

**CITY OF LEBANON  
APPLICATION FOR PERMIT  
PARADES AND PUBLIC EVENTS**

Please complete this entire permit application form, answering all questions completely and accurately, and **submit it at least thirty (30) days prior to your event.** Incomplete forms will be returned. Please attach additional information as requested. By submitting this permit application, the applicant is certifying that no expense will be borne by the City of Lebanon in connection with this event or activity described in this application for which the City will not be fully reimbursed by the applicant. Estimated expenses are to include, but not be limited to, police and fire protection, trash removal and emergency services which shall be estimated not less than twenty-one (21) days prior to the event and a deposit equaling that amount shall be billed to the applicant by the City no later than fifteen (15) days prior to the event. Any additional expenses in connection with the event shall be fully reimbursed by the applicant. Any unused deposit monies will be returned to the applicant.

Furthermore, the applicant certifies that the City is not liable or responsible for any cost, effect, error, omission or loss of any kind associated with the event or activity listed herein, and that the City is fully indemnified and held harmless from any claims or judgments arising from such. All permitted parades and activities held on City property must be fully insured and the City be named as "Additional Insured" in the amount of \$500,000. The applicant also agrees to enter into a hold harmless agreement with the City of Lebanon for said event.

The Mayor, or his or her designee, may designate places upon and along the streets in the City where specific traffic and/or public regulations, prohibitions and restrictions shall be in force and effect, and shall designate such locations by proper signs and markings. The Mayor, as a designated administrator, shall have the right to refuse to approve certain routes, may alter routes, specify locations and limit the size of any such parade, gathering, meeting, public event or demonstration and establish a period of time during which such event may be conducted. The Mayor shall have the right to reject any permit for a public demonstration or event if the applicant, or related party, has within the past two years been granted a permit for the same or similar causes, or if such a group has in the past obtained a permit and the demonstration or event sponsored by the applicant caused harm to the public generally and/or committed acts injurious to the public peace, safety and welfare. The City also reserves the right to reject a permit application if the activity or event interferes with other existing or planned activities, including the normal conduct and use of City property, parks or recreational facilities. The City Clerk will communicate denial of a permit in writing to the applicant within ten (10) days after the date of the receipt of the request.

Name and Type of Event: \_\_\_\_\_

Name and Type of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Contact Person: \_\_\_\_\_ Phone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Date(s) Requested: \_\_\_\_\_ Rain date(s) Requested: \_\_\_\_\_

Arrival/Departure Time of Event: \_\_\_\_\_ / \_\_\_\_\_

Estimated Attendance (Participants + Spectators): \_\_\_\_\_

Requested Location of Event: \_\_\_\_\_  
(attach map when necessary)

**A \$100.00 fee is due with application. MAKE CHECKS PAYABLE TO: CITY OF LEBANON.**

Should the event be cancelled for any reason, the fee shall be returned to the applicant. Any check returned for insufficient funds or on which payment has been stopped will result in automatic cancellation of permit. A fee of \$20.00 is charged for any check returned to the City. At the discretion of the Mayor, or a designated administrator, this fee may be waived for non-profit organizations located within the City or County of Lebanon. Please return a request for fee waiver with Permit Application. Please return Permit Application, application fee, and certificate of insurance naming the City of Lebanon as additional insured, if applicable, to:

City of Lebanon, Municipal Building, Room 217  
 400 South Eighth Street  
 Lebanon, PA 17042  
 Telephone: (717) 273-6711 Ext. 2402

**CONTINUED**

**PARADES AND PUBLIC EVENTS QUESTIONNAIRE**

- Will you be distributing any literature or printed materials? \_\_\_\_\_  
 If yes, please include samples.
- Does your event include concession/food sales? \_\_\_\_\_  
 If yes, please provide a list, location and any special requirements.
- Does your event involve the use of a public address system? \_\_\_\_\_  
 Who is providing sound system? Electrical requirements?
- Does your event involve the closing of City streets and alleyways? \_\_\_\_\_  
 If yes, please provide times and map.
- Does your event involve the erection of tents, signs or banners? \_\_\_\_\_  
 If yes, please include a list and description of each.

**PLEASE NOTE:** The use of City personnel and equipment for your event may incur additional costs, for which you will be billed. Costs are based on information provided on this form. Estimated costs and actual costs may vary. An inspection will be made of the area before the event by City personnel. After the event, another inspection will be made of the area. If the area used for the event is not found to be in the condition that it was prior to the event, City personnel will be called in to clean the area and the applicant will be billed for such services. Any damage to City property will also be charged to the applicant.

ADDITIONAL SERVICES/EQUIPMENT REQUESTED					
Additional Fees: _____					
Signature		Date		Signature	
Dept. _____		Dept. _____		Date	
Signature		Date		Signature	
Dept. _____		Dept. _____		Date	

**GUIDELINES FOR ACTIVITIES**

- No person(s) may park on or block the right of way at any time. Safe passage and pedestrian access must be allowed at all times. Person(s) found in violation will be prosecuted.
- No posters, signs, placards, etc. may be attached to any City property. Any distribution of flyers, leaflets, brochures, printed literature and materials, et al must have prior approval from the Mayor. Also, no person(s) shall deface, disfigure, damage or tamper with City property.
- Noise and litter ordinances apply to all activities. Copies of ordinances are available at the Department of Administration, Room 217 of the Municipal Building.
- If event is to be held in a City owned park, the Parks Rules and Regulations will be strictly enforced. Copies of the Parks Rules and Regulations are available in the Department of Administration, Room 217 of the Municipal Building.

PERMIT APPROVAL/SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (Mayor or designated official)