



# PARADE OR SPECIAL EVENT PERMIT FOR PUBLIC PROPERTY

**Applications for permits must be submitted 60 days prior to date of parade or special event.** This permit is pursuant to City of Keizer Ordinance No 2000-419. A fee of \$50.00 must accompany this application. [This form may be filled in electronically and printed.](#)

\_\_\_\_\_  
Name of Applicant/Person Responsible

\_\_\_\_\_  
Name of Organization/Group

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
Date Application Submitted

\_\_\_\_\_  
Residence Phone

\_\_\_\_\_  
Business/Message Phone

Type of Event: Parade ( ) Walk ( ) Run ( ) Bike Race ( ) Special Event ( ) \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Beginning and Ending Time of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Number of Persons expected to participate: \_\_\_\_\_ Number of Vehicles: \_\_\_\_\_

Number of Animals: \_\_\_\_\_ Clean-up Arrangements: \_\_\_\_\_

Proposed Route: \_\_\_\_\_

\_\_\_\_\_  
Assembly Location: \_\_\_\_\_

Disassembly Location: \_\_\_\_\_

**This permit is subject to the following conditions:**

1. No alcoholic beverages are permitted on City owned street unless and OLCC license has been issued for a community event.
2. All residents living adjacent to proposed closure or businesses located adjacent to proposed closure have been notified of the event.
3. Barricades must be placed out of through street right-of-way and be positioned to allow access by emergency vehicles. Barricades are available from the City by calling 390-3700. Barricades must be returned to Public Works no later than the day after closure date.

4. Participants shall yield right-of-way to vehicular traffic, unless directed otherwise by a police officer.
5. The event will be conducted in such a manner as outlined in the ordinance to ensure the safety of the participants and spectators.
6. Permittee shall be responsible for clean up of areas and removal of all paraphernalia and debris as a result of this event.

**\*\*NOTICE\*\***

Permittee shall defend, indemnify and hold harmless the City of Keizer, its officers, agents and employees, against any claim, demand, suit or action for property damage, personal injury or death arising in connection with this event. The City of Keizer requires that the sponsor of such events carry commercial single limit liability insurance in the minimum amount of \$1,000,000 and name the City of Keizer as an additional insured for this event. Claims made in excess of the policy will be the responsibility of the sponsor of the event. We also require that you have a certificate on file with us prior to the event that stipulates the coverage and limit shown above.

INSURANCE CO. \_\_\_\_\_ POLICY NO. \_\_\_\_\_

COVERAGE LIMITS \_\_\_\_\_

**\*\*PERMIT REVOCATION\*\***

The City Manager may revoke this permit if circumstances reasonably show that the parade or special event can no longer be conducted consistent with public safety.

**\*\*APPLICATION SIGNATURE\*\***

I hereby certify that I am the authorized representative of the above group, that the above statements are true to the best of my knowledge, and that I will abide by all restrictions, administrative rules and applicable City Ordinances.

\_\_\_\_\_  
**SIGNATURE**
**DATE**

**APPROVED ROUTE AND/OR POLICE COMMENTS:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ADDITIONAL APPROVAL COMMENTS OR CONDITIONS:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved by: \_\_\_\_\_  
**Keizer Police Department**

Approved by: \_\_\_\_\_  
**Keizer Public Works**

Approved by: \_\_\_\_\_  
**City Manager**