



PUEBLO POLICE EPARTMENT
Traffic Division
PARADE PERMIT
APPLICATION



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.

Chris Noeller
Chief of Police



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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: _____

