

**CITY OF SIDNEY
EXECUTIVE ORDER**

Topic: Parade/Assemblage/Special Event Permits (Sec 311.04)

Supersedes Order/
Previous Directive Dated: 01/01/2016

Issued By: Mark Cundiff, City Manager



Effective Date: March 24, 2016

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PARADE/ASSEMBLAGE/SPECIAL EVENT:

Section 311.04(b) of the City Code provides that “No person shall engage in, participate in, aid, form or start any parade unless he has first obtained a parade permit therefore from the City Manager, or designee. A parade is defined in Section 311.04(a) as “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”.

Specifically exempted from this requirement are:

- Funeral processions;
- Students going to and from school classes or participating in educational activities, provided that such conduct is under the immediate direction and supervision of proper school authorities; or
- Governmental agency acting within its scope of its functions.
- Park Shelter reservations and athletic tournaments (regulated separately per Sec. 925.19)

The City Manager, or designee in making a decision on the issuance of the permit, shall consider that:

- The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
- The conduct of the event will not require the diversion of so great a number of police officers of the City to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the City;
- The conduct of such event will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the City other than that to be occupied by the proposed line of march and areas thereto;

- The concentration of persons, animals and vehicles at assembly points of the event will not unduly interfere with proper fire and police protection or ambulance service to areas contiguous to such assembly areas;
- The conduct of the event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or to create a disturbance;
- The event is scheduled to move from its point of origin to its point of termination expeditiously and without reasonable delays en route; and
- The event is not to be held for the sole purpose of advertising any product, goods, or event and is not designed to be held purely for private profit.

APPLICATION:

An application form for the conduct of the Parade, Assemblage/Special Event shall be available in the City Clerk's Office. The completed application form shall be filed at the City Clerk's Office. A copy of the application form is attached.

Applications should be filed no later than five (5) working days prior to the date of the special event/parade/assemblage.

GENERAL:

The City Clerk shall distribute copies of the Parade/Assemblage/Special Event Application to the Police, Fire, Community Services, Parks, Finance, City Manager, Assistant City Manager/Public Works Director and Street Departments for their review and comment. The final say as to whether the permit will be granted lies with the City Manager, or designee. The City Manager, or designee, shall act on the application for a parade/assemblage/special event permit within 10 days after filing.

In the event that the City Manager or designee disapproves the application, he shall mail to the applicant, within 10 days after the date upon which the application is filed, a notice of his action, stating the reasons for his denial of the permit.

Parade applicants will be required to certify that anyone participating in their event will refrain from throwing candy or other items from parade entries into the spectators. This practice poses a hazard to the general public and will not be tolerated. If parade participants engage in such activity, they will be removed from the parade. Further, the applicant will be held accountable for any claim or action that might result from such activity.

The City Manager, or designee shall have the authority to revoke a parade/special event permit upon violation of the standards for issuance.

INSURANCE REQUIREMENTS:

I understand that the following insurance must be maintained at all times during the Use, which such insurance shall insure against claims to persons or damages to property which may arise in connection with the Use: Commercial General Liability Insurance on an occurrence basis, with coverage at least as broad as ISO Form CG 00 01 12 07, including

products-completed operations, and personal and advertising injury, with limits of not less than One Million (\$1,000,000.00) Dollars per occurrence. The following shall also apply to such insurance coverage:

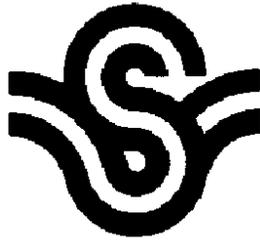
1. **Insurance Company Rating:** The insurance hereunder shall be AM BEST rating of no less than A:VIII, unless otherwise acceptable to the City of Sidney.
2. **Additional Insureds:** The following shall be named as additional insureds; the City of Sidney, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board/commission members, including employees and volunteers.
3. **Primary Coverage:** For any claims related to this Agreement, the above named User's insurance coverage shall be primary insurance as respects the Additional Insureds. Any insurance or self-insurance maintained by the Additional Insureds shall be excess of the User's insurance and shall not contribute to it.
4. **Verification of Coverage:** User shall furnish the City of Sidney a Certificate of Insurance evidencing the coverage requirement herein not less than two (2) weeks prior to the commencement of the Use. The City of Sidney reserves the right to require complete, certified copies of all required insurance policies, including endorsements required herein, at any time. The subject Certificate shall include the following language: **The following are additional insureds: The City of Sidney, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. Coverage shall be primary to the additional insureds and not contributing with any other insurance or similar protection available to the additional insured whether other available coverage be primary, contributing or excess.** The subject certificate shall also contain: (a) the Requested Site of the Use and (b) the Date(s) of the Use.
5. **Cancellation Notice:** User shall provide, during the life of this Agreement, or for a longer period as stipulated herein, the coverage as described above, which shall include an endorsement stating the following: **“Thirty (30) days advance written notice of cancellation, 3 non-renewal, reduction and/or material change shall be sent to:
The City of Sidney, Attn: City Clerk 201 W Poplar Street, Sidney, Ohio 45365**
6. **Coverage Expiration:** If any of the above coverage expires, is cancelled, non-renewed, reduced in coverage, or materially changed during the term of this Agreement, User shall deliver renewal certificates and/or policies to the Parks Director not less than ten (10) days prior to said date of expiration, cancellation, non-renewal, reduction, or change.
7. **Modification:** The City of Sidney reserves the right to modify these requirements, including limits, based upon the nature of the risk, prior experience, insurer, coverage, or other circumstances.

Activities being held on public grounds (City parks, municipal pools, etc.) or residential neighborhood block parties may not be required to provide a Certificate of Insurance except those events which include food vendors, alcohol, or the erection of tents and other structures on City property, or events for which the host group charges fees. The necessity of a

Certificate of Insurance for other events will require a case-by-case assessment of the risk by the City Manager or designee.

APPLICANTS RESPONSIBILITIES:

- Provide an approximate number of Police Officers requested to assist. List locations and duties requested. Applicants are urged to contact the Police Department at 937.498.2351 in advance of submitting this application to discuss details of the event, if Officers are requested.
- Barricades and cones may be checked out from the City Service Center. Persons interested in this service should contact the Street Department at 498-2335. Any other required traffic control devices not available from the City will be the applicant's responsibility to provide. Failure to provide adequate traffic control provisions shall be sufficient grounds to deny a permit.
- It is the applicant's responsibility to notify all property owners in the vicinity of the event (i.e. parade route, street blockage, neighbors, etc.), indicating date, hours of event, and other necessary details.
- Other special needs to be coordinated with City staff (i.e. picnic tables, port-apots, water taps, etc.)



City of Sidney

**PARADE/ASSEMBLAGE/SPECIAL EVENT
PERMIT APPLICATION (Sec 311.04)**

Name of Applicant: _____

Name of Person filing application (if different): _____

Address of Applicant: _____

Phone Number of Applicant/Contact Person: Daytime: _____

Evening: _____

EVENT INFORMATION

Date of Event: (Include Day of Week) _____

Start Time: _____ End time: _____

Description of Event: (attach additional sheets if required)

Alcohol Distribution: Yes No

Food Vendor(s): Yes No

Request use of City equipment: Yes No

- Picnic tables** QTY: _____
- Trash barrels** QTY: _____
- Bleachers QTY: _____
- _____

Request use of City personnel: Yes No

- Police Officers QTY: _____
- Locations: _____
- _____
- _____
- _____

Entrance Fee Charged: Yes \$ _____ No

Other: _____

*subject to City Ordinance Sec. 925, Parks and Beauty Areas

**City picnic tables and trash barrels must be transported by applicant; City will deliver bleachers.

Where will the parade form (if applicable):

Attach a copy of a map depicting the routing of your parade (if applicable). The map should show traffic control plan that has been reviewed with the Sidney Police Department.

If required, attach copy of current certificate of insurance, binder, or letter from an insurance agent indicating required level of general liability coverage.

Attach evidence, such as a letter, to indicate that Applicant has the owner's permission to occupy private property under those circumstances where all or part of the event will take place on private property not under the control of the Applicant.

If animals will be involved in parade, please note in Description of Event section. Applicant will be responsible for cleaning up after animals!

CERTIFICATION:

I, _____ the undersigned do hereby certify to the City of Sidney that I have reviewed the Executive Order of the City Manager governing Parade/Assemblage/Special Event Permits and agree to comply with it and any further conditions which may be prescribed. I hereby agree to take all necessary actions to protect the general public and event participants. Further, my organization and I agree to indemnify, hold harmless and defend the City of Sidney and its officers, employees, agents and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions that may result from the conduct of the event and the issuance of this permit. The appropriate officials from my organization have authorized the submittal of this application.

Signature of Applicant:

Witness:

(Type or Print Name)

Date: _____

The Chairman must carry/keep this permit with them while the event is taking place.

For completion by City staff:

Reviewed by:	Signatures
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Public Works Director: _____

Police Chief: _____

Fire Chief: _____

Street Superintendent: _____

Parks Department: _____

Finance Officer: _____

City Manager: _____

Insurance Certificate suitable: Yes No
Conditions to approval:

Please consider providing specifically assigned "Handicap Parking" for visitors.



City of Sidney

Parade Regulations:

Parade participants must keep up with the participating directly in front. No gaps should appear in the parade.

Nothing shall be thrown or shot to the crowd by any participant.

The parade route submitted on the permit cannot be deviated from without the approval of the Chief of Police or his designee.

Violation of these regulations will result in the participants' removal from the parade and could result in future parade permit requests being denied.

The parade permit holder is responsible for notifying all participants of these regulations.

By Order of the City Manager's Office, March 24, 2016