

**INDIAN HEAD RAIL TRAIL
SPECIAL EVENTS APPLICATION
CHARLES COUNTY RECREATION, PARKS, AND TOURISM
107 Centennial Street, Suite A
La Plata, Maryland 20646**

Please complete Application and return to address above by _____

Requested Event Date: _____ Start/Finish Event Times: _____

Name of Event: _____

Type of Event: _____ Number of Participants Expected: _____

Open to the public? Program Fee or Entrance Fee Charged?

If a Charity Fundraiser, name of the Charity benefiting: _____

Route to be traveled: _____

Name of contact person: _____

Phone Number: (Home) _____ Email: _____

Mailing Address: _____

Access Points for Event and Parking Arrangements: _____

Will there be any marking of the Trail or Trail property? If so, how? _____

Number of Restrooms to be used (1 Unit per 70 people): _____

Trail Head location(s) for restrooms: _____

Arrangements for Participant Support (refreshments, rest stops, etc.): _____

Equipment to be Used (including mile markers, tables, safety cones, signs, etc.): _____

Registration Procedures and Logistical Set-up: _____

Notes/Requests/Special Details: _____

Note: Sponsors are required to carry a liability insurance policy for \$1,000,000.00. Certificate of Liability Insurance must name Charles County Government as "additional insured party". Please include the Certificate of Insurance and any promotional brochures, etc. when you return this application.

I have read the Special Events Guidelines, Rules of the Trail and Trail Etiquette/Safety Guidelines (enclosed) and agree with same. If so, please sign below:

Name: _____ Date: _____

<p>Park Office Use Only</p> <p>Approved by: _____ Date: _____</p>
--