



CHARLES COUNTY GOVERNMENT
Department of Recreation, Parks & Tourism

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**Indian Head Rail Trail
Special Event Guidelines**

1. A special event is defined as an organized group activity involving 25 or more people.
2. **Groups are limited to 200 participants.**
3. No more than 2 special events will be scheduled per month.
4. All events must start between 8:00 am and 9:00 am and must end by 4:00 pm.
5. Events limiting access to the trail by the general public are discouraged. Such events are subject to the review/approval of the park management and may not be permitted.
6. Event sponsors are responsible for the conduct of all event participants. All rules of the trail must be observed.
7. Event parking and staging areas are limited to White Plain's Trail Head.
8. Sponsors are responsible for the removal of any signs, markers and equipment brought in for the event. Clean-up will be completed within one hour of completion of event. Sponsors and participants may not dig or make holes on the park grounds. Use of paint for marking is prohibited on the trail property.
9. Amplified music and PA systems are prohibited.
10. No motorized vehicles are permitted on the trail before, during or after the event.
11. A permit fee will be assessed for all special events: \$50.00
12. Sponsors of large events (100+ participants) will be charged a portable toilet rental fee of \$75.00 per unit. Each unit accommodates up to 70 participants.
13. Permits will not be issued for events that provide personal or corporate gain, or commercial promotion.
14. **Sponsors are required to carry a liability insurance policy for \$1,000,000.00. Certificates of Liability Insurance must name Charles County Government, 200 Baltimore Street; LaPlata, Maryland 20646 as an "additional insured party".**