



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 Economic and Community Development. The cost of the permit is **thirty dollars (\$30.00)**. Please mail the completed application to the Mayor's Office of Economic and Community Development, Metropolitan Courthouse, Suite 102, Nashville, TN 37201 Attn: Marilyn Edwards or fax it to 615-862-6025.

1. Complete and return the application to the Mayor's Office of Economic and Community Development along with a certificate of insurance and the permit fee of thirty dollars (\$30.00) payable to the Mayor's Office of Economic and Community Development. 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 Economic and Community Development 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 Economic and Community Development 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 Economic and Community Development 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 Economic and Community Development 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 Buddy Hall 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.

PARADE PERMIT

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:

INDIVIDUAL APPLYING FOR PARADE PERMIT:

NAME: _____ DAYTIME PHONE #: _____
NIGHT/CELL PHONE#: _____ EMAIL ADDRESS: _____
ADDRESS: _____
STREET CITY STATE ZIP

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

NAME: _____ DAYTIME PHONE #: _____
NIGHT/CELL PHONE#: _____ EMAIL ADDRESS: _____
ADDRESS: _____
STREET CITY STATE ZIP

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

PURPOSE OF THE ORGANIZATION AND PARADE:

ROUTE (PLEASE ENCLOSE A ROUTE MAP AND WRITTEN DESCRIPTION):

ASSEMBLY POINT: _____ DISBANDING AREA: _____

