



Reference: City of Gering Parade Permit

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), 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:

- ❖ **Parade Permit** Application(s) are required to be submitted to the City of Gering **a minimum of thirty (30) days in advance of the event date**. The City of Gering will strictly adhere to this requirement to ensure the application has sufficient time for review and approval by all Departments of the City.
- ❖ **Parade Permit Applications 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.
- ❖ **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), please contact Kathy Welfl, Carol Martin or Tina Worthman 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



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). _____

