LONGMONT PARADE APPLICATION

- **Application should be filed with the Special Operations Section of the Longmont Police Department, 225 Kimbark St., at least four days prior to the event.**
- **For parade applications filed in conjunction with a Use of Public Places for Special Event application, please file all forms and fees with the City Clerk's Office, 350 Kimbark St.**
- **Include the $50 Parade Permit fee. Please make checks payable to 'City of Longmont.'**
- **For Parades assembling on private property, include a letter of consent from property owner.**
- **Please complete all information below. MUST BE TYPED**

APPLICANT & ORGANIZATION INFORMATION

Name of Organization: _____

Organization Address: _____

City, State & Zip: _____ Phone: _____

Name of Primary Contact / Event Organizer:_____

Address: _____

City, State & Zip: _____

Phone: _____ Cell Phone:_____

Email:_____

PARADE DETAILS

Type and Nature of Parade: _____

Description of Activities: _____

_____

_____

Date of Parade: _____ Time: _____am/pm to _____ am/pm

Assembly Point: _____

What time will participants begin to assemble? _____AM ☐ PM ☐

Starting Location: _____ Ending Location_____

Route Description (Be specific or include map): _____

_____

_____

_____

_____

_____

Yes ☐ No ☐ Will any streets need to be closed?

If YES you must follow City Use of Public Places Process – See City Clerk's Office.

Yes ☐ No ☐ Will the parade occupy the entire width of the streets along the route?

If no, how much of the street will be occupied? _____

Yes ☐ No ☐ Will handicapped parking be designated?

Yes ☐ No ☐ Has a lost child location been designated? Describe: _____

_____

Yes ☐ No ☐ Will amplified sound be used during the event? Describe: _____

_____

Yes ☐ No ☐ Are any persons or parties not permitted to participate in the parade? Explain: _____

_____

_____ Approximate number of participants?

_____ Number of animal entries?

Describe: _____

_____ Number of vehicle entries

Describe: _____

SIGNATURES

By signing this application I agree that I have read and understand the conditions of the Longmont Municipal Code pertaining to the type of permit for which I am applying. I acknowledge that the information contained in this application is true, correct, and complete to the best of my knowledge.

Print name: _____ Title: _____

Signature: _____ Date: _____