



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 1st of the year of the event. Events occurring in the months of January through March may be submitted prior to January 1st.
- 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.

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: _____

SECTION II.

Title of Event: _____

Name of Applicant or Organization: _____

Address: _____

Primary #: _____ Cell #: _____ Email: _____

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-profit: ☐ Yes ☐ No

SECTION III.

SHA Application Filed☐ No ☐ Yes**SHA Application Date:** _____**Any Changes from Previous Year:**☐ No ☐ Yes ☐ N/A**Annual Event**☐ No ☐ Yes**Requesting Police Assistance:** ☐ No ☐ Yes**Proposed Route Attached** (Attach for rides/races/walks and parades)☐ No ☐ Yes (Complete Proposed Route with turn-by-turn narrative)

SECTION IV.

Adequate Parking☐ No ☐ Yes**If Yes, Adequate Parking Location:** _____**Liquor License:**☐ No ☐ Yes**If Yes, Type of License:** _____**Gambling Devices**☐ No ☐ Yes**If Yes, Gambling Device Type:** _____**Sanitary Facilities:**☐ No ☐ Yes If Yes, Type and Number of Units:

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.

SECTION VII.

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

Route: (include additional sheet if necessary):

SECTION VIII.

Additional Information/Comments: