



Parade Permit Application

Date _____

Applicant Name _____

Address _____ Phone _____

Organization _____ Auth. Rep. _____

Please check one:

- Individual
 D/B/A
 Organization
 Partnership
 Corporation
 Profit
 Nonprofit

Organization Address _____ Organization Phone _____

Parade Title _____

Parade location: _____

Parade Coordinator _____ Phone _____

On-Site Contact On Event Day _____ Phone _____

Parade Date _____ Parade Start Time _____ Parade End Time _____
(Not earlier than 7 a.m.) (Completed not later than 10 p.m.)

Set-Up Time _____ Teardown Time _____

Number Expected of:

Participants _____ Attendees _____ Animals _____

Animal Types Expected:

Number of motorized vehicle or floats: _____

Max. Dimensions: Height _____ feet / Weight _____ lbs. Space to be Maintained Between Units of the Parade: _____ Feet

Tents or Other Temporary Structures

If you plan to erect tents, canopies, seating, awnings, booths, first aid stations, portable restrooms or other temporary structures, they must meet the City's Fire and Building Codes. Please describe:

Quantity	Sizes	Types	Fire Retardant Letter	
_____	_____	_____	____ Yes	____ No
_____	_____	_____	____ Yes	____ No
_____	_____	_____	____ Yes	____ No
_____	_____	_____	____ Yes	____ No

Do You Plan to Serve or Sell Food or Beverages? _____ Yes _____ No	If YES, attach copies of any licenses/permits issued by the appropriate agencies for such vendors. Such vending shall comply with all state and local laws.
--	---

Do You Plan to Use Loudspeakers or Amplified Sound? _____ Yes _____ No	If YES, please indicate on Page 3's sketch or map the location and orientation of those systems or whether they will be mounted on the floats. Speakers should not be positioned so as to adversely affect any adjacent residential district between the hours of 7:00 a.m. and 10:00 p.m.
--	--

Do You Plan to Use or Allow Signs at the Parade? _____ Yes _____ No	If YES, please provide details of any planned signage: _____ _____ _____
---	---

Do You Plan to Dispose of Wastewater? _____ Yes _____ No	If YES, Applicant shall submit a plan for disposal of any wastewater in connection with the Parade and such plan must be approved by the Utilities Department.
--	--

Other Permits & Fees: Check all components that are part of your event. Additional fees, permits or reservations may be required.

- | | | | |
|---|--|--|--------------------------------------|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Banners/Signs | <input type="checkbox"/> Liquid propane | <input type="checkbox"/> Electricity |
| <input type="checkbox"/> Barricades/Traffic Cones | <input type="checkbox"/> Fireworks | <input type="checkbox"/> Alcohol | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Portable Restrooms | <input type="checkbox"/> Special Parking | <input type="checkbox"/> Temporary Water Meter | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Merchandise Sales | <input type="checkbox"/> Park Property | <input type="checkbox"/> Other _____ |

Map or Sketch of Parade Route, Equipment, and Parking Plan

Place a check next to each item included in your event, and on the next page, please map or sketch out their locations:

- | | |
|--|--|
| <input type="checkbox"/> Parade Route – identifying all streets to be used or blocked and indicating whether all or only a portion of the street is to be used. | |
| <input type="checkbox"/> Assembly area | <input type="checkbox"/> Disbanding area |
| <input type="checkbox"/> Plan of evacuation and proposed fire lanes | <input type="checkbox"/> Placement of Amplified Sounds/Loudspeakers |
| <input type="checkbox"/> Barricades Quantity _____ Size _____ | <input type="checkbox"/> First Aid Stations Quantity _____ Staffing _____ |
| <input type="checkbox"/> Tent(s) Size(s) _____ | <input type="checkbox"/> Dumpster(s) Number/Size/Capacity _____ |
| <input type="checkbox"/> Portable Restrooms # Regular _____ # Handicapped _____ # Others _____ | |
| <input type="checkbox"/> Alcoholic Beverages Give-Away (Y/N) _____ Selling (Y/N) _____ Type _____
(examples: beer, wine) | |
| <input type="checkbox"/> Parking arrangements (include the following): | |

Will parking spaces be utilized by this event? Yes _____ No _____

NOTE: The number of parking spaces provided must accommodate projected attendees plus 10% surplus. Also, provide information concerning layout of parking, including aisle widths, and size of parking spaces.

Parking attendants? Yes _____ No _____ If yes, how many? _____

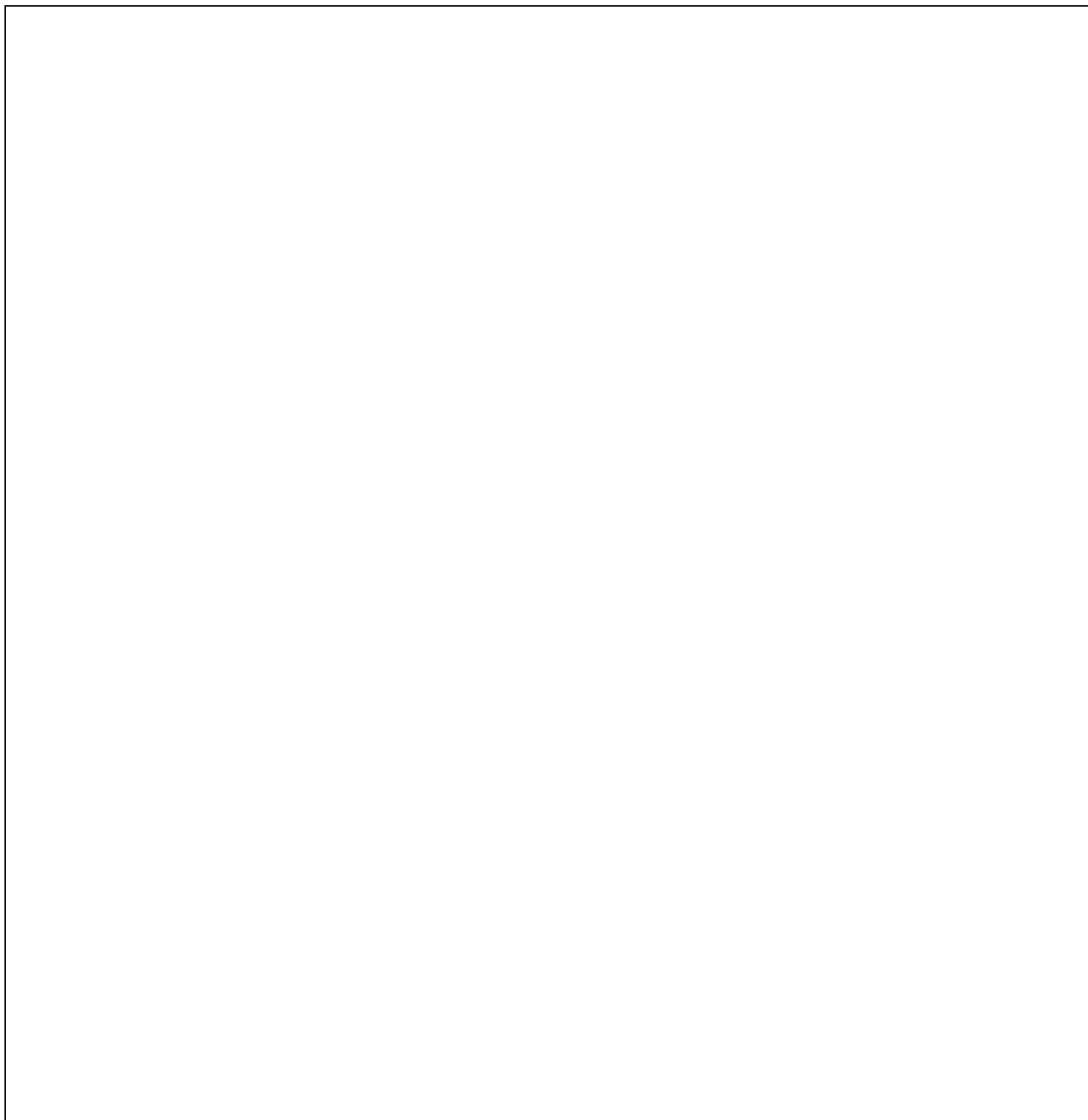
Will there be any off-site parking? Yes _____ No _____

If YES, and parking is on private property, applicant must submit permission from property owner. See Page 4

Will there be any proposed parking along a street or highway or any part thereof? Yes _____ No _____

How will participants and attendees be transferred to the Parade assembly area or Parade route and returned to the parking area? _____

Map or Sketch



Suggested Map Symbols:



Parade
Route



Assembly
Area



Disbanding
Area



Evacuation/
Fire Lanes



Loudspeaker
Placement



Barricade



First Aid
Station



Tent



Dumpster



Portable
Restroom



Alcohol
Bev. Distribution

Don't forget to indicate where
parking will be located

Directions for completing this map/sketch are on the previous page.

Security, Crowd Control and Traffic Control

The Applicant may be required to provide police officers for security, crowd control, and traffic control at the Parade. The total number of police officers working at the Parade is determined by the Round Rock Police Department, and in some cases may use planning variables, including: size, location, duration, time and date, the number of streets and intersections blocked or utilized and the need to detour or preempt citizen travel and use of the streets and sidewalks.

I do solemnly swear (or affirm) that all the answers given and statements made on this Application are full, true and correct to the best of my knowledge and beliefs. I have been given a copy of the ordinance and have read the provisions contained therein and agree to abide by them.

Applicant: _____

I hereby grant the Applicant and any affiliated organization permission to use my property in connection with the Parade and as described herein.

Property Owner/Address: _____ / _____ Phone: _____

Property Owner/Address: _____ / _____ Phone: _____

Please attached copies of any required permits or other documents as described in Section 1.3600 of the City of Round Rock Code of Ordinances.

Office Use Only

Application #: _____ Check #/Amt: _____ / _____ Cash Amt: _____

Credit Card Amt: _____ Card #/Type/Exp.: _____ / _____ / _____ Receipt #: _____

Comments: _____

Additional equipment or personnel:

Equipment: _____

Public Safety Personnel $\frac{\text{_____}}{\text{\# of Staff}} \times \frac{\text{_____}}{\text{\# of Hours}} \times \$ \frac{\text{_____}}{\text{Hourly Wage}} = \$ \frac{\text{_____}}{\text{Subtotal Personnel Cost}}$

Public Works Personnel $\frac{\text{_____}}{\text{\# of Staff}} \times \frac{\text{_____}}{\text{\# of Hours}} \times \$ \frac{\text{_____}}{\text{Hourly Wage}} = \$ \frac{\text{_____}}{\text{Subtotal Personnel Cost}}$

Other Additional Charges:

_____ $\frac{\text{_____}}{\text{\# of Units}} \times \$ \frac{\text{_____}}{\text{Unit Cost}} = \$ \frac{\text{_____}}{\text{Subtotal for this Item}}$
 Nature of Cost

_____ $\frac{\text{_____}}{\text{\# of Units}} \times \$ \frac{\text{_____}}{\text{Unit Cost}} = \$ \frac{\text{_____}}{\text{Subtotal for this Item}}$
 Nature of Cost

_____ $\frac{\text{_____}}{\text{\# of Units}} \times \$ \frac{\text{_____}}{\text{Unit Cost}} = \$ \frac{\text{_____}}{\text{Subtotal for this Item}}$
 Nature of Cost

TOTAL ADDITIONAL COSTS = \$ _____