



*City of Santa Maria*  
*Department of Administrative Services*  
**Finance Division**  
**Parade Permit/Assembly Application**

PLEASE PRINT

Applicant Name

Phone Number

Fax Number

E-mail Address

Address

Please provide the following information of the organization on whose behalf the parade or assembly is proposed to be conducted:

Sponsoring Organization Name

Phone Number

Address

Chairperson

Phone Number

Address

PARADE INFORMATION:

Location

Date

Please describe in detail, the assembly area, disbanding area, and route to be traveled:

Is this parade or assembly planned to take place in the street so that it would be necessary to re-route traffic and place barricades to close the street?  Yes  No

Will this procession take place on the sidewalk only, obeying all traffic laws, stopping at "Stop" signs or "Red Traffic Lights" before proceeding?  Yes  No

Approx. Number of Participants

Approx. Number of Observers

Start Time

End Time

Type of security or other arrangements that will be provided:

Please describe the **minimum** and **maximum** speeds the parade is to travel, if vehicles are included, and the **maximum** number of platoons or units, if any, in the parade or assembly and the **maximum** and **minimum** distance to be maintained between the units of such parade or assembly

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Max. length of parade (in miles or fraction thereof)

Are any participants expected to wear masks?  Yes  No

Will the participants be carrying lit candles or any other form of flammable objects?  Yes  No

**Please attach a list of all vendors and charitable organizations approved by Applicant to sell goods or merchandise as part of the parade or assembly, if any, providing contact information including addresses and phone numbers.**

## PARADE PERMIT

**Do Not Write Below This Line**

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Time Received

\_\_\_\_\_  
Received By

Application for permit is:

**Approved**, with the following conditions, if any:

Parade or assembly be limited to a portion of the width of the street or right-of-way

\_\_\_\_\_  
 Parade or assembly relocate so as to avoid unsafe conflicts with vehicular travel

**Denied** for the following reasons:

Application is false or intentionally misleading

\_\_\_\_\_  
 Parade or assembly is proposed for the same time and location as another parade or assembly, with the first filed of two or conflicting applications otherwise entitled to approval under this chapter to be approved and the later-filed denied

\_\_\_\_\_  
 Proposed route or location of the parade or assembly traverses a street or other public right-of-way that was scheduled for maintenance, construction or repair prior to the application for that parade or assembly permit and the conduct of the parade or assembly would interfere with such maintenance, construction or repair or the maintenance, construction or repair would represent a threat to the health or safety of the participants in the parade or assembly

\_\_\_\_\_  
 Proposed area for the assembly or for the set-up or dispersal of a parade could not physically accommodate the number of participants expected to participate in the parade or assembly

\_\_\_\_\_  
Reviewed By

\_\_\_\_\_  
Date/Time

**AGREEMENT FOR SPECIAL EVENT/PARADE PERMIT**

The undersigned, herein known as the "Applicant", understands and agrees that applicant shall assume all risk for loss, damage, liability, injury, cost, or expense that may occur during, or as a result of

\_\_\_\_\_ Located at \_\_\_\_\_;  
Activity Location

the Applicant further agrees that in consideration of permission to use the property above, Applicant will save, defend, and hold the City of Santa Maria and/or its employees free and harmless from any loss, claims, liability or damages, and/or injuries to persons and property that in any way may be caused by any acts or omissions of Applicant, its employees, or its agents.

The undersigned warrants that s/he has the legal authority and capacity to sign this Agreement on behalf of the organization listed below.

The undersigned has read, understands and will comply with the requirements of the City of Santa Maria.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

By: \_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_

Organization: \_\_\_\_\_