



CITY OF TOLEDO  
Parade and Processions Permit Application

**INSTRUCTIONS**

1. Please read the attached **Exhibit A**: Toledo Municipal Code (TMC); Chapter 12.16, Parades and Processions, which relates to parades within the City.
2. Complete the attached application form, including the map page, **Exhibit B**. Use the map to illustrate proposed parade routes and street closures (if necessary), include all dates and times requested.
3. **NOTE**: Street closures are subject to City Council approval, and may require additional time to process.
4. You must provide a copy of proof of Liability Insurance for your event. If you do not currently have event insurance, please see the attached Tenant User Liability Insurance Program (TULIP) flier.
5. Parade Permit applications require the review of multiple departments within the City. **Please submit your application at least forty (40) days prior to the intended event per TMC Chapter 12.16.020.**
6. Return your application to:  
Attention: City Manager's Office  
Toledo City Call  
206 N. Main Street  
Po Box 220  
Toledo, OR 97391



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Parade Information

Type of Parade: \_\_\_\_\_

Date of Parade: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Anticipated number of Participants (if known):  
Persons: \_\_\_\_\_ Vehicles: \_\_\_\_\_ Animals: \_\_\_\_\_

**Please indicate if any City services are needed:** (Check all that apply)  
*\*Use the map page to mark the requested parade route with assembling points, street closure and barricade placement. Street closure requests require City Council approval.*

Street Closure *\*subject to City Council approval*

Barricades

Date(s): \_\_\_\_\_

Other type of service  
*\*Please describe*

Time: \_\_\_\_\_

\*Other: \_\_\_\_\_  
\_\_\_\_\_

Applicant/Organization Information

Applicant/Contact Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City

State

Zip Code

Name/Number of Alternate Contact: \_\_\_\_\_

Certification of Application

Proof of Liability Insurance included

I certify all information submitted is complete and correct to the best of my knowledge.

\_\_\_\_\_  
**Initials:** *I understand that the application may be held for approval until I provide Proof of Insurance.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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**Exhibit A**

**Chapter 12.16 - PARADES AND PROCESSIONS**

**Sections:**

**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.



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- 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)



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Exhibit B

Toledo, Oregon

