



PARADE/MOTORCADE PERMIT APPLICATION

City of Klamath Falls Development Services

226 South 5th Street, PO Box 237, Klamath Falls, OR 97601

Phone 541 883-4950, Fax 541 883-5390 or Email: Ray@klamathfalls.city

City Use:

Date Received: _____

\$50 Fee Paid: _____

Proof of Insurance: _____

\$50 application fee, signed application, insurance and any required attachments should be submitted 30 days prior to event; please review insurance requirements and attached parade policy

Name of Sponsoring Organization: _____ Phone _____

Address: _____ Email: _____

Name of Applicant: _____ Phone: _____

Address: _____ Email: _____

Chairman of Parade/Motorcade: _____ Phone: _____

Address: _____ Email: _____

Purpose of Parade/Motorcade: _____

Requested date and hours: _____

Location of assembly area: _____

Location of disbanding area: _____

Proposed route (**attach detailed map**): _____

**Traffic Control Plan to be submitted together with the permit application.
Provide detailed plan including route, any detours/street closures, barricade locations, signage, etc.**

Will flaggers be utilized? No _____ Yes _____ * if yes, flaggers must be provided by applicant; provide details for number of flaggers and locations: _____

***The City of Klamath Falls requires certified flaggers for any event in which a person may be directing traffic within the public right-of-way. OSHA law requires a person to be certified to direct traffic on any public roadway in Oregon.**

List who will supply street barricades: _____

Description and number of floats, animals, marching units, vehicles, bands, etc.: _____

If animals will be present, secure loading and unloading facilities must be provided. Please describe these facilities: _____

Describe any sound amplification equipment: _____

Number of monitors provided by applicant: _____

Person(s) or organization(s) responsible for cleaning up debris, etc. after the parade: _____

In addition to the Klamath Falls City Code requirements outlined in Sections 6.200-6.235 the following additional requirements shall apply:

- 1) An application fee of \$50 to cover the City's cost of processing the application must be submitted with the application.
- 2) Proof of insurance naming the City as additional insured in amounts at least equal to those provided for in KFC 7.604 must be provided prior to issuance of the permit.
7.604 Insurance. The permit applicants shall be required to furnish satisfactory evidence of liability insurance providing for a minimum of \$1,000,000 per occurrence, and \$2,000,000 aggregate. The City shall be named as an additional insured. The liability insurance shall apply to and provide coverage for any and all claims for bodily injury, death and property damage arising from or caused by the activities of the said entity. The permit applicants may also be required to provide additional insurance, when determined in the sole discretion of the City, to protect against additional risk. Such insurance may include event spectator insurance, liquor liability, and excess insurance.
- 3) The organizer must reimburse all costs incurred by the City with respect to:
 - a) Security and traffic control provided by or through the City Police Department
 - b) Use of Street Division personnel and/or barricades for traffic control

I understand I am obligated to provide such additional information as may be required by the City Manager. Under penalties of perjury, I the undersigned, do hereby certify that the above information is correct to the best of my knowledge.

Signature Date