



City of Joshua
City Secretary's Office
101 S. Main St, Joshua, TX 76058
(817) 558-7447

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: _____