



# Street/Parade Use Permit Application City of Othello

Othello City Hall • 500 East Main Street • Othello, WA 99344 • (509) 488-5686

**ALL PARADE/STREET USE PERMIT APPLICATIONS MUST BE SUBMITTED NO LESS THAN FIFTEEN (15) BUSINESS DAYS PRIOR TO EVENT DATE.**

### APPLICANT INFORMATION

NAME OF APPLICANT: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ALT. CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### EVENT INFORMATION

NAME OF EVENT: \_\_\_\_\_

DESCRIPTION OF EVENT AND USE: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_

ASSEMBLY AREA: \_\_\_\_\_ (location/ address) TIME OF ASSEMBLY: \_\_\_\_\_

DISPERSAL AREA: \_\_\_\_\_ (location/ address) TIME OF DISPERSAL: \_\_\_\_\_

PARADE ROUTE: \*Please illustrate parade route in space below and include street names and/or numbers.

WILL STREETS NEED TO BE BLOCKED?  YES  NO

ESTIMATED NUMBER OF VEHICLES, FLOATS OR PARADE ENTRIES: # \_\_\_\_\_

APPROXIMATE NUMBER OF PERSONS: # \_\_\_\_\_

SPECIAL REQUESTS (CHECK ALL THAT APPLY):  POLICE ESCORT  ROAD BARRICADES  CONES

### STREET/PARADE USE RULES AND REGULATIONS

1. Throwing candy or other objects from the vehicles shall be prohibited. Walking beside the float and distributing candy and/or toys is permitted.
2. All participants should maintain a distance of twenty-five (25) feet between one another to allow visibility of children and other participants running into the street.
3. Parade entries may only complete one complete lap of parade route.
4. Riding on the top of or outside of vehicles without belts or harnesses is prohibited.
5. Fire or open flame on any entrant is prohibited.
6. All drivers of vehicles and floats shall possess a valid driver's license.
7. Fire extinguishers rated 2A – 10BC are required on all motorized decorated vehicles.
8. Exhaust system shall extend beyond any and all decorations so that drivers or riders are not exposed to carbon monoxide fumes.
9. Compressed gases (such as helium) shall be properly secured and safeguarded.
10. All decorative materials must be fire retardant. NOTE: BALES OF HAY ARE NOT FIRE RETARDANT.
11. Parade entries unsafely operating vehicles or animals will be removed from parade and cited by the Othello Police Department.
12. The City of Othello reserves the right to bar from the parade at any time any entrant not conforming to the rules or refusing to follow the instructions of the police or parade officials.
13. Alcoholic beverages are prohibited on any float or vehicle or on the person of any participant.

**INSURANCE**

The authorized applicant shall procure and maintain in force, without cost to the City, on or before the commencement date of this Agreement and throughout the Agreement term for the street use event, a broad form comprehensive general liability policy of insurance covering bodily injury and property damage, with respect to the use and occupancy of the City right of way with **liability limits of not less than \$1 million per occurrence and \$2 million aggregate. The City shall be named as ADDITIONAL INSURED on the policy**, which shall also provide that the policy may not be cancelled or modified for any reason without fifteen (15) days prior written notice to the City. The authorized user shall provide the City with a copy of the certificate or certificates of such insurance within ten (10) days of the execution of this Agreement and before the use of the City right of way.

**SELF INSURANCE**

If the authorized user is self-insured through the Office of the State Risk Management, a certified statement setting out the program approval of the state risk manager and coverage(s) (including additional named insured) as set in the Insurance paragraph, including the City of Othello being named as additional insured shall be attached to this application.

**AGREEMENT TO INDEMNIFY**

The organization and individuals using public facilities agree to protect and to indemnify for costs, legal and other expenses the City, its officers, employees, elected officials and agents from any and all claims, liabilities or suits related to or arising from acts of omissions of such organizations or individuals in connection with the use of any such public facility. **I, the undersigned, acknowledge receipt of and compliance with Application Instructions, Rules and Regulations, and the above agreement.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

**APPROVAL AND ROUTING:**

**COMMENTS/CONDITIONS**

**INITIALS**

- POLICE CHIEF, CITY OF OTHELLO:** \_\_\_\_\_ **DATE:** \_\_\_\_\_
- FIRE CHIEF, ADAMS COUNTY NO. 5:** \_\_\_\_\_ **DATE:** \_\_\_\_\_
- PUBLIC WORKS DIRECTOR, CITY OF OTHELLO:** \_\_\_\_\_ **DATE:** \_\_\_\_\_
- CITY ADMINISTRATOR, CITY OF OTHELLO:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SPECIAL CONDITIONS:** \_\_\_\_\_

**DATE FAXED FOR PRESS RELEASE:** \_\_\_\_\_ **BY:** \_\_\_\_\_