

City of Traverse City

Application for a Parade Street Closing Permit



Name of Event: _____

Name: _____ Phone: _____

Address: _____
Street City State Zip

Date: _____ Time: _____ to _____ Parade Route: _____

Street(s) requesting to be closed: _____

Do you wish to hold a special event before or after the parade on City Public Property? Yes _____ No _____
(If yes, then please call 922-4910 to obtain a Park Usage Form)

The applicant is required to submit to the City Clerk a Certificate of Insurance for Comprehensive General Liability in the amount of \$1,000,000 per occurrence naming the City of Traverse City as additional insured. Certificate of Insurance is required upon approval and before issuance of the permit.

Additional provisions (Police services required, etc.)? _____

The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief. And further says that he/she has read and agrees to the terms and conditions for this permit.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Estimated # of Participants _____

Signature of Applicant

Date

Attach \$5.00 fee application please.

DO NOT WRITE BELOW THIS LINE - FOR ADMINISTRATIVE USE ONLY
REQUIRED APPROVALS

	Name	Approved	Date	Copy Sent
Police Dept.	_____	_____	_____	_____
Fire Dept.	_____	_____	_____	_____
Street Dept.	_____	_____	_____	_____
Engineering	_____	_____	_____	_____
DDA/DTCA	_____	_____	_____	_____
Code Enforcement	_____	_____	_____	_____

Certificate of Insurance provided? _____ Date provided: _____

(\$1,000,000 General Liability Insurance per occurrence with the City of Traverse City as additional insured)



City of Traverse City Parade - Street Closing Permit

PURSUANT TO SECTION 1020.05 OF THE CODIFIED ORDINANCES OF THE CITY OF TRAVERSE CITY MICHIGAN, THE FOLLOWING STREETS ARE HEREBY PERMITTED TO BE CLOSED ON _____ FROM _____ .M. TO _____ .M:

(Applicant's Name)

SHALL HAVE EXCLUSIVE USE AND CONTROL OVER SAID STREETS ON THE DATE AND DURING THE TIME PERIOD ABOVE INDICATED SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. The Applicant shall furnish the City a certificate of insurance for comprehensive general liability in the amount of \$1,000,000.00 per occurrence naming the City of Traverse City as additional insured.
2. The Applicant shall be liable for all damages both to property and persons and shall defend, indemnify and hold harmless the City, its officers, agents, and employees from any and all claims, liabilities, losses, damages, actual attorney fees, and settlement expenses resulting or arising out of or in connection with the performance of the act for which this permit is issued. The obligations to defend, indemnify and hold harmless shall exclude only those matters in which the claim arises out of allegations of the sole negligence or act of the City, its officers, agents or employees.
3. A copy of this permit shall be posted at the beginning and end of the parade route.
4. The Applicant shall comply with all applicable laws and regulations.
5. The rights granted by this permit are revocable at the will of the City of Traverse City, and the Applicant waives any right to claim damages or compensation in the event that this permit is revoked.
6. This permit may not be transferred or assigned.

Approved by:

Issued by:

Debra A. Curtiss, City Clerk

Chief Michael K. Warren

Date: _____

Date: _____