

Parade Walk Race Applicant Pre-submittal Checksheet

*Please ensure you have gathered ALL required information and self-checked it for compliance prior to submittal. Here is the link to apply: <https://www.cityoffrederickmd.gov/1054/Parades-Walks-Races>

Parks & Recreation Office Manager will be your main contact for the Parade Walk Race and park reservation permits, and will guide you through the permitting process.

Complete application form in its entirety - with no fields blank.

AND

Attach all of the following:

Certificate of Insurance which meets the City's requirements of: Certificate of Insurance naming 'The City of Frederick / 101 N Court St / Frederick / MD / 21701' as the holder and additional insured with a minimum \$1 million single and \$2 million aggregate liability, \$10,000 medical expenses (or retainer in amount of 10K), and \$1 million workers compensation (for organizations with more than one employee). Prior to submittal of application packet, it is recommended you provide our requirements to your insurance provider to ensure compliance.

OR:

If your insurance policy is due to renew:

Include a copy of the current insurance certificate **AND**

A letter of intent/good faith from your insurance company. Prior to submittal of application packet, it is recommended you provide our requirements to your insurance provider to ensure compliance.

AND

If using additional park areas/amenities other than the parade/walk/race route. Provide sketch of proposed layout of the event. Sketch should include location and number of: tables/chairs, tents, DJ equipment, petting zoo, portopots, moonbounces etc. Sketch is required to ensure you reserve all necessary areas, to ensure access where needed, and to ensure that stakes are not placed in areas of shallow buried utilities. **IMPORTANT:** No drive gate access available during inclement weather and/or wet fields. If fields are wet, all equipment must be off loaded from street. All equipment is to be delivered, placed and removed within your reservation timeframe. If no additional park areas will be utilized other than the route, you may skip this step. If additional areas of the park/pavilion/amenities are required:

Additional areas of the park/pavilion/amenities have been reserved

AND, if not using a City pre-approved route (once City policy again allows): you must submit BOTH:

Map of proposed route **AND**

Written turn by turn directions

***Additional approvals/permits/information that may be necessary:

Vendor/peddler permit (additional fee) from Building Department for sales of any kind – food, beverage, tshirts, merchandise, snacks, services. Vendor/peddler process may require health department approval/permits. Check with Building Department regarding any approvals/restrictions for food/beverage trucks. Contact the Building Department for info: 301.600.3814 or dpohl@cityoffrederickmd.gov. Vendor/peddler permit obtained and forwarded to Office Manager.

Each vendor for generators, DJs, pony rides, inflatables, etc. must provide you with its own certificate of insurance which meets the City's liability insurance coverage requirements. It is recommended you provide our requirements to your vendors. You must forward the vendor's certificate of insurance to this office before any Parade/Walk/Race or park permits will be issued by this department. Vendor certificate of insurance forwarded to Office Manager.

Alcohol sales/service – Must coordinate with Office Manager, stamper@cityoffrederickmd.gov to be placed on both:

- Parks & Recreation Commission meeting agenda AND
- Subsequent Mayor & Board meeting agenda. Applicant must specify type/s of alcohol proposed – beer, wine, liquor.

A representative must be present at the Parks & Recreation Commission meeting (which is currently a virtual format). The Parks & Recreation Commission will make a recommendation to the Mayor and Board. The Office Manager will then forward appropriate paperwork to the Mayor and Board for placement on a meeting agenda. City staff will present recommendation to the Board. At present, no members of the public may attend the meeting in person. This is a multi-month process. Office Manager will convey status of alcohol request to you in the days following the Board meeting.

AND For all alcohol sales and/or service requests:

- Applicant is responsible for contacting Frederick County Liquor Board, regarding any requirements/permits regarding alcohol. Applicants responsible for compliance.

Proof of traffic control – Police will review your application and indicate the number of flaggers etc. necessary for traffic control for the event. Parades and Races require traffic control. Some walk events require traffic control / temporary road closure permits. If required by Police:

- Applicant is responsible for hiring (additional cost) off duty police or traffic control company **AND**
- The applicant must submit proof of traffic control to this office before the Parade / Walk / Race or park permit will be issued.

If temporary road/lane closure needed for event:

- Applicant must apply (additional fee) and obtain permit needed for any lane/road closures necessary for event. Contact the Engineering Department at: engineeringreview@cityoffrederickmd.gov. **AND**
- Applicant to submit copy of road closure permit to Office Manager prior to event permit issuance.

Optional – NO Parking permit/sign from Parking Department. Applicant must apply (additional fee) and obtain No Parking permit for parking spaces to be reserved exclusively for use for event. For example, for food truck vendors, event planners/administrators. Contact: 301-600-1429.

**Other helpful information:

Per ordinance, the route and date (ex. Baker 5K route, 3rd Saturday of March) for your event the following year has “priority” and the event route and date is tentatively “held” for your use. However, this does not apply to any additional park areas/pavilions/amenities – those are available on a first come, first reserve basis.

Reading and utilizing this checklist, self double-checking the information for compliance and completeness prior to submission is the best way to avoid processing delays, and to make the best use of staff personnel. If additional information is requested by City staff, Promptly submitting complete, additional information requested also facilitates quicker permit processing.