



PARADE PERMIT APPLICATION

A Parade permit is required for events taking place on city property or streets, utilizing city services or affecting municipal polices and affairs. Applications must be submitted a minimum of forty-five (45) working days prior to the event to the City of Canyon Code Enforcement Department. **There is a \$25 non-refundable permit fee.** Fees for city facilities and services may also apply. City assistance must be finalized fourteen (14) days prior to the event.

All Parade Permit Applications will be reviewed by the Chief of Police and notified of the permit status within five working days of receiving the application. Incomplete applications will not be considered. Applicants are encouraged to read the ordinance associated with this permit prior to submitting an application. Ordinance 1021 may be found at www.canyontx.com under Code of Ordinances.

Return completed application to the City of Canyon Code Enforcement Department at 301 16th Street, Canyon, Texas 79015. For questions please call 806-655-5014.

Applicant Name: _____ Date: _____

Address: _____

Home Phone number: _____ Cell Number: _____

Email: _____

Sponsoring Organization: _____

Organization Address: _____ Organization Phone: _____

Parade Chairman Name: _____ Phone Number: _____

If the event is to be held by or for any person/organization other than the applicant, the applicant shall attach a written statement from the other person/organization showing authority to make this application.

Parade On-Site Coordinator: _____ Phone Number: _____

Purpose of Parade: _____

Date of Parade: _____ Start Time: _____ Projected End: _____
(Not prior to 7 a.m.) (Not later than 10 p.m.)

Set-Up Time: _____ Teardown Time: _____

Describe Parade Route: _____

Assembly Area: _____

Distribution Area: _____

Number Expected of: _____ Animal Types _____
Participants: _____ Attendees: _____ Animals: _____

Number of motorized vehicle or floats: _____

Number of marching units: _____

Do You Plan to Use Loudspeakers or Amplified Sound? Yes: _____ No: _____

If yes, speakers should not be positioned to adversely affect any adjacent residential area.

City Trash receptacles needed: Yes: _____ No: _____

If yes – Please describe requested locations and their purpose: _____

Other Permits and Fees: Check all components that are part of your event. Additional fees, permits or reservations may be required.

_____ Animals	_____ Banners/Signs	_____ Liquid propane	_____ Alcohol
_____ Electricity	_____ Barricades/Traffic Cones	_____ Fireworks	_____ Other
_____ Special Parking	_____ Temp. Water Meter	_____ Merchandise Sales	Describe: If Other
_____ Portable Restrooms	_____ Park Property	_____ Fencing	_____

Security, Crowd and Traffic Control

The Applicant may be required to provide police officers for security, crowd control, and traffic control at the Parade. The total number of police officers working at the Parade is determined by the Canyon Police Department, and in some cases may use planning variables, including: size, location, duration, time and date, the number of streets and intersections blocked or utilized and the need to detour or preempt citizen travel and use of the streets and sidewalks. The Applicant may be responsible for the cost incurred by the Canyon Police Department and/or any other law enforcement agencies providing the necessary services.

Other Permits & Fees

Please attach copies of any required insurance, surety bonds, permits or other documents described in Section 98 of the City of Canyon Code of Ordinances.

Cleanliness

Applicant shall return public spaces to a clean and orderly condition and replace all City property to its original location. Applicant shall pay for the cost of replacement or repair of any damage to the facility or equipment within that public space caused from the use thereof. Applicant shall refrain from applying any permanent or semi-permanent markings to roads and pedestrian pathways without prior approval.

Damage or Loss of Materials

When events are not operated or sponsored by the City, the City shall not be responsible for damage or loss of materials used or left in any public spaces and does not assume liability on groups or individuals attending an event within said public spaces.

Insurance

No event permit shall be issued for a special event, parade, or race, until the applicant has filed a certificate of insurance, indicating that the required insurance to repair or replace any damage to publicly owned property within or adjacent to the event. Insurance policy shall be in force and effect during the period of time of the event and lists the City as an Additional Insured. Such insurance policy must be in the face amount of not less than ten thousand dollars (\$10,000.00), and issued by a company licensed to issue such policy in Texas. This provision may be satisfied by either a special policy issued solely for the event or, by a standing liability policy maintained by the applicant year round, so long as it meets the requirements of this subsection. Applicants have the right to show cause when the insurance requirement should be reduced or waived, and to attach such request with the submitted permit application. The City Manager will review requests and may increase, lower, or drop the insurance requirement based upon review of the event application.

An applicant may be required to furnish additional liability insurance based upon the type of event, equipment, machinery, location, alcohol related exposures, number of people involved, and other pertinent factors or risks associated with the event. Final determination of the amount of additional insurance necessary will be made by the City Manager.

Indemnity Agreement

- 1) As a condition of a Special Event Permit being issued, the applicant agrees to protect, indemnify and hold harmless, the City of Canyon, its officers, agents and employees, from and against suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses including attorney fees incidental to the defense of such suits, actions, claims, losses, damage or liability on account of injury, death or otherwise, to any person or damage to any property, arising from any negligent act, error or omission of the undersigned, its officers, employees or agents, arising out of, resulting from, or caused by any act occurring as a result of the exercise of the privileges granted by this permit.
- 2) Applicant agrees that this indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the state of Texas, and that if any portion is held invalid, the remainder shall, notwithstanding, continue in full legal force and effect.
- 3) This indemnity agreement contains the entire agreement of the undersigned and the City of Canyon, and may not be modified or altered without the express written consent of the City of Canyon.
- 4) This indemnity agreement shall be construed in accordance with Texas law and is enforceable for all purposes in the County of Randall, State of Texas.

I do solemnly swear (or affirm) that all answers given and statements made on this applicant are, true and correct to the best of my knowledge and beliefs. I am aware of Ordinance 1021 and agree to comply with the requirements associated with it and those described in this application.

Applicant Signature

Date

Map or Sketch of Parade Route, Equipment, and Parking Plan

Place a check next to each item included in your event and map or sketch out their locations on the included page.

Parade Route – identify all streets to be used or blocked and indicating whether all or only a portion of the street is used.

Assembly area

Disbanding area

Plan of evacuation and proposed fire lanes

Placement of Amplified Sounds/Loudspeakers

Barricades

First Aid Stations

Tent(s) Size(s) _____

Dumpster(s)

Portable Restrooms #Regular _____

#Handicapped _____

Parking Arrangements

Will there be any proposed parking along a street or highway? Yes No

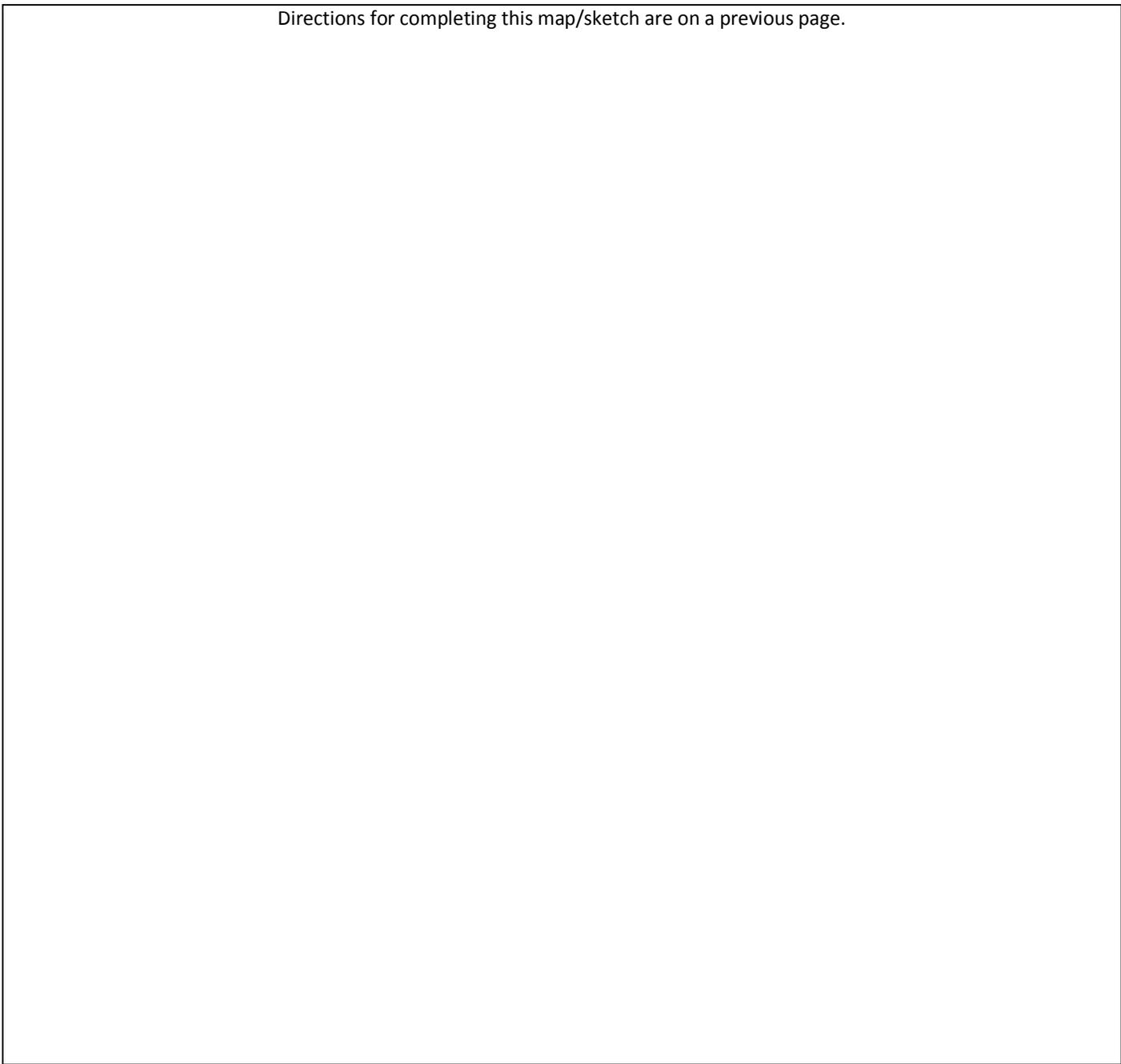
Will there be any off-site parking: Yes No

If yes, applicant must include permission from property owner in application.

How will participants and attendees be transferred to the Parade assembly area or Parade route and returned to the parking areas? _____

Map/Sketch on Next Page

Directions for completing this map/sketch are on a previous page.



Map or Sketch

Suggested Map Symbols:

- | | | | | | | | | | |
|---|--------------|---|-------------------|---|------------------------|---|-----------------------|-----------|--------------------|
|  | Parade Route |  | Assembly Area |  | Disbanding Area |  | Loudspeaker Placement | | |
| X | Barricade |  | First Aid Station |  | Tent | D | Dumpster | RR | Portable Restrooms |
| P | Parking | FV | Food Vending | AB | Alcohol Beverage Sales | | | | |

Office Use Only

Parade Permit Signature Sheet

Application #: _____ Permit Fee: _____ / _____
Check # Amount Cash Amount

Credit Card Amount: _____ Receipt #: _____ Date: _____

Comments: _____

1. **Police Department** Approved Denied Date: _____

Signature: _____

City Support requirements if any: _____

Staff _____ x _____ #Hours x \$ _____ Hourly Wage = \$ _____ Cost

Comments: _____

2. **Fire Department** Approved Denied Date: _____

Signature: _____

City Support requirements if any: _____

Staff _____ x _____ #Hours x \$ _____ Hourly Wage = \$ _____ Cost

Comments: _____

3. **Public Works Department** Approved Denied Date: _____

Signature: _____

City Support requirements and rates, if any _____

Staff _____ x _____ #Hours x \$ _____ Hourly Wage = \$ _____ Cost

Comments: _____

4. **Parks Department**

Approved

Denied

Date: _____

Signature: _____

City Support requirements and rates, if any _____

Staff _____ x _____ #Hours x \$ _____ Hourly Wage = \$ _____ Cost

Comments: _____

5. **City Manager**

Approved

Denied

Date: _____

Signature: _____

City Support requirements and rates, if any _____

Comments: _____

Form should be completed and forwarded to next office on day received. City Manager will forward application to Police Department.

Other Additional Charges:

Nature of Cost _____ # of Units _____ x \$ _____ Unit Cost = \$ _____ Cost

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Nature of Cost _____ # of Units _____ x \$ _____ Unit Cost = \$ _____ Cost

TOTAL ADDITIONAL COSTS = \$ _____

Special Event Permit Approved _____

Chief of Police

Date

Special Event Permit Number _____