



METROPOLITAN NASHVILLE & DAVIDSON COUNTY PARADE PERMIT

How to Obtain a Parade Permit

The event organizer should complete this application if the event involves a parade, run, walk, bike race, motorcycle rally, or any similar type of event. The application can be obtained at the Mayor's Office of Film and Special Events. The cost of the permit is **thirty dollars (\$30.00)**.

MAIL COMPLETED FORM TO:

Mayor's Office of Film & Special Events
Attention: Gordon Richard
750 S. 5th Street
Nashville, TN 37206

Phone (615) 862-8597

Email: gordon.richard@nashville.gov

MAIL PAYMENT TO:

Mayor's Office of Film & Special Events
Attention: Paul Hiltz
750 S. 5th Street
Nashville, TN 37206

1. Complete and return the application to the Mayor's Office of Film and Special Events along with a certificate of insurance and the permit fee of thirty dollars (\$30.00) payable to the Mayor's Office of Film and Special Events. The certificate of insurance must provide for a minimum coverage of one million dollars (\$1,000,000) of general liability insurance. Certificate(s) **MUST** name Metro Government of Nashville and Davidson County as an additional insured. If the parade involves floats or other vehicles, then one million dollars (\$1,000,000) in automobile liability insurance is also required. Certificates of insurance **MUST** be received and approved by this office no later than two weeks prior to the date of the event.
2. The Mayor's Office of Film and Special Events will distribute the application to the Police Department, the Department of Insurance and Safety, the Fire Department, MTA and Public Works.
3. The Police Department representative, Public Works representative, the event organizer and a representative from the Mayor's Office of Film and Special Events will ride the proposed route if necessary.
4. After an appropriate review the Police Department representative and Public Works representative will approve the route or suggest an alternative.
5. The Public Works representative will determine if any streets will need to be closed, as well as where barricades and/or cones will need to be used to separate vehicle traffic from pedestrians.
6. The Police Department representative and Public Works representative will determine the minimum number of required off duty police officers.
7. The event organizer will be responsible for hiring all necessary off duty officers.
8. The Mayor's Office of Film and Special Events notes on the Permit that the Police Department representative has approved the route and which officer will be overseeing off duty officers.
9. The Mayor's Office of Film and Special Events will take the permit and certificate of insurance to the Department of Insurance and Safety for approval and on to the Police Department for final approval.
10. A copy of the final, signed permit is returned to the event organizer. The event organizer must have this signed copy with him/her during the entire parade.

Once the route has been approved, the event organizer **MUST** contact Rory Rowan at Metro Department of Public Works (862-8782) to obtain all necessary street closure permits. The event organizer will also need to hire a barricade company to provide any necessary barricades, cones, etc.

Metropolitan Nashville & Davidson County

Parade Permit Application



NOTE: Section 12-56-030 of the Parade Ordinance of the Metropolitan Government of Nashville and Davidson County Government requires that a parade permit be issued by the Chief of Police (or his/her designee) before commencement of such parade. Application for a parade permit must be filed not less than six (6) days before the event. Any request for a permit to parade in or upon a park must be approved by the director of parks and recreation and comply with the requirements of MCL 13.24.150. The parade chairperson or other person heading or leading such activity shall carry the parade permit upon his/her person during the conduct of the parade.

If the parade "is held for a recreational purpose, and is comprised of pedestrians and vehicles or animals," the parade organization must obtain commercial general liability insurance for the event and auto liability if "motor vehicles are involved" in accordance with the requirements of MCL 12.56.070. Insurance companies must be licensed to do business in Tennessee and have a Best Key Rating of A:VII or better. Insurance coverage must include the assembly area, the parade route, the disbanding area and any other area used by the participants of the parade. The legal name of the organization conducting the parade shall appear as an insured on insurance policies and the Metropolitan Government shall be named as an additional insured on the policies. Either the insurance policy itself or an original certificate of insurance shall be submitted to the Insurance Manager of the Legal Department for review and approval before the Parade Permit may be presented to the Chief of Police.

DATE RECEIVED BY THE CHIEF OF POLICE: _____

Required information (No application for a parade permit shall be considered until all applicable portions of this application have been completed):

EVENT NAME/TITLE: _____

DATE OF EVENT: _____ EVENT WEBSITE: _____

INDIVIDUAL APPLYING FOR PARADE PERMIT:

NAME: _____

ADDRESS: _____

PHONE: _____ CELLULAR PHONE: _____

Fax: _____ EMAIL ADDRESS: _____

INDIVIDUAL WHO WILL BE PARADE CHAIRMAN AND WHO WILL BE RESPONSIBLE FOR ITS CONDUCT:

NAME: _____

ADDRESS: _____

PHONE: _____ CELLULAR PHONE: _____

FAX: _____ EMAIL ADDRESS: _____

NAME & ADDRESS OF ORGANIZATION RESPONSIBLE FOR PARADE AND NAME & ADDRESS OF ORGANIZATION FOR WHICH PARADE WILL BE CONDUCTED, IF DIFFERENT:

Organization Type: NON-PROFIT GOVERNMENT CORPORATION

PURPOSE OF THE ORGANIZATION AND PARADE:

ROUTE (attach a map and written turn by turn description)

PARADE DESCRIPTION:

ASSEMBLY POINT: _____ DISBANDING AREA: _____

ASSEMBLY TIME: _____ AM PM START AM PM DISBANDING TIME: _____ AM PM

ESTIMATED LENGTH (FRONT TO REAR): _____ ESTIMATED PARTICIPANTS OR SPECTATORS: _____
 ESTIMATED NUMBER OF VEHICLES: _____ ESTIMATED NUMBER OF ANIMALS: _____
 ESTIMATED NUMBER OF FLOATS: _____ INTERVAL OF SPACE BETWEEN UNITS: _____
 ESTIMATED NUMBER OF BANDS: _____ SOUND EQUIPMENT: YES NO
 NUMBER OF 10 X 10 TENTS: _____ NUMBER OF TENTS LARGER THAN 10 X 10: _____ TENT CONTRACTOR: _____

NUMBER OF PORTABLE TOILETS (STANDARD & ACCESSIBLE UNITS): _____ NUMBER OF ACCESSIBLE TOILETS: _____
 PORTABLE TOILET CONTRACTOR: _____ BARRICADE CONTRACTOR: _____

PARADE WILL OCCUPY: ALL PORTION OF THE WIDTH OF THE STREET.

HOW WILL THE PARADE TO ORGANIZED & SUPERVISED TO INSURE THE EVENT RUNS SMOOTHLY?

SECURITY COMPANY NAME AND CONTACT INFORMATION: _____

PROCEDURE FOR MEDICAL EMERGENCIES:

WASTE MANAGEMENT PLAN (DESCRIBE HOW WASTE AND RECYCLING WILL BE MANAGED - ALL EVENTS MUST RECYCLE):

NUMBER OF TRASH CONTAINERS: _____ NUMBER OF RECYCLING CONTAINERS: _____
 HAULER NAME: _____
 POST EVENT CLEAN-UP PLAN: _____

POST RACE CELEBRATION/FESTIVAL

WILL PARADE HAVE A POST RACE CELEBRATION: YES NO LOCATION: _____

I have carefully read the foregoing application and the information. I and _____ do represent, stipulate, contract and agree that we indemnify and hold the Metropolitan Government 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 this permit and/or the conduct of the parade or its participants, except as may result from the sole negligence or willful misconduct of the Metropolitan Government. I have provided and swear that every statement made herein is true and correct to the best of my knowledge and belief.

Signature: _____ On behalf Of: _____ Date: _____

If parade will be held by, or on behalf of any person other than the applicant, the applicant for such permit shall file with this application a communication in writing from the person or organization proposing to hold the parade, authorizing the applicant to apply the permit on his/its behalf.

For Official Use Only

Approved As To Insurance:

 Insurance Manager, Department of Law

 Date

Approved as Submitted:

Approved with Attached Modifications:

 Chief of Police

 Date

 Chief of Police

 Date