



**CITY OF LANGLEY**

P.O. Box 366  
LANGLEY, WA 98260  
(360) 221-4246

**APPLICATION FOR PARADE PERMIT - \$110**

Step 1. Read Ordinance 379

Step 2. Fill out application in detail and return to City Hall fourteen (14) days prior to event.

Step 3. A fee of \$110.00 shall be paid at the time of filing the application.

\*Additional costs may be charged for city staff coverage during event.

Name of Organization \_\_\_\_\_ Date: \_\_\_\_\_

Business Phone \_\_\_\_\_ Email address \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Applicant/Chairperson \_\_\_\_\_

Business Phone \_\_\_\_\_ Email address \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

On Site Person in Charge - Name and Phone # \_\_\_\_\_

Other Authorized Individuals \_\_\_\_\_

Date of Parade/Event: \_\_\_\_\_ Hours: Start: \_\_\_\_\_ End: \_\_\_\_\_

Description of Parade/Event: \_\_\_\_\_

Set up Start Time: \_\_\_\_\_ Set up Location: \_\_\_\_\_

Identify streets required for Parade: \_\_\_\_\_

\_\_\_\_\_

Number of Staff/Volunteers on behalf of applicant: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_ Estimated number of guests: \_\_\_\_\_

Number of: Vehicles: \_\_\_\_\_ Floats: \_\_\_\_\_ Animals: \_\_\_\_\_ or other special equipment: \_\_\_\_\_

Parking on site/off site available for guest/staff: \_\_\_\_\_

Traffic or crowd control requirements: \_\_\_\_\_

Street closures required: YES NO Location: \_\_\_\_\_

**Insurance:** The following insurance shall be required in connection with the insurance of a permit for a special event not protected under the First and Fourth Amendments of the U.S. Constitution: \$1,000,000 commercial general liability insurance per occurrence combined single limits, \$2,000,000 aggregate unless waived by the City of Langley. The Clerk-Treasurer is authorized and directed to require written proof of such insurance prior to permit issuance. The insurance policy shall be written for a period of not less than twenty-four (24) hours following the completion of the event, and shall contain a provision prohibiting cancellation of the policy, except upon thirty (30) days written notice to the City of Langley.

Public Liability Insurance Company: \_\_\_\_\_  
Policy number: \_\_\_\_\_ Agent: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Amount: \_\_\_\_\_

**PARTICIPANTS:** Any event that attracts 1,000 or more persons shall:

**HOLD HARMLESS:** The applicant agrees to defend, indemnify and hold the City of Langley, its agents, employees and officials, while acting within the scope of their duties, harmless from any and all claims, suits, demands and judgements including the attorney's fees and other costs of their defense, for public or private nuisance, inverse condemnation, personal injuries, property damage or death arising out of, occurring during or a result of activities or appliances of the applicant, his employees or otherwise, except for the sole negligence of the City. The applicant further agrees with all provisions of pertinent laws, City Ordinances, rule and regulations. This permit may be revoked at any time.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant or Agent

Approved Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

\*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 chief of police a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on their behalf.

By: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_ Date: \_\_\_\_\_

