



CITY OF HAGERSTOWN, MARYLAND

Please complete this application and return it to:

Office of the City Clerk, One East Franklin Street, City Hall, Room 200, Hagerstown, MD 21740
301.739.8577, Ext. 113 ♦ www.hagerstownmd.org

PARADE PERMIT APPLICATION

PARADE PERMIT INFORMATION

1. Parade Permit Fee. The cost for a Parade Permit is \$125.00.
2. Letter of Request. Approval to hold a parade must be obtained from the Mayor and City Council. A letter of request should be directed to the Mayor and City Council c/o of the City's Community Affairs Manager as follows:

Department of Community & Economic Development
Attention: Community Affairs Manager
14 North Potomac Street, Suite 200A
Hagerstown, MD 21740

The letter should include specific details of the event (location/date/times/etc.).

3. Certificate of Insurance. You must provide a Certificate of Insurance reflecting a \$1,000,000 umbrella policy naming the City of Hagerstown as an additional insured.

State of Maryland Sales Tax Number or Non-Profit Status No: _____
To obtain a sales tax number, you must contact the State Comptroller at 301.791.4776

Date(s) of Event: _____ Location of Event: _____

Name or Organization Holding Event: _____

Contact Person: _____

Address: _____
Street Address, City, State, Zip

Telephone: _____ Cell: _____

OFFICE USE ONLY

Date Received: _____ Fee Required: \$ _____ Paid: Cash/Check Number: _____

Applicant Notified (Date): _____ Permit #: _____

Security Deposit Reimbursed (Date): _____ Check Number: _____