

**CITY OF SIDNEY  
EXECUTIVE ORDER**

Topic: Parade/Special Event Permits

Supersedes Order/  
Previous Directive Dated: \_\_\_/\_\_\_/\_\_\_

Issued By: William P. Barlow, III, City Manager

Effective Date: September 1, 1993

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**PARADE:**

Section 311.04(b) of the City Code provides that “No person shall engage in, participate in, aid, form or start any parade unless he has first obtained a parade permit therefore from the City Manager”. A parade is defined in Section 311.04(a) as “any parade, march, ceremony, show, exhibition, pageant or procession of any kind, or any similar display in or upon any street, park, or other public place in the City”. Specifically exempted from this requirement are:

- Funeral processions;
- Students going to and from school classes or participating in educational activities, provided that such conduct is under the immediate direction and supervision of proper school authorities; or
- Governmental agency acting within its scope of its functions.

The City Manager in making a decision on the issuance of the permit shall consider that:

- The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
- The conduct of the event will not require the diversion of so great a number of police officers of the City to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the City;
- The conduct of such event will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the City other than that to be occupied by the proposed line of march and areas thereto;
- The concentration of persons, animals and vehicles at assembly points of the event will not unduly interfere with proper fire and police protection or ambulance service to areas contiguous to such assembly areas;

- The conduct of the event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or to create a disturbance;
- The event is scheduled to move from its point of origin to its point of termination expeditiously and without reasonable delays en route; and
- The event is not to be held for the sole purpose of advertising any product, goods, or event and is not designed to be held purely for private profit.

**SPECIAL EVENTS:**

An application for the conduct of the special event shall be available in the Office of the City Manager. A copy of the application form is attached.

**GENERAL:**

The City Manager's Office shall distribute copies of the Parade/Special Event Application to the Police, Fire, Community Services and Street Departments for their review and comment. The final say as to whether the permit will be granted lies with the City Manager. The City Manager shall act on the application for a parade/special event permit within 10 days after filing.

In the event that the City Manager disapproves the application, he shall mail to the applicant, within 10 days after the date upon which the application is filed, a notice of his action, stating the reasons for his denial of the permit.

The individual or organization applying for the permit must supply the City of Sidney with a copy of a certificate of insurance indicating that the applicant has a current general liability insurance policy with at least \$1,000,000 in single limit liability coverage. In the event that the applicant does not possess current insurance coverage as required, a letter from a recognized insurance agent, which indicates that they will be able to receive a policy by the date of the planned occasion, may be substituted. Further, in the event that a permit is issued, the City of Sidney shall be provided an insurance binder, which details the level of coverage and notes that the City of Sidney has been named as "Additional insured" for the duration of the event. Failure to provide the required insurance documents shall be sufficient grounds for denial of the permit.

Parade applicants will be required to certify that anyone participating in their event will refrain from throwing candy or other items from parade entries into the spectators. This practice poses a hazard to the general public and will not be tolerated. If parade participants engage in such activity, they will be removed from the parade. Further, the applicant will be held accountable for any claim or action that might result from such activity.

Parade entries may employ persons to walk along side of their parade entries to distribute candy or other items to parade spectators, provided that such activity does not cause a disturbance or draw parade spectators into the street area.

The City Manager shall have the authority to revoke a parade/special event permit upon violation of the standards for issuance.

Providing and/or arranging for traffic control for the event is the responsibility of the applicant. Applicants are urged to contact the Police Department at 498-2351 in advance of the submittal of the application to work out traffic control details. Barricades and cones may be checked out from the City Service Center. Persons interested in this service should contact the Street Department at 498-2335. Failure to provide adequate traffic control provisions shall be sufficient grounds to deny a permit.



**City of Sidney**

**PARADE/SPECIAL EVENT PERMIT APPLICATION**

Name of Applicant: \_\_\_\_\_

Name of Person filing application (if different): \_\_\_\_\_

\_\_\_\_\_

Address of Applicant: \_\_\_\_\_

\_\_\_\_\_

Phone Number of Applicant/Contact Person: Day \_\_\_\_\_

Evening: \_\_\_\_\_

Date of Event: \_\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_

(Day of Week)

Start Time: \_\_\_\_: \_\_\_\_ \_\_\_\_m.

End time: \_\_\_\_: \_\_\_\_ \_\_\_\_m.

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(attach additional sheets if required)

Where will the parade form (if applicable): \_\_\_\_\_

\_\_\_\_\_

Attach a copy of a map depicting the routing of your parade (if applicable). The map should show traffic control plan that has been reviewed with the Sidney Police Department.

Attach copy of current certificate of insurance, binder, or letter from an insurance agent indicating required level of general liability coverage.

Attach evidence, such as a letter, to indicate that Applicant has the owner's permission to occupy private property under those circumstances where all or part of the event will take place on private property not under the control of the Applicant.

If animals will be involved in parade, please note in Description of Event section.  
Applicant will be responsible for cleaning up after animals!

**CERTIFICATION:**

I, \_\_\_\_\_, the undersigned do hereby certify to the City of Sidney that I have reviewed the Executive Order of the City Manager governing Parade/Special Event Permits and agree to comply with it and any further conditions which may be prescribed. I hereby agree to take all necessary actions to protect the general public and event participants. Further, my organization and I agree to hold the City of Sidney and its officials harmless from any claim or damages that may result from the conduct of the event and the issuance of this permit. The appropriate officials from my organization have authorized the submittal of this application.

Signature of Applicant:

Witness:

\_\_\_\_\_

\_\_\_\_\_

(Type or Print Name)

Date: \_\_\_/\_\_\_/\_\_\_

**The Chairman must carry/keep this permit with them while the event is taking place.**

*For completion by City staff:*

	Initials	Date
Reviewed by:		
Public Works Director	_____	___/___/___
Police Chief	_____	___/___/___
Fire Chief	_____	___/___/___
Street Superintendent	_____	___/___/___
Finance Officer	_____	___/___/___
City Manager	_____	___/___/___

Insurance Certificate suitable:      \_\_\_ Yes      \_\_\_ No

Conditions to approval:

**Please consider providing specifically assigned "Handicap Parking" for visitors.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **City of Sidney**

### Parade Regulations:

Parade participants must keep up with the participating directly in front. No gaps should appear in the parade.

Nothing shall be thrown or shot to the crowd by any participant. Participants who are walking along parade route may hand out items. Do not drop items on the ground.

The parade route submitted on the permit cannot be deviated from without the approval of the Chief of Police or his designee.

Violation of these regulations will result in the participants' removal from the parade and could result in future parade permit requests being denied.

The parade permit holder is responsible for notifying all participants of these regulations.

By Order of the City Manager's Office, September 20, 2000