PARADE AND RECREATIONAL ASSEMBLY PERMIT APPLICATION

Notice: An application shall be filed not less than 14 days nor more than 60 days before the date on which it is proposed to conduct the parade or recreational assembly. See Hamilton Municipal Code, Chapter 315, for guidance. A Recreational Assembly is to include: any meeting or assembly, for the purpose of a festival, pageant, exhibit, show or any other display with the gathering of more than ten persons for a common purpose that is in a public facility or place owned or under control of the City.

This application is for a Parade □ Recreational Assembly □

Do you require electric for this event? Yes □ No □

Permit requester: ___________________________ Phone: ______________
Address: ___________________________ Email Address: ______________
Organization requesting permit: ___________________________ Phone: ______________
Address: ___________________________
Reason for Parade or Assembly: ___________________________
Head of Organization: ___________________________ Phone: ______________
Address: ___________________________
Event Chairperson: ___________________________ Phone: ______________
Number of Participants: ___________________________

Event Date: __________ Assembly Time: _________ Start Time: __________ End Time: __________

Parade Route/Recreational Assembly Area:

<table>
<thead>
<tr>
<th>For Parade Permits Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly area: __________ Starting point: __________ Termination point: __________</td>
</tr>
<tr>
<td>Number of Vehicles and Descriptions: __________ Type/Number of Animals? __________</td>
</tr>
<tr>
<td>Will the event occupy all or a portion of the street/sidewalk to be traversed? __________</td>
</tr>
</tbody>
</table>

Distribution, by event participants of candy, buttons, trinkets, handbills or any other items are prohibited on City Streets. Participants found in violation may cause forfeiture of future permits by the sponsoring organization. The permit requester(s) should also familiarize themselves and all participants with the Municipal Ordinance, Chapter 315, which applies to parade/recreational assembly permit issues.

Signature of Permit Requester: ___________________________ Date: __________

☐ If this box is checked, the requested location is under the administrative control of the Hamilton Parks Conservancy. The requestor should be directed to contact the conservancy at 513-785-7055.

☑ By checking this box, I am indicating the permit has been forwarded to the parks conservancy for their records.

Traffic Supv: ___________________________ Approved: ☐ Rejected: ☐ Date: __________
Chief of Police: ___________________________ Approved: ☐ Rejected: ☐ Date: __________
City Engineer: ___________________________ Approved: ☐ Rejected: ☐ Date: __________
City Manager: ___________________________ Approved: ☐ Rejected: ☐ Date: __________

Remarks: __________________________________________________________ Date: __________

Official Use Only

Upon completion of the original:
A. Original kept in the office of the City Manager
B. Copy forwarded to the applicant
C. Copies provided to the following through the group email HPD Assembly
   a. Traffic Division
   b. Parks Department
   c. Electric Department (Jim Marshall)
   d. Public Works
   e. Traffic Engineering
   f. Communications Center
   g. HPD Shift Supervisors
   h. Adam Helms, City Clerk