



CITY OF LEBANON LICENSING BOARD

TYPICAL CONDITIONS FOR APPROVED LICENSING BOARD PERMITS FOR COLBURN PARK, PARADE/RACE ROUTES & THE HANOVER STREET MALL

These Conditions are supplemental to details of the permit and the conditions listed on the Application Form:

Colburn Park

1. If a tent larger than 15' x 15' is to be used, this permit is conditional upon review, inspection and approval by the Lebanon Fire Department. Please contact Fire Inspector Jon Paul or Duane Egner at 448-8810 to set up a time for inspection once the tent is in place.
2. If 50 or more people are expected at an event, a Place of Assembly Permit may be required from the Lebanon Fire Department. This permit is conditional upon review and approval by the Lebanon Fire Department. Please contact Fire Inspector Jon Paul or Duane Egner at 448-8810.
3. Trash is to be disposed of at the conclusion of the event.
4. Any fund-raising activities must be held well within the confines of Colburn Park; no solicitations of any type are to occur near the various entrances to the Park.
5. If a public address system or amplification is to be used a PA permit must be obtained from the Lebanon Police Department. No amplification equipment may be used on Sundays except between the hours of 1:00pm and 5:00pm unless permission is granted by the City Council.
6. A Certificate of Insurance must be provided to the City Manager's Office prior to the event.
7. Vehicles are allowed in Colburn Park only for unloading/loading purposes. Please restrict travel in the Park to the paved walkways only. Any damage done to the grass or other areas of the park is the responsibility of the applicant.
8. Alcohol use, sale or consumption is prohibited.
9. If electricity is required for your event:
 - a. Please contact the Lebanon Recreation Department at 448-5121 at least 48 hours prior to the event to retrieve the key to the electrical box. If your event falls on a Saturday or Sunday, be sure to contact Recreation by the Wednesday prior to the event.
 - b. This permit is conditional upon an electrical safety check to be conducted by the City's electrical inspector. Please contact the Codes Department at least 48 hours prior to the event at 448-1524 to schedule a safety walk-through prior to the event. If your event falls on a Saturday or Sunday, be sure to contact the Codes Department by the Wednesday prior to the event and speak with the City's Electrical Inspector to go over the electrical safety issues.

10. If water is required for your event, please contact Utilities Maintenance at 298-5190 at least 48 hours prior to the event. If your event falls on a Saturday or Sunday, be sure to contact Utilities Maintenance by the Wednesday prior to the event.

Parade/Race Routes:

1. The applicant must coordinate with the Lebanon Police Department to assure the Parade Route is adequately supervised by police personnel.

Hanover Street Mall

1. Please advise neighboring businesses on The Hanover Street Mall of your upcoming event.
2. Please do not restrict pedestrian travel on The Hanover Street Mall any more than necessary.
3. If a tent larger than 15' x 15' is to be used, this permit is conditional upon review, inspection and approval by the Lebanon Fire Department. Please contact Fire Inspector Jon Paul or Duane Egnor at 448-8810 to set up a time for inspection once the tent is in place.
4. If 50 or more people are expected at an event, a Place of Assembly Permit may be required from the Lebanon Fire Department. This permit is conditional upon review and approval by the Lebanon Fire Department. Please contact Fire Inspector Jon Paul or Duane Egnor at 448-8810.
5. Trash is to be disposed of at the conclusion of the event.
6. If a public address system or amplification is to be used a PA permit must be obtained from the Lebanon Police Department. No amplification equipment may be used on Sundays except between the hours of 1:00pm and 5:00pm unless permission is granted by the City Council.
7. A Certificate of Insurance must be provided to the City Manager's Office prior to the event.
8. Vehicles are not allowed at any time upon the Hanover Street Mall without the approval of the City Manager.
9. Alcohol use, sale or consumption is prohibited.