



Licensing Division MS6006
2664 Riva Road
Annapolis MD 21401

Parade License Application – Fee \$25

License # _____

Instructions: License Applications shall be submitted at least **60 days** prior to the date of event. Applications will be considered on a first-in time basis depending on when the application was received and if resources are available to support your event. Your application is not considered complete and will not be processed until you have received a confirmation email from the Anne Arundel County Police Department Special Events Coordinator. **This application is not a license.** Events should not be publicized prior to your event until the license is issued by Inspections and Permits. Any questions should be directed to Special Events Coordinator by emailing Specialevents@aacounty.org or by calling (410) 222-8573.

Title of Event: _____ Date of Application: ____/____/____

Organization: _____

Purpose of the event: _____ Non-Profit Profit

Bicycle Motorcycle Parade Run Walk Other _____

New event Annual event Repeat event Date of last event: _____

Mailing address: _____ Business Phone: _____

E-Mail address: _____ Cell Phone: _____

Applicant/Coordinator: _____

Date of event: ____/____/____ Start time: _____ End time: _____

Event setup time: _____ Event breakdown time: _____ Weather permitted? Yes No

Location where event will assemble: _____

Location event will dissipate: _____

Is it a timed event? Yes No Distance of event: _____ Number of participants: _____

Property owner notified? Yes No N/A Parking for event? Yes No N/A

Requesting Police assistance? Yes No

Applicant prepared to reimburse Anne Arundel County for expenses? Yes No

Written description of event route:

When do you plan to notify the area residents and businesses who are effected? ____/____/____

How? Flyers Newsletters Email Signs Social Media Other _____

Traffic Control devices used: Officers Cones Sign boards Volunteer(s) Other _____

Note* * The Anne Arundel County Police Department does not provide cones, sign boards or any other traffic control devices. You must provide any necessary provisions for your event.

Please submit a copy of the following with your application:

1. Four (4) clear copies of a colored map, detailing the event and route showing beginning and ending locations
2. A medical plan, detailing how you will provide first aid/medical to the participants
3. A set up and clean-up plan for event

The applicant agrees to provide necessary personnel to safely facilitate the event. 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/she 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 Departments Traffic Safety Section by email Specialevents@aacounty.org and by calling Police Communications at 410-222-8619 (6) the starting and ending time for the license will be strictly adhered to, due to time and manpower constraints of the Police Department (7) if the route and schedule are not followed as shown, the police officer in charge shall have the authority to revoke the license; and (8) all individuals including the applicant and participants will comply with all applicable Maryland, and Anne Arundel County laws and will adhere to the conditions granted by this license. **The license 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. Failure to comply with any of the above requirements may lead to immediate cancellation of your event. Application is hereby made for a parade license pursuant to Article 11 of the Anne Arundel Code.**

Please enclose a check for \$25.00 made payable to Anne Arundel County. Applications will not processed until the fee is received.

Printed name: _____ Date: ____/____/____

Signature: _____

License: **APPROVED** **NOT APPROVED**