

CITY OF HEMPSTEAD



PARADE, MOTORCADE, and RUN (EVENT) PERMIT

Date of Application Submittal: _____

ORGANIZATION NAME: _____

ADDRESS: _____

PHONE: _____

Contact Information

(This information will be used as the direct contact for coordination, communication, and full application and permit process of the event.)

Organization Contact Name: _____

Title: _____

E-mail Address: _____

Phone Number: _____

Event Information

(Should this information significantly change after submittal of this application, you are obligated to communicate the changes with the Office of the City Secretary. The Office of the City Secretary will determine if a new application needs to be submitted.)

Please select the type of event:

_____ **Parade**

_____ **Motorcade**

_____ **Run/Walk**

_____ **Trail Ride**

Event Name/Title: _____

If the Event has been held before in Hempstead, please list the date(s) of the previous Event(s): _____

Number of Persons Participating (please be as specific as possible; for example, "100 race participants, 50 race volunteers, 10 vendor tents with anticipated 15 vendor persons"):

Requested Date(s) of Event: _____

Requested Start and Finish Time of Event: _____

Description of Requested Route (Please include as much detail as possible including the start point and the end point and the portion of the street to be traversed):

Description of Other Areas of Assembly Needed for Event (This does not include spectators, but does include locations of vendors, or assembly areas before the start and after the finish, etc.):

If Motorcade or Parade, Interval of Space to be Maintained Between Units:

Additional Information for Council's Consideration:

Fee Payment

(To be completed by City Staff)

Fee due at time of submittal of application: \$100.00

Fee Amount Paid: _____ Date of Payment: _____

Date of Hearing

(To be completed by City Staff)

Date of Hearing/Consideration at Council Meeting: _____

Applicant Acknowledgment

I, _____, the representative submitting this Event application, understand that, pursuant to the City Parade Ordinance, I am required to submit this application and the associated fee not less than sixty (60) days before the date on which the Event shall occur. I understand that Council may still consider my application within the sixty (60) days leading up to my Event if good cause is shown by me. I understand that the application fee is non-refundable and will be used for the purpose of defraying the City's expenses in regulating and inspecting the event and cleaning any public facilities used by the Event.

I further understand that I am required to show proof of insurance, with the City, its employees, officers, and officials added as an additional insured, in the amounts required by the Parade Ordinance. I understand that Council will not hear my application and request for permit unless and until proof of such insurance is submitted to the Office of the City Secretary. The certification of insurance shall include a statement the effect of:

"The comprehensive general liability policy listed above includes coverage of designated premises and coverage for contractual liability in compliance with the provisions of article 11.05 of the City Code of Hempstead, Texas, for a parade to be held on the _____ day of _____, 20__."

I understand that City Council or City Staff are authorized to modify the route, time, and manner of the Event as may be deemed necessary to protect the safety and welfare of the public, including preservation of access to public buildings and maintenance of vehicular and pedestrian traffic flow.

By my signature below, I understand and have read all of the above information and have filled out this Application to the best of my ability and I understand that if any significant changes are made to the Event information, it is my duty to update

the Office of the City Secretary immediately and if I do not, my Permit may be revoked or amended.

Applicant Signature

Date

(For completion by City Staff)

Date of Receipt of Application: _____

Name of City Staff Recipient: _____

Communication to Applicant concerning Council Hearing on Permit Application:

