

Town of Mint Hill Parade/Assembly Permit Application

In accordance with the Town's Public Assembly/Parade Ordinance, this application must be received more than 30 days from the date of the event.

I. General Information

EVENT NAME: _____

EVENT DATE: _____

ASSEMBLY LOCATION: _____

ASSEMBLY TIME (START/END): _____

EVENT HOURS: _____

DISPURSEMENT TIME
(START/END): _____

ESTIMATED PARTICIPATION/VIEWERS: _____

PREVIOUS YEARS PARTICIPATION: _____

PERCENTAGE OF ADULTS _____

II. Event Route

Please provide a detailed route of the event. Include street name(s), day, date and time of closing and reopening:

Attach route map on a separate sheet

III. Brief Description of the Event

IV. Event Details

YES NO

- Is the event an annual occurrence?
- Is the applicant providing written authorization from each sponsor?
- Will the parade utilize the entire right-of-way?

Half of the road: _____ Sidewalk only: _____

IV. Event Details (continued)

- Will there be any animals involved in the parade? If yes, please provide the following information:
Approx. Number of Animals: _____ Types of animals (Must provide health certificate for each animal)
- Are there vehicles participating in your event? IF SO, how many? _____
Briefly describe the type of vehicles
- Are there towed floats involved with the event? IF SO, how many? _____
- Are there marching bands in your event? If so, how many? _____

V. Applicant and Sponsoring Organization Information

SIGNATURE & DATE _____

SPONSORING ORGANIZATION NAME: _____ Not for Profit? NO YES

APPLICANT NAME: _____

ADDRESS: _____

PHONE: _____ FAX#: _____ EMAIL: _____

ON-SITE CONTACT: _____

ADDRESS: _____

PHONE #: _____ MOBILE PHONE #: _____ EMAIL: _____

V. Email Questions to: police@police.minthill.com Or call: (704) 545-1085

Mail completed application with the \$5.00 parade fee (check payable to the Town of Mint Hill) to:
Special Events Request, Town of Mint Hill, P.O. Box 690940, 7151 Matthews-Mint Hill Road, Mint Hill NC 28227

- NOTES:**
- 1- **Do not announce, advertise or promote your event until you have a signed permit.**
 - 2- The Permit Official, in consultation with the Mint Hill Police Department, shall determine the number of officers needed to appropriately police street closures and for internal security, and the number of emergency medical technicians needed, and the time when such services shall commence and end. The Mint Hill Police Department determines how many officers will be needed to control traffic for your event. It is recommended to call the MHPD Office at 704-545-1085 if you have staffing questions.
 - 3- The applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers and fire/EMS personnel, or reimbursing the Town for the costs of providing on-duty law enforcement officers and fire/EMS to provide internal festival safety and security.
 - 4- **HOLD HARMLESS AGREEMENT**
In consideration of the Town of Mint Hill closing one or more public streets for the activity for which this permit was issued, the sponsor(s) of this event hereby agrees to save the Town, its agents, officials, and employees harmless from and against all damages to persons or property, all expenses, and other liability that may result from this activity. Depending on the size and scope of the event a "certificate of insurance" may be required. When permitted, the permit is for public rights of way only. Any use of private property must be negotiated with property owner.

Applicant understands the provisions set forth in the Mint Hill Code of Ordinances Article II, Section 16-Public Assemblies and Parades.

NOTE: Ensure the form is approved by the Mint Hill Fire Chief prior to submitting to the Mint Hill Police Department for final approval.

Signature of Applicant

Date

(If Parade is to be sponsored by, or on behalf of, any person other than the applicant, or the group the designated representative for, the applicant for such permit shall provide a copy of written communication from the person or group proposing to hold the parade authorizing the applicant to apply for the permit on his/her behalf)

Notary Public

My Commission Expires

(FOR OFFICIAL USE ONLY)

Received By: _____

Application Fee Paid and Completed: _____ Date: _____

Approved By: _____ Date: _____
Mint Hill Fire Chief

Approved By: _____ Date: _____
Mint Hill Police Chief