APPLICATION FOR PARADE PERMIT

Instructions: Applications for parade permits must be filed with the Public Affairs Office no less than sixty (60) days before the date on which it is proposed to conduct the parade. Please attach a copy of any flyer or advertisement for the event.

At the time of the filing of the application, a fee in the amount of ten dollars ($10.00) shall accompany the application. Check or money order for this fee shall be made payable to “The City of Burlington”.

All information requested on this application must be supplied by the applicant unless not applicable. Failure to submit the required information may result in rejection of the application.

SECTION I - RESPONSIBLE PARTIES
Name of Parade Chairman: __________________________________________
Address: _________________________________________________________
City & State: _____________________________________________________
Telephone Number: _______________________________________________

SECTION II - RESPONSIBLE ORGANIZATION (If applicable)
Name of Organization: _____________________________________________
Address: _________________________________________________________
City & State: _____________________________________________________
Telephone Number: _______________________________________________

Name of Principle Officer: ___________________________________________
Address: _________________________________________________________
City & State: _____________________________________________________
Telephone Number: _______________________________________________

SECTION III – PARADE DETAILS
Date of Parade: ___________________________________________________
Formation Point: _________________________________________________
Termination Point: _______________________________________________
Hours of Parade: From _________ AM/PM To _________ AM/PM

SECTION IV – PARADE ROUTE INFORMATION
Assembly Area Streets: _____________________________________________
_________________________________________________________________
_________________________________________________________________
Actual Route & Direction of Travel _____________________________________
_________________________________________________________________
SECTION V – OTHER INFORMATION
Approximate Number of Participants: ____________________________
Approximate Number of Vehicles: _________________________________
Description of Vehicles: _________________________________________
Animals: Yes or No
Description of Animals: _________________________________________
Other Unusual Information: _______________________________________

SECTION VI – ACTION BY COMMON COUNCIL
The Common Council of the City of Burlington shall act upon the application for a Parade Permit at the first regularly schedule meeting of the Common Council after the filing thereof.

1. Notice of Rejection
   If the Common Council disapproves the application, a notice of the action stating the reason for the denial of the Permit shall be mailed to the applicant within three (3) days of the meeting of Common Council wherein the application was considered.

2. Alternative Permit
   The Common Council in denying an application for a Parade Permit, shall be empowered to authorize the conduct of the parade on a date, at a time or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within one (1) day after notice of the action of the Common Council, file a written notice of acceptance with the Public Affairs Office.

SECTION VII – DUTIES OF PERMITTEE
A Permittee shall comply with all Permit directions and conditions and with all applicable laws and ordinances. The Parade Chairman or other person heading or leading such activity shall carry the Parade Permit upon his person during the conduct of the parade.

1. Notification to Public
   Upon written notice of the approval of the Parade Permit, the Parade Chairman or other person heading or leading the parade shall be responsible within five (5) days of the date the parade is to be conducted, to cause to be printed in the daily newspaper with primary circulation in the City of Burlington, a proper notification to the general public specifying the time, date, assembly point, route and duration of the parade for which the permit is granted.
SECTION VIII – CERTIFICATION

I have read the preceding application and have caused the necessary information to be included wherever applicable. I hereby request that this application be forwarded to Common Council of the City of Burlington for consideration and action.

_______________________________
Signature of Applicant

_______________________________
Date of Application

(DO NOT WRITE BELOW THIS LINE)

APPROVED _________________ DATE OF APPROVAL _________________
NONAPPROVED _______________ DATE OF NONAPPROVAL ________________
REASON: ____________________________