

**Document K: PARADE FORM**

Complete this form if your event will include a parade or procession of vehicles on a public street.

|                               |                                       |
|-------------------------------|---------------------------------------|
| Event Name:                   | Event Promoter:                       |
| Phone Number:                 | Email Address:                        |
| Day of Event Supervisor Name: | Day of Event Supervisor Phone Number: |

If your event includes a parade or procession of vehicles on a public street, you must submit a site plan that includes the following details:

- Route of your parade
- Staging locations and times
- Beginning and ending points and times

**Event site plan is attached**

If you are requesting a street closure for your parade, please complete a Traffic Control Plan, referenced on page 13 of the handbook.

|                            |                             |                     |
|----------------------------|-----------------------------|---------------------|
| <b>Participant Details</b> |                             |                     |
| Total # of entries:        | Total # of people:          | Total # of walkers: |
| Total # of vehicles:       | Total # of floats/trailers: | Total # of animals: |

The Event Promoter or Parade Supervisor (if applicable) is required to communicate the following safety precautions to all parade entrants:

- Smoking, flames, or other sources of ignition or readily combustible materials are not permitted on parade entries.
- Parade entries may not exceed a height of 18 feet or a length of 45 feet
- Small children should not walk alongside parade entries
- Parades must include parade marshals to keep pace and prevent gaps
- Candy and other items should be handed out. Throwing candy or other items is not permitted for safety reasons.
- Equestrian entries are responsible for cleaning up any debris left from their horses.
- All vehicles/motorized equipment must have a licensed operator and carry appropriate vehicle insurance

As a condition of being granted the permission to hold an event deemed potentially hazardous, the applicant agrees to abide by the rules, regulations and conditions set forth. The Town reserves all police power it has with respect to the regulation and control of its right-of-way, including enforcement of the model traffic code. Any permission to use the right-of-way shall not entitle the user to any compensation from the Town by virtue of the exercise of its police power. Conditions, surrounds, and arrangements must be in accordance with the Gilbert Fire Code. The Special Event Approval Team and/or Parks and Recreation Director, Fire and Rescue Chief or Police Chief may modify the event plan as necessary.

I have read, understand, and agree to the requirements concerning the use of Town of Gilbert Streets and Right of Ways.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date