



Parade Permit Application

* One application PER PARADE

A map must be attached detailing parade route and *turn by turn instructions including direction indicator arrows* .

Hand written maps are not acceptable; application may be rejected if map provided does not clearly show the requested information.

All applications must be submitted at least 45 days prior to the request.

Name of Parade			
Date of Parade			
Parade Coordinator Contact		Primary Phone #	
Sponsoring Organization			
Secondary Phone #	Email Address:		
Estimated number of floats, vehicles, etc.			
Start Time		End Time	
Will there be any animals in your parade?	YES _____ NO _____	<i>Sponsoring organization must inform all participants in the parade that they are responsible for state required licenses, Coggins tests, CVI's, etc.</i>	
Staging/Set-up Time	Staging Area	Beginning Point	Ending Point

The Organization / Sponsor is required to :

Publish an informative ad the week prior to the parade in the Wood County Monitor newspaper that includes the parade route. The published ad must include route information.

Submit to the City any changes made to the parade route no later than 30 days prior to the date of the parade.

Furnish event insurance listing the City of Winnsboro as an additional insured (certificate holder is not acceptable) for all parades that will include more than 100 participants no later than one week prior to the parade.

Advise Kansas City Southern dispatch (816.983.1473) if the parade will be crossing over train tracks. KCS will not stop trains for parades.

* No dirt bikes will be permitted. 4-wheelers are permitted only if pulling a float and only if driven by a licensed driver over the age of 18.

Release of Liability: Sponsoring organization, it's governing board, and all of it's representatives agree to indemnify and hold the City of Winnsboro, Texas, it's elected officials, employees, agents, and attorneys harmless from, and against any and all claims, actions, damages to persons or property, liabilities, losses, costs or expenses (including without limitation, attorney's fees, court costs, taxes, penalties and interest) arising in whole or in part out of the use of any City property, the performance of this agreement, or the rights, uses and privileges authorized herein. The sponsoring organization may be held financially responsible for any damage(s) to City property, safety cones, barricades, etc.

Acknowledgement: Any person or group hosting a Public function shall not prohibit, dissuade, prevent or exclude any member of the public based upon or regarding an individual's race, color, religion, sex, age, national origin or disability. A representative will be present during this event, and will be fully accountable for compliance with all guidelines. Sponsoring organization further agrees to comply with all ordinances and regulations of the City of Winnsboro.

** I certify that I am authorized to sign on behalf of the sponsoring organization and have the authority and/or permission to execute this document on their behalf. I hereby affirm that all information on this form and the attached plan is true, correct, and complete.*

Applicant Signature

Date

Internal Only Use Below this Point

DATE PAID	PERMIT NO.	Check CC CASH
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