



PARADE PERMIT # _____

Organization Name: _____

Event Name: _____

Date of Parade: _____ Formation Time for Parade: _____

Parade Departure Time: _____ Estimated End Time: _____

Will horses or other animals be used in the parade? ____ Yes ____ No

Name/Representative: _____

Mailing Address _____

Phone _____ E-mail _____

Signature _____ **Date** _____

Where applicable, list all permits/authorizations obtained from other agencies specifically for this event on the day and year noted above. Mark proposed route on map furnished. Attach any additional information necessary.

ODOT Permit # _____

Douglas County Permit# _____

Insurance:

Proof of liability insurance naming the City of Winston as additional insured for this event is required.

Insurance Certificate Attached

Fees:

- **Staff Time Reimbursement (STR)**
- Staff time reimbursement for all departments is equal to the current wage + benefits for the staff member performing the task.

Description	Quantity	Hours	Rate	Amount	Extension

Total Amount Due \$ _____

Notes

Please read and signify acceptance below:

- This permit is valid only for the roads marked on map. Approval for non-city roads must be obtained from the proper agency and documented on this application in the space provided.
- **COMPLETED** applications **must be received 30 days prior** to scheduled event. Late applications will be processed for an additional \$50 fee.
- Traffic control must include trained personnel for directing traffic, or request city personnel for an *additional fee. Call the City of Winston at 541-679-6739 during regular business hours to check availability.
- Arrangements to utilize special event signs furnished by the City of Winston through its Public Works Dept. must be made **at least one week prior** to event. Call 541-679-6114.
- No paint shall be used on paved surfaces to direct participants along the intended route. If pavement markings must be placed, lime or similar products should be used and removed by applicant immediately after completion.
- Applicant will follow all elements of the approved traffic control plan attached to this permit.
- Applicant shall defend, indemnify, and hold harmless the City, its officers, agents, and employees from any claims, actions, damages, and other expenses resulting from injury to any person or damage to property, of whatsoever nature, arising out of or incident to the activities covered by this permit or anything placed or constructed within the road right of way pursuant to this permit.
- This permit does not constitute land use authorization for this event. If land use review is required for this event, a permit must be obtained from the city or county planning jurisdiction in which the event will be held.
- The City may cancel this permit without cause and without prior notice, within the discretion of either the Public Works Superintendent and designee or the City of Winston Police Chief and patrol staff.
- Other agencies affected must be informed. Other agencies include (but are not limited to):
 - Oregon Dept. of Transportation (O.D.O.T.) 541-957-3559; 3500 NW Stewart Parkway in Roseburg.
 - Douglas County Public Works 541-440-4208; 1036 SE Jackson Rm. 219 in Roseburg.

I have read and accept these terms and conditions _____
Signature of Agent/Representative

Staff Use Only

Approved Y N _____ Date _____
Chief of Police

Approved Y N _____ Date _____
Public Works Superintendent

Approved Y N _____ Date _____
City Manager

Staff Comments _____

