



**REQUEST FOR PERMIT  
FOR A PARADE, MEETING, ASSEMBLY OR PROCESSION**

(Please type or print)

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Event Organizer/ Contact Person

Contact Phone#

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Address

City

State

Zip

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Email Address

Are you over 18 years old?

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Organization (if applicable)

Event Category (check all that apply):

Church/Community Festival or Picnic \_\_\_\_\_

Walk \_\_\_\_\_

Demonstration/Rally \_\_\_\_\_

Public Speech \_\_\_\_\_

Other (specify) \_\_\_\_\_

Description of events planned during the event:

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Location of Act or Activity: (attach map or diagram of parade route, assembly area, etc.)

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Date of event: \_\_\_\_\_

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Time event to Begin: \_\_\_\_\_

Time event to Terminate: \_\_\_\_\_

Requested street(s) to be closed (if applicable):

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Proposed date(s) and time(s) of street closures (if applicable):

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**In the event of a street closure being requested this will be reviewed by the Lynchburg Police Department to determine the need for Off-duty officers being hired or if this event needs to be handled by Parks & Recreation Special Events committee. Please see (1) on the last page for the requirements for Liability Insurance needed for street closures.**

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Overall Attendance Estimate: \_\_\_\_\_ (all minors must have responsible adult supervision)

Number/Age of Minors that may participate \_\_\_\_\_ (approximately)

Type of Animals and/or Description of Vehicles *(if applicable)*:

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Will any costumes, masks, or unusual attire be worn?

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Will recording equipment, sound amplification equipment, banners, signs, or other attention-getting devices be used in connection with the activity? \_\_\_\_\_ If so, describe:

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Please see (2) on the last page for guidelines under Lynchburg City Code

## Police Protection Services:

Do you anticipate the need for police assistance? \_\_\_\_\_ If yes, explain what type of police assistance will be needed:

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This information supplied in this application is complete and to the best of my knowledge and belief. I understand that any misstatement of material facts will cause the application to be denied.

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

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

## IMPORTANT

(1) In the event that the temporary closing of public rights-of-way is requested, Section 15.2-2013 of the State Code requires comprehensive liability insurance before allowingsuch a closing. The standard liability insurance requirement for this type of activity is \$1,000,000.00. If required the Certificate must include **“The City of Lynchburg, its employees and officials are additional insured for the event”** and must be on the face of the Certificate.

(2) Lynchburg City Code 25-375.10(d) states:

No person who participates in an assembly, demonstration, march, parade, picket line, procession, rally, or spontaneous event on the streets, sidewalks, or other public areas within the city shall (i) carry bats, clubs, or similar items, (ii) wear masks as prohibited by Section 18.2-422 of the Virginia Code, (iii) carry chemical irritant sprays or caustic substances, (iv) carry shields, (v) carry torches or any other burning substances attached to a stick or rod (candles are permitted), wear a helmet (unless riding a motorcycle, bicycle, or similar device in a parade or (vi) procession), (vii) carry aerosol containers that can be used as incendiary devices, or (viii) carry any item that can be used as a projectile. It is permissible to carry written or printed placards, signs, flags, banners, etc. but such items shall not be attached to poles or rods.