



5200 Springfield Street, Suite 100
Riverside, OH 45431

Phone: 937-233-1801 Fax: 937-237-5965 www.riverside.oh.us

Parade/Block Party Permit Application

EVENT NAME: _____

EVENT DATE: _____

***** This permit is valid for the dates specified on this application ONLY *****

Applicant _____

Organization _____

Applicant Address _____

Org. Address _____

City _____ State ____ Zip Code _____

City _____ State ____ Zip Code _____

Person to contact _____

Phone # _____

Phone # _____

Email _____

Email _____

Check if same as applicant information

Parade

Block Party

Read the statement below and sign to acknowledge agreement.

The applicant or agent of this organized parade and undersigned does hereby certify that the information and statements given on this application are to the best of their knowledge, true and correct. Furthermore the applicant or agent states that they have read the above city code in regards to parades and assemblages and hereby agree that their organization will abide by the laws set forth.

Signature: _____ Date _____

Checklist:

- Completed Application
- Aerial Map /Route Map
- Application Fee **\$15.00** (Cash or check made payable to City of Riverside)
- Event without a Permit Penalty: Double Total Permit Fee

OFFICAL USE ONLY

Permit No. _____ Intake Staff _____ Date _____

Police _____ Approved _____ Denied _____

Service _____ Approved _____ Denied _____

Fire _____ Approved _____ Denied _____

City Manager _____ Approved _____ Denied _____

Event Information:

Parade Route/Block

Party Location:

Start Point for

Parade:

Start Time:

End Time :

If there will be tents installed, list

tent size(s):

General Description (purpose, size of event, etc.):

Block Party/Parade Worksheet:

(NOTE: This form must be completed by applicant and turned in with application)

Residents within the street closure area are to complete this section:

Name:	Address:	Ok to Close street? Y or N
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The addresses within the closure area are listed above; the residents have been notified and approved the street closure.

The specific street(s) to be closed are:

1. _____
2. _____
3. _____
4. _____

311.02 PARADES AND ASSEMBLAGES

No person, group of persons or organization shall conduct or participate in any parade, assemblage or procession other than a funeral procession upon any street or highway, or block off any street or highway area, without first obtaining a permit from the Police Chief.

Applications for such permits shall be made on such forms as may be prescribed and shall contain such information as is reasonably necessary to a fair determination of whether a permit should be issued. Applications shall be filed not less than five days before the time intended for such parade, procession or assemblage.

The permit may be refused or cancelled if:

- A. The time, place, size or conduct of the parade including the assembly areas and route of march would unreasonably interfere with the public convenience and safe use of the streets and highways.
- B. The parade would require the diversion of so great a number of police officers to properly police the line of movement, assembly area and areas contiguous thereto so as to deny normal police protection to the Municipality.
- C. The parade route of march or assembly areas would unreasonably interfere with the movement of police vehicles, fire-fighting equipment or ambulance service to other areas of the Municipality.
- D. The parade would unreasonably interfere with another parade for which a permit has been issued.
- E. The information contained in the application is found to be false, misleading or incomplete in any material detail.
- F. An emergency such as a fire or storm would prevent the proper conduct of the parade.

The permit or any order accompanying it may limit or prescribe reasonable conditions, including the hours, the place of assembly and of dispersal, the route of march or travel and the streets, highway or portions thereof which may be used or occupied.