



City of Lebanon, Municipal Building, Room 217  
 400 South Eighth Street  
 Lebanon, PA 17042  
 Telephone: (717) 228-4401

**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 _____	Date _____	Signature _____	Date _____
Dept. _____		Dept. _____		Dept. _____	

**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.
- Sponsors or organizers of community events and activities shall keep the following recyclables separate from the municipal waste: #1 and #2 plastics, clear glass, brown glass, green glass, aluminum cans, steel/bi-metallic cans, corrugated paper, newspapers and office paper. Please contact the Recycling Coordinator at 717-228-4490 for additional information.

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