



PUEBLO POLICE
DEPARTMENT
Traffic Division
**PARADE
PERMIT**
Instructions



Parade permit applications may be obtained at the Pueblo Police Department in the main lobby. The permit application requires it be turned in forty five (45) days prior to the event, the earlier it is received, 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 a similar online map supplier is the best source for overhead maps. Please draw clearly the proposed route to be used.
2. If you will require 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 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 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 in one (1) occurrence and not less than two million dollars (\$2,000,000.00) for injury to more than one (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.



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

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

A handwritten signature in blue ink, appearing to read "Troy Davenport". The signature is stylized and fluid.

Troy Davenport
Chief of Police



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 APPLICATION



Date of Application: _____ \$75 Application Fee: Paid: _____ To be paid prior to event _____

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 residence of the city. 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 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.
 Initials

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

 Signature of Authorized Representative of the Applicant Date

Name of Event: _____

Applicant / Organization: _____

Address: _____ Phone#: _____

PERSONS 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: _____



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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 clean up.

(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 the following conditions:

CONDITIONS: _____

Chief of Police

Date