

**CITY OF FRANKLIN**

**PARADE AND PUBLIC ASSEMBLY PERMIT APPLICATION**

**Note: For Council meeting dates go to [www.franklinpa.gov](http://www.franklinpa.gov) or call 814-437-1485.**

**Permit applications that do not require street closures must be submitted at least two weeks in advance of meeting for assurance of being on Council's agenda. This application must be submitted 90 days in advance, if it requires street closures.**

Please fill in the following blank spaces and return to:

Franklin Events/Marketing Office  
430 Thirteenth Street  
Franklin, PA 16323  
Fax: 814-437-1119

Name of Event: \_\_\_\_\_

Type of Permit Requested: Parade \_\_\_\_\_ Public Assembly \_\_\_\_\_ Both \_\_\_\_\_ Other \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Rain date(s): \_\_\_\_\_ (if applicable)

Time of Event: Start: \_\_\_\_\_ Finish: \_\_\_\_\_ Set-up/Tear down: \_\_\_\_\_

Location & Route: \_\_\_\_\_

Route: Fully Closed \_\_\_\_\_ Shared Use (not closed) \_\_\_\_\_ Partially Closed \_\_\_\_\_

Public Facilities or equipment to be used: \_\_\_\_\_

Purpose of Parade or Public Assembly: \_\_\_\_\_

Activities planned during Parade or Public Assembly: \_\_\_\_\_

Approximate number of participants: \_\_\_\_\_ Approximate number of vehicles: \_\_\_\_\_

Approximate number of spectators: \_\_\_\_\_ Animal(s): Type \_\_\_\_\_ # \_\_\_\_\_

| When submitting this request the Applicant agrees: |   |
|--|---|
| 1.   | The City of Franklin reserves the right to cancel any events, due to safety concerns, if circumstances warrant it.  |
| 2.   | Applicant agrees to Hold Harmless, the City of Franklin and its owners, agents and employees responsible from suits, claims, damages, personal injuries and loss or damaged property sustained during the period of set-up, execution, and tear-down of this event. Furthermore, Applicant assumes all liability for damages or injury occurring to any person or property through or in consequence of any act or omission of anyone associated with this event, and agrees to Hold Harmless, defend and indemnify the City of Franklin and its owners, agents and employees from any suits, claims, damages, personal injuries, losses, or damaged property arising from the negligence, recklessness, or intentional conduct of Applicant's owners, agents or employees. |
| 3.   | Time and date restrictions for installation and removal of all banners or posters as determined by the City of Franklin or its agent.   |
| 4.   | Having an event in a public park does not guarantee exclusive use of the land itself.   |



### Downtown Parks Service Request

Please place a check mark in the column marked "Service Requested" for the service(s) you are requesting of the City of Franklin for your event. The number of days and hours you require these services should be noted in the respective columns where feasible. If a sound system is needed, applicants must secure for themselves.

| <u>Service</u>  | <u>Charge</u>                                  | <u>Service Requested</u> | <u>No. of Days</u> | <u>No. of Hours</u> |
|---|--|--------------------------|--------------------|---------------------|
| Application   | \$25   | _____                    | _____              |                     |
| Restrooms: Mon.-Fri. before 3 PM                                    | \$80/day                                       | _____                    | _____              |                     |
| After 3 PM, Saturday  | \$95/day                                       | _____                    | _____              |                     |
| Holiday & Sunday  | \$110/day                                      | _____                    | _____              |                     |
| Electric: Bandstand   | \$25/day                                       | _____                    | _____              |                     |
| Box   | \$35/day                                       | _____                    | _____              |                     |
| Posting of "No Parking"   |  |                          |                    |                     |
| Mon.-Fri. (Only)  | \$25/day per block/<br>per side of each street | _____                    | _____              |                     |
| Barricade Street:   |  |                          |                    |                     |
| Mon.-Fri.   | \$40/day                                       | _____                    | _____              |                     |
| Sat.  | \$45/day                                       | _____                    | _____              |                     |
| Sun.  | \$50/day                                       | _____                    | _____              |                     |
| Public Safety: Police   | Prevailing rate plus 30%                       | _____                    | _____              | _____               |
| Fire  | Prevailing rate plus 30%                       | _____                    | _____              | _____               |
| Other Security  | Prevailing rate plus 30%                       | _____                    | _____              | _____               |
| Billing for all event –related trash not Bagged and brought to curb | \$150/per park/per day                         | _____                    | _____              |                     |
| Exclusive use of downtown alley:                                    |  |                          |                    |                     |
| Mon - Thurs.  | \$50/day                                       | _____                    | _____              |                     |
| Fri, Sat, Sun   | \$100/day                                      | _____                    | _____              |                     |
| Non-Exclusive use of downtown alley                                 | \$25/day                                       | _____                    | _____              |                     |

Total Amount Due \$ \_\_\_\_\_  
 Payment Method CK # \_\_\_\_\_ Cash \_\_\_ CC \_\_\_  
 Paid \_\_\_ Invoiced \_\_\_ Balance Due \_\_\_\_\_

**\*Any additional costs to the City incurred prior to, during, or after the event will be billed to the applicant for payment.**