



APPLICATION ONLY-NOT A PERMIT
APPLICATION FOR PERMIT-PARADE USING THE PUBLIC WAY
APPLICATION MUST BE SUBMITTED FIFTEEN BUSINESS DAYS PRIOR TO EVENT

MAIL TO: CITY OF CHICAGO
DEPARTMENT OF TRANSPORTATION
ATTN: PUBLIC WAY PERMIT OFFICE
CITY HALL, ROOM 905
121 N. LASALLE STREET
CHICAGO, ILLINOIS 60602

APPLICATION NO.: _____ APPLICATION FEE: _____

DATE: _____

A non-refundable processing fee of \$35.00 must accompany the application for a parade permit, public assembly permit or athletic event permit.

1. To be issued to: NAME: _____

SPONSORING ORGANIZATION: _____

ADDRESS: _____ ZIP CODE: _____

DAYTIME TELEPHONE NUMBER: _____

2. Name of person to contact: _____

Daytime telephone number: _____ Pager number: _____

a. Email Address: _____

b. 24-Hour Contact Number: _____

3. Name of person signing application: _____

Daytime telephone number: _____ Pager number: _____

Facsimile (Fax) number: _____ E-Mail Address: _____

4. Popular name of event: _____

5. Type of activity (check one): () Parade () Motorcade () Assembly

6. Date of activity: _____

7. Time of commencement of activity (Step-off time): _____

8. Time of termination of event: _____

9. Location and exact street address of assembly area: _____

10. Time when activity will begin to assemble: _____

11. Time when activity will begin to disband: _____

12a. Approximate number of persons to participate in activity: _____

12b. Basis on which 12(a) statement is made: _____

13. Proposed Route: _____

Number of units participating in the parade: _____

Number of vehicles to be used in the parade: _____

14. Will animals participate in the parade? Yes _____ No _____

 If so, what type of animals*? _____

*Applicant must have a health certificate for each animal, the name of the attending local veterinarian, and a copy of the handler's Federal Exhibitor's license for any animal identified in the Illinois Dangerous Animal Act at least (7) seven days prior to the event date. Applicant hereby agrees that employees of the Commission on Animal Care and Control are authorized to inspect animals prior to their use in activities upon the public way and to prohibit the use of animals found to be diseased, unhealthy or which pose a danger to the public health and safety.

15. Location and exact street address of disbanding area: _____

16. Name of on-site parade manager: _____

17. Ward (s) involved: _____

TERMS AND CONDITIONS

The applicant must promptly reimburse the City for (and make good to it) any and all damage of any kind to any property of the City which may result from the use by the applicant of the City's premises under the permission granted herein, and the applicant further agrees that it will not hold liable the City for or in account of any losses or damage to property owned by it or controlled by the applicant or for or on account of any loss or damage sustained by the applicant as a result of injuries to employees or agents of the application.

The applicant agrees to indemnify, save and keep harmless the City, its officers, agents and employees of and from any and all liabilities, liens, judgments, costs, damages and expenses which may be suffered by the City and or any of its officers, agents or employees or which may accrue against or be charged to or recovered from the City or any of its officers, agents, or employees for any damage caused by the applicant and or any of the applicant's officers, agents, employees or any other persons for whom the applicant is responsible which may result from the use of the City's premises under the permission granted herein.

If the applicant intends to place a reviewing stand or other obstruction on the public way, the applicant must execute and deliver to the City of Chicago a certificate of Comprehensive General Liability Insurance, showing the City of Chicago as an "additional insured as their interests may appear" limits of liability \$500,000 per person, \$1,000,000 per occurrence.

A permit from the Chicago Department of Transportation will only be issued after payment for city services have been received by the Mayor's Office of Special Events, City Hall - Room 806, 121 N. La Salle Street, Chicago, IL 60602, attention Tom Gray. If substantial changes are made from your parade/ event, additional fees may be assessed for city services in the following year.

SIGNATURE OF APPLICANT: _____

Title: _____

Date: _____