

**PARADE PERMIT APPLICATION**  
**\$50 NON-REFUNDABLE FEE**

EVENT DATE: \_\_\_\_\_  
START/END TIME (CANNOT EXCEED 2 HOURS): \_\_\_\_\_ TO \_\_\_\_\_

EVENT NAME: \_\_\_\_\_  
EVENT PURPOSE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPONSORING ORGANIZATION: \_\_\_\_\_  
APPLICANT INFORMATION:  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ CELL#: \_\_\_\_\_ FAX#: \_\_\_\_\_

CONTACT PERSON (DAY OF PARADE): \_\_\_\_\_  
CELL NUMBER (DAY OF PARADE): \_\_\_\_\_

# OF UNITS: \_\_\_\_\_ # OF PARTICIPANTS: \_\_\_\_\_ HORSES: \_\_\_\_\_  
FLOATS: \_\_\_\_\_ USE SIDEWALKS OR STREETS: \_\_\_\_\_

ROUTE LENGTH: \_\_\_\_\_ ROUTE PREVIOUSLY USED FOR SAME EVENT: \_\_\_\_\_  
ROUTE, INCLUDING STARTING POINT AND TERMINATION POINT (MUST PROVIDE  
WRITTEN AND DRAWN DIAGRAM OF ROUTE TO BE USED):

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

Is your event part of a larger event such as a conference, etc. If so, please explain.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTED BY APPLICANT  
Showmobile \_\_\_\_\_ Placement: \_\_\_\_\_  
Tables \_\_\_\_\_ Placement: \_\_\_\_\_  
Chairs \_\_\_\_\_ Placement: \_\_\_\_\_  
Barricades \_\_\_\_\_ Placement: \_\_\_\_\_  
Tents \_\_\_\_\_ Placement: \_\_\_\_\_  
Other: \_\_\_\_\_

I understand that this application will be reviewed for compliance with the city parade guidelines and that the city may request modification to the proposed parade route or other details to minimize impacts. As authorized representative, I commit that we will comply with the conditions of the final parade permit when it is issued.

\_\_\_\_\_  
Applicant Signature Date



## **PARADE PERMIT GUIDELINES**

**This application shall apply to the use of city sidewalks and roadways for traditional parades with walking units, vehicular units and/or floats, but also for vehicular motorcades, profit and non-profit walks, runs and races as well as the movement of a large group of people (as determined by the Police Department for safety purposes) or vehicles from one point to another, except as outlined as an exclusion in Portsmouth City Code Section 22-12 (See attached).**

- A. Application for parade permits must be filed with the Department of Planning on forms provided by that office, along with a \$50 non-refundable application fee.
1. Application will be accepted up to 12 months in advance; however, **applications must be received at least thirty (30) days prior to the date of the parade.**
  2. Each application must provide the following information:
    - a. Purpose of the parade.
    - b. If the parade is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone # of the headquarters of the organization and the authorized and responsible head of such organization.
    - c. Name, address and telephone # of the person who will be the parade or similar events chairman and will be responsible for its conduct.
    - d. Date parade is to be conducted.
    - e. Starting time and total number of hours between the starting time and termination time, not to exceed two (2) hours. Intervals of space to be maintained between units should not exceed 30 feet.
    - f. The route to be followed, including the starting point, termination point, assembly and disassembly areas.
    - g. Number of units within the parade and the maximum height/length of floats.
- B. The application will be reviewed by the following departments: Police, Sanitation, Parks, Recreation & Leisure Services, Fire Prevention Bureau, Engineering, Parking Authority, Traffic Engineering, Properties Management and the Deputy City Manager.

### **Department of Planning**

801 Crawford Street • Portsmouth, VA 23704-3822 • (757) 393-8836 • Fax: (757) 393-5223



**The City Manager or his designee may elect an alternative date, time and/or route from that requested on the application for the parade.**

**Sec. 22-12. Permits for parades and other special events.**

- a. No special event, which shall include parades, runs, walks, bike races or rides, block parties, festivals and other activities so designated by the city manager, shall occupy, march or proceed along any street, except in accordance with a permit issued by the city manager, and such other regulations as are set forth in the city Code. Such permit shall specify the route to be followed by such procession or parade or the area to be occupied. The application fee for such permit shall be as set out in appendix A to this Code and must be paid prior to the issuance of the permit.
- b. A permit shall not be required for the below-listed activities:
  - 1. Funeral processions.
  - 2. Activities conducted by a governmental agency acting within the scope of its authority.
  - 3. Lawful picketing on the sidewalks.
  - 4. Demonstrations which do not involve the use of vehicles, animals, fireworks, pyrotechnics or equipment (other than sound equipment used in compliance with the city Code), provided no fee or donation is charged and provided the city manager is notified at least 48 hours in advance of commencement of such demonstration.
- c. The permittee shall be responsible for the cost incurred by the city in providing personnel, setup, security and cleanup for special events, except for the following designated special events: Memorial Day Parade, Annual Towne Lighting, Turkey Bowl Parade, Fish Bowl Parade, Olde Towne Ghost Walk, and any other events so designated by city council. Except for the above-designated special events, the city manager shall require a deposit based on the total cost of city services for the event and establish administrative terms and conditions.