



Reference: City of Gering Parade Permit 2024

It's a new year and time to start planning efforts for the many special annual events that happen in our community and make Gering a great place to live, work and visit. As you begin planning your event(s) for 2024, the City of Gering wants to remind you and your organizing committee of the process and conditions for organizations and individuals desiring to hold a parade or any event that requires a parade permit.

We would like to remind Individuals and organizations of the following requirements for 2024:

- ❖ **Parade Permit** Application(s) are required to be submitted to the City of Gering **a minimum of thirty (30) days in advance of the 2024 event date**. The City of Gering will strictly adhere to this requirement in 2024 to ensure the application has sufficient time for review and approval by all Departments of the City.
- ❖ **Applications for Parade Permits not submitted to the City a minimum of 30 days in advance of the event may be denied.**

City Code § (A) *Parades; definition.* For the purposes of this section, the word "PARADE**" shall mean and include any parade, organized march, demonstration, procession, race or motorcade consisting of persons, animals, or vehicles or a combination thereof upon the streets, parks or other public grounds within the city that interferes with the normal flow or regulation of pedestrian or vehicular traffic upon city right-of-way, parks or other public grounds in the city.**

- ❖ **Parade Permit** Application(s) must be completed in full with all requested information for the 2024 event.
- ❖ **A map of the event area**; including city property or public areas/facilities to be used must be attached to the event application.
- ❖ **Certificate of insurance** naming the City of Gering as additional insured on general liability is required at the time of submission of the **Parade Permit** Application(s).

The City of Gering is looking forward to another year of parade activities in our community; we thank you for your efforts in orchestrating the many events that entertain and engage our residents and visitors. If you have any questions on the Parade Permit Application(s) for 2024, please contact Kathy Welfl, Carol Martin or Karla Niedan-Streeks at the City of Gering at 308-436-5096, kwelfl@gering.org, cmartin@gering.org, or TINA@VisitGering.com

Thank you in advance for your involvement and cooperation.



City of Gering

PARADE PERMIT APPLICATION

Date of Parade _____ Starting Time _____ Termination Time _____

General Purpose of Parade _____

Organization Name/Address _____ Phone _____

Head of Organization _____ Phone _____

Location of Assembly Areas _____

Parade Route:

Starting Point: _____ Termination Point _____

Desired Route _____

(Diagram on reverse side)

If Known:

No. of Persons (bands, etc.) _____ No. and type of Animals _____ No. of Vehicles _____

Estimated Length of Parade _____ Blocks

Additional Information, Other Needs or Considerations _____

The parade will occupy ☐ **ALL** ☐ **ONLY A PORTION** of the width of the streets involved in the parade route (check one).

Parade Chairman's Name _____

Address _____ Phone _____

I have read and understand the rules and regulations set forth by the City of Gering regarding parades.

Signature

Date

Have you provided a public liability insurance policy naming the City as additional insured?

Yes _____ No _____ Parades require a \$1,000,000 combined bodily injury liability and property damage liability.

Certificate of insurance received: _____
Date (City Clerk's signature)

-- PARADE PERMIT --

Reviewed by/date:

Electric Dept: _____

Police Dept: _____

Parks Dept: _____

Fire Dept: _____

Street Dept: _____

Sanitation Dept: _____

Other: _____

Water / Wastewater Dept: _____

Additional Information _____

Approved / Disapproved by Gering City Administrator: _____

Signature

Date

Amended: November 2009



City of Gering Parade Permit Checklist

Name of Event: _____

Date of Event: _____ Event contact & phone number _____

Please check off all City services that will be needed for your event and provide additional details and/or a map if necessary.

Police Department

- ☐ Traffic control (name all locations/intersections where traffic control will be needed. Use an additional page and map if necessary). _____

- ☐ Safety or public education (describe below)

Street Department

- ☐ Barricades and/or cones needed (state specifically where and when) _____

(attach a map if necessary)

- ☐ Washing off streets
☐ Street Sweeper
☐ Message Boards (for public safety/direction only)
☐ No Parking signs (state locations) _____

Parks Department

- ☐ Picnic tables Number needed _____
Where exactly and by when are they needed: _____

- ☐ Water Shut-off needed
☐ Sprinkler locates needed (for bounce house, tents, etc.)

- ☐ Water check at a park
☐ Electricity check at a park
☐ 90 gallon trash cans Number needed _____
Location _____

- ☐ Hose and quick coupler attachment needed
☐ Flags or cones needed. Location(s): _____

Electric Department

- ☐ Power needed
_____120 How many outlets _____

Location where power is needed: _____

Note: The City will not provide commercial power cords for events.

Fire Department

- ☐ Fire Safety (please describe exactly what is needed such as walk-through inspections, etc.)

- ☐ Personnel needed for standby at fireworks event

- ☐ Personnel on standby for other purposes (please describe) _____

- ☐ Personnel for public education with fire truck

- ☐ Other (assisting with launching balloons, etc.)

Sanitation Department

- ☐ 90-gallon cart garbage receptacles
Number needed _____

Location: _____

- ☐ 3-yard garbage containers
Number needed _____

Location: _____

- ☐ Recycling containers Number needed _____
Location: _____

Water Department

- ☐ Water needed (describe specifically where water will be needed). _____

