MAIL TO:
Public Works Street and Traffic Division
5th Floor, City Hall
414 East 12th Street
Kansas City, Mo 64106-2705

816-513-2581
Fax: 816-513-2715

# PARADE APPLICATION



*Permit, if issued, authorizes Applicant and Sponsor Organization to conduct a parade or procession of persons and/or more than three vehicles to walk and/or be driven on specified streets in Kansas City, Missouri, with escort and traffic control assistance provided by the Kansas City Police Department. (Code of Gen. Ords. 70-263)*

- *Two months prior to your event, mail completed Application with Required Documents (see side 2)*
- *Read & comply with the "General Requirements & Conditions" (see side 2).*
- *Applicant should also make preliminary contact with the Police Department (see side 2).*
- *Submit ORIGINAL document(s) only – DO NOT fax or submit photocopies.*
- *Deadline: An Application submitted for review less than ten (10) business days prior to the event will be denied.*

-All information is required and must be legible-

| | | |
|---|---|---|
| *Name of Event:* | | |
| *Sponsor Organization:* | | |
| *Mailing Address:* | | |
| *Insurance Company:* | | *Policy Number:* |
| *Date of Event:* | *Starting Time:* | *Ending Time:* |
| *No. People Walking:* | *No. People Riding:* | *Number of Motor Vehicles:* |
| *No. Floats:* | *No. Bands:* | *No. Horses:* |
| *Other Special Units (Describe):* | | |
| *Description of the route (indicate starting point, name each street to be traveled and indicated direction of movement using N-S-E-W, and indicate ending/dispersal point):* | | *Diagram attached? Yes____ No ____* |
| | | |

*CERTIFICATION –I certify that the information submitted in connection with this parade application is true and accurate, to the best of my knowledge. I agree to adhere to the "General Requirements & Conditions" contained herein, and understand that failure to do so will render the parade permit, if issued, void. The City of Kansas City, Missouri shall be held harmless from any liability resulting from the conduct of this event. I am submitting attached to this Application the following items (see side 2):*

- ❑ *Certificate of Insurance*
- ❑ *Proof of Clean-up Agreement*
- ❑ *Notification of Adjacent Property Owners*
- ❑ *List of Addresses Notified*
- ❑ *Proof of Publication*
- ❑ *Parade Fee*

*Signature of Applicant:*_____
*Date:*_____

*Print or type Name:*_____ *Telephone:* _____
*Fax:*_____

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# PARADE APPLICATION

## GENERAL REQUIREMENTS & CONDITIONS

*A.* **Application Review Process** – We will fax your application to the following agencies for review and comment regarding the impact of your proposed event on facilities, equipment and personnel under their jurisdiction: *Police Department* (Raymond Powell, phone: 816-329-0911 fax: 482-8172), *Area Transportation Authority* (Jessie Ward, phone: 346-0246 fax: 346-0305), *Parks & Recreation Department Marketing/ Events Administrator (Shannon Dooley*, phone:513-7675 fax: 513-7715), *Convention & Entertainment Centers Department* (Julie Rischer, phone: 513-5265 fax: 513-5002) and *Downtown Council of Kansas City* (Ann Robertson, phone: 421-1539 fax:421-1661), as well as to other agencies which may be affected, such as: *Missouri Department of Transportation* (Vernon Koch: 607-2190 fax: 622-0440). *Crown Center* (Jason Blonde, phone: 391-4407 fax:391-4477), and *JC Nichols Plaza* (Brad Drees, phone: 561-3456 fax: 960-6284).

*B.* **Certificate of Insurance** – *Required Document* – Submit with the application an original Certificate of Insurance as evidence that the Sponsor Organization has and will maintain during this event *General Liability* insurance in an amount not less than *one million dollars combined single limit per occurrence, and two million aggregate, written on a an occurrence basis,* issued by a surety which is licensed to do business in the State of Missouri. The Certificate of Insurance must: 1) name as both an Additional Insured and as Certificate Holder the **"City of Kansas City, Missouri, 414 East 12th Street, 5th Floor, Kansas City, Missouri 64106";** 2) contain a cancellation clause stating that the issuing company will mail 30 days (less is acceptable) written notice to the City in the event the policy is cancelled before expiring (**delete the words** "*endeavor to"* and *"but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives");* and 3) include the name of the event in the "Description of Operation" section.

*C.* **Proof of Cleanup Agreement** – *Required Document* – Submit with the application a statement on Sponsor Organization letterhead attesting to the manner in which cleanup along the entire route will be accomplished (also acceptable is an executed copy of your cleanup agreement with a third party). Applicant and Sponsor Organization are responsible for cleanup and shall remove trash and litter resulting from this event from the streets, sidewalks, and public ways. Failure to properly cleanup will jeopardize future permit privileges.

*D.* **Notification of Adjacent Property Owners** – *Required Document* – Certification that the applicant or sponsoring organization have, not less than five (5) business days *prior* to the proposed event, notified in writing all owners or managers of property adjacent to the proposed parade route, to include: 1) name of event: 2) name of Sponsor Organization, mailing address, and telephone number: 3) date of event: 4) starting and ending times: and 5) detailed route description. We also require that you provide our office with a list of all the addresses along the proposed parade route that were notified.

*E.* **Proof of Publication** – *Required Document* – Not less that ten (10) days *prior* to the proposed event, the Applicant/Sponsor Organization shall submit a certified statement of publication which has been signed and notarized by a newspaper periodical published in Kansas City, Missouri, attesting that the: 1) name of event: 2) name of Sponsor Organization, mailing address, and telephone number: 3) date of event: 4) starting and ending times: and 5) detailed route description, have been published in said newspaper periodical which has been distributed in the community in which the planned event will be conducted.

*F.* **Parade Fee** – Submit with the Application a one hundred dollars ($100.00) check (no cash, please). Make your check is payable to: *City of Kansas City, Missouri.* Your check is refundable if the permit is not issued.

*G.* **Police Department** – Applicant must contact Officer Raymond Powell, Kansas City Police Department, 9701 Marion Park Drive, KCMO 64137, phone: 816-329-0911 (fax: 816-482-8172) e-mail Raymond.powell@kcpd.org, to schedule and pay for law enforcement officer parade escort and traffic control assistance. Police escort determines parade speed, a continuous forward movement must be maintained, and participants shall disperse promptly at the end of the approved route.

*H.* **Possession and Exhibition of Permit** – The permit for the procession or parade shall be in the possession of the applicant or a representative of the applicant during the parade or procession and shall be presented, on request, to any officer of the police department at any time prior to or during the parade or procession.