



City Clerk  
405-295-9310

## PARADE/EVENT PERMIT APPLICATION

The complete application must be received by the City Clerk's Office not less than the following days prior to the commencement of the event. Please check which type of event below. Violation of the §343-10 code, upon conviction thereof, will be subject to a fine of \$100.

\_\_\_ Major Event: 30 days \_\_\_ Parade Permit: 30 days \_\_\_ Special Event: 60 days \_\_\_ Noise Permit: 15 days

Name of Organization/Individual: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Contact Person/Organizer: \_\_\_\_\_ Email Address: \_\_\_\_\_

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Parade/Event: Day of Week: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_ m. to \_\_\_\_ m.

Title/Type of Parade or Event: \_\_\_\_\_

Number of Entries: Persons: \_\_\_\_\_ Floats: \_\_\_\_\_ Vehicles: \_\_\_\_\_ Horses: \_\_\_\_\_

Event Location (please provide site plan/Map): \_\_\_\_\_

### **Special Requests:**

Streets (Road/Alley Closures, Barricades, etc.) : \_\_\_\_\_

Parks (Pavilions, Restrooms, Playgrounds, Facilities, etc.): \_\_\_\_\_

Emergency Services: (Police, Fire, EMS Services): \_\_\_\_\_

Alcohol Beverage Sales/distribution (Please provide Sponsor, State/Able Licensing, County Licensing, & Map of Distribution Location, in accordance with 275-22 of El Reno Codes): \_\_\_\_\_

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Requested by: \_\_\_\_\_  
(Signature Required) \_\_\_\_\_ Date: \_\_\_\_\_

The following items must accompany this application:

- ☐ A map of Parade Route or Event Location Site Plan.
- ☐ Alcohol Beverage Items as Listed above.
- ☐ Listed Services as requested.
- ☐ A signed Indemnification Agreement or Certificate of Insurance.
- ☐ A fee of \$20.00 (Cash \_\_\_\_\_, Check \_\_\_\_\_ or Money Order \_\_\_\_\_)

-----BELOW THIS LINE IS FOR OFFICE USE ONLY -----

Date Received: \_\_\_\_\_ by: \_\_\_\_\_

Approved Date: \_\_\_\_\_ El Reno's City Manager: \_\_\_\_\_

City Clerk shall email a copy of the Parade/Event Permit & Associated documents to the following departments:

Police Dept. \_\_\_\_\_, Fire Dept. \_\_\_\_\_, Streets/Parks Dept. \_\_\_\_\_, EMS Dept. \_\_\_\_\_, City Manager \_\_\_\_\_