

PARADE/RACE APPLICATION

As Applicant, you must:

- fully complete the application.**
- provide all referenced maps, drawings, descriptions, etc.**
- turn in the application and any attachments to the City Clerk-Treasurer NO LATER THAN SIXTY (60) DAYS PRIOR TO THE EVENT.**

Please remit the application to:

**City of Madison
City Clerk-Treasurer
100 Hughes Road
Madison, Alabama 35758**

**If you have any questions, please call the Police Department at:
(256) 772-2569**

APPLICANT INFORMATION

Full Legal Name of Individual Submitting Application:

FIRST

MIDDLE

LAST

SUFFIX

In what capacity are you applying?

As an individual

ADDRESS

CITY/STATE/ZIP

PRIMARY PHONE #

SECONDARY PHONE #

PRIMARY E-MAIL ADDRESS

SECONDARY E-MAIL ADDRESS

On behalf of _____, an incorporated organization

Address of Organization: _____

MAILING ADDRESS

CITY/STATE/ZIP

On behalf of an unincorporated organization

Name of Organization: _____

Address of Organization: _____

MAILING ADDRESS

CITY/STATE/ZIP

Additional Contacts/Representatives:

1.

NAME

PRIMARY PHONE #

PRIMARY E-MAIL ADDRESS

2.

NAME

PRIMARY PHONE #

PRIMARY E-MAIL ADDRESS

3.

NAME

PRIMARY PHONE #

PRIMARY E-MAIL ADDRESS

PARADE/RACE INFORMATION

Applicant/Parade or Race Organizer: _____

Name/Description/Purpose:

Date & Time Information:

Barricades in Place:	Date _____	Time _____
Set-Up:	Date _____	Time _____
Event Starts:	Date _____	Time _____
Event Ends:	Date _____	Time _____
Clean-Up:	Date _____	Time _____
Barricades Removed:	Date _____	Time _____

Anticipated Public Attendance: _____

Anticipated Participants & Volunteers: _____

Number of Animals in Parade: _____

Number of Floats in Parade: _____

Number of Vehicles in Parade: _____

Route Description (include staging area, beginning point, complete route of travel, anticipated public viewing locations, route cross-streets, and ending point):

The information provided above must satisfy all requirements found in City of Madison Municipal Code § 14-152. Attach additional sheets if necessary. You must include a map of the event area with detailed street names and landmarks shown and include a statement for specific road closures or restrictions.

SUBMISSION OF APPLICATION & LIABILITY WAIVER

By submitting the application for this Parade/Race permit, I, the Applicant/authorized agent of the Applicant, do hereby agree to release and discharge the City of Madison, Alabama, and its officers, agents and employees from any and all actions, sums of money, claims, suits, judgments, responsibility or potential liability whatsoever which may arise out of or be associated with any activity conducted pursuant to or otherwise related to the issuance of the requested permit or any activities conducted pursuant thereto. Further, on behalf of myself or the entity on behalf of which I make this application, I hereby agree to indemnify and forever hold harmless the City of Madison, Alabama, its officers, agents and employees from any and all claims, suits, judgments, responsibility or potential liability which has or may in the future arise out of or be associated with any activity conducted pursuant to or otherwise related to the issuance of the requested permit or any activities conducted pursuant thereto. Provided, however, this provision shall not apply to any claims arising solely out of Permittee's assertion of constitutionally protected First Amendment rights.

DONE THIS _____ day of _____, 20____.

Printed Name of Applicant

By: _____
Signature of Applicant or Applicant's Authorized Agent

Address of Applicant

City/State/Zip

Primary Phone Number of Applicant

FOR INTERNAL USE ONLY

Necessary Department Recommendations & Approvals:

- Public Works** _____
- Fire Chief** _____
- Recreation Department** _____
- Revenue Department** _____
- Legal** _____
- City Clerk** _____
- Police Department** _____
- Building Department** _____
- Planning** _____
- Mayor** _____

APPROVED

This Parade/Race Permit Application is hereby approved and a permit shall be issued for the requested event to be held on _____, 20____, at the location and in the manner described herein.

DENIED

This Special Event Permit Application is hereby denied for the reasons set forth in the attached documentation.

Chief of Police **Date**