



Parade Permit Application

City of Fort Morgan
c/o Parade Applications
1239 E. Kiowa Ave
PO Box 100
Fort Morgan, CO 80701
www.cityoffortmorgan.com

INSTRUCTIONS FOR PARADE PERMIT APPLICATIONS

Parade Permit Applications require a **60-days** prior notice of the event date. Permits must be submitted to Monty Waite, Recreation Superintendent or, Jorge Rico, Parks Superintendent. Applications may be dropped off at the Fort Morgan Fieldhouse during normal operating hours.

The City of Fort Morgan will approve parade permit applications and scheduled events that are deemed to be in the best interest of the citizens and the City of Fort Morgan. Traffic control barricades, signs, vests, city personnel, etc., may be required and/or available at an additional fee. If at any point on the route anything is planned to be thrown, streets must be closed along the entire route to ensure the safety of all.

A Parade Permit is required anytime a parade or procession will occur on a public street, a sidewalk or pedestrian way in a manner which may hinder normal use of the sidewalk or pedestrian way.

Upon receipt of the completed Parade Permit Application and prior to its processing and approval, a mandatory meeting may be required with the Chief of Public Safety, or his designee. Monty Waite or a representative from the city will reach out to schedule this meeting.

Approved Parade Permits will be mailed to the sponsoring organization, and will be marked to the attention of the applicant unless otherwise requested on the application. All participants will be required to adhere to any and all conditions specified in the Parade Permit by the Fort Morgan Police Department and the City's Traffic Engineering Division.

Parade Applicant: Provide the name of the person completing the Parade Permit Application form.

Route: The application must indicate the route street by street. An example would be: Railroad Avenue to Main Street to Beaver Avenue to State Street to Railroad Avenue. In addition, please outline the route on the included map on page 4.

Approximate Number of Participants: This is the projected number of persons who will participate in the parade/event/run/walk. A Certificate of Insurance must be submitted with your Parade Permit Application and will satisfy the coverage requirements as described below.

Insurance: General Liability Insurance is required and shall include coverage for contractual liability with minimum limits of \$1,000,000 per occurrence with bodily injury and property damage. The Certificate of Insurance shall name the City of Fort Morgan as "Additional Insured." If you have questions, contact the Risk Management Department with the City of Fort Morgan at 970-542-3977.

Number of Bands, Vehicles, etc.: Indicate the number of each of these that will be in your parade/event. Indicate any signs, banners, or other objects that will be carried by participants.

Explain how the group is organized: Indicate how the participants will be supervised to insure the parade/event runs smoothly and safely. Include if you plan to hire police officers, how many, and where you would like them positioned.

Application for Parade Permit

1. Name of Parade: _____

2. Date of Parade: _____

3. Parade start time: _____ Parade end time: _____

4. a) Name of organization: _____

b) Address: _____

c) City/State/Zip: _____

d) Contact person: _____

Work phone: _____ Home phone: _____

Fax: _____ Cell phone: _____

e) Organization type: Non-profit___ Government___ Corporation___

Other___(explain)_____

5. Describe the purpose of the Parade: _____

6. Point of assembly: _____

7. Proposed parade route (start to finish-Use provided map route map on page 8): _____

8. Estimated length of parade (front to rear): _____

9. Estimated length of time parade is expected to last: _____

10. Minimum speed of the parade: _____

Maximum speed of parade: _____

11. Maximum interval of space to be maintained between the units of the parade _____

12. Estimated number of pedestrians in the parade: _____

13. Estimated number and type of animals in the parade: _____

14. Estimated number of vehicles and/or floats in the parade: _____

The applicant for a Parade Permit for a recreational purpose, and any other persons, organizations, firms or corporations on whose behalf the permit is made, by filing the application do represent, stipulate, contract, and agree that they will jointly and severally indemnify and hold the City of Fort Morgan harmless against liability for any and all claims for damage to property, injury to or the death of persons arising out of or resulting from the issuance of the permit, or the conduct of the parade or its participants.

This application is not considered complete and will not be processed unless a parade route diagram is included. Indicate the point of assembly, the starting point, and the finishing point.

Signature of Applicant _____

Date _____

Printed Name of Applicant _____

Printed Name of Organization Represented, if applicable _____

Date Received: _____

By: _____

FOR ADMINISTRATIVE USE ONLY

☐ Reviewed by Police Department

☐ Approved

☐ Disapproved

Authorized by: _____
SIGNATURE / PRINTED NAME

Date: _____

Special Restrictions Imposed: _____



Intersection Closures and Parade Route Map

Instructions:

Please indicate any intersection closures you are requesting by placing an "X" on the map at the specific intersection(s). If you are applying for a parade permit, please use one solid line to show the route. Please indicate the start and end point for the parade as well as the direction of parade traffic. Use the dedicated space to the right to list any pertinent details that will be helpful in the planning process.

Parade Route Details:





FMPD Event Reservation #: _____

FMPD EVENT SECURITY STAFFING Worksheet

PROPOSED EVENT: _____
 PROPOSED LOCATION: _____
 PROPOSED DATES & TIMES: _____
 EVENT CONTACT PERSON: _____
 CONTACT CELL PHONE #: _____
 SUBMITTAL DATE: _____

RISK FACTORS

Points

TIME

Day (0600 hrs.–1800 hrs.)	0
Day (1800 hrs.–0000 hrs.)	5
Overnight	10

DAILY ATTENDANCE

0–100	0
101–500	5
501–1000	10
1001–2000	15
2000 - 5000	20
5000 +	30

INCREASED RISK FACTORS

Alcohol Sold/Consumed	5
Cash/Valuables \$2500 +	5

EVENT/ORGANIZER PRIOR HISTORY

Prior property damage	5
Prior Injuries	10
Police response to prior event/s	10

TRAFFIC CONTROL

	10
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LARGE SCOPE OF PROMOTION

	10
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TOTAL 0

DECREASED RISK FACTORS

Points

Event is formal or semi-formal attire	20
Appropriate Staff monitoring event	10
Attendance by invitation only	10
Non-weekend/non-holiday event	10
Approved Outside Security	20

TOTAL 0

TOTAL RISK SCORE 0

STAFFING REQUIRED

0–19 Points:	No Staff Required
20–40 Points:	1–2 Police Officers/NCOs
41–50 Points:	3–4 Police Officers/NCOs mix
51–65 Points:	5 Police Officers/NCOs mix + 1 Police Supervisor
66–80 Points:	6–8 Police Officers/NCOs mix + 2 Police Supervisors
80 + Points:	TBD + FMPD Command Staff

FMPD Review By: _____ Date: _____

Event Staff Review By: _____ Date: _____

Staffing Levels May Be Adjusted at the Discretion
of the Fort Morgan Police Department

For Office Use Only

Name of Event: _____

# of Shelters _____	Powered Shelter Full Day Fee \$ <u>100</u> Non Powered Shelter Full Day Fee \$ <u>50</u> Shelter Damage Deposit(refundable) \$ <u>100</u>	Total Cost \$ _____ Total Deposit \$ _____
# of Parks Deposits _____	Damage Deposit \$ <u>250</u>	Total Deposit \$ _____
# of Picnic Tables _____ # of Days _____	Fee \$ <u>15.00</u> /Table x # of Days _____ Deposit Per Table \$ <u>15</u>	Total Cost \$ _____ Total Deposit \$ _____
# of Soccer Fields _____ with Prep _____ No Prep _____	CentrePointe Turf Rental \$400/day Game Prep Per Day Fee \$75 Refundable Damage Deposit \$250	Total Cost \$ _____
# Soccer Goals/Nets Rentals _____ # of Days _____	Daily Fee \$ <u>50</u> Damage Deposit \$ <u>150</u>	Total Cost \$ _____ Total Deposit \$ _____
Disc Golf Course # of Days _____	Fee Per Day \$ <u>100</u> Damage Deposit \$ <u>100</u>	Total Cost \$ _____ Total Deposit \$ _____
# of Baseball Fields _____ # of Days _____	Game Prep Per Day Fee \$ <u>150</u> Practice, No Prep Hourly Fee \$ <u>25</u> Refundable Damage Deposit \$ <u>150</u>	Total Cost \$ _____
Glenn Miller Park # of Days _____	Per Day with Power \$ <u>600</u> Per Day No Power \$ <u>500</u> Damage Deposit \$ <u>250</u>	Total Cost \$ _____ Total Deposit \$ _____
Showmobile # of Days _____ (<i>City Events Only</i>)	Weekend Fee \$ <u>300</u> Week Day Fee per Day \$ <u>150</u> Showmobile Deposit \$ <u>250</u>	Total Cost \$ _____ Total Deposit \$ _____
Trash Services # of Rollouts _____ # of 3yd Cont. _____	3 Yard Container \$ <u>27.35 per dump</u> Rollouts \$ <u>6.83 per dump</u>	Number of Dumps required _____ Total Cost \$ _____
# of Power Pedestals requested: _____	Daily fee \$ <u>20</u> # of Pedestals _____	Total Cost \$ _____
Police # of Officers _____ # of hours _____	Hourly fee per officer \$ <u>55</u> Total # of hours _____	Total Cost \$ _____
Street Closures:	Daily Fee Per Intersection \$ <u>100</u> # of Intersections _____	Total Cost \$ _____

Total Fees Due \$ _____	In-Kind Requested <input type="checkbox"/> Yes <input type="checkbox"/> No
Total Deposits Due \$ _____ (not subject to in kind)	Amount Approved \$ _____
Total Amount Due \$ _____ Date Payment Received _____ Received by _____	