

APPLICATION FOR SPECIAL PARADE PERMIT

Cincinnati Police Department, Special Events Unit
150 E. Freedom Way
Cincinnati, OH 45202
(513) 352-5430
www.cincinnati-oh.gov



TO BE COMPLETED IN DUPLICATE AND RETURNED THIRTY (30) DAYS PRIOR TO THE EVENT. A CERTIFICATE OF INSURANCE, WITH THE **CITY OF CINCINNATI** AS A NAMED OR ADDITIONAL INSURED MUST ACCOMPANY THIS APPLICATION. A COPY OF THIS APPROVED PERMIT MUST BE ON HAND FOR INSPECTION BY CITY OFFICIALS AT THE STARTING TIME OF THE PARADE/RACE.

To the Chief of Police:

I (we) hereby apply for a special parade permit as provided by Cincinnati Municipal Code, Section 510-3.

1. **Name of Event:** _____

2. **Event Sponsor/Producer:** _____

3. **Contact Person(s) responsible for and authorized to represent this permit on all matters:**

Name: _____ Phone: _____

Address: _____ Zip Code: _____

E-Mail Address: _____

4. **Event Information:**

Date of Event: _____ Time of Event: _____ to _____

Staging Area: _____

Proposed Route: _____

Parade/Race Route will utilize sidewalks ONLY: **Yes** **No**

Nature/Description of Event: _____

ESTIMATED NUMBER: Pedestrians _____ Vehicles _____ Animals _____ Floats _____

(Non Standard Vehicles, Floats, & Animals - list all information below)

Non Standard Vehicles & Floats Info: (List size, weight, description, etc.)

Conditions of This Permit:

1. The permit holder shall be responsible for notifying all residents whose sole route for ingress and egress from their residences is affected by the street closures associated with the event.
2. The permit holder shall be responsible for the cost of any barricades, cones, bike racks, or other traffic control devices deemed necessary by the Police Department for effective traffic control during the event.
3. The permit holder shall, at its expense, secure and keep in force at all times, general liability insurance in the amount of \$500,000 and provide the City with a certificate of insurance naming the City as the Certificate Holder and an additional insured.
4. The laws of the City of Cincinnati and State of Ohio must be observed, including but not limited to litter, noise, liquor, and conduct. Special attention should be paid to restrictions during parades outlined in Section 510-3 of the Cincinnati Municipal Code.
5. The City of Cincinnati will be held harmless from any claim for damage that might arise by reason of the issuance of this permit.
6. This permit is valid for the above date(s) and time(s) only. A copy of the permit must be in the applicant's possession at the time of the event.

Signature of Applicant/Authorized Person

Date Submitted

REVIEW BY THE RISK MANAGER

Policy Number

Date of Insurance

Name of Insurance Company

I have reviewed the submitted Certificate of Insurance and find that it:

1. Lists the sponsoring group, association, or organization and the **City of Cincinnati as a Named or Additional Insured.**
2. Provides liability insurance in the amount of \$500,000 against all hazards arising from the holding of the parade.

I have reviewed the insurance and hereby: **APPROVE**_____ **DISAPPROVE**_____

Risk Manager

PERMIT

In accordance with the provision of Section 510-3 CMC, we have reviewed this application and hereby GRANT (_____) DENY (_____) the issuance of the permit in accordance with the above information and Cincinnati Municipal Code.

THIS PERMIT IS APPROVED **CONTINGENT** UPON HIRING: _____ POLICE OFFICERS, AND
_____ POLICE SUPERVISORS,
FOR THE PARADE/RACE DETAIL

POLICE DEPARTMENT SUPERVISOR DATE

CHIEF OF POLICE DATE