

CITY OF SLIDELL
APPLICATION FOR PARADE/SPECIAL EVENT PERMIT

"Parade" is any parade, march, ceremony, show, exhibition, pageant, or procession of any kind, or any similar display, in or upon any street, park or other public place in the City of Slidell.

No person, firm, partnership, association, corporation, company or organization of any kind shall engage in, participate in, aid, form or start any parade unless a **Parade Permit** shall have been obtained from the Mayor or his designee.

Pursuant to Sec. 27-163, Slidell Code of Ordinances, an application for a Parade Permit (for all parades) shall be filed with the Chief of Staff's office not less than ninety (90) days nor more than one hundred eighty (180) days prior to the date on which it is proposed to conduct the parade. An application for a Parade Permit (for special events) shall be filed with the Chief of Staff's office not less than thirty (30) days prior to the date on which it is proposed to conduct the special event.

Pursuant to Sec. 27-163(ii), Slidell Code of Ordinances, all parade permit fees are due not less than thirty (30) days prior to the date on which it is proposed to conduct the parade or special event.

The Mayor or his designee, where good cause is shown, therefore, shall have the authority to consider any application hereunder which is filed less than ninety (90) days before the date such parade is proposed to be conducted.

A person seeking a **Parade Permit (Attachment I)** shall file an application with the Chief of Staff on form provided.

Each and every recipient of any event listed below must provide **proof of liability insurance** coverage in the amount of \$1M and must name the City of Slidell as an "Additional Insured" and a full description of the event. **Example attached (Attachment II).**

All residents or businesses located in the area to be blocked or barricaded must sign a **Petition Acknowledging Street Closure (Attachment III)** indicating that they do not object to the closing of the street. The petition must contain the name of resident or business owner, name of business, address, and phone number. The petition must be attached to this application to be considered for approval.

This form must be used to apply for a permit for all parades, walk-a-thons, bike-a-thons, block parties, roadblocks, demonstrations, picketing, protests, or foot races.

The chairman or other person heading or leading such activity shall carry the permit upon his person during the conduct of the event.

Parade applications must include parade route maps and/or street closure maps. Please be specific and detailed. Routes are subject to approval or change by the Chief of Police and/or Chief of Staff.

FOR ADMINISTRATIVE USE ONLY

Date Application Received

Received by City Representative

Date Sent to Chief of Police

Date Application Returned from Police Dept.

Date Applicant Was Called to Pick Up Permit

A permit is hereby issued for the above described event beginning at _____ on _____ This permit expires at _____ on _____. The following alterations and restrictions apply:

- ROUTE APPROVED AS STATED** **ALTERNATE ROUTE** **BARRICADES REQUIRED**
PAID DETAIL: **YES** **NO**
R/R EVENT NOTIFICATION REQUIRED: **YES** **NO**

Date
Chief of Police

Date
Michael Noto, Chief Administrative Officer

