

**PARADE PERMIT APPLICATION**  
**Chapter 12.10 of the Municipal Code**  
**Licensing Fee: \$15.00**

This application must be filed with the Village Clerk not less than 45 days before the date of the event. If the parade is designed to be held by and on behalf of, or for any person other than the applicant, the applicant for such permit shall file with the Village Clerk a communication in writing from the person proposing to hold the parade authorizing the applicant to apply for the permit on his behalf.

Organization Sponsoring Event:		
Phone Number of Organization Contact Person:	Email Address of Organization Contact Person:	
Organization Address:		
City	State	Zip Code
Person in Charge of Parade or Event:	Phone Number of Person in Charge of Event:	
Address		
City	State	Zip Code
Type of Event (Parade, Walk, Run, Etc):		
Date of Event	Begin Time:	End Time:
Approximate number of persons, animals (include type) and vehicles (include description) participating:		

Will parade or event occupy the entire street? Yes _____ No _____ If yes, explain:
Assembly areas:
Intervals to be maintained between parade units:

**PARADE ROUTE:** Indicate route of parade on an aerial map and route progress with arrows. Include start, finish, entry and exit points, and any road closures or barricade requests. Attach map of entire route if event is not limited to Germantown.

**A CERTIFICATE OF INSURANCE must accompany application,** showing that the applicant is covered by liability insurance by a company licensed to do business in Wisconsin in the amount of \$300,000 for the injury or death of one person, \$1,000,000 for any one accident and \$50,000 for property damage.

I understand that there may be additional charges based on costs related to this event from the Police Department and the Department of Public Works.

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Date                                      Sponsoring Organization                      Signature of Authorized Applicant

*The application **WILL NOT** be processed unless all information and attachments are provided.*

**Office Use Only**

**Event:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Department Approvals:**

YES \_\_\_ NO \_\_\_  
\_\_\_\_\_  
Chief of Police \_\_\_\_\_ Date

YES \_\_\_ NO \_\_\_  
\_\_\_\_\_  
Fire Chief \_\_\_\_\_ Date

YES \_\_\_ NO \_\_\_  
\_\_\_\_\_  
Director of Public Works \_\_\_\_\_ Date

**Notification Sent for Informational Purposes:**

Village President Date Sent: \_\_\_\_\_

Village Administrator Date Sent: \_\_\_\_\_

Clerk Date Sent: \_\_\_\_\_

Police Captain Date Sent: \_\_\_\_\_

DPW-HPBG Superintendent Date Sent: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

\_\_\_\_\_  
Signature of Village or Deputy Clerk \_\_\_\_\_ Date