



PARADE PERMIT APPLICATION

Information:

Festival/Organization: _____

Contact:

Primary Parade Coordinator Contact: _____
Address: _____
Phone: _____
Email: _____

Secondary Parade Coordinator Contact: _____
Address: _____
Phone: _____
Email: _____

Details:

Date of Parade: _____
Start Time: _____
Starting Location: _____
Ending Location: _____
Ending Time: _____
Parade Route: _____

Participant (please indicate the number of anticipated):

Vehicles: _____
Float/Trailer: _____
Marching Unit: _____
Parking Restrictions: Yes No If yes, please describe where: _____

Responsibilities (of the festival/organization committee):

The organizing committee must name a primary and secondary parade manager who will operate and supervise the parade route and activities.

The following criteria must be met:

- This must be submitted and approved by listed entities at least 10 days before the event date and before a Village Council meeting where the parade and street closures or restrictions will be announced.



- Coordinate the use of special duty officers with the Knox County Sheriff or State Highway Patrol for blocking/controlling traffic and for the lead/tail of the parade.
- Law enforcement staffing for the event shall be the responsibility of the applicant and shall coordinate the use of special duty officers or other responsible adults to monitor each blocked intersection/closed street.
- Intersections, closed streets, etc. along the parade route to be sufficiently barricaded/coned off so as to prevent traffic throughput.
- Notify the local ODOT office of the road closure of State Route 3/US Route 36 and State Route 314 and coordinate the need for electronic message boards indicating the closure placed for detour purposes at the appropriate locations in Sunbury and Mount Vernon. Post organization-owned detour signage in appropriate locations to inform/direct traffic.
- Applicant shall provide proof of adequate insurance or liability protection for the event.
- Provide parade participants with registration forms that include information on the parade route, return routes, parking following the parade, etc.
- No person participating in a parade taking place in the Village shall throw or distribute candy or other material from a motor vehicle, float, wagon, or other similar parade vehicle. Candy or material may be handed or passed out by individuals walking in a parade and/or walking alongside a vehicle, float, wagon, or other similar parade vehicle.
- You must attach the participant registration form provided by the organizing committee.
- You must include a map of the parade which must include the route description including street names.

I have read, understand, and agree to abide by the terms of this agreement.

Primary Parade Manager

Date

Secondary Parade Manager

Date

Reviewed and approved by:

Mayor/Village Administrator

Date

Knox County Sheriff

Date

Ohio Department of Transportation N/A

Date

