

**CITY OF SIDNEY  
EXECUTIVE ORDER**

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

Supersedes Order/  
Previous Directive Dated: 11-01-2003

Issued By: Steve Stilwell, City Manager

Effective Date: August 1, 2010

=====

**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. 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:

- o Funeral processions;
- o 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
- o Governmental agency acting within its scope of its functions.
- o Park Shelter reservations and athletic tournaments (regulated separately per Sec. 925.19)

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

- o The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
- o 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;
- o 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 Police Department. The completed application form shall be filed at the Police Department. A copy of the application form is attached.

**GENERAL:**

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

In the event that the City Manager 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.

Except as noted below, the individual or organization applying for the permit must supply the City of Sidney with a copy of a certificate of insurance indicating that the applicant has a current general liability insurance policy with a minimum limit of \$1,000,000 per occurrence for bodily injury, personal injury and property damage with an insurer acceptable to the City. In the event that the applicant does not possess current insurance coverage as required, a letter from a licensed insurance agent which indicates that they will be able to receive a policy by the date of the planned occasion may be substituted. Further, in the event that a permit is issued, the City of Sidney shall be provided an insurance binder, which details the level of coverage and names the City of Sidney, its officers, officials, employees, agents and volunteers as “Additional Insured” and that such coverage shall be primary to the Additional Insureds and not contributing with any other insurance or similar protection available to the Addition Insureds whether other available coverage be primary, contributing, or excess. Acceptable coverage shall be in force for the duration of the event. Failure to provide the required insurance documents shall be sufficient grounds for denial or revocation of the permit.

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 his/her designee.

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 shall have the authority to revoke a parade/special event permit upon violation of the standards for issuance.

**Applicant's Responsibilities:**

- Providing and/or arranging for traffic control for the event is the responsibility of the applicant. Applicants are urged to contact the Police Department at 498-2351 in advance of the submittal of the application to work out traffic control details. 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. 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-a-pots, 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: Day \_\_\_\_\_

Evening: \_\_\_\_\_

Date of Event: \_\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_

(Day of Week)

Start Time: \_\_\_\_: \_\_\_\_ .m.

End time: \_\_\_\_: \_\_\_\_ .m.

Description of Event: \_\_\_\_\_

(attach additional sheets if required)

Alcohol Distribution:	Yes _____	No _____
Food Vendor(s):	Yes _____	No _____
Request use of City equipment: picnic tables** _____ (qty) trash barrels _____ (qty) bleachers** _____ (qty) shelters _____	Yes _____	No _____
Entrance Fee Charged:	Yes _____ \$ _____	No _____
Other:	_____	_____

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

\*\* City picnic tables 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, officials, 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:*

	Initials	Date
<u>Reviewed by:</u>		
Police Chief	_____	___/___/___
Fire Chief	_____	___/___/___
Public Works Director	_____	___/___/___
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, August 1, 2010