



# City of Meadville

## Office of City Clerk

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## **RACE & PARADE PERMIT POLICIES & PROCEDURES**

*Pursuant to Ordinance No. 3651 of 2008*

1. All Race & Parade Permit Applications should be received by the City Clerk's Office not less than 60 days prior to the event date. The City Manager reserves the right to reject any permits received less than 60 days prior to an event. All permits are approved at the City Manager's discretion.
2. You must be 18 years or older to apply for a Race & Parade Permit.
3. A Race & Parade Permit may be revoked and all fees forfeited and the event terminated for falsification of information, failing to comply with applicable City regulations, and/or due to safety concerns.
4. A non-refundable fee of \$300 is required for a Race & Parade Permit. This fee includes the cost of administrative review and barricades, as well as electricity and use of the Diamond Park Gazebo if needed.
5. All fees must accompany the application. An application is considered incomplete until all fees have been paid; fees are payable to the City of Meadville and maybe submitted to the City Clerk's Office. No permit will be issued if a balance remains.
6. Every application must include a Certificate of Liability insurance in the amount of \$1 million that lists the City of Meadville as an additional insured, a specific Site Diagram, and a detailed Parade Route (if applicable). A permit cannot be issued until all necessary attachments have been received.
7. All Race & Parade Permit events are required to participate in an Event Coordination Meeting with the City of Meadville.
8. Race route must comply with the approved race route of the City of Meadville. Parade Routes must be included with the application and are subject to approval of City Manager. Additional permits maybe required by other municipalities through which the route travels. Permits through PennDOT may also be required for any route or closure that affect state highways.
9. Event Organizers must notify residents and property owners abutting the race or parade route by leaflet at least 48 hours in advance of the race or parade.
10. All events must leave City facilities and/or property in good and proper condition. Any damages that may occur during the course of an event must be reported to the City on the next business day. Responsibility for damage to or maintenance of facilities resulting from usage, beyond normal usual wear, will be assumed by the individual, group, or organization identified on the application. All waste shall be deposited in proper receptacles.
11. Absolutely no event advertising may be done prior to receiving official notification of permit approval.