

# APPLICATION FOR PARADE PERMIT

Governed by Lincoln Municipal Code Chapter 5.35

Revised 7/21/11

## THERE IS NO FEE

### PLEASE BE ADVISED:

- **Original** Application must be received by the City Clerk a **minimum of 10 days prior** to the event. Faxes of Applications are **not** acceptable. We must have original signatures.
- Lincoln Municipal Code Section 5.35.010 states “No parade permit shall be issued for a parade or similar display within the congested districts between the hours of 7:30 a.m. and 9:00 a.m., and between the hours of 4:30 p.m. and 6:00 p.m., Monday through Friday.”
- Route/location must be written out **IN DETAIL** and a **MAP PROVIDED**.
- Applicant’s signature must be **witnessed** by another party.
- If sound amplifying equipment is to be used, including hand-held bullhorns, please contact the Lincoln-Lancaster County Health Department for rules and regulations on Noise Variance Permits at (402) 441-8040.
- RETURN APPLICATION & MAP OF ROUTE TO: City Clerk’s Office, 555 S. 10<sup>th</sup> St., Lincoln NE 68508. Questions? Call Teresa at (402) 441-7437.

**Please PRINT using blue or black ink only.**

1.

APPLICANT'S INFORMATION					
NAME:					
STREET ADDRESS:					
CITY:		STATE:		ZIP:	
PHONE #:			CELL #:		
CONTACT PERSON:					
CONTACT'S PHONE #:			CELL #:		
EMAIL ADDRESS:					

2.

ORGANIZATION'S INFORMATION <i>(if applicable)</i>					
NAME:					
STREET ADDRESS:					
CITY:		STATE:		ZIP:	
PHONE #:			CELL #:		
AUTHORIZED REPRESENTATIVE:			PHONE #:		
EMAIL ADDRESS:					

3. **MAILING ADDRESS**

<b>NAME:</b>					
<b>STREET ADDRESS:</b>					
<b>CITY:</b>		<b>STATE:</b>		<b>ZIP:</b>	

4. **EVENT INFORMATION**

<b>DATE(S):</b>		<b>TIME OF EVENT:</b>	
<b>RAIN DATE(S):</b>		<b>PROJECTED ATTENDANCE:</b>	
<b>DURATION*:</b>			

\*Include time for set up/tear down (i.e., if set up begins at 8 a.m. & the event is from 9 a.m. to 10 a.m. & tear down/clean up is 10 a.m. to noon, for "Duration:" put 8 a.m. to noon.)

5. **PURPOSE OF PARADE/PROTEST**


6. **FOR PROTESTS**  
**Please explain in DETAIL what you will be doing (marching up & down sidewalk, holding signs, etc.) (include any amplifying equipment or props you may use):**


7. **WILL PARADE(PROTEST) BE ON THE ...**

Sidewalk: _____	Street: _____	Other: _____
If <b>Other</b> , please explain:		

**Please Note:** Applicants shall be responsible for all traffic control arrangements, equipment & fee's deemed necessary by the Public Works-Traffic Operations and the Lincoln Police Department.

8. **PLANNED ROUTE (LOCATION)**  
**Describe in written DETAIL and include map of route; if on the sidewalk, give nearest building address or which corner of the intersection you plan to be on, etc.):**


9. **DO YOU DESIRE A POLICE ESCORT:**      Yes       No

\*If **Yes**, you must contact J.J. Mayer of the Lincoln Police Dept. at 441-7238 to arrange for off-duty officers & to pay the appropriate fees.

Contact person <u>at</u> the event:		Cell Phone #:	
Start Point of Escort:			
End Point of Escort:			
Time Officer is to Arrive:			

**HOLD HARMLESS AGREEMENT**

**Please read, sign (have signature witnessed) & date the Hold Harmless Agreement below:**

The applicant, on behalf of the applicant and the applicant’s organization (if applicable) hereby agrees to indemnify and hold harmless the City, its officers, agents and employees from and against claims, damages, losses, and expenses including attorneys fees arising out of or related to this permit or the permitted Special Event, or activities related to the use requested that is caused by the applicant, or anyone directly or indirectly employed, authorized, or under the direction of the applicant, or anyone for whose acts any of them may be liable for. This agreement shall not require the applicant to indemnify or hold harmless the City for any losses, claims, damages and expenses arising out of the sole negligence of the City.

The City shall not be responsible nor be held liable for any damage consequent upon the use, misuse or failure of any equipment used by Applicant or anyone directly or indirectly employed by Applicant. The Applicant’s acceptance or use of any City equipment shall mean that Applicant accepts full responsibility for any loss or damage to the equipment while the equipment was used or under the control of Applicant, or anyone directly or indirectly employed by Applicant. In addition to paying for any such damage to the equipment itself, the Applicant hereby agrees to indemnify and hold harmless the City, its officers, agents and employees from and against claims, damages, losses, and expenses including attorneys fees arising out of the use, misuse or failure of such equipment. Such indemnification applies regardless of whether such damage or loss is incurred by any employee or property of Applicant, the City or other persons. Such indemnification shall not be qualified or reduced in any way because the City may have provided the subject equipment (regardless of associated fees) to the Applicant.

**The undersigned person, as the Applicant, does hereby agree to comply with all related municipal ordinances, rules, regulations, and other applicable laws.**

**The undersigned person, as the Applicant, does hereby agree and represent that he or she is legally capable to sign this application and to lawfully bind the Applicant (and the Applicant’s Organization, if applicable) to the terms and conditions herein.**

_____	_____	_____
Printed Name of Applicant	Date	Applicant’s Signature
_____	_____	_____
Printed Name of Witness	Phone Number	Witness Signature

***Applications are available on the City’s web site at “www.lincoln.ne.gov”***

REVIEWING ACTION - OFFICE USE ONLY			
DEPARTMENT	APPROVED / DENIED	SIGNATURE	DATE
Public Works / Traffic Operations:			
Police Dept.:			
StarTran:			
Parks Dept.: (only if event involves Park Property)			
Mayor's Office: (only in event of Denial & Appeal)			

COMMENTS