



CITY OF TOLEDO OREGON

APPLICATION FOR PARADE PERMIT

PLEASE READ PRIOR TO COMPLETING YOUR APPLICATION

INSTRUCTIONS

1. Please read the attached section of the City of Toledo Municipal Code – 12.16, which relates Parades and Processions within in the City.
2. Complete the attached application form, including the map page. Please use the attached map to indicate any proposed street closures and include time and dates requested.
3. **NOTE:** Street closures are subject to City Council approval, and may require additional time.
4. You must provide a copy of proof of liability insurance for your parade. If you do not currently have event insurance, please see the attached Tenant User Liability Insurance Program (TULIP) Flier.
5. Parade Permits applications require the review of multiple departments within the City. Per Toledo Municipal Code (12.16.020 A), please submit your application at least forty (40) days prior to the intended date of the parade.
6. Return your application to: Toledo City Hall 206 N. Main Street, Toledo, OR 97361
7. You will receive written notification of the City Managers decision within 5 business days of the receipt of the application (12.16.020 E).

Chapter 12.16 PARADES AND PROCESSIONS

Sections:

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12.16.010 Prohibited activity.

No person shall organize or participate in a parade which may disrupt or interfere with traffic without obtaining a permit. A permit shall always be required of a procession of people utilizing the public right-of-way and consisting of ten (10) or more persons or five or more vehicles.

(Ord. 1072 § 28, 1979)

12.16.020 Parade permit.

- A. Application for parade permits shall be made to the city recorder at least forty (40) days prior to the intended date of the parade.
- B. Applications shall include the following information:
 1. The name and address of the person responsible for the proposed parade;
 2. The date of the proposed parade;
 3. The desired route including assembling points;
 4. The number of persons, vehicles and animals which will be participating in the parade;
 5. The proposed starting and ending time; 6. The application shall be signed by the person designated as chairman.
- C. If the city manager, upon receipt of the application, determines that the parade can be conducted without endangering public safety and without seriously inconveniencing the general public, he shall approve the route and issue the permit.
- D. If the city manager determines that the parade cannot be conducted without endangering public safety or seriously inconveniencing the general public, he may:
 1. Propose an alternate route;
 2. Propose an alternate date;
 3. Refuse to issue a parade permit.
- E. The city manager shall notify the applicant of his decision within five days of receipt of the application.
- F. If the city manager proposes alternatives or refuses to issue a permit, the applicant shall have the right to appeal his decision to the city council.

(Ord. 1072 § 29, 1979)

(Ord. No. 1328, § 3, 8-5-2009)

12.16.030 Appeal to council.

- A. An applicant may appeal the decision of the city manager by filing a written request of appeal with the city recorder within five days after the city manager has proposed alternatives or refused to issue a permit.
- B. The council shall schedule a hearing date which shall not be later than the second regular session following the filing of the written appeal with the city recorder and shall notify the applicant of the date and time that he may appear either in person or by a representative.

(Ord. 1072 § 30, 1979)

12.16.040 Offenses against parade.

- A. No person shall unreasonably interfere with a parade or parade participant.
- B. No person shall operate a vehicle that is not part of a parade between the vehicles or persons comprising a parade.

(Ord. 1072 § 31, 1979)

12.16.050 Permit revocable.

The city manager may revoke a parade permit if circumstances clearly show that the parade can no longer be conducted consistent with public safety.

(Ord. 1072 § 32, 1979)

12.16.060 Funeral processions.

- A. A funeral procession shall proceed to the place of interment by the most direct route which is both legal and practicable.
- B. The procession shall be accompanied by adequate escort vehicles for traffic control purposes.
- C. All motor vehicles in the procession shall be operated with their lights turned on.
- D. No person shall unreasonably interfere with a funeral procession.
- E. No person shall operate a vehicle that is not a part of the procession between the vehicles of a funeral procession.

(Ord. 1072 § 33, 1979)

12.16.070 Violation—Penalty.

Violation of any section of this chapter will constitute a Class C infraction.

(Ord. 1244 § 8 (part), 1996; Ord. 1072 § 39 (part), 1979)

**APPLICATION FOR PARADE PERMIT
CITY OF TOLEDO**

Applicant Information

Name: _____
Organization: _____
Address: _____
Telephone: _____

Parade Information

Type of parade: _____
Date of parade: _____ Starting Time: _____ Ending Time: _____

Proposed Route (including assembling points and indicate on map on reverse side)

of Participants Persons: _____ Animals: _____ Vehicles: _____

Based on the above information, I am applying for a parade permit.

Signature of Applicant
Date _____

Recommendation of Public Works Department

_____ Grant _____ Deny (attach letter indicating grounds for denial)

Authorized Signature
Date _____

Recommendation of Toledo Police Department

_____ Grant _____ Deny (attach letter indicating grounds for denial)

Authorized Signature
Date _____

A permit is granted for a parade as described in the above application.

City Manager
Date _____

cc: Public Works Department; Police Department; Applicant

TULIP

Tenant User Liability Insurance Program

Are you planning to use or rent a municipal facility?

TULIP ensures that you are protected from liability related to injuries and damage that may occur at your event or activity.

Without TULIP, you may be personally responsible for the payment of claims for bodily injury or property damage.

You can buy insurance through the city-sponsored TULIP program, or you can purchase a policy through another private insurance carrier.



Get a free quote for your event!

- **Step 1: Visit www.ebi-ins.com/tulip**
- **Step 2: Enter facility code**

0501 - AFT

Don't have a code? Select "National League of Cities" from drop-down list, then select your state and city.

- **Step 3: Describe event or activity**
Select from drop-down menu. Click next.
- **Step 4: Get your quote**
Answer some basic questions and enter your contact and billing information.
- **Step 5: Purchase when ready**

Protect yourself and your guests with TULIP coverage

For more information contact Carole Stapleton at (978) 661-6874 or Theresa Lee at (978) 661-6642
Web Address: www.ebi-ins.com/tulip