



City of Florence

Parade Application

(Including Walk, Run, or other Traveling Events)

City Hall ~ 250 Hwy 101, Florence, OR 97439

(541) 997-3437 – www.ci.florence.or.us

Application must be submitted at least 7 days prior to the event OR 35 days prior to the event to allow for appeal rights.

Please see reverse for information on the parade approval process.

Name of Parade:			
Detailed description of Parade: (Including purpose and statement of how the parade will benefit the citizens of Florence)			
General Description of Parade Route:			
Date of Parade:			
Hour(s) of Parade:	From:	To:	
Please describe the admission fees (if any) for the event:			
Number of persons, vehicles, and animals participating:			

Additional Information Required

Below is a check list of the required information for the City of Florence to complete the review of your application:

<input type="checkbox"/> The full name and contact information for all event organizers including those that will be at the event during all hours of the event.	<input type="checkbox"/> Map and description of parade route including assembling points, and locations of traffic staff along route.
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Primary Event Contact Information

Contact Name:			
Mailing Address:		City, State, Zip:	
Contact Phone:		Contact Email:	

- I acknowledge that I will be the primary contact person for the event and will assume responsibility for all complaints, fees, or damages.

Signature:		Date:	
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A Parade Permit is required of a procession of people utilizing the right of way and consisting of 50 or more people or 15 or more vehicles.

Parade Permits shall be reviewed by the Chief of Police taking into consideration if the parade can be conducted without...

1. Endangering public safety
2. Seriously inconveniencing the general public

In order to ensure public safety and welfare the Chief of Police may...

1. Propose an alternate route
2. Propose an alternate date
3. Refuse to issue a parade permit
4. Require provisions for traffic control coordinators or crossing guards at intersections and street crossings.
5. Parade proposals may include requests for traffic to be held for limited periods of time should requests be arranged prior to the event. Additional street closures may require a street closure permit.

Such decision shall be issued within 5 days of receipt of application. Should a parade permit be denied, or altered in a way that is not agreeable to the applicant, the Chief's decision may be appealed to the City Council.