



LEWES RACE & PARADE REQUEST FORM

Name of Race/Parade : _____

Race/Parade Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s): _____ Approx. No. of Participants _____

Date of Race/Parade: _____ Start Time: _____ Email: _____

Check List:

- **Include Race or Parade Course Map.**
- **Include check, cash, or credit card for \$50 non-refundable permit fee made payable to the City of Lewes.**
- **Include Certificate of Liability Insurance for \$1,000,000 with City of Lewes listed as additional insured.**
- **Contact Sgt. Richard Schiazza of Lewes PD to coordinate traffic control (302) 645-7777 x 225.**
- **If using state maintained roads, apply for DeIDOT special events permit. Contact is Michael Rivera Permit Application: <http://eventpermits.deldot.gov>**
- **Organizer must have City of Lewes business license.**
- **Apply for amplification approval at least 60 days prior to race if using sound system for announcements or outdoor music.**
[Outdoor Amplification Form](#)
- **Attach race/parade brochure/flyer or website _____**

****Applicant Signature:** _____

You agree to the following rules:

- Amplification of sound must be pre-approved by Lewes City Manager. Please see the **Outdoor Amplification Request Form**.
- Alcoholic beverages and tobacco products are prohibited in Lewes parks/beaches.
- Any & all equipment must be hand-carried into the park or beach, no driving or parking in the parks or on the beach at any time.
- You must cleanup and remove trash. **Trash cannot be left outside any trash containers.**
- Utilization of Lewes Police requires a 3-hour minimum charge **(\$65.00 Per Hour)**

PAYMENT INFORMATION: *(Credit Card Payments can be faxed to: (302) 645-6406)*

Cash	Check	Credit Card:	VISA	MC	DISCOVER
Receipt # _____		Credit Card #:	_____		
Check # _____		Expiration Date:	_____	Verification Code:	_____
		Name as appears on card:	_____		
		Billing Zip Code:	_____		
		Signature:	_____		Date: _____

Should you have any questions call City Hall at (302) 645-7777. Fax Request: (302) 645-6406