



PARADE PERMIT APPLICATION

202 West Fifth Street, Clare Michigan 48617
(989) 386-7541 phone (989) 386-7541 fax
www.cityofclare.gov

Together with any supplementary information as may be required by the City of Clare, this form must be filed with the Department of Public Works, not more than sixty (60) days nor less than fourteen (14) days, prior to the parade date to ensure proper processing. The permit shall be issued after the following departments have checked over the date, time, and route of said parade:

Department representative should initial by their department and make a copy of any documentation they require.

[] Police Dept [] Fire Dept [] DPW/Traffic [] City Manager

PLEASE TYPE OR PRINT ALL INFORMATION. THANK YOU.

1. **NAME OF PARADE:** _____

2. **PARADE MARSHALL:** _____

3. **ORGANIZATION SPONSORING THE PARADE:**

Organization Name: _____

Mailing Address: _____

Phone Number: _____

Principal Contact: _____

4. **PERSON IN CHARGE THE DAY OF THE PARADE:**

Name: _____

Title: _____

Mailing Address: _____

Phone Number: _____

5. **PARADE DETAIL INFORMATION:**

Parade Date: _____

*Assembly Location: _____

Assembly Time: _____

Parade Start Time: _____ Parade End Time: _____

**Disbursement Location: _____

Disbursement to be Completed By (approximate time): _____

6. NUMBER OF NUMBER OF UNITS/PARADE PARTICIPANTS:

- _____ Individuals/Groups on Foot
- _____ Marching Bands
- _____ Motor Driven (including politicians, fire, police, antique, etc....)
- _____ Animals
- _____ Any Other (Explain) _____

7. IN YOUR BEST ESTIMATION, PLEASE ANSWER THE FOLLOWING:

- What portion of the streets traversed will be occupied by the parade? _____
- What interval of space will be maintained between units of the parade? _____
- How long will it take the parade to clear the broadest intersection? _____

8. ARRANGEMENTS FOR DISPOSAL OF COMBUSTIBLE MATERIAL: _____

9. VERIFICATION STATEMENT

I verify that I am an authorized representative of the organization specified in Item #3 and that, as such, I have the power to execute this application on their behalf.*** All of the above statements are true to the best of my knowledge, information, and belief. All questions have been answered completely and, if any change in fact or method occurs subsequent to the date of this application, or the issuance of the parade permit, the applicant will notify the City of Clare in writing within twenty-four (24) hours of said change.

10. ATTACHMENTS:

- YES NO Map Showing Parade Start/Route/End Clearly Marked.
- YES NO *Written Permission for Assembly from Property Owner, If on Private Property.
- YES NO **Written Permission for Disbursement from Property Owner, If on Private Property.
- YES NO ***Written Authorization from the Person/Organization the parade is being held on behalf of if the parade is being on behalf of a person or organization other than the organization specified in Item #3.