21228
Purpose of Organization: to use what we love to help raise money/awareness for great causes
Is the Organization in or out of County: ☐ In ☒ Out
Is the Organization a non-profit: ☒ Yes ☐ No If Yes, Organization Tax ID No: 03-0607998

I hereby acknowledge and certify that the above named organization(s) are legitimate nonprofit organization(s), educational institutions, fraternal orders, or religious organizations in good standing with the assigned Tax ID numbers.

Representative of the Organization: (At least one name required – one must be the applicant)

Name: Adam Driscoll Title: _____ Work Phone#: _____ Cell #: 443-823-0819
Name: _____ Title: _____ Work Phone#: _____ Cell #: _____

SECTION IV. - EVENT QUESTIONS

SHA Application Filed (If using a State road/highway)

☒ No ☐ Yes

SHA Application Date:

Any Changes from Previous Year:

☒ No ☐ Yes ☐ N/A
(If yes, explain the change in Section VIII)

Adequate Parking

☐ No ☒ Yes

If Yes, Adequate Parking Location:
Pickall area of Patapsco

Annual Event

☐ No ☒ Yes

Requesting Police Assistance: ☐ No ☒ Yes

Proposed Route Attached (Attach for rides/races/walks and parades)

☐ No ☒ Yes
(Complete Section VII)

Gambling Devices

☒ No ☐ Yes

If Yes, Gambling Device Type: _____

SECTION IV. - EVENT QUESTIONS CONTINUED

Will alcohol be given away or sold: ☐ No ☒ Yes

Location where alcohol will be dispensed: Patapsco State Park Pickall Area

Explain how access to alcohol will be controlled: Beer Vendor will be on site

Liquor License: ☒ No ☐ Yes Liquor License application date: _____ Type of Liquor License: _____

Sanitary Facilities (restrooms):

☐ No ☒ Yes

If Yes, Type and Number of Restrooms: Bathrooms provided by DNR on site

Will there be a Live Band/Performance/DJ/Music? ☒ No ☐ Yes

Will there be amplified sound/loud speaker? ☐ No ☒ Yes

Will your event involve any of the following? ☒ No ☐ Yes

☐ Fireworks/Pyrotechnics ☐ Fires/Open Flames ☐ Compressed Gas ☐ Ceremonial Discharge of Firearm

SECTION V. - USE OF PROPERTY

Do you plan to use private property? ☒ No ☐ Yes Are you the owner of the property? ☒ No ☐ Yes

Private Property Address: _____

Private Property owner if not yourself: _____

Do you plan to use public property? ☐ No ☒ Yes

Are you authorized to use the public property? ☐ No ☒ Yes What Agency? Department of Natural Resources

Public Property Address: Patapsco State Park Pickall Area 8125 Johnnycake road woodlawn MD 21244

Public Property owner: Department of Natural Resources

Will your event affect the use of parking meters? ☒ No ☐ Yes

Will your event use any portion of a County park? ☒ No ☐ Yes

Will your event use any portion of a County parking lot? ☒ No ☐ Yes

Will a stage or other structure be erected on County property? ☒ No ☐ Yes

If yes, indicate size, type and location: _____

The use of private or public property requires the submission of authorization from the owner of the property for you to use their property. The authorization must be emailed to Policepermits@howardcountymd.gov no later than one (1) week prior to the date of the event. If erecting a stage, please contact the Department of Inspections, Licenses and Permits at (410) 313-3948.

SECTION VI. - PUBLICIZING THE EVENT

How do you plan to notify area residents, business, and religious institutions of your event?

Signs: ☒ Flyer: ☒ Newsletter: ☐ Variable Message Sign Boards: ☐

A copy of the notification must be must be emailed to Policepermits@howardcountymd.gov no later than one (1) week prior to the date of the event.

SECTION VII. - ROUTE INFORMATION

If your event involves a route, please provide the turn-by-turn directions regardless of prior submissions.

(Example: [Start] 3825 Centennial Lane, exit the school parking lot, turn right onto Centennial Lane, left onto Breconshire Road, left onto White Rose Way, left onto Glastonbury Road, left onto Centennial Lane and right into the parking lot of 3825 Centennial Lane [Finish].) (Attach additional page if necessary)

Route:

The Patapsco Trail Fest Will be two days again this year. On Saturday riders and racers will only do 1 lap which and the distances vary some depending on the skill level. On Sunday there will be a running race on similar trails. Its a very similar course from the previous years and will not hit any new roads.

The route will travel 33 miles through Patapsco Valley State Park and use the following Howard Co. roads.

*Old Frederick Rd. (crossing only). Police officer really only needed at Old Frederick Road crossing. Not required but If Howard county wants to be at Holford, (Park Headquarters) they need to start at 8:15 and if the want to be at Daniels Rd they need to start at 9am for both events.

Maps of whole course can be provided if needed.

See attached word document which lists out where officers need to be and when.

SECTION VIII. - ADDITIONAL INFORMATION

Additional Information/Comments:

SECTION IX. - ACKNOWLEDGEMENTS

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: Adam Driscoll Date: 06/20/2018 (mm/dd/yyyy)

Email the completed application to Policepermits@howardcountymd.gov.