



3701 Fairview Ave. Lake Station, IN 46405  
Phone: (219) 962-3111 Fax: (219) 963-9275

**REQUEST FOR PARADE PERMIT**

Applicant: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address: \_\_\_\_\_ City/Town/Zip: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Purpose of Parade: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date requested: \_\_\_\_\_ Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_

Assembly Area: \_\_\_\_\_

Route to be traveled: \_\_\_\_\_

Description of Floats, Marching Units, Vehicles, Bands, including a description of any sound amplification equipment to be used. Please attach with parade permit request.

Number of participants: \_\_\_\_\_

Insurance Coverage pursuant to City Ordinance, Section 4-20 (F): \_\_\_\_\_

\_\_\_\_\_

I have been provided with and have read Lake Station City Ordinance, Section 40-20 "Parade Permits". I hereby certify that all information in this request is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

### Sec. 4-20 Parade Permits.

(a) Definition. Parade means any march, procession, or demonstration, consisting of people, animals, or vehicles, or combination thereof, except funeral processions, upon any public street, alley, or sidewalk, which does not comply with the normal and usual traffic regulations or control.

(b) Permit Required. It shall be unlawful for any person to conduct a parade in or upon any public street, alley, or sidewalk in the City or knowingly participate in any such parade unless and until a parade permit has been obtained from the Clerk-Treasurer.

(c) Application. Any individual desiring to conduct a parade shall apply to the Clerk-Treasurer for a permit at least thirty (30) days prior to the date of the proposed parade. The Clerk-Treasurer shall provide the application forms which shall require the following information:

(1) Name of the applicant, the sponsoring organization, the parade chairman, and the addresses and telephone numbers of each.

(2) The purpose of the parade, the date when it is proposed to be conducted, the location of the assembly area, the location of the disbanding area, route to be traveled, and the time when the parade will assemble, start, and terminate.

(3) A description of the floats, marching units, vehicles, bands, including a description of any sound amplification equipment to be used.

(4) Such other information as the Chief of Police may deem reasonably necessary.

(d) Investigations: The Clerk-Treasurer shall refer all completed applications to the Board of Public Works and Safety. The Board shall refer such applications to the Chief of Police, or designee thereof, for a written review and recommendation. The Chief shall address the following items in his written report:

(1) Whether the time, route, or size of the parade would disrupt to an unreasonable or unsafe extent the movement of other traffic.

(2) Whether the parade is of such a size or nature which would require a diversion of a large number of police officers to properly police the line of movement and the areas contiguous thereto and thereby deny reasonable police protection to the rest of the City.

(3) Whether the parade would interfere with other parades for which permits have been issued.

(4) Whether the information contained in the application is found to be false or misleading.

(5) Whether the applicant agrees to abide by or comply with all conditions of the permit.

(e) Any permit issued under this Section shall be subject to such conditions as established by the Board of Public Works and Safety.

(f) Insurance. The applicant shall file with the Clerk-Treasurer

written proof of public liability insurance in the minimum amount of five hundred thousand dollars (\$500,000) for each person, and one million dollars (\$1,000,000) for each incident, and shall contain a clause holding the City of Lake Station harmless for any liability.

(g) Permit Fee. Upon the approval of an application by the Board, the Clerk-Treasurer shall issue a permit upon payment of fifty dollars (\$50.00).

Said permit fee may be waived by the Board of Public Works and Safety if the sponsoring organization is a not-for-profit group duly organized pursuant to applicable Internal Revenue Service regulations.

(h) Denials. Any applicant denied a permit under this Section may appeal to the Common Council pursuant to the provisions of Section 4-3 of this Code.

(i) Any person violating any of the provisions of this Section shall be subject to the penalties set forth in Section 1-9 of this Code.