



License Section – MS 6006
Department of Inspections and Permits
2664 Riva Road, Annapolis MD 21401
Telephone: 410-222-7788
Fax: 410-222-4488
www.aacounty.org

PARADE LICENSE APPLICATION

FEE: \$25 - Please submit at least 60 days prior to the anticipated event date

License # (to be assigned) _____

New event [] Repeat event [] Date of last event _____ Date of Application _____

Application is hereby made for a parade permit pursuant to Article 11 of the Anne Arundel Code.

Applicant/Organization _____ Contact Person _____

Mailing address _____ Phone No. _____

E-Mail address _____ Cell Phone/Pager _____

Date of event _____ Starting time _____ Estimated completion time _____

Location where event will assemble _____ Dissipate _____

Is it a timed event? Yes [] No [] Distance of event _____ Traffic control by police? Yes [] No []

Applicant prepared to reimburse Anne Arundel County for expenses (i.e. coverage of event)? Yes [] No []

Description of event: Bicycle [] Motorcycle [] Parade [] Run [] Walk []

Number of participants: _____

Written description of event route: _____

Please submit 4 copies of the information requested below:

- Clear color map detailing the parade/event route showing beginning and ending locations
• Written plan for community notification; medical issues; event clean-up

The applicant hereby certifies and agrees that (1) he/she is the authorized representative of the sponsoring organization; (2) the above information is correct; (3) the organization will follow the route and schedule as shown; (4) the contact person will be present at the event and his assistants will maintain control to the best of their ability to ensure that the safety and convenience of the public is not unduly disturbed. He will also maintain close contact with the police officer designated to assist in the event and cooperate in any precautions necessary to ensure safety; (5) in case of last minute cancellation, prompt notification will be given to the Police Department Communications Section at 410-222-8050; (6) the starting time will be strictly adhered to, due to time and manpower constraints of the Police Department; and (7) if the route and schedule are not followed as shown, the police officer in charge shall have the authority to revoke this permit. This permit may be cancelled or the route modified at any time up to and including the date of the event due to exigent circumstances involving the Police Department. Every effort will be made to provide timely notice of cancellation or modification of the route.

Mailing address: _____ City _____ Zip _____

OFFICE USE ONLY

PERMIT: APPROVED _____ NOT APPROVED _____

SIGNATURE _____

Event Permit Instructions

- Please submit at least 60 days prior to the anticipated event date
 - Your application is not a license for the event. If approved, a license will be mailed to the applicant.
 - The applicant agrees to provide necessary personnel to safely facilitate the event.
 - The applicant may call Anne Arundel County Police Department Liaison at 410-222-8573 for assistance. This includes questions regarding routes, requests for traffic control equipment (cones, no parking signs, etc).
 - Due to emergency circumstances beyond our control, this permit may be cancelled or the route modified at any time up to and including the date of the event. Every effort will be made to provide timely notice of cancellation or modification of the route.
 - Please enclose a check for \$25 made payable to Anne Arundel County.
 - Final approval will not be given until 2 weeks before event
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