



Date Rec'd: _____

Rec'd By: _____

STREET/PARADE USE PERMIT APPLICATION

Othello City Hall | 500 E Main St. | Othello, WA 99344 | (509) 488-5686

Application **MUST** be turned in to Othello City Hall **30 Days** prior to scheduled event or festival.

Please complete the form to its entirety, if question is not applicable then insert N/A as an incomplete application may be DENIED.

NAME: _____ APPLICATION DATE: _____

ORGANIZATION NAME: _____

MAILING ADDRESS: _____ CITY/STATE/ZIP: _____

PHYSICAL ADDRESS: _____

PHONE: _____ EMAIL: _____

WILL THIS PERSON BE ONSITE DURING THE EVENT? YES NO

EVENT INFORMATION

NAME OF EVENT: _____

DESCRIPTION OF EVENT AND USE: _____

DATE OF EVENT: _____ EVENT TIME: _____

ASSEMBLY AREA: _____ TIME OF ASSEMBLY: _____

DISPERSAL AREA: _____ TIME OF DISPERSAL: _____

***PARADE SITE MAP IS REQUIRED TO BE SUBMITTED AT TIME OF APPLICATION. PLEASE INCLUDE STREET NAMES AND/OR NUMBERS AND PARADE ROUTE.**

WILL STREETS NEED TO BE BLOCKED? YES NO

ESTIMATED NUMBER OF VEHICLES _____ FLOATS _____ PEDESTRIANS _____ ANIMALS & ANIMAL TYPE _____

SPECIAL REQUESTS (CHECK ALL THAT APPLY): STREET CLOSURE POLICE ESCORT ROAD BARRICADES CONES

Will this event involve political or religious activity intended primarily for the communication or expression of ideas? YES NO

INSURANCE REQUIREMENTS

The authorized applicant shall procure and maintain in force, without cost to the City, on or before the commencement date of this Agreement and throughout the Agreement term for the street use event, a broad form comprehensive general liability policy of insurance covering bodily injury and property damage, with respect to the use and occupancy of the City right of way with liability limits of not less than \$1 million per occurrence and \$2 million aggregate. The City shall be named as ADDITIONAL INSURED on the policy, which shall also provide that the policy may not be cancelled or modified for any reason without fifteen (15) days prior written notice to the City. The authorized user shall provide the City with a copy of the certificate or certificates of such insurance within ten (10) days of the execution of this Agreement and before the use of the City right of way.

SELF INSURANCE

If the authorized user is self-insured through the Office of the State Risk Management, a certified statement setting out the program approval of the state risk manager and coverage(s) (including additional named insured) as set in the Insurance paragraph, including the City of Othello being named as additional insured shall be attached to this application.

STREET/PARADE USE RULES AND REGULATIONS- VEHICLES & FLOATS

1. Throwing candy or other objects from the vehicles shall be prohibited. Walking beside the float and distributing candy and/or toys is permitted.
2. All floats must adhere to the minimum and maximum size and height requirements as provided by the Member.
3. All participants should maintain a distance of twenty-five (25) feet between one another to allow visibility of children and other participants running into the street.
4. Parade entries may only complete one complete lap of parade route.
5. Riding on the top of or outside of vehicles without belts or harnesses is prohibited.
6. Fire or open flame on any entrant is prohibited.
7. All drivers of vehicles and floats shall possess a valid driver's license.
8. Drivers shall have 180° forward vision
9. Fire extinguishers rated 2A – 10BC are required on all motorized decorated vehicles.
10. Exhaust system shall extend beyond any and all decorations so that drivers or riders are not exposed to carbon monoxide fumes.
11. Compressed gases (such as helium) shall be properly secured and safeguarded.
12. All decorative materials must be fire retardant. NOTE: BALES OF HAY ARE NOT FIRE RETARDANT.
13. All floats should be inspected by the Fire Marshall or other applicable official prior being allowed to participate in the parade.
14. All floats must have one spotter in the vehicle whose job it is to monitor activity on the float so that the vehicle operator is not distracted.
15. Parade entries unsafely operating vehicles or animals will be removed from parade and cited by the Othello Police Department.
16. The City of Othello reserves the right to bar from the parade at any time any entrant not conforming to the rules or refusing to follow the instructions of the police or parade officials.
17. Alcoholic beverages are prohibited on any float or vehicle or on the person of any participant.
18. *All vehicle and float operators are required to provide proof of automobile liability insurance with entry application.



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AGREEMENT TO INDEMNIFY

The organization and individuals using public facilities agree to protect and to indemnify for costs, legal and other expenses the City, its officers, employees, elected officials and agents from any and all claims, liabilities or suits related to or arising from acts of omissions of such organizations or individuals in connection with the use of any such public facility. I, the undersigned, acknowledge receipt of and compliance with Application Instructions, Rules and Regulations, and the above agreement.

Signature: _____ Date: _____

Route to be traveled including staging area, parade route and termination point (please include map or diagram. Street/Parade Use Permit Application must be submitted no less than 6 weeks prior to the proposed event date.



FOR OFFICIAL USE ONLY

APPROVAL AND ROUTING:

	COMMENTS/CONDITIONS	INITIALS	DATE
<input type="checkbox"/> POLICE CHIEF			
<input type="checkbox"/> FIRE CHIEF			
<input type="checkbox"/> PUBLIC WORKS DIRECTOR			
<input type="checkbox"/> CITY ADMINISTRATOR			

SPECIAL CONDITIONS: