



PARADE APPLICATION PROCEDURE

Applications are available at the Carrollton Police Department. Applications must be filed not less than ten (10) days or more than 120 days before the date on which it is proposed.

An information sheet containing 82-100 (Regulations for Conduct of Parade), 82-103 (Assembly / Disassembly), and 82-124 (State Permit) shall be given to the applicant.

The completed application shall be turned in at the Carrollton Police Department and immediately forwarded to the Chief of Police, or his designee, at which time it will be considered for approval.

Within five (5) days of application, the Chief of Police, or his designee, will notify the applicant of approval or denial of application. If the application is approved, a permit will be issued to the applicant at that time. If the application is denied, the applicant will have three (3) days to file a written appeal with the City Manager. Within thirty (30) days of an appeal, the application will be considered by an appeals committee, as designated by the City Manager, who will issue a decision within five (5) days of an appeal hearing and will notify the applicant accordingly.



*******NOTICE: ADMINISTRATIVE POLICY*******

No items, inclusive of candy, chewing gum, pamphlets, pencils, etc., shall be thrown or otherwise distributed from any vehicle. **The distribution of any item(s) by persons on foot may be considered for approval on a case-by-case basis.** The safety of children, other onlookers, and participants shall be the primary concern.

All animals participating in parade **MUST** have some method of waste pick up **DURING** the parade. **NO** waste will be left on the parade route.

Enough monitors must be present during the assembly time to keep participants in line and out of on-coming traffic.

**CITY OF CARROLLTON
PARADE APPLICATION FORM**

Parade Date: _____

Assemble Time: _____

Start Time: _____

Finish Time: _____

Sponsor: _____

Purpose or Theme: _____

Parade Route: A B Alternate (attach copy of route)
 _____ _____ _____



EVENT DESCRIPTION

Expected Number of Participants: _____

Expected Number of Units: (Total) _____

Vehicles: _____ # Animals: _____ # Marching Units: _____

Bands: _____ # Floats: _____

Approximate Length of Time of Full Parade/Race/Event: _____

Are any Stationary Rallies Included? Yes _____ No _____

Location of Stationary Rally: _____

Use of Mega Phones? Yes _____ No _____

Parade Marshal? Yes _____ No _____

Honor Guard / Color Guard? Yes _____ No _____

Other Information (Use separate pages if necessary): _____



SPONSOR ORGANIZATION OR INDIVIDUAL

Name: _____

Mailing Address: _____

Phone: Day: (____) _____ Evening: (____) _____

FILING OFFICER (if organization)

Name: _____

Position: _____

ORGANIZATIONAL OFFICERS

President: Name _____

Phone: Day: (____) _____ Evening: (____) _____

Vice-President: Name _____

Phone: Day: (____) _____ Evening: (____) _____

Secretary: Name _____

Phone: Day: (____) _____ Evening: (____) _____

Treasurer: Name _____

Phone: Day: (____) _____ Evening: (____) _____

Parade Marshal: Name _____

Phone: Day: (____) _____ Evening: (____) _____



Sec. 82-100. Regulations for conduct of parades.

(a) For the purpose of controlling traffic and pedestrian congestion and of providing for the public health, safety and general welfare, the following regulations shall pertain to all parades conducted within the city:

- (1) All parades shall be conducted along the route specified in the parade permit.
- (2) Parades shall be conducted between the hours of 9:00 a.m. and 7:00 p.m.
- (3) All parade participants shall assemble for the parade at the time and location designated in the parade permit and shall disperse from public property immediately after the conclusion of the parade.
- (4) No parade participant shall carry arms or other weapons (or facsimiles thereof), nor bricks, bats, sticks, rocks, bottles or other items which may be used as weapons.
- (5) No parade participant shall drink alcoholic beverages or be under the influence of any intoxicating beverages or drugs.
- (6) Materials used in the construction of floats in the parade shall be of fire-retardant materials and shall be subject to such requirements concerning fire safety as may be determined by the fire chief.
- (7) Once commenced, the parade shall not stop along the parade route, but shall continue to move at a fixed rate of speed, and any willful delay or willful stopping of such parade, except when reasonably required for the safe and orderly conduct of the parade, shall constitute a violation of the permit.
- (8) Once commenced, no additional vehicles, individuals, groups or participants shall be permitted to join the parade.
- (9) It shall be the responsibility of the person obtaining the parade permit to police the parade route for discarded literature, publications, or other written materials distributed along the parade route by participants of the parade and literature, publications, leaflets or other written material shall be distributed in such a manner as not to unduly delay or hinder the progress of the parade.
- (10) Speeches shall be allowed only at a location designated in the parade permit.



- (11) In no event shall speeches, rallies, etc., be conducted in the public street, or along the sidewalks of the city.
- (12) The permittee shall advise all participants in the parade, either orally or by written notice, of the terms and conditions of the permit prior to the commencement of the parade and shall sign an acknowledgment that the permittee and the parade participants have read, understand and will comply with the regulations specified in this article and the conditions of the permit.

(b) Any other reasonable regulations or restriction deemed necessary by the chief of police for the protection and safety of the parade participants, viewing public, or for the public health, safety and general welfare of the citizens of the city, may be imposed by the chief of police. However, such additional regulations or restrictions shall be specified in writing to the applicant with all reasons therefor clearly enumerated.

(Ord. of 6-21-93(2), § 1-6)

Sec. 82-103. Assembly area, disassembly area and parade route designated.

(a) The assembly area for parades regulated by this article shall be the parking area to the west of the city's municipal facility at 315 Bradley Street, West Center Street, South Cliff Street and adjacent areas.

(b) All parades regulated by this article shall proceed along the following route: Beginning at the intersection of South Cliff and Maple Streets proceeding northeasterly on Maple Street to its intersection with Alabama Street, continuing east across Adamson Square to Newnan Street, continuing east on Newnan Street to its intersection with South White Street and ending on South White Street in front of the city's community activities center.

(c) The disassembly area for all parades regulated by this article shall be South White Street in front of the community activities center, the open grassy parking area east of the center, West Avenue and adjacent areas. Alternative areas are as follows:

- (1) South White Street, in front of the Community Activity Center and the parking lot adjacent to the Bonner Building.
- (2) The K-Mart parking lot, only with written permission of the owner and/or lessee of the property.

(Ord. of 6-21-93(2), § 4-3; Ord. of 9-18-95)



Sec. 82-124. State permit.

Prior to the issuance of a permit under this division, the applicant for such permit shall obtain any state permit required by law or by the regulations of the state department of transportation.

(Ord. of 6-21-93(2), § 2-4)



By indication of my signature below, I have read the accompanying rules and regulations concerning the City Ordinances pertaining to the permit for which I have applied and I agree to all the conditions thereof. Additionally, I understand that I am also responsible for all participants' knowledge of such terms and conditions in this event.

Filing Officer or Sponsoring Organization

Date



Applicant Stop Here



**PARADE APPLICATION
APPROVAL / DENIAL FORM**

APPLICATION:

APPROVED: _____ DENIED: _____

Signed: _____ Date: _____
(Chief of Police)

APPEAL (IF DENIED):

Appeal Received By: _____ Date: _____

Reviewed By Appeals Committee: _____ Date: _____

APPROVED: _____ DENIED: _____

Signed: _____ Date: _____
(City Manager)

PERMIT ISSUED ON _____

BY: _____

POLICE DEPARTMENT
115 WEST CENTER ST • CARROLLTON, GA 30117
CITY OF CARROLLTON



PARADE PERMIT

Event _____

Route: A _____ B _____ Alternative _____

Assemble Time: _____

Start Time: _____

Finish Time: _____

Parade Sponsor: _____

Applicant name: _____

Special Conditions: _____

(See attached)

APPROVED: CARROLLTON POLICE DEPARTMENT

BY: _____

TITLE: _____

DATE: _____



RELATED AGENCY NOTIFICATIONS

The following departments / agencies have been notified of this parade / event:

	<u>Notified By</u>	<u>Date Notified</u>	<u>Person Contacted</u>
City Manager	_____	_____	_____
Public Utilities Manager	_____	_____	_____
Fire Chief	_____	_____	_____
Street / Sanitation Director	_____	_____	_____
County Sheriff	_____	_____	_____
Recreation Director	_____	_____	_____
Ambulance Services	_____	_____	_____
Ga. D.O.T. (if necessary)	_____	_____	_____
Parking Lot Owners (if necessary)	_____	_____	_____
University of W. Ga. (if necessary)	_____	_____	_____