



City of Lancaster
Attn: LOOP
120 N. Duke Street
PO Box 1599, Lancaster PA 17608

PHONE (717) 291-4758

loop@cityoflancasterpa.com

DOWNTOWN ACTIVITY PERMIT APPLICATION

Please complete full form; check all applicable boxes; answer all questions and sign where indicated.

Incomplete forms will be returned. Completed applications with attachments must be submitted at least seven (7) days prior to your scheduled activity.

Activity Permit applications submitted after this time will be denied. The time provisions contained herein may be waived by the Mayor or his/her designee based upon exigent circumstances involving the exercise of constitutional rights. In determining exigent circumstances, among other factors, consideration shall be given to whether the subject matter of the activity could have been addressed by a timely application for an activity permit.

In submitting this Activity Permit, the applicant agrees to be bound by all rules, regulations and applicable ordinances as set forth in the Downtown Activity Permit Application. The person(s) to whom this permit is issued shall carry the Permit on and during the effective dates and times.

***No food distribution permitted.**

FOR LOOP USE ONLY

Date Received : _____

Permit APPROVED Permit DENIED

Signature : _____

Permit not valid unless signed by authorized representative of the City of Lancaster

PLEASE PRINT CLEARLY

Event Date(s): _____

Event Times: Start _____ End _____

Please be sure to note both set-up and tear-down times in event plan

Event Title & Description: _____

Name of Organization : _____

Address: _____

Contact Name: _____

Contact Phone: _____

Fax: _____ Email: _____

Contact Mailing Address: _____

Signature: _____ Date: _____

AREA(S) REQUESTED:

Penn Square: Heritage Quadrant

Penn Square: Fulton Bank Quadrant

Penn Square: Citizens Bank Quadrant

SETUP:

Live Music

Info Table

GROUP TYPE:

Event Organizer **MUST CHECK ONE** and provide us with your **BEST** estimate number of people attending your event.

Resident/Community Group # attending _____

Non-Profit, Tax Exempt Group # attending _____

Tax ID# _____

Commercial/Business Group # attending _____