



REVISED 9-4-2024

Finance Department
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RICK BELL, Mayor
200 North Castle Heights Avenue
Lebanon, Tennessee 37087

EVENT PERMIT FORM

PERMIT APPLICATION MUST BE RECEIVED IN ADVANCE:

If road closure(s) are involved, permit application is required 10 BUSINESS DAYS in advance.
If no road closure(s) are involved, permit application is required 7 BUSINESS DAYS in advance.
If event includes food trucks, all food trucks are required to have a food truck permit and a listing of all involved food trucks must be turned into the Business Tax office NO LATER THAN 2 WEEKS PRIOR TO EVENT.

City of Lebanon Code Sec. 16-110 Events and/or parades regulated. It shall be unlawful for any individual, club, institution, organization, business, or similar group to hold any meeting, parade, demonstration, exhibition or any type of event which potentially impacts the traffic flow on the public streets, potentially impacts public safety, involves a public streets in any manner, or involves the City's police or public safety departments in any manner, without some responsible representative first securing a permit from the commissioner of finance and revenue. The permit shall be issued for a parade or demonstration to occur on a specific day at a specific time and shall also define the streets that will be involved. No permit shall be issued by the commissioner unless the chief of police approves that the activity will not unreasonably interfere with traffic. Multiple permits may be issued for any meeting, parade, demonstration, exhibition, or any type of event to occur at the same date or time as other existing permits, by the commissioner of finance only with the concurrence of the chief of police that public safety will not be jeopardized in any manner. The representative securing the permit and the individual, club, institution, organization, business, or similar group shall agree to see to the immediate cleaning up of all litter which shall be left on the streets as a result of the activity. Furthermore, it shall be unlawful for any person or organization obtaining such a permit to refuse to immediately clean-up the resulting litter. If the representative securing the permit and/or the individual, club, institution, organization, business, or similar group fails to carry out the agreement to clean up any resulting litter and it becomes necessary for the City to clean up litter, then the representative, the individual, club, institution, organization, business, or similar group shall be liable for the actual cost to the City. If deemed appropriate, the commissioner of finance and revenue can require a reasonable clean-up bond to be posted prior to the issuance of any permit. If the applicant for a permit has liability insurance for the event, they are required to provide the City a certificate of insurance and the City shall be added to their policy as an additional insured. Depending on the size of the event, liability insurance may be required before a permit can be issued.

Date of Event _____ Time of Event _____ Date of Application _____

Name of Organization responsible for event _____

Contact Person applying for permit _____

Contact's phone# _____ Contact's email _____

Description of event _____
(Print) _____

Location/Route: _____
(Print) _____

Organization has liability insurance coverage? ___ Yes If the answer is "Yes", then a certificate of insurance is
___ No required and the City be listed as an additional insured.

Is this a City sponsored/co-sponsored event? ___ Yes
___ No (Signature of applicant on behalf of organization)

For City Use: ___ Approved ___ Disapproved ___ Approved ___ Disapproved

(Chief of Police Department) (Date) (Comm. of Fin. & Revenue) (Date)

Any specific instructions/concerns: