



Parade Request Application

The Parade Application must be turned in at least 4 weeks prior to the parade.

Parade Details

Type of parade:

- Homecoming
 St. Patrick's Day
 Fourth of July
 Pet and Doll
 Other

If other please describe: _____

Time and Date:

Parade date: _____

Day of the week: _____

Parade start time: _____

Estimated end time: _____

Parade street closure time: _____

Parade Route: Select One

- Civic Center area (parade to travel east to 8th Street intersection) OR
 8th Street area (parade to travel west toward Civic Center building)



Staging Area:

Please describe the staging area (allow a minimum of 10 feet per unit per entry) _____

Please list the streets proposed to be closed: _____

Parade Detail:

We estimate the total number of entries to be: _____

We estimate the entries to be broken out as follows:

_____ Floats	_____ Car units
_____ Horse units	_____ Military units
_____ Single vehicle units	_____ Marching units
_____ Multiple vehicle units	_____ Other

Please describe other types of entries: _____

Responsible Parties:

Organization requesting permit: _____

Parade coordinator: _____ Phone: _____

Address: _____

Alternate Contact Person: _____ Phone: _____

Address: _____

Other individuals or organization endorsing, utilizing for its own purposes, or providing financial support for the parade:

Name _____ Phone: _____

Name _____ Phone: _____

Next Steps:

Contact the City of Great Falls Park Supervisor (771-1265) at least two weeks prior to the event to discuss barricading, staging and breakup areas, and to make arrangements for the barricades.

Secure liability insurance certificate as required by City Ordinance and submit that with application.

List other services requested from the City. _____

The City reserves the right to prohibit any entrant from participating in the parade for the following:

- The units in the entry may cause damage to the streets.
- The people associated with the unit are displaying signs of being under the influence of alcohol or drugs.
- The person responsible for a horse or other animal unit does not have control over the animal.
- Or any other reason as determined by City officials.

Sample Parade Entry Form

Name of Group or Organization: _____

Contact persons:

name	address	zip	phone
_____	_____	_____	_____

Description of Entry: Type of Entry (check 1)

- Float
- Band
- Horses
- Marching
- Autos
- Float & Marchers
- Other (Describe)

Will your Entry have music? Yes No

Judging Divisions:

Commercial Youth Groups Non-Profit Group Bands Autos Horses

Entry Fee: ?

Make check out to: Parade Organization, Organization address.

Return this entry form to: Parade organization, organization address, organizer phone and email.

Organizer reserves the right to accept or reject any application or require a modification if necessary. Entries should not exceed a height of 13.5 ft. or length of 60 feet. Parade Registrations must be received two weeks prior to the parade.

I/We understand that participation in the parade will be at my/our risk, and I/We hereby release the parade organizers and the City of Great Falls from all liability.

Signed

Date

Official Code of the City of Great Falls
PARADES, PROCESSIONS AND FUN RUNS

12.5.030 Public conduct during processions.

- A. No person shall knowingly or purposely:
 - 1. Participate in any procession conducted in violation of any of the terms of the permit;
 - 2. Join or participate in any permitted procession without the consent of the permittee; and/or
 - 3. Interfere in any manner with the procession's progress or orderly conduct.
- B. No person shall hamper, obstruct, impede, or interfere with any procession or with any person, vehicle or animal participation or used in a procession.
- C. No driver of a vehicle shall drive between the vehicles or persons comprising a procession when such vehicles or persons are in motion and are traveling along a procession route. Nothing in this section shall prohibit an emergency vehicle from interrupting a procession for the purpose of responding to an emergency.
- D. No person shall view, watch or observe the procession from the street or beyond the sidewalk curb or beyond the imaginary curb line that, if it existed, would extend through the intersection from corner to corner of any street perpendicular to the procession route.
- E. No vehicle larger than an automobile or pickup truck shall park along the procession route during the procession.
- F. The City Manager, or designee, shall have the authority, when reasonably necessary, to prohibit parking of vehicles along a procession route. Signs shall be posted to such effect and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof. The applicant shall be responsible for posting and removing of signs.

12.5.040 Participants' conduct during processions.

- A. It is unlawful for any persons in a procession to deviate from the established or approved procession route.
- B. No participant in a procession shall throw, cast, or drop candy, trinkets, or any other articles. A violation of this provision shall be a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500.00). This does not prohibit a walking procession participant from handing the candy or other articles directly to the spectators.
- C. No participant in a procession shall entice, lure, or attempt to entice or lure, any spectator to leave the designated viewing area. A violation of this provision shall be a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500.00).
- D. No participant in a procession shall operate any vehicle in a careless manner as to endanger the safety and welfare of other procession participants or spectators.
- E. As a condition to the permit, each permittee shall provide persons, horses with rider, or persons in small motorized vehicles, such as a golf cart, to travel on both sides of any procession vehicle which is larger than an automobile or pickup.
- F. Any person operating a motor vehicle in a procession shall possess a driver's license. All participants in the procession shall follow all applicable motor vehicle laws and/or regulations.

12.5.050 Application - contents.

- A. Any person, firm, corporation, or other entity desiring to conduct a procession, as defined in OCCGF 12.5.010, shall apply to the Park and Recreation Department for a permit at least forty-five (45) calendar days in advance of the event date and comply with the provisions set forth in such permit. The application shall designate the intended route, date and time of the event. In the City Manager or designee's discretion, and for good cause shown, applications may be accepted less than forty-five (45) calendar days in advance of the event date.

- B. Park and Recreation Department may approve, revise, or deny the application in consideration of the following factors:
1. Promotion of the community as a whole;
 2. Provision of positive civic and economic benefit;
 3. Impact on neighboring business and properties;
 4. Impact on public uses, safety, and services;
 5. Consideration of frequency of closures;
 6. Consideration of the event's financial impact; and
 7. The applicant's performance under prior issued permits.
- C. Following approval from the City, the applicant will be responsible for notification of news media, and the associated costs of said notice, in order to inform the public of the date, time and procession route.
- D. The applicant will designate a person who can be contacted by the City to coordinate plans for the procession.
- E. The procession shall not deviate from the designated route, time, or date approved in the permit. If, for any reason, the event is postponed or canceled, the applicant shall immediately notify the City.
- F. Processions shall be scheduled between the hours of 9:00 a.m. and 12:00 p.m. Special requests will be considered for processions at other times, provided arrangements can be made which, in the City's determination, will not impede normal traffic conditions or inhibit business in the downtown area.
- G. The applicant will be responsible for placing and removing barricades on the designated procession route side of the nearest designated alleys and streets no earlier than thirty (30) minutes prior to the start of the procession and, in no case, longer than fifteen (15) minutes following the end of the procession. Barricades may be available at the Park and Recreation Department and may be rented subject to a fee set by City Commission resolution. It will be the responsibility of the applicant to pick up from and return to the Park and Recreation Department all barricades used, and to contact the Park and Recreation Director or designee, at least Fourteen (14) calendar days in advance to discuss a barricading plan acceptable to the City.
- H. No sales or solicitations will be permitted by procession participants without proper licensing in advance.
- I. Applicants or organizations sponsoring processions will be required to remove all trash, paper and litter from the streets and sidewalks. Street cleaning arrangements must be made with the Public Works Street Division within fourteen (14) calendar days of the event date.
- J. The Police Department will provide one (1) vehicle to escort the procession. All other traffic and crowd control must be provided by the sponsoring organizations and, in no case, be less than two (2) people for each block of procession length.
- K. The applicant shall indemnify, defend and hold harmless the City from any and all claims, damages, losses and expenses arising from the procession or created by any of the participants. The applicant shall be required to carry insurance for comprehensive general liability, automobile liability and designated premises in the amount of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) aggregate, and list the City as an additional named insured under the policy. Documentation of such insurance must be provided to the City at least 72 hours prior to the event.
- L. If determined necessary by the City, considering the factors listed in B. above, or due to the type, length, time or date of the procession, additional provisions and safeguards may be required as a condition of the permit.
- M. Failure to comply with the provisions of this chapter and other permit requirements will be cause for rejection of future procession permits requested by the applicant.
- N. The procession organizer must submit with the permit request information as to how property owners, tenants, and/or business owners along the procession route will be notified of the procession, and provide verification of such notice to the City.
- O. If the application for a procession permit is denied or revised in a way which is unacceptable to the applicant, the applicant may appeal the decision in writing to the City Manager within fifteen (15) calendar days of the denial or reversal. The City Manager or designee shall review the application and uphold, reverse, or revise the decision on the application within ten (10) calendar days. If applicant makes no such appeal, the Park and Recreation Department's determination will stand.

- P. If the City Manager affirms or revises the determination of the application for a procession permit, the applicant may appeal the decision in writing within fifteen (15) calendar days of the date of affirmation or revision to the City Commission, which shall review the application in a public meeting and uphold, reverse, or revise the decision on the application within ten (10) calendar days of the hearing. If applicant makes no such appeal, the City Manager's determination will stand.
- Q. Unless otherwise specified in this chapter, appeals to the City Commission of the denial, revocation, or suspension of licenses or permits under this chapter shall comply with the provisions of OCCGF 1.2.040.

12.5.060 Street closure permits for public events and block parties.

Persons or entities who organize events which require the temporary closure of a public street must comply with the provisions of OCCGF Title 9.

I have read and understand the City ordinance pertaining to parades. I further understand that I will adhere to all the stipulations as outlined in said ordinance.

Parade Organizer

Date

FOR CITY PERSONNEL ONLY:

Reviewed by:

Park and Recreation

Date

Police Department

Date

Public Works—Street Division

Date

Fire Department

Date

This Parade Request is: Approved Denied If denied, explain why: _____
