



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarboromd.gov
www.uppermarboromd.gov

APPLICATION FOR PARADE OR SPECIAL EVENT

Please read the STANDARDS OF ISSUANCE before completing this application (attached).

Filing period: Anyone seeking issuance of a permit must file an application with the Board of Commissioners not more than 90 days before, and not less than 30 days before, the date and time at which the proposed event is to occur.

FEE: A non-refundable application fee of \$75.00 shall be paid by the applicant to the Town at the time of filing the parade/special events application. Payment is made by either cash, check or credit card (Visa/MasterCard). *Applicant is subject to an additional fee for events with an approved alcoholic beverage permit.

APPLICANT

Name: Chalia Belt

Mailing address: 8000 Croom Rd Upper Marlboro Md 20772

Email Address: chalia.belt@pgcps.org

Telephone Number: 410 302 7845 Cell Number: 410 302 7845

PRIMARY CONTACT

If the Applicant is the primary contact, mark section "same as Applicant"

The primary contact shall be in charge of the conduct of the event; compliance with permit conditions and applicable law; informing participants of permit conditions; carrying the permit on his/her person during the event.

Name: Dr. Nichols

Email Address: daisy.nichols@pgcps.org

Telephone Number: 301 952 2400 Cell Number: _____

Non-profit: Yes _____ No _____ If so, Tax ID # _____



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EVENT INFORMATION

Date: October 14 2023 Rain Date: _____

Type of Event: Parade*: Homecoming Parade Special Event: Homecoming

Requesting approval of a liquor permit? Yes No

Applicant is responsible for obtaining required permit in accordance with the Prince George's County Board of License Commissioners (Liquor Board.)

* Parade Route must be provided with application (*a separate sheet, or map, may be used.*)
Applicant must apply for, and provide the Town with a copy of, a Street Closure Permit from the State Highway Administration (SHA), should the parade route utilize any State owned roads.

Activities to occur during the event: Homecoming Parade, Band
cheerleaders, class officers

Time and Location the event will start: 9 am

Time and Location the event will end: noon

Time setup will begin: 8 am

Time breakdown end: noon

Equipment:

On next page, list items to be placed on municipal property and their proposed location(s), whether such items are temporary or permanent in nature, and whether such items will affect pedestrian or vehicular traffic, or ingress or egress from building, or buildings (*a separate sheet may be used if needed.*)

NA



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List all recording equipment, sound amplification equipment, banners, signs, and other attention attracting devices which will be utilized during the event:

Total Number of Participants anticipated: 150

Total Number of Vehicles anticipated: 20

TOWN OF UPPER MARLBORO USE ONLY			
Department	Signature	Comments <i>Approve / Decline</i>	Date
Board of Commissioners			
Public Safety			
Public Works			



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Indemnity / Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization agrees to indemnify and hold The Town of Upper Marlboro, Maryland, its elected and appointed officials, employees, and volunteers and other working on behalf of The Town of Upper Marlboro, Maryland, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization, or anyone acting on its behalf in connection with or incident to the (Organization and Event) Fredenck Douglass High School Homecoming Parade scheduled for: (date) October 14 2023 except that the Organization shall not be responsible to The Town of Upper Marlboro, Maryland's sole negligence; and the Organization shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization shall pay any and all judgments which may be recovered in any suit, action or proceed, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Name of Organization SGA (Fredenck Douglass High School)

Authorized Signature Chalie Bell

Address 8000 Crown Road Upper Marlboro md 20772

Phone 410 302 7845 Date May 24 2023

