



# Event Use Permit Application

Name of Responsible Person/Party

Date

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Street Address

City

State

Zip Code

Phone Number

E-mail Address

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Type of Event, date of event, number of people attending, etc.

Is this event open to the public?

Yes

No

Will admission be charged?

Yes

No

Preferred park/trail

Huckleberry Trail

Mid-County Park

Eastern Montgomery Park

Motor Mile Park

Plum Creek Park

McCoy Park

Do you need water and/or electricity?

Water

Electricity

Both

## Event Policies

- > A detailed description and schedule of the event must be attached. Application will not be processed without it.
- > Any special amusements, games or activities such as rides, moon bounces, dunking booths, petting zoos, tents, etc., to be set on County property must be pre-approved by the Director of Parks and Recreation.
- > Said activities will require proof of a \$1 million liability insurance policy listing the Montgomery County Board of Supervisors as an additionally insured.
- > No alcoholic beverages, illegal substances or firearms are allowed in parks and facilities.
- > A rental fee or percentage of revenue generated by the event may be required depending on the nature of the event.
- > Any fees required for admittance to the event must be pre-approved by the Director of Parks and Recreation.
- > Staff supervision, security and/or extra portable bathroom units may be required for the event. In such cases, the direct expenses incurred may be charged to the Responsible Person/Party.

**I have reviewed the above policies and agree to observe these and other rules governing the use of public property and understand the submission of this form does not constitute approval.**

Signature of Responsible Person/Party