

# PARADE/MOTORCADE PERMIT APPLICATION

Date Received: \_\_\_\_\_ \$50 Fee Paid: \_\_\_\_\_ Proof of Insurance: \_\_\_\_\_

(Please review parade policy and insurance requirements attached.)

Name of Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Chairman of Parade/Motorcade: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

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.) You may contact the Streets Division or the Planning Department to talk about specifics:**

\_\_\_\_\_

Who will supply street barricades: \_\_\_\_\_

Will flaggers be utilized? Yes\_\_\_\_\_ No\_\_\_\_\_ **If so, they must be provided by the applicant, and the City requires certified flaggers for any event that a person may be directing traffic within the public right-of-way. OSHA Law requires a person be certified to direct traffic on any public roadway in Oregon.** Provide details for number of flaggers/locations: \_\_\_\_\_

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) 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 parade application must be submitted with the application.
- 2) Proof of insurance naming the City as an 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 evidence of liability insurance providing for a minimum of One Hundred Thousand Dollars (\$100,000.00) bodily injury coverage per person, Five Hundred Thousand Dollars (\$500,000.00) bodily injury insurance per occurrence, and One Hundred Thousand Dollars (\$100,000.00) property damage coverage, naming the City as an additional insured. The liability insurance shall apply to, and provide coverage for, any and all claims for bodily injury and property damage arising from or caused by the assembly for which the permit is granted.

[Amended by Ord. No. 6599, enacted May 21, 1990.]

- 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; and**
  - 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.

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Signature

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Date

## PARADES

**6.200**     **Definitions.**     As used in Sections 6.205 to 6.235, the following terms shall mean:

**Manager.**           The City Manager or his/her designee.

**Motorcade.**         An organized procession containing twenty-five (25) or more vehicles, except a funeral procession, upon any public street, sidewalk or alley.

**Parade.**           A march or procession consisting of people, animals or vehicles, or a combination thereof, except a funeral procession, upon any public street, sidewalk or alley, which does not comply with normal and usual traffic regulations or controls. "Parade" includes walking, jogging, running, biking and other similar events which do not comply with normal and usual traffic regulations and controls.

[Amended by Ord. No. 6600, enacted May 21, 1990.]

**6.205**     **Permits.**         No person shall conduct a parade or motorcade in or upon any public street, sidewalk or alley in the City or knowingly participate in a parade or motorcade unless and until a permit to conduct the parade or motorcade has been obtained from the City Manager or, as hereinafter provided, from the Council.

**6.210**     **Commercial Parades or Motorcades Prohibited.**     No permit shall be issued authorizing the conduct of a parade or motorcade which the City Manager finds is proposed to be held for the sole purpose of advertising a product, goods, wares, merchandise, or event, and is designed to be held purely for private profit.

**6.215**     **Offenses Against Parade.**     No person shall knowingly join or participate in a parade or motorcade conducted under permit from the City Manager in violation of any of the terms of the permit, nor knowingly join or participate in a permitted parade or motorcade without the consent and over the objection of the permittee, nor in any manner interfere with its progress, participants or orderly conduct.

**6.220**     **Permit Application.**     A person who wants to conduct a parade or motorcade shall apply to the City Manager for a permit at least thirty (30) days in advance of the date of the proposed parade or motorcade. The City Manager may, in his/her discretion, consider any application for a permit to conduct a parade or motorcade which is filed less than thirty (30) days prior to the date such parade or motorcade is to be conducted.

The application for such permit shall be made in writing on a form approved by the City Manager. In order that adequate arrangements may be made for the proper policing of the parade or motorcade, the application shall contain the following information:

(1) The name of the applicant, the sponsoring organization, the parade or motorcade chairperson, and the address and telephones of each.

(2) The purpose of the parade or motorcade, the date and when it is proposed to be conducted, the location of the assembly area, the location of the disbanding area, route to be traveled, and the approximate time when the parade or motorcade will assemble, start and terminate.

(3) A description and the number of the individual floats, animals, marching units, vehicles, bands, including a description of any sound-amplification equipment to be used.

(4) The number of persons proposed to be provided by the applicant to monitor the parade or motorcade.

(5) Such other information as the City Manager may consider reasonable and necessary.

#### **6.225 Issuance or Denial of Permit.**

(1) The City Manager shall issue a parade or motorcade permit conditioned upon the applicant's written agreement to comply with the terms of the permit, unless the City Manager finds that:

(a) The time, route and size of the parade or motorcade will disrupt, to an unreasonable extent, the movement of other traffic.

(b) The parade or motorcade is of a size or nature that requires the diversion of so great a number of Police officers of the City to properly police the line of movement and the areas contiguous thereto that allowing the parade or motorcade would deny reasonable police protection to the City.

(c) The parade or motorcade will interfere with another parade or motorcade for which a permit has been issued.

(d) The information contained in the application is found to be false or nonexistent in any material detail.

(e) The applicant refuses to agree to abide by or comply with all conditions of the permit.

(2) If the City Manager finds one or more of the criteria in Subsection (1), other than Subpart (e), he/she may impose such reasonable conditions in the permit as may be necessary to alleviate the finding, including but not limited to:

- (a) Requiring an alternate date.
- (b) Requiring an alternate route.

(c) Restricting the size of the parade or motorcade.

(3) The City Manager shall notify the applicant of the decision within five (5) days of receipt of the application.

(4) If the City Manager proposes alternatives or refuses to issue a permit, the applicant shall have the right to appeal the decision to the Council.

**6.230**     Appeal to Council.     An applicant under Section 6.220 may appeal the decision of the City Manager pursuant to Section 1.025.

**6.235**     Revocation of Permit.

(1) Any permit for a parade or motorcade issued pursuant to Section 6.225 may be summarily revoked by the City Manager at any time when by reason of disaster, public calamity, riot or other emergency the City Manager determines that the safety of the public or property requires such revocation. Notice of such action revoking a permit shall be delivered in writing to the permittee by personal service or be certified mail.

(2) A revocation determination may be appealed pursuant to the provisions of Section 1.025.