



PARADE/MOTORCADE PERMIT APPLICATION

City of Klamath Falls Development Services
226 South 5th Street, Klamath Falls, OR 97601
Phone: 541 883-4950; Email: DevServices@klamathfalls.city

City Use:
Date Received: _____
Fee Paid: _____
Proof of Ins.: _____

\$100 APPLICATION FEE

Application fee, signed application, insurance certificate and any required attachments should be submitted 30 days prior to event; please review insurance requirements below

Sponsoring organization name/address: _____
Phone: _____ Email: _____
Applicant name/address: _____
Phone: _____ Email: _____
Parade/motorcade chairperson name/address: _____
Phone: _____ 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, flaggers, 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 provide 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 Klamath Falls City Code requirements outlined in Sections 6.200-6.235 the following additional requirements shall apply:

- 1) **Application fee [see above]** to cover the City's cost of processing the permit must be submitted with this application.
- 2) **Proof of insurance** naming the City as additional insured in amounts at least equal to those outlined in KFC 7.604 must be provided prior to issuance of the permit. Certificate of insurance must be submitted with this application.
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 Occur block and Additional Insured block under General Liability must be marked. The Description of Operations block needs to contain "Additional Insured: City of Klamath Falls, its elected officials, employees, agents and volunteers." 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 at 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.

Authorized signature Printed name Date
updated 1-1-26