



**SPECIAL EVENT PERMIT  
 (County Highways Division)**

Please complete all blanks above the dotted line and sign the Permit in the space provided. An executed copy of the Permit will be returned to you.

DATE OF EVENT \_\_\_\_\_ DISTRICT NO.(S) \_\_\_\_\_  
 TITLE OF EVENT \_\_\_\_\_  
 TIME AND DURATION \_\_\_\_\_ COUNTY HIGHWAY(S) AFFECTED BY EVENT \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (List Road Name(s) and Route Number(s))  
 EVENT SPONSOR \_\_\_\_\_  
 PURPOSE OF EVENT \_\_\_\_\_  
 NO. OF PARTICIPANTS \_\_\_\_\_  
 FOOD / DRINK SERVED? Y / N \_\_\_\_\_ (see conditions of approval below)

**EVENT CONTACT PERSON:** Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 (Day) (Evening)

**MAP OF ROUTE AFFECTED AND DETAILED TRAFFIC CONTROL PLAN MUST BE ATTACHED**

I, hereby, Agree and Acknowledge that the Event Sponsor and the Participant(s) will comply with all applicable Maryland laws, and will adhere to the conditions granted by this Permit. By affixing my signature on this Permit, the Sponsor and/or the individual Participant(s) agree to hold the public agencies harmless from any liability incurred by them or to others associated with this Event. (This may require the purchase of liability and property damage insurance of at least \$1,000,000, and \$300,000, respectively.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
 \_\_\_\_\_  
 Sponsor's Representative

DATE \_\_\_\_\_ APPROVED \_\_\_\_\_  
 Office of the Sheriff  
 DATE \_\_\_\_\_ APPROVED \_\_\_\_\_  
 Maryland State Police  
 DATE \_\_\_\_\_ APPROVED \_\_\_\_\_  
 Dept. Public Works & Transportation  
 DATE \_\_\_\_\_ APPROVED \_\_\_\_\_  
 Dept. of Emergency Management

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**CONDITIONS OF APPROVAL**

- The Event must adhere to the highway(s), number of participants, date(s), and time(s) specified.
- The Sponsor will ensure that the traffic control plan is followed.
- The Sponsor shall be responsible for advertising notices of any road closure(s) for two (2) weeks prior to the event.
- For 200 or more participants, where food or drink is served, the Event must comply with the attached Special Event Recycling requirements.
- Other \_\_\_\_\_
- \_\_\_\_\_

**APPROVAL PROCESS**

**THIS APPLICATION SHOULD BE MADE AT LEAST TWO (2) MONTH SPRIOR TO THE DATE OF THE EVENT.**

The Sponsor contacts the St. Mary's County Department of Public Works & Transportation (hereinafter referred to as the "County") to obtain the permit form/approval. The County Highways Manager will assist the applicant in identifying other agencies and contact persons, if applicable, which must also review the permit before final approval/denial is granted. This will be done for all events impacting County facilities.

The Event Sponsor's representative completes the permit form and provides:

- A suitably scaled map outlining route(s) affected;
- A descriptive traffic control plan; and
- An executed Release and Waiver of Liability Form.

The Traffic Control Plan should address, in specifics, how the Event Sponsor will minimize impact on or alter normal traffic flow; provide for safety needs of event participants; and implement the logistics/policing arrangements. A route narrative explaining the direction of travel, affected lanes, etc. must accompany this permit form. For racing events, the presence of law enforcement officers or acceptable traffic barricades are required at each traffic signal or stop controlled intersection.

Obtain approvals of enforcement agencies and submit entire form to the County for approval. The County will review, approve and distribute copies of same.

If the event is acceptable based on County guidelines, the County will coordinate with the St. Mary's County Sheriff's Office and the Maryland State Police to obtain their concurrence with routing and/or closure and the Traffic Control Plan. If the Traffic Control Plan submitted is unacceptable, the Event Sponsor will be informed as soon as possible and given the opportunity to re-draft the Plan.

The County will notify the Event Sponsor's representative and police agencies of official approval/denial at least one (1) month prior to the date of the event.

If the Event requires a Temporary Use Permit from the Department of Land Use & Growth Management, a separate application and approval is required.

Upon receipt of an approved permit, the Event Sponsor's representative will advise the general public and local emergency services of pertinent event details.

**SPECIAL EVENT RECYCLING**  
(County Highways Division)

Senate Bill 781: Environment-Recycling-Special Events, Chapter 338, Acts of 2014 was passed by the Maryland General Assembly and was made effective on October 1, 2014. The new law requires special event organizers to provide for recycling if the special event:

1. Includes temporary or periodic use of a public street, publicly owned site or facility, or public park;
2. Serves food or drink; and
3. Is expected to have two hundred (200) or more persons in attendance.

*Note: Projected attendance may be estimated based on past attendance, number registered to attend, the venue's seating capacity, or other similar methods.*

Special events organizers are also responsible for:

1. Collecting at a minimum, acceptable plastic, metal, and glass containers and clean paper products;
2. Providing and placing clearly distinguished recycling containers (by color or signage) adjacent to each trash container at the event.....except where already provided on site;
3. Providing all labor, equipment, and associated recycling costs necessary to carry out recycling at the special event;
4. Ensuring that the recyclables are collected and delivered to a recycling facility; and
5. Providing separate containers for organic and non-organic recyclable materials if food-scrap recycling services are available.

Special events organizers may fulfill the obligation #4 (above) by any of the following:

1. Self-hauling the materials to the County Convenience Center recycling site,
2. Receiving prior approval from the site owner to use the existing recycling collection system on site, or
3. Contracting with a recycling hauler to collect and deliver to a recycling facility.

We appreciate your assistance in the implementation of Senate Bill 781. In the interim, if you have questions or need additional clarification on these new State requirements, please do not hesitate to contact the St. Mary's County Solid Waste and Recycling Manager at:

St. Mary's County's Department of Public Works and Transportation  
P. O. Box 508  
California, MD 20619  
Phone: (301) 475-4200 Ex : 3550 - Fax: (301) 863-8810

**Release and Waiver of Liability**

*Each participant must have a signed "Release and Waiver of Liability" on file. This form must be completely filled out and submitted to the appropriate department. Please read carefully. This is a legal document that affects your legal rights.*

**St. Mary's County Government Department of Public Works and Transportation  
(County Highways Division)**

This release and waiver was executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by \_\_\_\_\_ (the "Participant") or \_\_\_\_\_

("Guardian" if Participant is a minor child). The Participant desires to attend an event sponsored in part by St. Mary's County Government and engage in activities related to being a participant. The Participant (and Guardian) does hereby release and forever discharge and hold harmless St. Mary's County Government and its successors and assigns from any and all liability, claims, and demands of whatever kind and nature, either in law or equity, which arise or may hereafter arise from participant's activities with St. Mary's County Government.

Participant (and Guardian) understands that this release discharges St. Mary's County Government from any liability or claim that the Participant (or Guardian) may have against St. Mary's County Government with respect to any bodily injury, personal injury, illness, death, or property damage that may result from participant's activities with St. Mary's County Government, whether caused by the negligence of St. Mary's County Government or its officers, directors, employees, agents or otherwise. Participant (and Guardian) also understands that St. Mary's County Government does not assume any responsibility for or obligation to provide financial assistance or other assistance, including, but not limited to, medical, health, or disability insurance in the event of injury or illness.

Participant (and Guardian) understands that, except as otherwise agreed to by St. Mary's County Government in writing; St. Mary's County Government does not carry or maintain health, medical, or disability insurance coverage for any participant. St. Mary's County Government maintains general liability insurance, which may or may not apply to specific circumstances. Each participant is expected and encouraged to obtain his or her own medical or health insurance coverage.

Participant (and Guardian) expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Maryland, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Maryland. Participant (and Guardian) agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

IN WITNESS WHEREOF, Participant (and Guardian) has/have executed this Release as of the day and year first above written.

\_\_\_\_\_  
**Signature of Witness**

\_\_\_\_\_  
**Signature of Participant**

\_\_\_\_\_  
**Signature of Parent Having Legal Custody  
or Legal Guardian (if Participant is a Minor)**

\_\_\_\_\_  
**Date**

**Participant 's Address:**  
\_\_\_\_\_  
\_\_\_\_\_