



Parade Permit Application

Town of Mead

441 Third Street

Mead, CO 80542

www.townofmead.org

INSTRUCTIONS FOR PARADE PERMIT APPLICATIONS

Parade Permit Application requires a 60-day prior notice of the event date. Permits must be submitted to Kaley Hein, Recreation Coordinator, at Town Hall, 441 Third Street, Mead CO 80542.

The Town of Mead will approve parade permit application and scheduled events that are deemed to be in the best interest of the residents and the Town of Mead. Traffic control barricades, signs, vests, town personnel etc., may be required and/or available at an additional fee.

A Parade Permit is required anytime a parade or procession will occur on a public street, a sidewalk or pedestrian way in a manner which may hinder normal use of the street, sidewalk or pedestrian way. Upon receipt of the completed Parade Permit Application and prior to its processing and approval a mandatory meeting may be required with the Chief of Police and/or Town Engineer. Kaley Hein or a representative from the town will reach out to schedule this meeting.

Approved Parade Permits will be emailed to the sponsoring organization unless otherwise requested on the application. All participants will be required to adhere to all conditions specified in the Parade Permit by the Mead Police Department and the Town Engineer.

Parade Applicant: Provide the name of the person completing the Parade Permit Application form.

Route: The application must indicate the route street by street and provide staging location. An example would be: 5th Street to Dillingham Ave., Dillingham Ave. to Main Street, Main Street to Palmer. In addition, please outline the route on the included map on page 5.

Approximate Number of Participants: This is the projected number of persons who will participate in the parade/event/run/walk. A Certificate of Insurance must be submitted with your Parade Permit Application and will satisfy the coverage requirements as described below.

Insurance: General Liability Insurance is required and shall include coverage for contractual liability with minimum limits of \$1,000,000 per occurrence with bodily injury and property damage. The Certificate of Insurance shall name the Town of Mead as "Additional Insured." If you have questions, contact the Community Engagement Director at 970-805-4187.

Number of Bands, Vehicles, etc.: Indicate the number of each of these that will be in your parade/event. Indicate any signs, banners, or other objects that will be carried by participants. **Organizers will be responsible for any animal clean-up required after the parade.**

Explain how the group is organized: Indicate how the participants will be supervised to ensure the parade/event runs smoothly and safely. Town staff will review application and determine if police officers and/or town staff will be needed to be utilized for safety.

Application for Parade Permit



1. Name of Parade: _____

2. Date of Parade: _____

3. Parade start time: _____ Parade end time: _____

4. a) Name of organization: _____

b) Address: _____

c) City/State/Zip: _____

d) Contact person: _____

Work phone: _____ Home phone: _____

Fax: _____ Cell phone: _____

e) Organization Type: Non-profit__ Government__ Corporation__

Other__ (explain) _____

5. Describe the purpose of the Parade: _____

6. Point of assembly: _____

7. Proposed parade route (start to finish-Use provided map route on page 5: _____

8. Estimated length of parade (front to rear): _____

9. Estimated length of time parade is expected to last: _____

10. Minimum speed of the parade: _____

Maximum speed of parade: _____

11. Maximum interval of space maintained between the units of the parade _____

12. Estimated number of pedestrians in the parade: _____

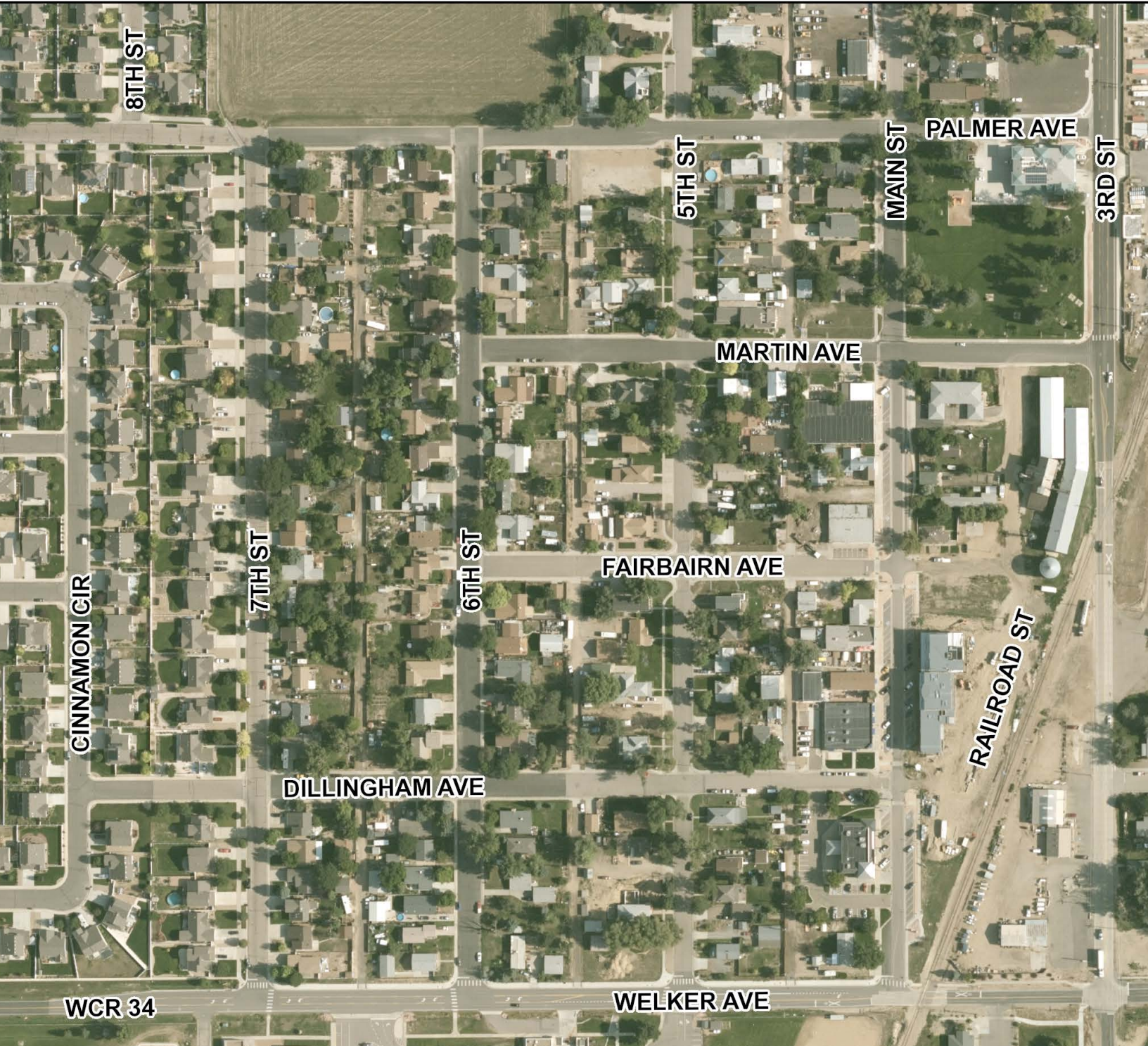
13. Estimated number and type of animals in the parade: _____

14. Estimated number of vehicles and/or floats in the parade: _____

The applicant for a Parade Permit for a recreational purpose, and any other persons, organizations, firms or corporations on whose behalf the permit is made, by filing the application do represent, stipulate, contract, and agree that they will jointly and severally indemnify and hold the Town of Mead harmless against liability for any and all claims for damage to property, injury to or the death of persons arising out of or resulting from the issuance of the permit, or the conduct of the parade or its participants.

<p>This application is not considered complete and will not be processed unless a parade route diagram is included. Indicate the point of assembly, the starting point, and the finishing point.</p>	
Signature of Applicant	Date
Printed Name of Applicant	
Printed Name of Organization Represented, if applicable	

[illegible]



Intersection Closures and Parade Route Map

Parade Route Details:

Instructions:

Please indicate any intersection closures you are requesting by placing an "X" on the map at the specific intersection(s). If you are applying for a parade permit, please use one solid line to show the route. Please indicate the start and end point for the parade traffic. Use the dedicated space to the right to list any pertinent details that will be helpful in the planning process.



Typical Parade Route



For Office Use Only

Name of Event: _____

	# of Shelters _____	Damage Deposit \$50	Total Cost \$ _____
	# of Parks _____	Damage Deposit \$100	Total Cost \$ _____
	Town Hall Community Room # of Hours _____	Damage Deposit \$200	Total Cost \$ _____
	Use of Kitchen # of Hours _____	Damage Deposit \$100	Total Cost \$ _____
	Town Park Gazebo # of Hours _____	Damage Deposit \$100	Total Cost \$ _____
	Town Park Horseshoe Pit # of Hours _____	Damage Deposit \$100	Total Cost \$ _____
	Town Park BBQ # of Hours _____	Damage Deposit \$100	Total Cost \$ _____
	Field Rental # of Hours _____ Field Prep? _____ Yes _____ No	Damage Deposit \$50	Total Cost \$ _____
	Ball Field Rental # of Hours _____	Damage Deposit \$50	Total Cost \$ _____
	Disc Golf Course # of Days _____	Fee Per Day <u>\$50</u> Damage Deposit <u>\$50</u>	Total Cost \$ _____
	Trash Services # of additional trash containers	<u>\$10.00 per container</u>	Total Cost \$ _____
	Public Works and/or Police services # of staff _____ # of hours _____ # of Officers _____ # of hours _____	Hourly fee per PW \$45 Hourly fee per Officer \$65 Total # of hours _____	Total Cost \$ _____
	Use of utilities Water _____ Electric _____	Daily fee per utility \$25 Number of power pedestals _____	Total Cost \$ _____
	Street Closures:	Daily fee per intersection \$100 # of intersections _____	Total Cost \$ _____

Total Fees Due \$ _____

In-Kind Requested __Yes __No

Total Deposits Due \$ _____

Amount Approved \$ _____

Total Amount Due \$ _____ Date Payment Received _____ Received by _____