PARADE OR SPECIAL EVENT PERMIT

I. PURPOSE

To protect the public safety and convenience by reviewing and approving parades, parade routes, demonstrations, and other special events.

II. PROCEDURE

A. Application forms may be secured in the City Clerk's Office.

B. Completed applications shall be submitted to the City Clerk's Office.

C. The application shall be scheduled for review by the Traffic Committee*.

D. Upon receipt of the Traffic Committee's recommendations, the City Clerk's Office will schedule the matter for review and approval.

E. Upon approval, the City Clerk's Office shall issue the permit to the applicant.

F. At the time of issuance of the permit, the applicant shall sign and date SECTION V – ACCEPTANCE OF PERMIT.

G. All appropriate departments (e.g., Department of Public Works, Police, Fire Department) shall be notified of the parade, demonstration, or special event, and all pertinent information relating thereto.

H. Should the application be denied by the City Clerk's Office, the applicant may appeal the denial to the City Council as stated in Section 10.60.030 of the Anderson Municipal Code.

*Traffic Committee Members

1. Police Department
2. Public Works Department
3. Community & Economic Development Department

INSTRUCTIONS: Prepare one copy of this form, printing or typing accurately and completely the information requested in SECTION I, only. Sign and date in the spaces provided at the end of SECTION I. Application should then be submitted to the City Clerk's Office, 1887 Howard Street, Anderson, CA 96007 for processing. If the permit is approved, you will be requested to sign and date SECTION V – ACCEPTANCE OF PERMIT.

SECTION I – APPLICANT INFORMATION

1. Sponsoring Organization

2. Name of Applicant

3. Sponsoring Organization Address

4. Sponsoring Organization Telephone

5. Type of Activity

6. Date(s) of Activity

7. Time(s)

8. Description of Activity: (Cite number of units, proposed location of special event, or parade route, and all other pertinent information relating to the activity.)

IT IS UNDERSTOOD THAT PARTICIPANTS WILL ADHERE TO ALL TRAFFIC CONTROLS, RULES AND REGULATIONS OF THE CITY OF ANDERSON AND THE STATE OF CALIFORNIA.

9. CERTIFICATE OF APPLICANT: **Please read each of the statements below and sign and date in the spaces provided at the end of this section.**

   a. I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, and supplied true and correct information herein to the best of my knowledge and belief.

   b. I understand that falsification or misrepresentation on my part of any of the information that I have supplied above constitutes sufficient grounds for denial of this application, or for revocation of any permit which may be hereafter granted, should any of my responses be determined false and/or misleading.

   c. I certify that I will comply with all pertinent provisions of the City of Anderson Municipal Code and all other applicable laws, rules, and regulations.

   d. I understand that any permit which may be granted will be subject to revocation by the City, after due notice to the parties concerned, in the event of any breach by me of any of the conditions under which it was granted.

Date

Signature of Applicant

SECTION II – TRAFFIC COMMITTEE ACTION

TO: Traffic Committee FROM: City Clerk DATE_____

Attached is an application for a Permit to hold a parade, demonstration, or special event. Please review this application and submit your recommendation for my consideration.

TO: City Clerk FROM: Traffic Committee DATE_____

The Traffic Committee has reviewed this application for a Permit to hold a parade, demonstration, or special event and recommends as follows:

( ) That the application be approved as submitted.

( ) That the application be approved subject to certain qualifications as indicated on the attached sheet.

( ) That the application be denied for the reasons set forth on the attached sheet.

CITY OF ANDERSON – TRAFFIC COMMITTEE

By_____

SECTION III – CITY CLERK ACTION

TO: Applicant FROM: City Clerk DATE_____

The City Clerk's Office takes the following action:

( ) Approved the issuance of a Permit to the applicant without qualification.

( ) Approved the issuance of a Permit to the applicant with such qualification(s) as reflected on the attached sheet.

( ) Denied the issuance of a Permit to the applicant for the reasons reflected on the attached sheet.

CITY OF ANDERSON

BY_____
City Clerk

SECTION IV – CITY COUNCIL ACTION (if applicable)

I hereby certify that the City Council has reviewed this application and:

( ) Approved the issuance of a Permit to the applicant without qualification.

( ) Approved the issuance of a Permit to the applicant with such qualification(s) as reflected on the attached sheet.

( ) Denied the issuance of a Permit to the applicant for the reasons reflected on the attached sheet.

_____ _____

Date City Manager

SECTION V – ACCEPTANCE OF PERMIT

This section is to be completed by applicant after granting of permit per Section III or Section IV. When applicant has completed this section, he/she will receive a copy of the form and copies will be distributed to the Police Department, Fire Department, and Public Works.

I certify that I accept this permit and agree to comply with any and all conditions which may be a part of the permit and to comply with all provisions of the Anderson Municipal Code, which are applicable, as well as the requirements of any other pertinent provisions which may be set forth within the laws of Shasta County and/or the State of California.

_____ _____

Date Signature of Applicant

SECTION VI – PERMIT CONDITIONS

1. PUBLIC SAFETY:

   A. Police

   B. Fire

2. PUBLIC WORKS:

   A. Engineering Department (Traffic Division)

3. INSURANCE REQUIREMENTS:

____ A. Permittee(s) are not required to furnish insurance coverage.

_x_ B. **Insurance Requirements:**
Permittee(s) are required to furnish public liability insurance insuring the permittee(s) and the City of Anderson against claims for personal injury, including loss of life, in the amount of $1,000,000 per occurrence and $2,000,000 aggregate; and the permittee(s) and the City of Anderson against claims for personal injury, including loss of life, in the amount of $1,000,000 per occurrence and $2,000,000 aggregate and against claims for property damage in the amount of $1,000,000 and $2,000,000 aggregate under Policy No. _____ Issued by _____.

_x_ COPY ATTACHED OF APPLICABLE INSURANCE COVERAGE POLICY