



LAWRENCEVILLE

GEORGIA

CITY OF LAWRENCEVILLE PUBLIC ASSEMBLY APPLICATION

Parade: Including any march, procession, demonstration, ceremony, or motorcade consisting of persons, animals or vehicles, or a combination thereof, upon the streets, parks, or other public grounds within the city with the intention of attracting public attention, if thirty (30) or more persons are expected to be involved, or that affects or may reasonably be expected to significantly affect the normal flow or regulation of vehicular or pedestrian traffic upon the streets, sidewalks, parks, or other public grounds.

Public Assembly: Any meeting, demonstration, picket line, rally, or gathering that is expected to involve thirty (30) or more persons for a common purpose as a result of prior planning that occupies any public facility or public area in a place open to the general public.

Which permit are you requesting? Assembly Parade / March

Application date: _____ Requested Location: _____

Proposed Name of Event: _____

Event Organizer Contact Name: _____

*Requested Date(s) of Event in Prioritized Order (3):

1.) _____ (MM/DD/YYYY) 2.) _____ (MM/DD/YYYY) 3.) _____ (MM/DD/YYYY)

Requested Start time of the Event: _____ A.M or P.M Requested End time of the Event: _____ A.M or P.M

- Submission of an application does NOT constitute acceptance.
- Copy of Driver's License – must match event organizer name.
- Submit applications in person to the Community Relations Department (located on the 4th Floor at City Hall) or by mail to Community Relations Department, PO Box 2200, Lawrenceville, GA 30046.
- Questions? Call Community Relations at 678.407.6653.
- Additional requirements will be distributed with event approval.
- **Incomplete applications will NOT be considered.**
- Additional fees can be incurred if guidelines are not followed.

*Per City Ordinance, Public Assembly Applications must be received at least 21 days from the requested event date for assemblies with an expected attendance of 99 people or less. The submission date is 30 days from the requested event date for assemblies with an anticipated attendance of 100 people or more. When selecting dates, the earliest event date submission must meet these requirements.

The City of Lawrenceville Parades and Assemblies Ordinance can be found in the City Code of Ordinances – [Ordinance No. 2019-12](#)

1. Person/Organization Submitting Application:

Event Organizer Name: _____

Primary Phone: _____ Cell Phone: _____

Residence Address: _____
Street / City / State

Business Address: _____
Street / City / State

Occupation: _____ *E-Mail: _____

Name of Organization: _____

Estimated number of attendees: _____

**A valid email address is required for the application to be considered.*

Describe the event and state the purpose or objective of the Proposed Event.

**Please describe any planned recording equipment, banners, signs, or other attention-getting signs or devices to be used in connection with the event. Please note that the City of Lawrenceville does not provide equipment or materials for public assemblies or parades.*

*Sect. 32-50 of the city ordinance establishes sign restrictions. No amplified sound is allowed.

Please list any additional comments that you deem necessary for your event:

I have carefully read and will abide by the City of Lawrenceville's [Parades and Assemblies Ordinance](#) and swear that the statements I made herein are true and correct to the best of my knowledge and belief.

Applicant Signature: _____
(Signature is required)

Applicant Printed Name: _____ Date: _____

For internal use only.

Organization Name: _____

Approved for date: _____

Application is: **APPROVED** **DENIED**

Special considerations and instructions:

Community Relations Director

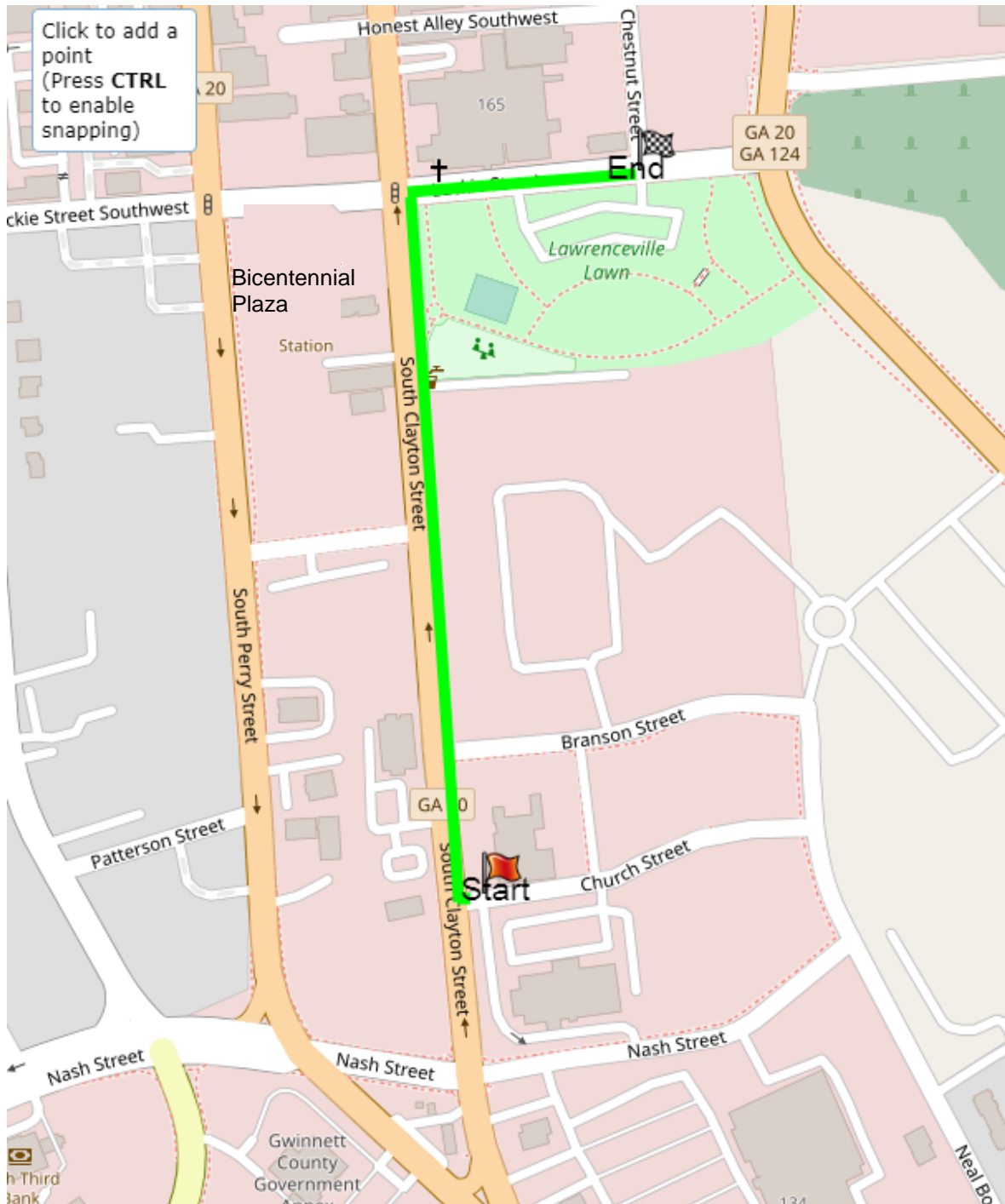
Date



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Official Parade / March Route



70 S Clayton St • PO Box 2200 • Lawrenceville, Georgia 30046-2200
770.963.2414 • www.lawrencevillega.org

This page is for office use only.

Additional Information to be communicated to the event organizer:

Additional Fees: _____

Other: _____

**Please note that the Lawrenceville Lawn stage is not available for use in association with a Public Assembly Application. Use of the Lawn Stage is exclusively secured through a [Special Event Application](#).*