



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): _____

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 _____