



**CITY OF LEBANON LICENSING BOARD
APPLICATION FOR LICENSE**

PARADE/RACE/WALK-A-THON/RAFFLES

BUSINESS NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____ FAX: _____ E-MAIL: _____

PURPOSE OF LICENSE

PARADE/RACE/WALK-A-THON (RSA 286:2)

Date(s) Event to be held _____ Start time _____ End time _____

Location(s) _____

- ❖ *Please Complete Attached Insurance Requirements Form*
- ❖ *Unless a Waiver is Granted, Please Provide a Certificate of Liability Insurance*
- ❖ *Please provide a detailed sketch/map of the intended route*

RAFFLE (RSA 287-A)

Charitable Organization _____

Date(s) for Sale of Tickets: From _____ To _____

Location(s) _____

Date Drawing to be Held _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____ LICENSE # _____

- Certificate of Liability Insurance Provided Sketch/Map of Route Provided
 Police Department Approval Received

Waiver(s) Requested:

- Certificate of Liability Insurance Worker's Comp Bond for Damage

FINAL APPROVAL: _____ **DATE:** _____

MAYOR

CONDITIONS OF USE

PARADE/RACE/WALK-A-THON (RSA 286:2)

1. Coordinate planned route with the Lebanon Police Department to assure the Parade Route is adequately supervised by police personnel.
2. A Certificate of Insurance must be provided to the City Manager's Office prior to the event.

RAFFLES (RSA 287-A)

1. All raffle tickets shall be printed with the name of the charitable organization thereon, the date and place of the drawing, and the prize or prizes to be awarded and the amount of the donation. (287-A:3)
2. Raffle tickets shall be sold only to persons 16 years of age or over and no raffle tickets shall be sold by persons other than the members of the charitable organization or such person or persons, as may be designated by the organization, and who shall receive no financial remuneration (287-A:4)
3. No charitable organization shall act as an agent for conducting a raffle, where it is unlawful for the charitable organization's principal to conduct such a raffle (287-A:5)
4. The permit shall expire at the time of the drawing, and is not transferable (287-A:7)

INSURANCE REQUIREMENTS

A Certificate of Insurance must be provided for events which are anticipated to attract twenty-five (25) or more participants. If less than 25 participants are expected, the City may waive the requirement at the request of the applicant (see attached pages)

When required, the Certificate of Insurance must list the City of Lebanon as an additional insured, and must be in an amount not less than \$500,000 per person and \$1,000,000 per occurrence.

Tenant Users Liability Insurance Policy (TULIP) is available to individuals or clubs who need coverage for private events. Low cost coverage is obtainable for single-day events like weddings, parties, reunions, concerts or charity benefits. TULIP insurance will need to be provided prior to any event held on city property by a private group.



CITY OF LEBANON

INSURANCE REQUIREMENTS FOR USE OF CITY PROPERTY

I, _____, hereinafter referred to as the LICENSEE, have received a license for use of public facilities, hereinafter referred to as the LICENSED PREMISES, owned and operated by the City of Lebanon, hereinafter referred to as the CITY. The LICENSEE understands that this attachment constitutes a part of that license.

1. RELEASE FROM PERSONAL LIABILITY:

The LICENSEE hereby releases and forever discharges the City, its heirs, agents, and assigns from any and all liability for and any and all damage to property the LICENSEE brings to the LICENSED PREMISES or any and all bodily injury the LICENSEE, its employees, invitees, agents, or assigns may suffer while at the LICENSED PREMISES. The LICENSEE has attached hereto a certificate evidencing worker’s compensation insurance coverage for any and all of its employees.

SIGNED: _____ DATE: _____
LICENSEE

1.1. OPTION TO WAIVE REQUIREMENT FOR WORKERS COMPENSATION INSURANCE: The requirement for workers compensation insurance coverage MAY be waived by the City if the LICENSEE certifies that they will not have any employees working at the LICENSED PREMISES. It is understood and agreed by the LICENSEE that waiver of the requirement for worker’s compensation insurance coverage does NOT, however, relieve the LICENSEE from providing the CITY with a Certificate of Insurance, or liability for claims of property damage, or personal injury to volunteers or non-employees that may assist at the LICENSED PREMISES.

I _____, hereby certify that no employees will be present at the event, and therefore am requesting a Waiver of Worker’s Compensation Insurance by the CITY.

REQUEST FOR WAIVER OF WORKER'S COMPENSATION INSURANCE : APPROVED / DENIED

SIGNED: _____ DATE: _____
CITY MANAGER

2. RELEASE FROM INDEMNIFICATION FROM THIRD PARTY LIABILITY:

The LICENSEE hereby releases the CITY from liability for any property damage or personal injury that any participants may suffer while at or on the LICENSED PREMISES. The LICENSEE further indemnifies and holds the CITY harmless from and against all claims for such property damage or personal injury from third persons on the LICENSED PREMISES at the permission of the LICENSEE, including reasonable attorney’s fees, whether or not such claims result in litigation.

2.1. Certificate of Insurance: The LICENSEE understands that it is required to have valid liability insurance in force to guarantee its promise to pay damages to participants outlined in Section 2 above.

SIGNED: _____ DATE: _____
LICENSEE

