



Application for Parade Permit Instructions

Dublin Police Services requires all parades and events under the Dublin Municipal Code (DMC) Chapter 5.12 to be registered and obtain a permit from the Chief of Police. The purpose of this chapter is to regulate parades occurring on, upon, or along any city street, sidewalk, alley, or other public way to ensure the safety of parade participants and observers, promote the free flow of vehicular and pedestrian traffic and facilitate multiple uses of such property. (Ord 6-08 § 2 (part))

Application Fee. All applications shall be submitted with payment of a non-refundable fee pursuant to resolution of the City Council. (Ord 6-08 § 2 (part))

The guideline and process for obtaining a permit can be found in Dublin Municipal Code (DMC) Chapter 5.12.

To ensure a complete application, please include the following documents:

- ☐ Completed Application for Parade Permit
- ☐ Copy of Parade Route Map
- ☐ Copy of written permission by property owner (as applicable)
- ☐ Non-refundable application fee of \$126.00. Fees may be paid via cash, credit card or check. Applications submitted without fee shall be deemed incomplete unless a waiver is submitted.
- ☐ Proof of general Liability Insurance and Automobile Insurance (if applicable) per DMC 5.12.110.
- ☐ Service Charges. This parade/event may be subject to service charges per DMC 5.12.110.



Dublin Police Services Parade Permit Application

(DMC 5.12 – as amended)

Organization Name: _____

Address of Parade: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Date of Parade: _____

Start Time: _____ End Time: _____

Start Point: _____ End Point: _____

Parade Route (include specific street names & copy of map): _____

Staging/Assembly Area (including checkpoints along parade route)

Is Staging/Assembly Area on Private Property? ____ Yes ____ No

If yes, Name of Property Owner: _____

Date Written Permission Obtained: _____ (Attach Copy)

Estimated Assembly Time: _____ Estimated Disassembly Time: _____

Assembly Location: _____

Disassembly Location (if different): _____

Maximum Length of Parade (miles or fractions thereof): _____

Approximate # of People: _____ Animals: _____ Vehicles: _____

Structures (Floats): _____

Types of Vehicles/Units in Parade: _____

Max / Min Speed of Parade: _____ / _____

Interval / Space Between Units (Yards/Feet): _____

Will the Parade Occupy: Street _____ Entire Street? _____

Name of Street: _____ Sidewalk: ___ Yes ___ No

Where Will Parade Participants Park?: _____

Please Provide Additional Relevant Information: _____

If the parade is designed to be held by, or on behalf of, any person other than the applicant, the applicant for such permit shall file with the Dublin Police Services a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on their behalf.

Applicant's Signature

Date

Contact Signature

Date