

City of Joshua  
City Secretary's Office  
101 South Main, Joshua, Texas 76058  
(817) 558-7356 / Fax (817) 556-3692



## APPLICATION FOR PARADE/SPECIAL EVENT

Parade [ ]

Special Event [ ]

Large Parade (*more than 25 entries*) [ ]

Large Event (*more than 100 people gathering*) [ ]

Small Parade (*25 or less entries*) [ ]

Small Event (*less than 100 people gathering*) [ ]

Event:

\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Names, Address, Phone Number Of Responsible  
Party/Promoter/Partners/Co- Producers:

\_\_\_\_\_

\_\_\_\_\_

Estimate Of The Number Of Persons Expected To Attend The Parade Or Special Event: \_\_\_\_\_

Signature And Phone Number Of Responsible Party:

Signature: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Applicant is required to clean up all trash and debris from all public property that is left on such property as a result of the parade or special event.*

*For office use only:*

*Date*

*Paid*

Large Parade/Special Event	More than 25 entries	100.00	
Small Parade/Special Event	25 or less entries	25.00	
Permit Issued			

## CHECKLIST OF SUBMITTAL ITEMS

- \_\_\_\_\_ Does this event abide by all existing state and local executive orders currently in effect pertaining to the coronavirus pandemic?
- \_\_\_\_\_ A description of the parade route or location of the special event including:
  - a. the number of floats (if applicable)
  - b. the number of participants
  - c. the size and location of any and all performance stages, booths, tents and other temporary structures or shelters (if applicable)
  - d. the location of the parade staging area (if applicable)
  - e. any requests for street closure to accommodate the event
- \_\_\_\_\_ The name and address of the owner of the location of the parade or special event, any assembly, staging or ending area to be used with a letter from the owner of said site indicating permission to use the location as well as a statement describing any terms and conditions of the agreement to use the location
- \_\_\_\_\_ A description of planned activities, such as food vendor service, speakers, music, and/or entertainers scheduled for the event
- \_\_\_\_\_ A full and complete statement describing the responsible party preparations for the parade or special event to comply with the minimum applicable standards of sanitation, health and fire safety in compliance with all state laws and city ordinances
- \_\_\_\_\_ A description of all proposed traffic control to assure that the parade or special event will be safe for all persons participating and in attendance
- \_\_\_\_\_ A plan for crowd safety and security
- \_\_\_\_\_ Applicant shall clean up all trash and debris from all public property that is left on such property as a result of the parade or special event.

**DEPARTMENT AUTHORIZATION SIGNATURES**

**Police Department:** \_\_\_\_\_

**Fire Department:** \_\_\_\_\_

**Public Works Department:** \_\_\_\_\_

**Assistant City Manager:** \_\_\_\_\_

**City Manager:** \_\_\_\_\_

**City Secretary:** \_\_\_\_\_

**Emergency Management Coordinator:** \_\_\_\_\_