



FOR OFFICE USE ONLY

Received by: _____

Date: _____

PARADE AND PROCESSIONS APPLICATION

AN APPLICATION IS NOT CONSIDERED COMPLETE UNLESS ALL APPLICABLE QUESTIONS HAVE BEEN ANSWERED, ALL ATTACHMENTS INCLUDED, AND ANY OTHER DOCUMENTATION REQUIRED BY THE CITY OF EL CAMPO. SUBMISSION OF A PARADE AND PROCESSIONS APPLICATION DOES NOT GUARANTEE EVENT APPROVAL AND MUST BE SUBMITTED AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT. IT IS THE APPLICANT'S RESPONSIBILITY TO OBTAIN ALL APPLICABLE LICENSES AND PERMITS REQUIRED BY THE CITY OR STATE LAW. A NON-REFUNDABLE FEE OF \$50.00 MUST BE SUBMITTED WITH THE APPLICATION.

EVENT NAME					
EVENT DATE(S):	START DATE	END DATE	EVENT HOUR(S):	START TIME	END TIME
EVENT DESCRIPTION					

APPLICANT NAME/AUTHORIZED AGENT: _____

APPLICANT DAYTIME PHONE NUMBER _____ MOBILE NUMBER _____

APPLICANT ADDRESS:

Street / P.O. Box City State Zip

ORGANIZATION/BUSINESS NAME: _____

ORGANIZATION/BUSINESS TYPE: FOR PROFIT NONPROFIT - TAX ID #: _____

ORGANIZATION/BUSINESS HEADQUARTERS ADDRESS:

Street / P.O. Box City State Zip

ORGANIZATION/BUSINESS HEADQUARTERS PHONE: _____ FAX: _____

NOTE: IF THE BUSINESS IS A CORPORATION, COPIES OF A CURRENT CERTIFICATE OF ACCOUNT STATUS ISSUED BY THE STATE COMPTROLLER'S OFFICE AND A CURRENT CERTIFICATE OF EXISTENCE ISSUED BY THE SECRETARY OF STATE'S OFFICE, OR COPIES OF SIMILAR CURRENT CERTIFICATES FROM THE STATE IN WHICH THE CORPORATION IS INCORPORATED.

E-MAIL: _____

EVENT DAY "ON-SITE" CHAIRMAN CONTACT: _____ MOBILE: _____
(If different from applicant name)

PARADE CHAIRMAN ADDRESS:

Street / P.O. Box City State Zip

ADMISSION FEE (IF ANY)	_____
TICKET SALES (IF ANY)	_____
EVENT SPONSORS/ BENEFICIARIES	_____
EVENT SCOPE & SPECIAL FEATURES	Briefly describe the scope of your event and the special features (if any). _____ _____ _____

EVENT INFORMATION: *(To be completed by ALL Applicants)*

EVENT SET-UP	DATE	TIME	EVENT CLEAN-UP	DATE	TIME
EVENT ROUTE <i>(ALL STREETS TO BE USED)</i>	<i>Please list the proposed event location and attach a map of the proposed logistical layout for your event:</i> _____				
STAGING	LIST THE STREET(S) TO BE USED FOR EVENT STAGING: <i>(If you are using alternate areas for parade staging, a written approval from the property owner must accompany this application)</i> _____ BETWEEN _____ AND _____ _____ BETWEEN _____ AND _____ _____ BETWEEN _____ AND _____				
DISBANDING	LIST THE STREET(S) TO BE USED FOR EVENT DISBANDING: <i>(If you are using alternate areas for parade disbanding, a written approval from the property owner must accompany this application)</i> _____ BETWEEN _____ AND _____ _____ BETWEEN _____ AND _____ _____ BETWEEN _____ AND _____				
STREET PORTION USED	Will the event occupy all or only a portion of the width of the streets, sidewalks or other public rights-of-way?				

TRASH COLLECTION	Trash Collection Agency: Texas Disposal Systems Number of Dumpsters: _____ Number of Trash Containers: _____ <i>It is the applicant's responsibility to secure all plans to dispose of trash accumulated throughout the scheduled event</i>
EVENT INSURANCE	____ (INITIAL): By initialing here, the applicant/authorized agent understands that he/she is required to furnish event insurance and is to be submitted to the City Manager at least (5) days prior to the date of the parade. Event Insurance must be commercial general liability coverage with a minimum of \$500,000 per occurrence and \$1,000,000 general aggregate. Coverage must be written on an occurrence form. The general aggregate shall apply on a per project basis.
INDEMNIFICATION	____ (INITIAL): By initialing here, the applicant/authorized agent and any other persons on whose behalf the application is made must covenant and agree in writing that they will, jointly and severally, indemnify and hold the city harmless against liability for any and all claims, judgments and associated legal expenses and costs and for claims and litigation arising out of the special event including, but not limited to, those for damage to property or injury to or death of persons.
EVENT SECURITY	____ (INITIAL): By initialing here, the applicant/authorized agent understands that should security be needed for hire, the police services and if applicable fire and emergency services are to be paid for by the applicant or satisfactory arrangements for payments have been made
EMERGENCY VEHICLE ACCESS	____ (INITIAL): By initialing here, the applicant/authorized agent agrees to conduct the function in such a manner that at least one lane of the street(s) to be utilized will be capable of being opened at all times for access by persons requiring emergency access to properties abutting the function and by police, fire, ambulance and other such emergency vehicles.
ALCOHOL PROHIBITED	____ (INITIAL): By initialing here, the applicant/authorized agent understands that alcohol is prohibited from the event.
THROWING ITEMS PROHIBITED	____ (INITIAL): By initialing here, the applicant/authorized agent understand that there shall be no throwing of candy, coupon, beads, trinkets, prizes, paper or any other item by participants to the public or anywhere upon a public street or public place.
ORDINANCE COMPLIANCE	____ (INITIAL): By initialing here, the applicant/authorized agent acknowledges that they have been supplied a copy of Article 12.06 Parades and Processions of the City of El Campo Code of Ordinances and understands the rules and regulations set forth therein.

____ (INITIAL): By initialing here, the applicant/authorized agent understands that this application is not considered complete unless all applicable questions have been answered and all attachments and any other documentation required by the City of El Campo. Submission of a Parade and Procession Application does not guarantee event approval; a final permit will not be issued until all approvals have been granted and all applicable requisites have been met as determined by the City of El Campo.

I, _____, am the authorized agent for,
 (Print Applicant Name/Authorized Agent)

_____, and am capable of making
 (Print Organization/Business Name)

decisions, entering into any and all agreements on behalf of the above listed entity.

AUTHORIZED SIGNATURE: _____

DATE: _____

Applications must be submitted to:
 The City of El Campo
 Office of the City Secretary
 315 W. Jackson
 El Campo, TX 77437

ARTICLE 12.06 PARADES AND PROCESSIONS*

Sec. 12.06.001 Purpose

(a) To conserve and allocate city resources and to adequately protect the public safety of the participants, spectators, neighboring property owners, residents and businesses, it is necessary to regulate the use of the city streets and public areas by those desiring to hold parades on public streets and public property.

(b) The intent of this article is to ensure that the city will have adequate advance notice of parades, the ability to plan and allocate the city services that will be needed while recouping the city's costs associated such as personnel, equipment, utilities, maintenance and administrative costs.

(Ordinance 2020-20 adopted 10/12/20)

Sec. 12.06.002 Definitions

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Applicant. The person who has filed a written application for an outdoor event or parade that is responsible for conducting the event and the responsible organization, corporation or other group on whose behalf the individual is requesting the permit.

Animals and animal-drawn vehicles. A person riding an animal or operating a vehicle drawn by an animal on a roadway or public property in a parade shall be considered the same as a driver as defined herein.

Attendee or attendance. Participants, spectators, speakers, performers, entertainers, exhibitors, or other persons at the parade.

City. The City of El Campo, Texas.

Driver. An operator of any vehicle, machinery, equipment, or other device in, on, or by which a person or property is or may be transported or drawn on a highway and intended to be used in an organized procession of people. All drivers in a parade must be a minimum age of 16 years and possess a valid driver's license issued by the state of the driver's residence.

Parking plan. A written proposal for the operation and regulation of parking on private and public property.

Parade. An organized procession of people, traveling by whatever means, from one location to any other location on a street or other public right-of-way or public property within the city in such a way as to impede the normal flow or regulation of pedestrian or vehicular traffic. A parade shall include but not be limited to a march, or procession of any kind, or any similar display, in or upon any street, park, alley, plaza, other public thoroughfare, or public property in the city.

Parade permit. A permit as required by this article.

Public property. Any publicly owned dedicated or undedicated land, public outdoor park and/or outdoor recreational facilities, public streets, highways, parking lots, parkways or alleys, public spaces and rights-of-way located within the city.

(Ordinance 2020-20 adopted 10/12/20)

Sec. 12.06.003 Permit required; exceptions

(a) A person commits an offense if they organize, engage in, participate in, aid, or commence a parade without a parade permit issued for such parade in accordance with this section.

(b) This section shall not apply to; but shall be required to contact and inform the chief of police at least 24-hours prior:

(1) Funeral processions.

(2) A governmental agency acting within the scope of its functions.

(3) Public or private school and/or UIL (University Interscholastic League) sponsored events authorized or sanctioned by the supervising school district or school officials.

(4) Any parade or procession that is funded or sponsored by a nonprofit organization whose

primary purpose is the support of the United States Armed Forces or veterans of the United States Armed Forces or an organization who is directly affiliated with the United States Armed Forces or veterans of the United States Armed Forces.

(5) Informal activities that do not impede the normal flow of traffic, block any public streets or roadways and do not create a traffic hazard.

(Ordinance 2020-20 adopted 10/12/20; Ordinance 2021-03 adopted 1/11/21)

Sec. 12.06.004 Application for permit

An application for a permit must be made to the chief of police on the form prescribed by that official no less than 30 days prior to the date of the parade. The application must include:

- (1) The name, address, daytime telephone number and cellular number, of the applicant and the applicant's authority to act on behalf of any group or organization seeking such permit;
- (2) If the event is proposed to be conducted for, on behalf of, or by an organization, the names, addresses and telephone numbers of the headquarters of the organization and of the authorized and responsible heads of such organization;
- (3) The name, address, and telephone number of the person who will be the parade chairman and who will be responsible for its conduct and will be at the site during the entirety of the event;
- (4) The date(s) and times of the event, including set up or assembly and removal;
- (5) Statement of acknowledgment of the requirement to obtain and provide an insurance certificate to the city manager at least five (5) days prior to the date of the parade naming the city as additional insured, with such policy having minimum limits of 1 million aggregate and \$500,000.00 per occurrence.
- (6) Projected attendance estimate of both participants and the public viewing such parade;
- (7) The route to be traveled, including the exact street address of both the starting point and the termination point of the proposed parade, and the names of all streets to be used for the activity;
- (8) The location by street address of any assembly areas;
- (9) The interval of space to be maintained between units participating in such parade or special event;
- (10) A map reflecting the route;
- (11) Details of how the applicant will clean up the area after;
- (12) Statement acknowledging no alcohol will be allowed by any parade participants or served or provided to the public;
- (13) Statement acknowledging no throwing of candy, coupons, beads, trinkets, prizes, paper or any other items by participants to the public or anywhere upon a public street or public place.
- (14) The number and type of any animals which will participate, and the number and description of any vehicles which will be used, and the basis on which this estimate is made;
- (15) A statement as to whether the event will occupy all or only a portion of the width of the streets, sidewalks or other public rights-of-way proposed to be traversed;
- (16) Proof that the applicant possesses or is able to obtain all applicable licenses and permits required by the city or state law;
- (17) Any additional information related to health and safety that the city finds reasonably necessary to make a determination as to whether a permit should be issued.
- (18) Payment in full of permit fees set forth and established in [appendix A](#), fee schedule for the city for a parade permit.

(Ordinance 2020-20 adopted 10/12/20)

Sec. 12.06.005 Standards for issuance of permit; fees

The chief of police is instructed to uniformly treat each application in a just, fair and nondiscriminatory manner,

bearing in mind that the time, place, duration and manner of use of the public streets, parks and other public ways and places for parades shall be subordinated to the public safety, comfort and convenience, the maintenance of order and avoidance of congestion. The chief of police shall issue a permit, upon payment of all applicable fees and when, from consideration and review of the application concludes that:

- (1) The conduct of the parade will not substantially interrupt the safe and orderly movement of other traffic near its route;
- (2) The conduct of the parade will not require the division of so great a number of police officers of the city to properly police the line of movement and the areas near there as to prevent normal police protection to the city;
- (3) The required police services and if applicable fire and emergency services are paid for by applicant or satisfactory arrangements for payment have been made;
- (4) Appropriate insurance certificate has been provided naming the city as an additional insured;
- (5) The conduct of such parade will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the city other than that to be occupied by the proposed route of the parade and areas near there;
- (6) The concentration of persons, animals and vehicles at assembly points of the parade will not unduly interfere with proper fire and police protection of, or ambulance service to, areas near such assembly areas;
- (7) The conduct of such parade will not interfere with the movement of firefighting equipment en route to a fire;
- (8) The conduct of the parade is not likely to cause injury to persons or property, to result in or to provoke disorderly conduct or create a disturbance;
- (9) The parade is scheduled to move from its point of origin to its point of termination without reasonable delays en route.

(Ordinance 2020-20 adopted 10/12/20)

Sec. 12.06.006 Action upon application for parade permit; notice of rejection; appeal from denial

The chief of police shall act upon the application for a parade permit within 7 business days after filing thereof. If the chief of police does not approve the application, the applicant shall be notified within 8 business days. Denial notice shall include all reasons for the denial of permit. Any person aggrieved shall have the right to appeal the denial of a permit to the city council. The council shall hear such appeal at its next scheduled meeting. (Ordinance 2020-20 adopted 10/12/20)

Sec. 12.06.007 Alternate permits; issuance, effect

The chief of police as authorized by the city manager, may in lieu of denying an application for a parade permit, authorize the conduct of the parade on a date, at a time, or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within five days after notice of the action of the chief of police, file a written notice of acceptance with the chief of police. An alternate parade permit shall conform to the requirements of and shall have the effect of a parade permit under this article. (Ordinance 2020-20 adopted 10/12/20)

Sec. 12.06.008 Contents of parade permit

Each parade permit shall state the following information:

- (1) The name, address and telephone number of the person to whom the permit is issued to;
- (2) If the parade is to be held for or by an organization, the name, address and telephone number of the headquarters of the organization, and of the authorized and responsible heads of such organization to which the permit issues;
- (3) The date and times the parade will start and terminate;
- (4) The initial starting point, the exact route to be followed, and the disbanding area or location;
- (5) The portions of the streets to be traversed that may be occupied by the parade;
- (6) Minimum speed, if applicable;

- (7) Maximum speed;
- (8) Maximum interval of space to be maintained between the units of the parade;
- (9) The maximum length of the parade in miles or fractions thereof;
- (10) Such other information as the chief of police shall find necessary to the enforcement of this article.

(Ordinance 2020-20 adopted 10/12/20)

Sec. 12.06.009 Duties of permittee

A permittee shall comply with all permit directions and conditions and with all applicable laws and ordinances. A permittee shall ensure that all “drivers” of whatever means meet the requirements of a driver as defined herein. Failure to adhere to this section shall void the permit and the permittee shall be deemed an offense in violation of [section 12.06.003](#) of this article. (Ordinance 2020-20 adopted 10/12/20)

Sec. 12.06.010 Public conduct during parades

(a) No person shall hamper, obstruct or impede, or interfere with any parade or parade assembly or with any person, vehicle or animal participating or used in a parade.

(b) No driver of a vehicle shall drive between the vehicles or persons comprising a parade when such vehicles or persons are in motion and are conspicuously designated as a parade, except that such parade may be broken or partially stopped for the passage of vehicles or persons by an authorized officer of the police department of the city in case of fire or other emergency. In the event such parade be broken or partially stopped by a member of the police department of the city, such parade shall be resumed immediately upon the passage of the vehicle or persons passing through such parade.

(c) The chief of police shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a street or highway or part thereof constituting a part of the route of a parade. The chief of police shall post signs to such effect, and it shall be unlawful for any person to park or leave unattended any vehicles in violation thereof.

(Ordinance 2020-20 adopted 10/12/20)

Sec. 12.06.011 Revocation of parade permit

The chief of police shall have the authority to revoke a parade permit issued hereunder upon a failure to comply with any of the standards for issuance as set forth in this chapter. (Ordinance 2020-20 adopted 10/12/20)

Sec. 12.06.012 Driving through funeral or other procession

No driver of a vehicle shall drive between the vehicles comprising a funeral or other authorized procession while they are in motion and when such vehicles are conspicuously designated as required in this chapter. This provision shall not apply at intersections where traffic is controlled by traffic-control signals or police officers. (Ordinance 2020-20 adopted 10/12/20)

Sec. 12.06.013 Drivers in a procession

Each driver in a funeral or other procession shall drive as near to the right-hand edge of the roadway as practicable and shall follow the vehicle ahead as close as is practicable and safe. All drivers must be licensed. (Ordinance 2020-20 adopted 10/12/20)

Sec. 12.06.014 Funeral processions to be identified

A funeral composed of a procession of vehicles shall be identified as such by the display upon the outside of each vehicle of a pennant or other identifying insignia or by such other method as may be determined and designated by the chief of police. (Ordinance 2020-20 adopted 10/12/20)