Parade permit application may be obtained at the Pueblo Police Department in the main lobby. The permit application requires that it be turned in **forty-five (45) days prior to the event**. The more thorough planning can be made and alterations to the proposal can be coordinated if needed.

When Applying for a Parade Permit, it will be necessary to submit the following attachments at the time of application:

1. A detailed map of the proposed route the parade or activity will be using. Google Maps or similar online map supplier is the best source for overhead maps. Please clearly draw the proposed route to be used.

2. If you will require the closing of any streets, you are responsible for obtaining the proper devices for those closures. One of the local barricade companies can help you with the quotes for pricing of traffic control devices. Once you decide which barricade company you will be using, ask them for an “MHT diagram” of how they will be closing the streets and attach a copy of the drawing to your Parade Permit Application. This will help us determine what, if any Police Manpower we will need to provide you with the safe completion of your event.

3. Provide certificate of insurance to protect the City of Pueblo against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the special event that impacts or occurs on city property. The amount of insurance shall have limitations of not less than one million dollars ($1,000,000.00) injury to one (1) person (1 occurrence) and not less than two million dollars ($2,000,000.00) for injury to more than (1) person in the same occurrence and not less than five hundred thousand dollars ($500,000.00) for damage to property in one (1) occurrence and shall name the City of Pueblo as an additional insured and must be maintained for the duration of the event.

4. You are responsible for acquiring any other permits that may be required for your event and copies of those approved permits must be attached to this application.

As a reminder you are responsible for any overtime cost incurred by the Pueblo Police Department that are associated with your event.

The Pueblo Police department wishes you the best of luck with your event and will do all we can do to support your efforts.

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Chris Noeller
Chief of Police
Date of Application: ____________  $75.00 Application Fee  Paid Date: ____________

NOTICE: The Pueblo Police Department will attempt to provide all resources available for your event to make it successful. However, the Pueblo Police Department must maintain sufficient manpower to safely maintain the security and safety of all the Citizens of Pueblo. By applying for and accepting this permit, you and/or your organization has agreed to reimburse the City of Pueblo Police Department for any reasonable overtime and equipment costs that were incurred while in direct support of your event.

Are you and/or your organization willing to pay, in advance, reasonable overtime costs, if necessary?

_______ Yes.

_______ No.  I understand and agree this Parade Permit may be cancelled depending upon manpower needs of the Pueblo Police Department at the time of my event.

____________________________________  ____________
Signature for the Applicant  Date

Name of Event: ________________________________________
Applicant / Organization: ________________________________________
Address: ________________________________________  Phone#: __________________________

INDIVIDUAL RESPONSIBLE FOR EVENT

Chair: ________________________________________  Phone: __________________________
Address: ________________________________________
Vice Chair: ________________________________________  Phone: __________________________
Address: ________________________________________

Event Date: ____________  Staging Time: ____________  Start Time: ____________  Approximate End Time: ____________

ESTIMATED NUMBER OF:  Participants: ____________  Vehicles: ____________  Other Units: ____________

NUMBER AND TYPES OF ANIMALS: ____________________________
PUEBLO POLICE DEPARTMENT
Traffic Division
PARADE PERMIT
APPLICATION

ATTACH MAP AND EXPLANATION OF PROPOSED ROUTE, SPECIFICALLY IDENTIFYING ANY STAGING AREAS AND / OR AREAS WHERE ANY POST EVENT ACTIVITIES WILL TAKE PLACE

Check ( ) here if the event will use only the sidewalks

Purpose of the Parade:

Certificate of Commercial General Liability Insurance: Yes: _____ No: _____

Applicant and the persons responsible for the event agree that they will clean up the parade route after the event or shall reimburse the City for the reasonable costs of the cleanup.

(Initial) (Initial)

Estimated Overtime Costs: $

This parade permit is granted to the above-named applicant and is issued subject to compliance with ALL applicable laws, ordinances as well as all following conditions.

CONDITIONS:

Chief of Police

Date

PPD FORM 155 (REV. 11/21)