

PARADE PERMIT APPLICATION INFORMATION SHEET

Governed by Lincoln Municipal Code Chapter [5.35](#)

Revised 4/17/2020

THERE IS NO FEE

Original Application must be received by the City Clerk a **minimum of 10 days prior** to the event. Faxes of Applications are **not** acceptable. We must have original signatures.

Route must be written out in detail **and** a map provided.

Lincoln Municipal Code Section 5.35.010 states “No parade permit shall be issued for a parade or similar display within the congested districts between the hours of 7:30 a.m. and 9:00 a.m., and between the hours of 4:30 p.m. and 6:00 p.m., Monday through Friday.”

Applicant’s signature must be **witnessed** by another party.

Please Note: Applicants shall be responsible for all traffic control arrangements, equipment & fees deemed necessary by the Transportation and Utilities – Traffic Engineering Department and the Lincoln Police Department.

If sound amplifying equipment is to be used, including hand-held bullhorns, please contact the Lincoln-Lancaster County Health Department at (402) 441-8040 for rules and regulations on Noise Variance Permits, Lincoln Municipal Code Chapter 8.24.

If you intend to have your event at the State Capitol, you must contact the State Capitol Security Office at (402) 471-4545.

RETURN APPLICATION & MAP OF ROUTE TO: City Clerk’s Office, 555 S. 10th St., Suite 103, Lincoln NE 68508.

Questions Contact: Sony Phan, 402-441-7347, sphan@lincoln.ne.gov

PARADE PERMIT APPLICATION

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Please PRINT using blue or black ink only.

APPLICANT'S INFORMATION					
NAME:					
STREET ADDRESS:					
CITY:		STATE:		ZIP:	
PHONE #:			CELL #:		
CONTACT PERSON:					
CONTACT'S PHONE #:			CELL #:		
EMAIL ADDRESS:					

ORGANIZATION'S INFORMATION <i>(if applicable)</i>					
NAME:					
STREET ADDRESS:					
CITY:		STATE:		ZIP:	
PHONE #:			CELL #:		
AUTHORIZED REPRESENTATIVE:			PHONE #:		
EMAIL ADDRESS:					

MAILING ADDRESS					
NAME:					
STREET ADDRESS:					
CITY:		STATE:		ZIP:	

PURPOSE OF PARADE (PROTEST)

EVENT INFORMATION			
DATE(S):		TIME OF EVENT:	
RAIN DATE(S):		PROJECTED ATTENDANCE:	
DURATION*:			
*Include time for set up/tear down (i.e., if set up begins at 8 a.m. & the event is from 9 a.m. to 10 a.m. & tear down/cleanup is 10 a.m. to noon, for "Duration:" put 8 a.m. to noon.)			

FOR PROTESTS - Please explain in DETAIL what you will be doing (marching up & down sidewalk, holding signs, etc.) (include any amplifying equipment or props you may use):

WILL PARADE (PROTEST) BE ON THE...		
_____ Sidewalk	_____ Street	_____ Other
If Other , please explain:		

DO YOU DESIRE A POLICE ESCORT? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes , you must contact J.J. Mayer-Adams of the Lincoln Police Dept. at 441-7238 to arrange for off-duty officers and pay the appropriate fees.	
Contact person <u>at</u> the event:	
Cell Phone #:	
Start Point of Escort:	
End Point of Escort:	
Time Officer is to Arrive:	

PLANNED ROUTE (LOCATION) (describe in <u>written</u> DETAIL and <u>include map of route</u> ; if on the sidewalk, give nearest building address or which corner of the intersection you plan to be on, etc.):

HOLD HARMLESS AGREEMENT

Please read, sign (have signature witnessed) & date the Hold Harmless Agreement below:

The applicant, on behalf of the applicant and the applicant's organization (if applicable) hereby agrees to indemnify and hold harmless the City, its officers, agents and employees from and against claims, damages, losses, and expenses including attorney fees arising out of or related to this permit or the permitted Special Event, or activities related to the use requested that is caused by the applicant, or anyone directly or indirectly employed, authorized, or under the direction of the applicant, or anyone for whose acts any of them may be liable for. This agreement shall not require the applicant to indemnify or hold harmless the City for any losses, claims, damages and expenses arising out of the sole negligence of the City.

The City shall not be responsible nor be held liable for any damage consequent upon the use, misuse or failure of any equipment used by Applicant or anyone directly or indirectly employed by Applicant. The Applicant's acceptance or use of any City equipment shall mean that Applicant accepts full responsibility for any loss or damage to the equipment while the equipment was used or under the control of Applicant, or anyone directly or indirectly employed by Applicant. In addition to paying for any such damage to the equipment itself, the Applicant hereby agrees to indemnify and hold harmless the City, its officers, agents and employees from and against claims, damages, losses, and expenses including attorney fees arising out of the use, misuse or failure of such equipment. Such indemnification applies regardless of whether such damage or loss is incurred by any employee or property of Applicant, the City or other persons. Such indemnification shall not be qualified or reduced in any way because the City may have provided the subject equipment (regardless of associated fees) to the Applicant.

The undersigned person, as the Applicant, does hereby agree to comply with all related municipal ordinances, rules, regulations, and other applicable laws.

The undersigned person, as the Applicant, does hereby agree and represent that he or she is legally capable to sign this application and to lawfully bind the Applicant (and the Applicant's Organization, if applicable) to the terms and conditions herein.

Printed Name of Applicant

Date

Applicant's Signature

Printed Name of Witness

Phone Number

Witness Signature

Applications are available on the City's web site at "www.lincoln.ne.gov"

REVIEWING ACTION - OFFICE USE ONLY			
DEPARTMENT	APPROVED / DENIED	SIGNATURE	DATE
Lincoln Transportation Unit:			
Police Dept.:			
StarTran:			
Parks Dept.: (only if event involves Park Property)			
Mayor's Office: (only in event of Denial & Appeal)			

COMMENTS