



Parade Permit Application

This is an application for a parade permit per the Springfield Municipal Code 6.510 (SMC). Please fully complete the application and return it to the Springfield Police Department front counter or email it to police@springfield-or.gov. The application must be submitted 30 days before the intended date of the parade.

The Police Department will review the application to determine the department activity needed for the management of the parade in excess of the ordinary and usual management of pedestrian or vehicular traffic or other ordinary public uses, and shall itemized the projected expenses. In addition, the Police Department shall route a copy of the application to other affected departments within the city, who shall determine and itemize the additional expenses for their respective department activity for the management of the parade. The Police Department shall issue a parade permit if it is determined the parade can be conducted without endangering public safety and without seriously inconveniencing the public. The Police Department will notify the applicant of the decision within 10 business days of receipt of the application. If the permit is denied, the Police Department will issue written findings specifying the reasons for the decision and furnish those findings to the applicant.

Applicant Name _____ **Phone** _____

Email _____

Address _____ **City** _____ **State** _____ **ZIP** _____

Event Name (if applicable) _____

Associated Permit Number (if applicable) _____

Location of Activities/Parade Route

Please describe the type of event and purpose:

Dates of Activity from _____ **to** _____ **Requested hours of** _____ **am/pm to** _____ **am/pm**

ADDITIONAL INFORMATION

Assembly Site:	Dispersal Site:	
Est. Number of Participants:	Litter Control:	
Number & type of Vehicles:	Number & type of Animals:	Sanitary Accommodations:
Are any of the sponsors registered as Non-Profit Organizations? YES NO		
If YES, indicate which one (s) and the registration number (s):		
Has Liability Insurance been obtained for the event? YES NO If YES, please provide the following:		
Face Amount of Policy:	Policy Holder (s):	
Additional Insured:		

Springfield Police Department	
Received by Signature _____	Date _____
Authorized Approval Signature _____	Date _____

Staff Comments:



Provide the Certificate of Liability Insurance for the Parade.

Parade applicant shall maintain in force for the duration of the parade a Commercial General Liability insurance policy written on an occurrence basis with limits not less than \$2,000,000 per occurrence and \$3,000,000 in aggregate for bodily injury or property damage. The following language must be included in the “Description of Operations/Location.”

“The City of Springfield, its Officers, Agents and Employees are included as additional insured in regard to Liability arising out of the operations of the named insured per Policy Provisions in regard to the [Event Name] on [Date(s) of Event].”

**Parade permits shall not be denied solely on the inability of the applicant to provide insurance. Individuals or groups claiming indigency are required to file an affidavit of indigency. Insurance requirement, application of extra-ordinary cost fee may be waived if the applicants are indigent; of if it is determined the nature of the activity is of minimal risk or cost to the City. (City Code 6.525).*

The City shall be named as an additional insured:

City of Springfield
225 5th Street
Springfield, OR 97477

HOLD HARMLESS

Applicant shall defend, indemnify and hold harmless, the City of Springfield, its officials, employees and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of or in connection with the Applicant’s activity or event, including use of any premises, or from any activity, work or things done, permitted, or suffered by Applicant in connection with the applicant’s activity or event, including use of any premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Springfield.

The Chief of Police or his designate may deny or revoke a parade permit if:

1. The circumstances clearly show that the parade cannot be conducted consistent with public safety; or
2. The applicant refuses to agree to abide by or comply with all conditions of the permit. (City Code 6.525)

****Public Announcement Required – Applicant may be required to specifically inform private property and business owners who may be inconvenienced or affected by the parade. Media announcements may also be required. (City Code 6.540)**

SIGNATURE

Applicant’s Signature

Applicant’s Name (Please Print)