

**MONROE POLICE DEPARTMENT
MONROE, LOUISIANA
APPLICATION FOR PARADE/ SPECIAL EVENT PERMIT**

**Chief of Police
City of Monroe
Monroe, Louisiana**

Dear Sir:

Application is herewith made for a parade/ special event permit, and the following information is furnished as required by the City of Monroe Code:

- A) Name, address and telephone number of person seeking to conduct said parade/ special event:**

Name: _____

Home Address: _____ **Telephone** _____

Business Address: _____ **Telephone** _____

Fax Number: _____

- B) If the parade/ special event is to be conducted for, on behalf of, or by an organization, the following information is necessary for the issuance of this permit:**

Name of Organization: _____

Organization Address: _____

Telephone Number: _____

Name, Addresses, and Telephone Numbers of Organization Heads:

- C) Name, address and telephone number of person who will be the event chairman (Marshal) and who will be responsible for its conduct:**

Name: _____

Address: _____ **Telephone:** _____

- D) "Spectator/ Special Event" Liability Insurance policy will be required for the event. The policy must be in effect for the duration of the event and must be a minimum of Two-Hundred Thousand Dollars (\$200,000.00) in coverage:**

(A) Name of Insurance Company _____

(B) Name of Insurance Agent _____

(C) Policy Number _____

- E) Date when event is to be conducted** _____

IF EVENT IS PARADE, THE FOLLOWING IS REQUIRED:

Starting Point _____

Route to be traveled: _____

Termination Point: _____

Approximate number of person(s) in parade: _____

Approximate number of animals in parade: _____

Type of Animals: _____

Approximate number and description of vehicles in parade: _____

Number of Floats: _____ **Number of Marching Units:** _____

Parade Assembly Time: _____

Parade Assembly areas (located by streets) _____

Parade Starting Time: _____

Parade Termination Time: _____

State whether parade will occupy all or only a portion of the width of streets to be traveled:

Interval of space between parade units: _____

Maximum Speed: _____ **Minimum Speed:** _____

Maximum length of parade in miles or fractions thereof: _____

Number of stops to be made and locations: _____

Purpose of Parade: _____

If the parade is designed to be held by, and on behalf of or for, any person other than the applicant for such permit, applicant must file as an attachment hereto written authorization from the person proposing to hold the parade, authorizing the applicant to apply for the permit on his behalf.

IF THE EVENT IS A FUNCTION OTHER THAN A PARADE, THE FOLLOWING INFORMATION IS REQUIRED:

LOCATION OF EVENT _____

TYPE OF EVENT _____

APPROXIMATE NUMBER OF PERSONS ATTENDING _____

WILL ALCOHOL BEVERAGES BE SOLD/ CONSUMED: YES _____ **NO** _____

STARTING TIME OF EVENT _____ **ENDING TIME OF EVENT** _____

REMARKS: _____

SIGNATURE OF PERSON APPLYING: _____

HOME ADDRESS: _____

BUSINESS ADDRESS: _____

HOME TELEPHONE: _____

BUSINESS TELEPHONE: _____

******ALL PERMITS MUST BE FILLED OUT AND TURNED IN TO THE MONROE POLICE DEPARTMENT AT LEAST TWO (2) WEEKS PRIOR TO THE EVENT******

**MONROE POLICE DEPARTMENT
MONROE, LOUISIANA
ACTIONS FOR CHIEF OF POLICE**

This application for a parade/ special event permit is:

_____ **(A) Denied for the following reasons:**

_____ **(B) Approved subject to all of all of the representations therein made by the Applicant with the following requirements:**

_____ **(C) (Alternative Permit) Approved subject to the following changes and, except as hereinafter changed, subject to all of the represent- action made by the applicant in the above applications:**

Monroe, Louisiana, this _____ day of _____, 20 _____

Approved By: _____
Chief of Police

NOTICE: (A) A signed copy of any approved permit must be carried on the person of the event marshal who shall present it upon the request of any police officer in attendance.

(B) If an alternative permit is issued hereinabove, the applicant, if he desires to accept same, must file a written notice of Acceptance with the Chief of Police two days after notice of the action of an alternative permit.

******PLEASE RETURN THIS FORM WITH APPLICATION******