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**MAYOR AND CITY COUNCIL OF LAUREL  
OFFICE OF THE CITY ADMINISTRATOR**

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8103 Sandy Spring Road • Laurel, Maryland 20707 (301) 725-5300  
Internet Address <http://www.laurel.md.us> • E- Mail – [cadmin@laurel.md.us](mailto:cadmin@laurel.md.us)  
Fax (301) 490-5068

## Permit Application for Parades and Public Assemblies

AUTHORITY: Pursuant to the Laurel City Code, Chapter 14, Article V, Division 2 any person or organization desiring to organized, lead or direct a parade or public assembly upon any street, sidewalk, or other municipal property in the City of Laurel, must file an application with the Office of the City Administrator. **The required fee of \$75.00 must be paid at the same time this application is filed. This application must be filed at least 15 days, but not more than 180 days, prior to the event.**

### APPLICANT

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Home Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Event address if different than above: \_\_\_\_\_  
\_\_\_\_\_

Organization Requesting Application: \_\_\_\_\_

Organization's Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Home Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Location address if different than above: \_\_\_\_\_  
\_\_\_\_\_

**EVENT CHAIRPERSON** (if the Applicant is the Event Chairperson, mark section "same as

Applicant"). The Event Chairperson 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.

**EVENT CHAIRPERSON**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Home Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

**EVENT INFORMATION**

Date: \_\_\_\_\_

Rain Date: \_\_\_\_\_

Type of Event: Parade\*: \_\_\_\_\_

Public Assembly: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

\* Parade Route: (A separate sheet of paper may be used but must be provided with application)

Activities to occur during the event: \_\_\_\_\_

Time and Location the event will start: \_\_\_\_\_

Time and Location the event will end: \_\_\_\_\_

Time and Location setup will begin: \_\_\_\_\_

Time and Location breakdown will begin and end: \_\_\_\_\_

**Equipment:**

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(s): (A separate sheet of paper may be used if needed)

Date/Time items will be removed from municipal property: \_\_\_\_\_

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: \_\_\_\_\_

Total Number of Vehicles anticipated: \_\_\_\_\_

Describe the area(s) where the event will occur indicating streets, sidewalks, and other municipal property to be used, and the route, if any, to be used: indicate what portion(s) of the street(s), sidewalks, or municipal property will be used during the event:

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List all public facilities and equipment which Applicant proposes to use:

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Means by which Applicant will advise participants of conditions outlined in Conditions Letter:

List all rules and regulations, which are being imposed by the Applicant on Participants. You may attach a copy of the same hereto: \_\_\_\_\_

Will alcoholic beverages be served or sold? \_\_\_\_\_ If yes please describe: \_\_\_\_\_

Number of vehicles to be use for this event: \_\_\_\_\_

Describe the vehicles to be used: \_\_\_\_\_  
\_\_\_\_\_

Will any animals be used during this event? \_\_\_\_\_ If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

Will pets be permitted to attend this event? \_\_\_\_\_

Provide names, addresses, telephone numbers, and email addresses of all outside vendors to be present at the event, selling or serving goods. A Prince George's County Health Permit and a copy of the Huckster's License from the City of Laurel must be provided before permit will be released. A separated sheet of paper may be used if needed.

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The Laurel City Code provides restrictions regarding the carrying of apparently dangerous weapons and the display of apparently vicious animals.

Display of apparently vicious Animals: \_\_\_\_\_

If so, what type? \_\_\_\_\_

Display of dangerous weapons: \_\_\_\_\_

If so, what type? \_\_\_\_\_

I hereby declare and affirm that all information contained in this application is true and correct to the best of my knowledge. I have read and understand the provisions of Chapter 14, Article V, Division 2 of the Laurel City Code, and I agree to abide by all provisions there of and other applicable laws, as well as all conditions contained in the permit, when issued. If this Application has been completed on behalf of any organization, I hereby affirm that I have been duly authorized to complete the Application on behalf of such organization.

\_\_\_\_\_  
Signature of Event Organizer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name of the Event Organizer

\_\_\_\_\_  
Title/Position

**Office of the City Administrator Use Only**

**Fee's**

Application fee paid: \$75.00 \_\_\_ Waiver Letter in file: \_\_\_\_\_

**Department Estimates Provided**

Traffic Control needed? \_\_\_\_\_

Crowd Control needed? \_\_\_\_\_

Number of Police needed? \_\_\_\_\_

Police Fees paid to P & R? \_\_\_\_\_

Rental fees paid to P & R? \_\_\_\_\_

**Comments received from Department Heads?**

Parks and Rec: \_\_\_\_\_

Department of Public Works: \_\_\_\_\_

Laurel Police Department: \_\_\_\_\_

Conditions letter mailed: \_\_\_\_\_

Conditions letter signed and returned: \_\_\_\_\_

Permit signed and picked up: \_\_\_\_\_

Release & Indemnification Agreement signed: \_\_\_\_\_

Application denied: \_\_\_\_\_ reason: \_\_\_\_\_