

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: _____

For Parade Permits Only		
Assembly area: _____	Starting point: _____	Termination point: _____
Number of Vehicles and Descriptions: _____	Type/Number of Animals? _____	
Will the event occupy all or a portion of the street/sidewalk to be traversed? _____		

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.

Traffic Supv: _____ Approved: Rejected: Date: _____

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

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