



# PARADE PERMIT APPLICATION

\* One application PER PARADE. Parade fee: \$50.00

A Digital map must be attached detailing parade route and **turn by turn instructions including direction indicator arrows**. Hand written maps are not acceptable; application may be rejected if map provided does not clearly show the requested information.

Name of Parade	
Date of Parade	
Parade Coordinator (sponsoring organization)	
Contact Number	
Estimated number of floats, vehicles, etc.	
Email Address	
Parade Start Time	
Parade Ending Time	

What type of street closure is being requested for the parade? City (\$0) TxDot (\$50)	City Streets Only <input type="checkbox"/>	TxDot Road Closure <input type="checkbox"/>
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Will there be any animals at your event? YES <input type="checkbox"/> NO <input type="checkbox"/>	Sponsoring organization must inform all participants in the parade that they are responsible for state required licenses, Coggins tests, CVI's, etc.
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Staging/Set-up Time	Staging Area	Beginning Point	Ending Point

Please initial each line below:

- A \$50.00 non-refundable fee must be paid if the street(s) requested to be closed are Texas State Highway(s) that require approval from Texas Department of Transportation. Additionally, a flyer or other printed advertisement of the parade must be submitted along with this application.
- The sponsoring organization is required to publish **one** informational ad the week prior to the parade in the Winnsboro News including the parade route. The published ad must include a digital map.
- The sponsoring organization must submit any changes made to the parade route no later than 10 days prior to the date of the parade.
- The sponsoring organization is required to furnish event insurance listing the City of Winnsboro as an additional insured (certificate holder is not acceptable) for all parades that will include more than 100 participants no later than one week prior to the parade.
- The sponsoring organization may be held financially responsible for any damage(s) to City property, safety cones, barricades, etc.
- The sponsoring organization is required to contact KCS dispatch (816.983.1705) if the parade will be crossing over train tracks.

**Release of Liability:** Sponsoring organization, it's governing board, and all of it's representatives agree to indemnify and hold the City of Winnsboro, Texas, it's elected officials, employees, agents, and attorneys harmless from, and against any and all claims, actions, damages to persons or property, liabilities, losses, costs or expenses (including without limitation, attorney's fees, court costs, taxes, penalties and interest) arising in whole or in part out of the use of any City property, the performance of this agreement, or the rights, uses and privileges authorized herein.

**Acknowledgement:** Any person or group hosting a Public function shall not prohibit, dissuade, prevent or exclude any member of the public based upon or regarding an individual's race, color, religion, sex, age, national origin or disability. A representative will be present during this event, and will be fully accountable for compliance with all guidelines. Sponsoring organization further agrees to comply with all ordinances and regulations of the City of Winnsboro.

*\* I certify that I am authorized to sign on behalf of the sponsoring organization and have the authority and/or permission to execute this document on their behalf. I hereby affirm that all information on this form and the attached plan is true, correct, and complete.*

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

City/Police Department use only below this line.		
Permit No. _____	Check No. _____	Or cash _____