

PARADE PERMIT APPLICATION

Cincinnati Police Department - Special Events Unit
150 E. Freedom Way, Cincinnati, OH 45202
(513) 352-5434 or (513) 352-5426



www.cincinnati-oh.gov/police/

| | | | |
|--|--|---|------------------|
| | | Shaded areas for CPD – SEU use only. | |
| Event/application #: | | Treasurer's number: | |
| Date applicant notified of amount due: | | Date paid at Treasurers: | |
| Notified by: | | Application fee: | \$100. or \$500. |

Cincinnati Municipal Code, Section 510-3(b)(8) requires payment of a non-refundable permit application fee, based on anticipated attendance, to the City Treasurer's Office, located in City Hall, 801 Plum Street, Room #202, Cincinnati OH 45202.

- Applications must be completed and returned to the Cincinnati Police Department, Special Events Unit, a **minimum of thirty (30) days prior to the event.**
- Applicants must conform to all requirements for maintaining liability insurance.
- A copy of this permit, once it has been approved, must be on-hand for inspection by city officials at all times during the event/parade/race.

ANY APPLICATION THAT AFFECTS, ALTERS, OR LIMITS OPERATION OF THE STREETCAR, INCLUDING BUT NOT LIMITED TO CROSSING STREETCAR TRACKS, WILL BE DENIED.

To obtain additional information regarding a potential conflict with the Cincinnati Streetcar operation, contact TRANSDEV directly: (513) 206-7825.

Name or Title of the Event: _____

Sponsor/Producer: _____

Contact Person(s) responsible for and authorized to represent this permit on all matters:

| | | |
|-------------------------|--------------------------------|----------------------------------|
| | <u>Primary contact person:</u> | <u>Secondary contact person:</u> |
| Name: | _____ | _____ |
| Street address: | _____ | _____ |
| City, State, ZIP code: | _____ | _____ |
| E-mail address: | _____ | _____ |
| Primary phone number: | _____ | _____ |
| Secondary phone number: | _____ | _____ |

Event date: _____

| | | | | | | | |
|----------------------------|--|------------|--|---------------------|--|------------------------|--|
| Event times – from: | | to: | | Set-up time: | | Tear-down time: | |
|----------------------------|--|------------|--|---------------------|--|------------------------|--|

Anticipated staging area: _____

Proposed event route: **YOU MUST ATTACH A MAP, DRAWING, OR DIAGRAM SHOWING THE EVENT ROUTE**

Resident Notifications: Attached, **OR** Applicant asserts that no residents will have their sole access to their residences blocked by this event.

Event / Parade / Race route will utilize sidewalks **ONLY:** **YES** **NO**

Nature/Description of event: _____

| | | | | | |
|------------------------------|--------------------|-----------------|----------------|---------------|-------------------|
| Estimated attendance: | <i>Pedestrians</i> | <i>Vehicles</i> | <i>Animals</i> | <i>Floats</i> | <i>Spectators</i> |
| | _____ | _____ | _____ | _____ | _____ |

Non-standard vehicles, parade floats, and animals information:

Conditions of This Permit:

1. The permit holder shall be responsible for notifying all residents whose sole route for ingress and egress from their residences is affected by the street closures associated with the event.
2. The permit holder shall be responsible for the cost of any barricades, cones, bike racks, or other traffic control devices deemed necessary by the Police Department for effective traffic control during the event.
3. The permit holder shall at its expense secure and keep in force at all times general liability insurance in the amount not less than \$500,000 and if any vehicles are taking part in the parade, auto liability insurance for any auto in an amount not less than \$1,000,000. Any insurance required under this permit shall name the City as the Certificate Holder and an additional insured. A waiver of subrogation in favor of the City of Cincinnati shall also be provided for any applicable policies of insurance.
4. The laws of the City of Cincinnati and State of Ohio must be observed, including but not limited to litter, noise, liquor, and conduct. Special attention should be paid to restrictions during parades outlined in Section 510-3 of the Cincinnati Municipal Code.
5. This permit is valid for the above date(s) and time(s) only. A copy of the permit must be in the applicant's possession at the time of the event.
6. The City of Cincinnati will be held harmless from any claim for damage that might arise by reason of the issuance of this permit, in accordance with the following statement:
I (we) agree to indemnify and hold harmless the City of Cincinnati, the Cincinnati Police Department, its officers, agents, employees, and volunteers from any and all loss, claims, expenses, actions, causes of action, costs, damages, and obligations, financial or otherwise, including attorney fees and legal expenses, arising from any and all acts of the Permit Holder, Permit Holder's guests, invitees, and licensees, that result in injury to persons or damage to property.

| | |
|--|--|
| Signature of Permit Applicant / Authorized Person: | |
| Name (please print): | |
| Date: | |

Review by Risk Management:

Risk Management has reviewed the submitted Certificate of Insurance and found that it:

1. Includes the event name and date(s)
2. Lists the sponsoring group, association, or organization and the **City of Cincinnati as a Named or Additional Insured.**
3. Provides general liability insurance in an amount not less than \$500,000 and auto liability insurance, if required, in an amount not less than \$1,000,000.
4. Includes a waiver of subrogation, in favor of the City of Cincinnati, for all applicable policies of insurance.

| | | |
|----------------------------------|-----------------------------------|--------------------------------------|
| Risk Management has recommended: | <input type="checkbox"/> APPROVAL | <input type="checkbox"/> DISAPPROVAL |
|----------------------------------|-----------------------------------|--------------------------------------|

Permit Approval or Disapproval

In accordance with the provisions of Section 510-3 of the Cincinnati Municipal Code, this application for a Parade Permit is hereby:

Granted: _____ Not Granted: _____

THIS APPROVAL IS **CONTINGENT** UPON HIRING: _____ POLICE OFFICERS, AND
_____ POLICE SUPERVISORS,
FOR THE PARADE OR RACE DETAIL.

Police Department Supervisor

Date

Chief of Police (or Chief's Designee)

Date