



MAYOR AND CITY COUNCIL OF LAUREL
DEPARTMENT OF PARKS AND RECREATION

13910 Laurel Lakes Avenue • Laurel, Maryland 20707 (301) 725-7800

<http://www.cityoflaurel.org> • email – parks@laurel.md.us

**Special Event/Parade and Public Assembly
Permit Request Application**

AUTHORITY: Pursuant to the Laurel City Code, Chapter 14, Article V, Division 2 any person or organization desiring to organized, lead or direct a parade or public assembly/special event upon any street, sidewalk, or other municipal property in the City of Laurel, must file an application request with the Department of Parks and Recreation. **The required fee of \$75.00 shall be paid at the same time this application is filed. This application must be filed at least 60 days, but not more than 180 days, prior to the event.**

APPLICANT

Name: _____

Mailing Address: _____

Email Address: _____

Home Telephone Number: _____ Cell Number: _____

Organization Requesting Application: _____

Organization's Address: _____

Organization's Phone Number: _____

Organization's Email, Website, Twitter & Facebook page: _____

Location address if different than above: _____

EVENT COORDINATOR

EVENT COORDINATOR (if the Applicant is the Event Coordinator, mark section "same as Applicant"). The Event Coordinator shall oversee, manage and be present for the duration of the event; shall ensure compliance with permit conditions and applicable laws, codes, ordinances and regulations; shall inform participants of permit conditions and shall carrying the permit on his/her person during the event.

Name: _____

Mailing Address: _____

Email Address: _____

Telephone Number: _____ Cell Number: _____

EVENT INFORMATION

Date: _____ Rain Date (request only): _____

Type of Event: Parade: Public Assembly/Special Event:

Purpose of Event: _____

Parade Route: A separate sheet of paper may be used if needed. Applicant may elect to use the City of Laurel Certified 5K Route.

Traffic Control Request Yes: No:

Activities to occur during the event: _____

Time and Location the event will start: _____

Time and Location the event will end: _____

Time and Location on site setup will begin: _____

Time and Location on site breakdown will begin and end: _____

Equipment:

List items to be placed on municipal property and their proposed location(s), whether such items are temporary or permanent in nature, and whether such items will affect pedestrian or vehicular traffic, or ingress or egress from building(s): A separate sheet of paper may be used if needed.

List all recording equipment, sound amplification equipment, banners, signs, and other attention attracting devices which will be utilized during the event: _____

Total Number of Participants anticipated (vendors, staff, participants): _____

Describe the area(s) where the event will occur indicating streets, sidewalks, and other municipal property to be used, and the route, if any, to be used: indicate what portion(s) of the street(s), sidewalks, or municipal property will be used during the event:

List all public facilities and equipment Applicant requests to use:

Means by which Applicant will advise participants of rules, regulations, laws etc.:

List all rules and regulations, which are being imposed by the Applicant on Participants. Attach a copy of the same hereto: _____

Describe vehicles to be used as part of the event: _____

Provide names, addresses, telephone numbers, and email addresses of all outside vendors to be present at the event, selling or serving goods. All vendors shall provide a valid City of Laurel Huckster's License. All food vendors shall provide a copy of a valid Prince George's County Health Food Service Permit or Food Truck Permit before rental permit will be released. A separate sheet of paper may be used if needed. Department must be notified of changes to this list.

How will event be advertised to the public? (provide copies of printed material or flyers)

Names and contact information for other co-sponsoring organizations, groups or businesses:

The Laurel City Code provides restrictions regarding the carrying of apparently dangerous weapons and the display of apparently vicious animals.

Display of apparently vicious Animals: Yes: No:

If yes, what type? _____

Display of dangerous weapons: Yes: No:

If yes, what type? _____

I hereby declare and affirm that all information contained in this application is true and correct to the best of my knowledge. I have read and understand the provisions of Chapter 14, Article V, Division 2 of the Laurel City Code, and I agree to abide by all provisions thereof and other applicable laws, as well as all conditions contained in the permit, when issued. If this Application has been completed on behalf of any organization, I hereby affirm that I have been duly authorized to complete the Application on behalf of such organization.

Signature of Applicant

Date

Print or Type Name Applicant

Title/Position

