

HOWARD COUNTY CONSERVATION BOARD EVENT PERMIT APPLICATION

If you would like to hold an event on any property owned/managed by the Howard County Conservation Board you must fill out this form in its entirety. Advertising your event prior to receiving a signed Special Event Permit is not allowed. This application must be completed in its entirety before a permit will be issued.

CONTACT INFORMATION

PERSON RESPONSIBLE FOR APPLICATION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: (Home) _____ (Cell) _____

EMAIL: _____

EVENT INFORMATION

NAME OF EVENT: _____ ESTIMATED ATTENDANCE: _____

DATE OF EVENT: _____ LOCATION: _____

STARTING TIME: _____ ENDING TIME: _____

TYPE OF EVENT: _____

DESCRIBE ACTIVITIES AT THE EVENT:

HOWARD COUNTY CONSERVATION COMMENTS & SPECIAL CONDITIONS: *(Office use only)*

INSURANCE

Applicants of special events *may be* required to furnish a *Certificate of Insurance* on a fully paid comprehensive public liability and property damage insurance policy from a licensed broker, **protecting Howard County, the Howard County Conservation Board, its officers, and employees, agents and assigns from any all claims which may result from or in connection to the special event. Howard County and the Howard County Conservation Board must be named as “Additional Insureds” on the certificate.** Applicants must produce a copy of the policy with all endorsements and it must be received by the Howard County Conservation Board before a Special Event Permit will be issued.

I have completed the Special Event Application and understand the conditions under which it is issued and agree to comply with these conditions for this event.

Signature: _____

Date: _____

Print name: _____

APPROVED BY THE HOWARD COUNTY CONSERVATION BOARD:

HCCB BOARD MEMBER SIGNATURE

DATE