



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)*

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| <p>Cash _____</p> <p>Check # _____</p> <p>Receipt # _____</p> <p>Check # _____</p> | <p>Credit Card: VISA MC DISCOVER</p> <p>Credit Card #: _____</p> <p>Expiration Date: _____ Verification Code: _____</p> <p>Name as appears on card: _____</p> <p>Billing Zip Code: _____</p> <p>Signature: _____ Date: _____</p> |
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Effective May 20, 2023, there will be a 2.95% convenience fee per transaction for all credit/debit card payments.

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