



Parade Permit Application

Complete the application and return to Neighborhood & Community Services.

Email: emily.angel@bgky.org

Mail-in: Attn: Neighborhood Services

Fax-in: 270-393-3077

P.O. Box 430

Drop-off: Monday thru Friday, 7:30am – 4:30pm
707 E. Main Avenue
Bowling Green, KY 42101

Bowling Green KY 42102-0430

Applications must be submitted at least 45 days prior to the first day of the event. Applications will be considered on a first-come, first serve basis. Incomplete applications will not be considered. To receive a permit you must complete this form and it will be pending multiple departmental reviews and our staff availability.

Please write legibly or type and fill out form completely.

1. **Parade Name:** _____

2. **Parade Date:** _____

3. **Parade start time:** _____ **Parade end time:** _____

4. **Name of organization:** _____

Address: _____

City/State/Zip: _____

First contact person: _____

Work phone: _____ **Home phone:** _____

Fax: _____ **Cell phone:** _____

Email Address: _____

Second contract person: _____

Work phone: _____ **Home phone:** _____

Fax: _____ **Cell phone:** _____

Email Address: _____

Organization type: Non-profit ___ Government ___ Corporation ___ Other ___
(explain) _____

5. **Describe the purpose of the parade:** _____

6. **Point of assembly:** _____

7. **Proposed parade route (start to finish-attach route diagram):** _____

8. Estimated length of parade (front to rear): _____

9. Estimated length of time parade is expected to last: _____

10. Minimum speed of the parade _____ Maximum speed of parade _____

11. Maximum interval of space to be maintained between the units of the parade _____

12. Estimated number of pedestrians in the parade: _____

13. Estimated number and type of animals in the parade:

14. Estimated number of vehicles and/or floats in the parade: _____

The applicant for a parade permit for a recreational purpose, and any other persons, organizations, firms or corporations on whose behalf the corporation is made, by filing the application, do represent, stipulate, contract and agree that they will jointly and severally indemnify and hold the City of Bowling Green harmless against liability for any and all claims for damage to property, injury to or the death of persons arising out of or resulting from the issuance of the permit, or the conduct of the parade or its participants.

Initials of Applicant

This application is not considered complete and will not be processed unless a parade route diagram is included. Indicate point of assembly, starting point and finishing point.

Signature

Date

If you have any questions regarding filling out the application, you may call the Neighborhoods Services Office at 270-393-3641 or email Emily.Angel@bgky.org

*****OFFICIAL USE ONLY*****

The City of Bowling Green Police Department and The Neighborhoods Office has approved the proposed parade route on ___/___/___ and have suggested that a minimum of _____ police officers will be required to maintain public safety during the parade.
Officer _____ will be supervising all officers supporting this event.

Approved: _____
Neighborhood Services Date

Approved as submitted: _____
City of BG Police Department Date

Approved with attached modifications: _____
City of BG Police Department Date

Permit # _____