

License Fee: \$10.00 (4/415 100-44-4491-000)

Type of Parade (Please check all that apply)

Run \_\_\_\_\_

Walk \_\_\_\_\_

Parade \_\_\_\_\_

Bicycle Tour \_\_\_\_\_

Is this a timed event? Yes No

|                                      |
|--------------------------------------|
| <b>Office Use Only</b>               |
| <b>Place initials below</b>          |
| _____ Police Chief Approval          |
| _____ Fire Chief Approval            |
| _____ Public Works Director Approval |
| _____ City Clerk Approval            |

## CITY OF WAUPUN PARADE PERMIT APPLICATION

(PLEASE PRINT CLEARLY OR TYPE)

Applications must be received by the Police Chief no less than fifteen (15) days, but no more than sixty (60) days prior to the event.

**The non-refundable fee and certificate of insurance (including additional insured endorsement) must accompany the application at the time of filing.**

Organization: \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address: \_\_\_\_\_

Applicant in Charge of Event \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address: \_\_\_\_\_

Day of Parade: (circle) S M T W TH F S Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_ AM PM

Purpose of Event \_\_\_\_\_

Assembly Area \_\_\_\_\_

Starting Point \_\_\_\_\_

Termination Point \_\_\_\_\_

Describe route in space provided below or attach one (1) copy of route (typed or clearly handwritten).  
If you are also providing a map, please attach one (1) copy.

\_\_\_\_\_  
\_\_\_\_\_

Number of Units or Participants, whichever is greater \_\_\_\_\_

Number of live animal's \_\_\_\_\_

Mail permit to: \_\_\_\_ Organization \_\_\_\_ Applicant

Signature / Date \_\_\_\_\_

## **INSURANCE REQUIRMENTS**

1. Applicant must furnish a liability insurance policy in an amount of not less than one million (\$1,000,000) aggregate coverage, which shall be in force and effect at the time such parade or procession is to take place.
2. The policy must be endorsed naming the City as additional insured in connection with said parade or procession. Said endorsement must accompany the certificate at the time of filing.
3. Name of the parade and date of the parade needs to be listed on the certificate of insurance.
4. If a governmental entity is self-insured, it must provide evidence of alternative proof of coverage, in a form acceptable to the City Clerk.

## **CITY OF WAUPUN MUNICIPAL CODE** **Chapter 11.10 - PARADE REGULATIONS.**

### (1) DEFINITIONS.

- (a) Parade. Any parade, march, ceremony, show, exhibition, pageant or procession of any kind or any similar display, in or upon any street, avenue, alley, sidewalk, park or other public place in the City.
- (b) Person. Any natural person, firm, partnership, association, corporation, company or organization of any kind.

(2) PERMIT REQUIRED. No person shall engage in, participate in, aid, form or start any parade, except the following, unless a parade permit shall have been obtained from the Chief of Police:

- (a) Funeral processions.
- (b) Students going to and from school classes or participating in educational activities, providing such conduct is under the immediate direction and supervision of the proper school authorities.
- (c) A governmental agency acting within the scope of its functions.
- (d) The annual high school Homecoming Parade, Memorial Day Parade and Trail Days Parade.

(3) APPLICATION. A person seeking issuance of a parade permit shall file an application with the Chief of Police on forms provided by such officer.

- (a) Contents. The application for a parade permit shall set forth the name and address of the organization and person or persons in charge and responsible for its conduct; the date and time of day when the parade will be held; the route to be followed by the parade; the number of persons, vehicles or entries; the number and type of live animals, if any, included; the place of assembly and amount of space required; the portions of the street, sidewalk or other public property which will be required; the length of time required; an indication of what police assistance will be required; and such other information as may be required.
- (b) Filing Period. An application for a parade permit shall be filed with the Chief of Police not less than 15 days nor more than 60 days prior to the date on which it is proposed to conduct the parade.
- (c) Fee. There shall be paid at the time of filing the application for a parade permit the fee of \$10.00.

(4) STANDARDS FOR ISSUANCE. The Chief of Police shall issue a permit as provided for hereunder when, from a consideration of the application and from such other information as may otherwise be obtained, he finds that:

- (a) The conduct of the parade will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route.
- (b) The conduct of the parade will not require 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 as to prevent normal police protection to the City.

- (c) The concentration of persons, animals and vehicles at assembly points of the parade will not unduly interfere with the proper fire and police protection, or ambulance service to, areas contiguous to such assembly area.
- (d) The conduct of the parade will not interfere with the movement of firefighting equipment in route to a fire or ambulances in route to serving those having an emergency need for such vehicles.
- (e) The conduct of the parade is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or to create a disturbance.
- (f) The parade is scheduled to move from its point of origin to the point of termination expeditiously and without unreasonable delays in route.
- (g) The parade is not to be held for the sole purpose of advertising any product, goods or event, and is not designed to be held purely for public profit.

(5) NOTICE OF REJECTION. The Chief of Police shall act upon the application for a parade permit within 10 days after the filing thereof. In the Chief of Police disapproves the application he shall mail the applicant within 10 days after the date upon which the application was filed, a notice of his action, stating the reasons for his denial of the permit.

(6) APPEAL PROCEDURE. Any person aggrieved shall have the right to appeal the denial of a parade permit to the City Council. The appeal shall be taken within 5 days after notice. The City Council shall act upon the appeal within 30 days after its receipt.

(7) CONTENTS OF PERMIT. Each parade permit shall state the following information:

- (a) Its date and starting time.
- (b) Minimum and maximum speeds.
- (c) Maximum interval of space to be maintained between the units of the parade.
- (d) The route to be followed by the parade and the portions of the streets to be traversed that may be occupied by the parade.
- (e) The maximum length of the parade in miles, fractions of miles or entries.
- (f) Such other information as the Chief of Police shall find necessary to the enforcement of this section.

(8) DUTIES OF PERMITTEE. A permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances. The parade chairman or other person heading or leading such activity shall carry the parade permit upon his person during the conduct of the parade.

(9) PUBLIC CONDUCT DURING PARADES.

- (a) Interference. No person shall unreasonably hamper, obstruct or impede, or interfere with any parade or parade assembly or with any person, vehicle or animal participating or used in a parade.
- (b) Driving Through Parades. No person shall drive a vehicle between the vehicles or persons or entries comprising a parade when such vehicles or persons are in motion and are conspicuously designated as a parade.
- (c) Parking on Parade Route. The Chief of Police shall, when reasonably necessary, prohibit or restrict the parking of vehicles along a highway or part thereof constituting a part of the route of a parade. The Chief of Police shall post signs to such effect, and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof. No person shall be liable for parking on a street which is not so posted.

(10) REVOCATION OF PERMIT. The Chief of Police shall revoke a parade permit issued hereunder upon application of the standards for issuance as herein set forth.

(11) PENALTY. Any person who shall violate any provision of this section shall be subject to a penalty as provided in [§18.04](#) of the Municipal Code. Each violation and each day a violation occurs or continues shall be a separate offense.