



City of Grants Pass
Administration Department
101 N.W. A Street, Grants Pass, Oregon 97526
Telephone: (541) 450-6000 Fax: (541) 479-0812

Dear Applicant:

We put together this information sheet to help get your parade underway.

Getting Started

Be sure to plan early – the City will need your completed application at least 30 days prior to the proposed parade (60 days preferred). In this packet includes the Parade Permit Application form (100-h). Please fill it out, attach a map and describe the area to be closed. Make sure you clearly identify major cross streets and indicate the exact route of your parade. Also, provide a Certificate of Liability Insurance naming the City of Grants Pass as an additional insured (see example 100-f).

Additional Approvals Maybe Required

Closures on federal highways, state highways or county roads may require additional permits through ODOT or Josephine County and proof of Certificate of Liability insurance. Allow more than 60 days if you need additional approval from other jurisdictions. The City of Grants Pass requires proof of permit before proceeding (e.g., closing of 6th or 7th streets will require permit approval by ODOT).

Applicant Instructions & Check List

- _____ Application must be filled out 30 days prior to proposed date of the parade (60 days preferred). (Parade Permit Application Form 100-h).
- _____ Applicant submits permit approval from ODOT and Certificate of Liability Insurance naming ODOT as an additional insured, if parade is on 6th or 7th Street (100-f).
- _____ Applicant submits Certificate of Liability Insurance naming City of Grants Pass as an additional insurer (100-f).
- _____ Applicant pays \$800 parade fee, if this is a full-street parade. Payment is made upstairs in the Administration Department.
- _____ Will applicant request to use city-supplied barricades to close the street? If yes, contact the Streets Department Superintendent at 541-450-6125 to arrange for availability of barricades.
- _____ Applicant will be responsible for all trash collection and removal along the parade route.

City Administration will contact you once our City Council approves the street closure and the City Manager will authorize the parade permit (form 100-I). Administration will also notice the event and street closure.

Mail or deliver to:

Administration
City of Grants Pass
101 N.W. A Street Phone: 541-450-6000
Grants Pass, Oregon 97526 Fax: 541-479-0812

Forms needed:

Parade Permit Application Form 100-h
Certificate of Liability Insurance (Form 100-f)
ODOT approval & Insurance



City of Grants Pass
Parade Permit
Subject to terms and conditions

In accordance with Grants Pass Municipal Code 6.18.020, and all provisions thereof, approval is hereby granted for the referenced parade to be held on the date and time below. (This permit also acknowledges receipt of said parade permit fee).

Name of Parade

Date & Time of Parade

Name of Organization

Permittee's Signature

Date

Address

City

State

Zip

Area Code

Phone #

City Manager

Date

City of Grants Pass
101 NW A Street
Grants Pass, Oregon 97526

Non-transferable
Expires: _____



City of Grants Pass
Parade Permit Application

Parade Information

Organization _____

Purpose of the Event _____

Date of Parade _____ Start Time _____ End Time _____

Route _____ (attach map)

Contact Person _____ Phone _____ Cell Phone _____

Address _____ E-mail _____

Driver's License Number _____

A copy of ODOT's approval if on 6th or 7th Street

Yes _____ No _____

Applicant's Signature

Date

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Department Use Only

Routing: Public Safety _____ Streets Department _____

Full Street Closure _____ (\$800)

Half-Street Closure _____ (\$0)

Approved _____ Denied _____

Public Safety Director Authorized Signature _____