

## **CITY OF REIDSVILLE PARADE/SPECIAL EVENT PERMIT APPLICATION**

No person shall engage in, participate in, aid, form or start any parade or special event on public property unless a permit is obtained from the City Manager. An applicant can request any public location for the parade/special event, but the City Manager may use his discretion to determine which City venue is most appropriate for the event. Closing of City streets is reserved only for permitted parades and extraordinarily large community-wide events accommodating the expectation of more attendees and needed parking than can be accommodated by the utilization of other City-owned properties. *(Attached is a listing of available City venues.)* No person may conduct or otherwise participate in any parade or special event between 10:30 p.m. and 6 a.m.

An application for a permit shall be filed with the City Manager at least thirty (30) business days and no more than 180 days before the time at which it is proposed to conduct the parade or special event. The City Manager will not approve any application for a permit when the City Manager finds that there is a conflict in schedule with some other event for which a permit has already been granted. Within ten (10) business days after the filing of the application, the City Manager shall issue a permit based on criteria as cited in the City's Parades and Special Events Ordinance *and as recommended by City's Technical Review Committee*. If the request to close a public street is denied, the applicant may appeal to the City Council *within two business days*, which will require a special meeting of Council *within seven (7) days of receiving the appeal* that must be advertised at least 48 hours in advance of said meeting.

All applicants are responsible for providing public restroom facilities and making arrangements for electrical hookup, if necessary. Applicants may not use the restrooms or electrical power of area merchants unless the applicant receives written permission from the merchant prior to the event.

**NAME OF PARADE/SPECIAL EVENT:** \_\_\_\_\_

**VENUE/STREET SOUGHT FOR EVENT:** \_\_\_\_\_

**PERSON APPLYING TO HOLD PARADE OR SPECIAL EVENT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

If the parade or special event is designed to be held by, or on behalf of, or for, any individual or entity other than the Applicant, the Applicant for such Permit shall file with the City Manager a written document from the person or entity proposing to hold the parade or street event, authorizing the Applicant to apply for the Permit in the person's or entity's behalf.

**ORGANIZATION CONDUCTING PARADE OR SPECIAL EVENT:**

Name: \_\_\_\_\_  
Address of  
Headquarters \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**PARADE OR SPECIAL EVENT CHAIRMAN:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**PARADE/SPECIAL EVENT DATE AND TIME:**

Event Date: \_\_\_\_\_  
Time: From \_\_\_\_\_ To \_\_\_\_\_

**PROPOSED PARADE ROUTE/EVENT LOCATION:**

Starting Point: \_\_\_\_\_  
Route to follow: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Ending Point: \_\_\_\_\_  
OR  
Location of Special Event: \_\_\_\_\_

Is it expected that this parade/special event will occupy all or any portion of the width of any street in the City? Please explain.

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

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**COMPOSITION OF PARADE:**

Number of Marchers: \_\_\_\_\_  
Types of Marchers: \_\_\_\_\_  
Number of Vehicles: \_\_\_\_\_  
Description of Vehicles: \_\_\_\_\_  
\_\_\_\_\_  
Number of Animals: \_\_\_\_\_  
Types of Animals: \_\_\_\_\_  
\_\_\_\_\_

**COMPOSITION OF SPECIAL EVENT:**

Description of Activities Planned: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Description of Sound Amplification Equipment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**DATE**

**If the application is denied the applicant will have two business days to appeal the City Manager's decision and may request a special meeting of the City Council for the appeal.**

**Parades and Special Events Ordinance Revised *June, 2016***