

TOWN OF RICHLANDS

Parade Permit Application

In accordance with Town Ordinance 92.03, this application must be filed within 72 hours of your planned event

I. General Information

Event Name: _____

Event Date: _____

Assembly Location: _____

Assembly Time (Start/End): _____

Event Hours: _____

Dispersement Time (Start/End): _____

Estimated Attendance: _____

Previous Year's Attendance: _____

II. Event Route

Please provide a detailed route of the event. Include start and finish points, street name(s) and directions of travel

---Attach route map on a separate sheet---

III. Brief Description of the Event

IV. Event Details

YES NO

☐

☐

Is the event currently an annual occurrence?

☐

☐

Is the applicant providing written authorization from each sponsor?

☐

☐

Will the parade utilize the entire right-of-way?

Half of the road: _____ Sidewalk only: _____

IV. Event Details (continued)

YES	NO	
☐	☐	Will there be any animals involved in the parade? If yes, how many? _____
		Types of animal(s): _____
☐	☐	Are there vehicles participating in your event? If yes, how many? _____
		Types of vehicle(s) _____
☐	☐	Are there towed floats involved with the event? If yes, how many? _____
☐	☐	Are there marching bands in your event? If yes, how many? _____
☐	☐	Will your event utilize ANY sound amplification devices? _____

V. Applicant and Sponsoring Organization Information

	YES	NO	
Sponsoring Organization Name: _____	Non-Profit?	☐	☐
Applicant Full Name: _____			
Address: _____			
Phone: _____	Fax: _____	Email: _____	
On-Site Contact Name: _____			
Address: _____			
Phone: _____	Cell: _____	Email: _____	

VI. Email Questions to:rpdcchief@richlandsnc.gov**Or Call:**

(910) 324-3301

Email completed application and a copy of your route plan to rpdcchief@richlandsnc.gov, hand deliver the application to the Richlands Town Hall at 302 South Wilmington Street or Mail to:

Richlands Police Department

Attn: Parade Permits

PO Box 245

Richlands, NC 28574

RELEASE AND INDEMNITY AGREEMENT

In consideration of restricting, limiting or controlling the traffic on the Town's public streets and allowing the sponsor(s) named herein the use the Town's public streets, the sponsor(s) hereby releases and forever discharges the Town, its agents and employees, from any and all claims, demands, expenses, costs and liabilities of any kind or nature directly or indirectly related to any personal injury and/or property damage arising out of the Event, except those claims that result from the negligence of the Town or a Town employee acting within the scope of the employment. The sponsor(s) shall indemnify, defend and hold harmless the Town, its agents and employees from and against any and all claims, demands expenses, costs and liabilities of any kind or nature, directly or indirectly caused by, arising out of, or related to the intentional, negligent or reckless acts or omissions of the sponsor(s), its agents, employees, sub-contractors, guests and event participants.

INSURANCE

During the performance of the Service described herein, the sponsor(s) shall maintain Commercial General Liability to protect the sponsor(s) and the Town against any and all injuries to third parties, including personal injury and property, and special and consequential damages, resulting from any action, omission or operation by the sponsor(s) or in connection with the services described herein. This insurance shall provide bodily injury and property damage limits of not less than \$1,000,000 for each occurrence, respectively. The minimum liability coverage required may be increased depending on the nature of the services provided.

The sponsor(s) shall provide with this application an original, signed Certificate of Insurance evidencing the General Liability Insurance and, in that certificate of insurance, shall name the Town as an additional insured and state that the coverage is primary to any other coverage the Town may possess. Failure to deliver a valid certificate of insurance or cancellation of the insurance prior to the event will result in this permit being denied or immediately revoked.

NOTES:

- 1- Do not announce, advertise, or promote your event until you have a signed permit.
- 2- The Richlands Police Department shall determine the number of officers needed to appropriately control traffic, provide for security for your event, and the time such services shall commence and end.
- 3 - When permitted, the permit is for public rights-of-way only. Any use of private property must be negotiated with property owner.

(Print Sponsor(s)'s Name)

Signature of Authorized Party

Print Name and Title of Authorized Party

Print Address