

## Gettysburg Police Department Assemblage and Procession Permit Application

It is unlawful for any person to hold, conduct, or participate in any assemblage or procession in the Borough of Gettysburg if they have not received a permit from the Borough. Permit applications must be filed with the Gettysburg Borough Police Department at 59 East High Street. Permits are issued by the Mayor after endorsements have been received from the Chief of Police, and any other borough official whose duties might be significantly impacted by the request.

A permit is required under any of the following circumstances:

- (1) Any fixed gathering of thirty (30) or more persons without vehicles, and/or any ceremony, show, exhibition, or pageant which interferes with the movement of pedestrian or vehicular traffic on any street or sidewalk;
- (2) Any parade, procession, or group of individuals, vehicles, animals, and/or objects moving along a street or sidewalk in any way that interferes with the normal movement of traffic.

The permit requirement is waived for (1) funeral processions; (2) wedding processions; (3) United States Military convoys; (4) Students going to and from school, classes, or participating in educational activities provided that the activity is under immediate supervision of school authorities, and, the event was not organized more than twenty-four (24) hours prior to the occurrence.

Ceremonies, shows, exhibitions, pageants, and formal gatherings of nineteen or less persons, without vehicles, that do not interfere with the movement of pedestrian or vehicular traffic on any street or sidewalk do not need a permit. Sponsors of these events are required to file a simple notification with the police department.

If you need a permit you must complete the following application. Please answer all relevant questions in a legible manner. **The application must be filed not fewer than sixty days (60) nor more than three hundred and sixty-five (365) days before the proposed date of the occurrence of the event. In the event that the permit involves the closing of a PennDot Roadway the application must be submitted not fewer than nine (9) weeks before the proposed date of occurrence of the event.** When a good reason can be demonstrated the Mayor may consider a late application.

The completed application must be delivered to the Office of the Chief of Police, Gettysburg Borough Police Department; 59 East High Street, Gettysburg, Pennsylvania, during business hours. Generally the Mayor will act on the application for a parade permit within thirty (30) days after the filing.

The requester of an Assemblage/Procession permit will be responsible for any expenses incurred by the Borough as a result of the event. Prior to the event you will be supplied with an estimate of expenses. The final bill will be calculated when the event is concluded. Final payment will be due within thirty days from the event's completion.

If you need any further information or assistance contact the office of the Chief of Police at (717) 334-1168 during business hours.

Borough of Gettysburg  
Procession and Assemblage Permit

In accordance with regulations specified in the Code of Ordinances, Gettysburg Borough, I am requesting Permission to conduct a public procession or assemblage as follows:

Part A

Person and/or Organization Sponsoring Event

Address \_\_\_\_\_ Street \_\_\_\_\_ Apartment Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Nos. Day \_\_\_\_\_ Evening \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Contact Person \_\_\_\_\_

(If different from above)

Address \_\_\_\_\_

Telephone Nos. Day \_\_\_\_\_ Evening \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Purpose or Nature of Event:

\_\_\_\_\_  
\_\_\_\_\_

Liability Insurance Verified:

\_\_\_\_\_ Yes (Insurance Certificate Attached)

\_\_\_\_\_ Waived

Part B

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_

Time or Hours of Event \_\_\_\_\_

Time Set-up Begins \_\_\_\_\_ Estimate length of event \_\_\_\_\_

Location or Route of Event \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Part C

This permit is granted subject to the following conditions:

1. The permittee will comply with all permit directions, restrictions, and conditions.
2. The permittee and all participants authorized herein must comply with all conditions of this permit, Pennsylvania Criminal and Traffic Codes, Gettysburg Borough Ordinances and reasonable directions of Gettysburg Borough Police Officers.
3. The person heading or leading the assemblage or procession shall carry the permit upon his person during the conduct of the event.
4. The permittee shall ensure that all signs, postings, structures, any other temporary placed items, and/or any debris, trash, droppings, used or deposited during the assemblage/procession are removed at the conclusion of the event. Should signs not be removed within three days of the conclusion of the event, the sponsors agree to reimburse the Borough a fee of \$200.00 to cover the costs of sign removal. Signs may not be placed on public features including; utility poles, traffic signs posts, trash cans, or a road surfaces. Likewise, event sponsors agree to reimburse the Borough for any expenses incurred for the removal of any debris, trash, droppings, used or deposited during the assemblage/procession.

5. Unless otherwise authorized by this permit, all sidewalks, walkways, and roadways must remain unobstructed to allow for the reasonable use of these areas by pedestrians and vehicles.
6. Any vendors associated with the procession or assemblage will obtain the required transient retail sales permits.
7. All sound amplification equipment shall be limited so that it will not unreasonably distribution-participating person in, or in the vicinity of the area.
8. The Gettysburg Borough Police Department reserves the right to immediately revoke this permit at any time should it reasonably appear that the public gathering presents a clear and present danger to the public safety, good order or health, if damage to resources or facilities is threatened, or if any conditions of this permit are violated.
9. It is the responsibility of the sponsoring person or organization to organize the event and make all arrangements for security, parking, medical and first-aid services, and publicity.
10. The permittee hereby agrees to save and hold harmless the Borough of Gettysburg, its agents and employees, from any and all claims, damages, suits at law or equity of whatever kind or nature for damages to or loss of property or injury or death to persons resulting directly or indirectly from or attributable to the permittee or its employees in connection with the event or gathering authorized by this permit.
11. In accordance with Gettysburg Borough's Solid Waste Ordinance, Chapter 20, Part 2, Section 20-222, the permit holder shall be responsible to provide recycling containers and making arrangements with the Borough's recycling collector to remove the recyclables that are collected. A copy of the Solid Waste Ordinance is available upon request. The Permittee is required to describe the steps to be taken to accomplish this recycling in section 12 below.

12. Additional Condition (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Any additional conditions will be determined by the Borough of Gettysburg based on the circumstances of the request.)

Part D

I have read and agree to comply with the conditions set forth in this permit

\_\_\_\_\_  
Signature of Permittee Date

Part E. (This part will be completed by Gettysburg Borough Officials)

Expenses incurred by the Borough of Gettysburg as a result of this permit are estimated to be in the amount of \$ \_\_\_\_\_.

Approved by \_\_\_\_\_, Finance Department Date: \_\_\_\_\_

Copy to Code Enforcement Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor William E. Troxell Date

\_\_\_\_\_  
Chief Joseph Dougherty Date