

# CITY OF ORANGE

## APPLICATION FOR PARADE PERMIT

Application is hereby made for a parade permit to conduct a procession or parade on roadways within the city limits of the City of Orange, Texas (the "City"), as provided for in the City of Orange Revised Code of Ordinances.

NAME OF ORGANIZATION: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

NAME OF PARADE COORDINATOR: \_\_\_\_\_

HOME MAILING ADDRESS: \_\_\_\_\_

BUSINESS MAILING ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Date of Parade: \_\_\_\_\_ Time Parade Begins: \_\_\_\_\_

Time Parade Ends: \_\_\_\_\_ No. of Participants: \_\_\_\_\_

Number of Vehicles: \_\_\_\_\_ No. of Animals \_\_\_\_\_

**THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH APPLICATION BEFORE IT IS PROCESSED. PLEASE INITIAL BY EACH ITEM:**

\_\_\_\_\_ **Application must be completely filled out.**

\_\_\_\_\_ **Attach a map and a written description of the desired route for the parade.**

\_\_\_\_\_ **If parade participants assemble or disassemble on private property, a letter authorizing the use of the property is required prior to the issuance of a permit.**

\_\_\_\_\_ **Insurance Requirements:** The applicant must have in force, throughout the parade, General Liability Insurance with minimum limits of ONE MILLION DOLLARS (\$1,000,000) per person and ONE MILLION DOLLARS (\$1,000,000) per occurrence. If the parade involves floats or other vehicles, then the applicant must have in force, throughout the parade, Automobile Liability Insurance with minimum limits of ONE MILLION DOLLARS (\$1,000,000) per accident. The City must be included as an "ADDITIONAL INSURED" on any insurance policy.

\_\_\_\_\_ **Application shall be filed with the City Secretary at least THIRTY CALENDAR DAYS (30) prior to the date of the desired parade. Failure to return completed application within 30 days of the event may cause the event to be canceled by the City of Orange due to the lack of time to prepare and schedule properly.**

\_\_\_\_\_ **There is no fee associated for processing the Parade Application. However, after reviewing the request, there may be costs incurred by the City, pertaining to this event. These costs will be the responsibility of the applicant/organization and may include, but are not limited to, Police, Fire, and Street Division personnel/barricades for security and traffic control. The applicant will be notified of the fees, prior to the event and will be due payable, five working days, prior to the event.**

**I HAVE REVIEWED THE APPLICATION AND UNDERSTAND WHAT DOCUMENTS NEED TO BE SUBMITTED BEFORE THE APPLICATION CAN BE APPROVED:**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Do Not Write Below This Line**

Name of Organization & Event: \_\_\_\_\_

Date completed application received in City Secretary's Office: \_\_\_\_\_

Date insurance certificate was approved: \_\_\_\_\_

As part of the permit process, this application must be submitted for review by the following Department Heads.

\_\_\_\_\_ Chief of Police Date: \_\_\_\_\_

\_\_\_\_\_ Fire Chief Date: \_\_\_\_\_

\_\_\_\_\_ Dir. of Public Works Date: \_\_\_\_\_

- Application must be picked up in person