



Frederick County Sheriff's Office Special Event Permit

Event Name: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Type of Event: _____

Organizer: _____

Contact Person: _____ Phone: _____

Address: _____

Email: _____

No. of Participants: _____ No. of Vehicles/Units: _____ Rain/Snow Date: _____

Proposed Route: _____

Will you be occupying all or part of a roadway travel lane? Yes: _____ No: _____

Will you be closing all or part of a roadway? Yes: _____ No: _____

If Yes to either of the above, where? _____

Have you requested Law Enforcement Assistance Yes: _____ No: _____

The event organizer is responsible for obtaining Law Enforcement assistance.

Have you held this event in the past? Yes: _____ No: _____

Was it approved? Yes: _____ No: _____

Has any aspect of the event changed? Yes: _____ No: _____

*If so, how? _____

Attach the Following:

- Event Map
- Traffic Control Plan (including details on how intersections will be controlled, a detour plan, locations of Law Enforcement/Fire Police/Volunteers and locations of all traffic control devices, as appropriate)
- Other Event Details _____

(Contact the Traffic Unit to determine what, if any, additional information will be required.)

Submit the Permit no later than 60 days prior to your event.

Organizer's Acknowledgement

I/We hereby affirm that the organizer of this event and all participants will comply with the laws of the State of Maryland and any applicable County or municipal statutes and ordinances and will adhere to the terms and conditions set forth in this permit. My/Our signature(s) below confirm that the organizer and all participants agree to hold harmless from liability, incurred by them or to others associated with this event, the various governmental agencies providing assistance for this event. The organizer may be required to obtain Liability and Property Damage Insurance with limits of at least \$300,000 per incident/\$1,000,000 aggregate.

Organizer: _____
Please Print Name

Representative: _____
Please Print Name

Signature: _____
Please Sign

Terms and conditions

- 1) This event shall adhere to the route, number of participants and vehicles (not more than 10% higher than the numbers on this permit), date(s) and times shown on the attached sheets.
- 2) The organizer shall ensure that the approved Traffic Control Plan is followed.
- 3) In the event of winter weather during the event, Highway Operations will require access to all County roadways for weather related operations. This may require the cancellation of the event.
- 4) Immediately following the event, the organizer shall clean up all litter, temporary signs and other event materials and return the roadway to a condition equal to or better than its condition before the event.
- 5) Additional Stipulations: _____

Agency Approvals

Before signing and giving approval for your agency, consider the following:

- 1) Ensure you have the approval authority to sign for your agency to commit manpower and resources
- 2) Ensure you have looked over the entire application packet, including the Route Map and Traffic Control Plan. If you identify any problems, have the event organizer address them prior to signing.
- 3) If reimbursement is required, ensure you have mutually agreed upon the amount (in writing) and terms under which payment will be made.

Sheriff's Office: _____
Signature Printed Name Date

Local Government (____): _____
Agency Signature Printed Name Date

Local Government (____): _____
Agency Signature Printed Name Date

Local Government (____): _____
Agency Signature Printed Name Date