



MAYOR AND CITY COUNCIL OF LAUREL OFFICE OF THE CITY ADMINISTRATOR

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

Permit Application for Parades and Public Assembly

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: _____ Cell: _____

Event Address if different from above: _____

Organization Requesting Application: _____

Organizations
Address: _____

Telephone Number: _____ Cell: _____

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: _____

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 to 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: _____

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:

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

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

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