



# Parade Permit Application

All fields must be complete. Application must be filed at least 30 days prior to parade date.

Proof of insurance must be attached to application.

**Organization/Sponsor & its Authorized Representative Please Print**

Name of Organization/Sponsor: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Web Address of Organization/Sponsor: \_\_\_\_\_  
Name of Authorized Representative: \_\_\_\_\_  
Address: State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Primary On-Site Contact Person Please Print**

Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**PARADE INFORMATION:**

NAME OF EVENT: \_\_\_\_\_  
DATE: \_\_\_\_\_ ALTERNATE RAIN DATE: \_\_\_\_\_  
EVENT Start Time: \_\_\_\_\_ am / pm      EVENT End Time: \_\_\_\_\_ am / pm  
STAGING Start Time : \_\_\_\_\_ am / pm      TEAR DOWN End Time: \_\_\_\_\_ am / pm  
STAGING LOCATION: \_\_\_\_\_ STARTING LOCATION: \_\_\_\_\_  
ENDING LOCATION: \_\_\_\_\_  
Notification for street closures: yes \_\_\_\_\_ no \_\_\_\_\_ why: \_\_\_\_\_

**Parade Detail:**

We estimate the total number of entries to be: \_\_\_\_\_

We estimate the entries to be broken out as follows:

_____ Floats	_____ Car units
_____ Horse units	_____ Military units
_____ Single vehicle units	_____ Marching units
_____ Other	



## Parade Permit Application

EVENT NAME: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

### NOTICE TO APPLICANT:

The City reserves the right to prohibit any entrant from participating in the parade for the following:

- The units in the entry may cause damage to the streets.
- The people associated with the unit are displaying signs of being under the influence of alcohol or drugs.
- The person responsible for a horse or other animal unit does not have control over the animal.
- Or any other reason as determined by City Officials.
- Ordinance No. 4597 and Section 12-406 of the City of Liberal Code Book state: "The approved route for parades within the Corporate City Limits shall be along Kansas Avenue from Eleventh Street to Trail Street."

The undersigned, its agents, servants, employees, invitees, volunteers and successors and assigns further agree to save harmless and forever indemnify the City of Liberal, its officers, agents, servants, and employees, enumerated volunteers, from any and all liabilities, damages, claims, expenses, suits, arbitrations, judgments and/or executions plus attorney's fees and the cost of investigation for any bodily injury, personal injury, wrongful death and property damage arising out of or in any way connected to the event herein.

The undersigned, its agents, servants, employees, invitees, volunteers and successors and assigns further agree to save harmless and forever indemnify the City of Liberal, its officers, agents, servants, and employees, enumerated volunteers, from any claims made by any person for any loss, damage or injury resulting from or arising out of any acts or omissions of the undersigned or any other persons acting on behalf of the undersigned, with regard to or in connection with the event. The undersigned's responsibility under this section shall not be limited to the required or available insurance coverage.

I HEREBY AFFIRM THE ABOVE STATEMENTS ARE TRUE AND CORRECT AND ALSO AGREE TO COMPLY WITH ORDINANCE 4597 AND OTHER APPLICABLE REGULATIONS AND LAWS THAT MAY APPLY. **THIS PERMIT WILL EXPIRE IN 60 DAYS FROM THE DATE OF APPROVAL.**

I HEREBY UNDERSTAND THAT THERE WILL BE A FINE OF UP TO \$2500.00 FOR VIOLATIONS.

PRINT NAME: \_\_\_\_\_

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PERMISSION IS HEREBY GRANTED TO HOLD THE EVENT DESCRIBED IN THIS APPLICATION. THIS PERMIT SHALL NOT BE CONSTRUED TO PERMIT ANY VIOLATION OF APPLICABLE LAWS, REGULATIONS, ORDINANCES, AND CODES.

AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_