

# APPLICATION/PERMIT FOR PARADE/SPECIAL EVENT

Application is hereby made to perform the following activity or event upon roadways described below and at the location or route specified, and to no other place or for not other activity or event.

**TYPE OF EVENT \*:**

**Parade**  **Caravan** consisting of \_\_\_\_\_ marching participants; \_\_\_\_\_ vehicles; \_\_\_\_\_ floats; \_\_\_\_\_ bands; (others - list number and description) \_\_\_\_\_

**Bicycling**  **Running**  **Multi-sport;** consisting of \_\_\_\_\_ participants.

**Street Festival/Block Party**  **Other** (describe) \_\_\_\_\_ consisting of \_\_\_\_\_ participants.

**NAME of Event:** \_\_\_\_\_

**PURPOSE of Event:** \_\_\_\_\_

**DATE(s):** of the Event: \_\_\_\_\_ **Days:** \_\_\_\_\_ **TIME starts/ends:** \_\_\_\_\_

**ASSEMBLY location:** \_\_\_\_\_ **TERMINATION location:** \_\_\_\_\_

**ROUTE City:**  **and/or State**  **Roadways:** \_\_\_\_\_

**REQUEST the following traffic controls:** Give roadway and location boundaries)

( ) Cone Roadway \_\_\_\_\_

( ) Prohibit Parking \_\_\_\_\_

The applicant requesting and obtaining the Parade/Special Event permit agrees to indemnify, defend, and hold harmless the Department of Transportation Services, its officers, representatives, and employees from and against any claims, actions, demands, suits or judgements for parking violation fines, loss liability or damages including claims for property damages, personal injuries or deaths, and for costs and attorney's fees. The applicant hereby agrees that any agreement heretofore made or hereafter to be made and the covenants and conditions stated on the attached hereof shall be binding upon him, his heirs, personal representatives, contractors and assigns.

**APPLICANT:**

\_\_\_\_\_  
(Name of organization whether individual firm, partnership, corporation, agency, etc.)

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Print name & Title

\_\_\_\_\_  
**Telephone No.**

\_\_\_\_\_  
**FAX:**

\_\_\_\_\_  
**Email/Website Info**

**SUBMITTALS** required:

- Map of Route
- Certificate of Insurance
- Notarized Addendum
- Neighborhood Board(s) Presentation
- Letter of Concurrence
- Other \_\_\_\_\_

**SPECIAL conditions and/or restrictions:**

- Applicant to make arrangements for police escorts and/or traffic control posts
- Parade route and all cross streets to be closed progressively
- To occupy one-half the roadway enroute
- Applicant to publicize the event through various news media
- See attached conditions
- Other \_\_\_\_\_