

CITY OF MINNEAPOLIS
PARADE PERMIT APPLICATION

A **Parade** is a procession of people celebrating or commemorating for a non-commercial purpose along one or more contiguous blocks of a street or streets on which traffic has been restricted, for which audience attendance is open to the public.

The **Submission Deadline** for this Permit Application for **Large Parades (3+ hours long)** is 60 days before the date of the parade.

The **Submission Deadline** for this Permit Application for **all other Parades** is 30 days before the date of the parade.

Minneapolis City Code Chapter 447 regulates parades and requires event organizers to obtain a permit from the City prior to holding a parade. Parade Permits may not be transferred to any other person, organization, location, or event. A parade permit may be denied for a number of reasons, including non-compliance with or past violations of the city code or parade permit requirements or conflicts in the date and/or location requested. Additionally, we may revoke an approved parade permit for violations of the city code or the approved permit, or in the event of an emergency constituting an imminent threat to life or property.

For questions about this Application, reasonable accommodations, or alternative formats, please call us at 612-673-5517 or send an email to shane.morton@minneapolismn.gov. Individuals who are deaf or hard of hearing can use a relay service by calling 311 at 612-673-3000. TTY users call 612-263-6850. Para asistencia, llame al 311. Rau kev pab 311. Hadii aad Caawimaad u baahantahay 311.

| 1. Application Requirements | |
|-----------------------------|---|
| 1. | Complete the application and include all the requirements listed below. Incomplete applications will not be considered and will be rejected once the deadline has passed. Submit the completed application to: Department of Public Works, Traffic & Parking Services Division, Attn: Dee Ann McQuerry, 33 North 9th Street, Room 100, Minneapolis, MN 55403-1326 |
| 2. | There is a fee for each Parade Permit: Large Parades – \$600 All Other Parades - \$300 You can pay by: <input type="checkbox"/> Cash: Drop off in person at our office. <input type="checkbox"/> Check payable to the Minneapolis Finance Department (preferred): Mail or drop in person at our office. |
| 3. | Route Map: Attach a map with: a. Street names b. start point, end point, and assembly area c. Barricades and contact person for barricades d. Garbage and recycling container locations e. 14 foot clear drive aisle f. LP tank locations g. Fire department connections and/or fire hydrant locations h. Detour plan i. Parking meter ID numbers for hooding purposes |
| 4. | Security Deposit (Large Parades Only): Applicants for Large Parade Permits must pay a security deposit of \$800. The Security Deposit can be paid by cash or certified check payable to the Minneapolis Finance Department. The Security Deposit check must be separate from any checks for permit or other fees. If the applicant fails to comply with the refuse and recycling requirements, the security deposit will be forfeited to the city. Otherwise, the security deposit will be returned to the applicant by mail to the business address provided in the application. |
| 5. | Waste and Recycling Plan (Large Parades Only) (Form #1) |
| 6. | Neighborhood Notice & Approval Form (Form #1) |

2. Event Information

1. Parade organizer name: _____ Email: _____

Mailing Address: _____ Phone: _____

2. Person who will be parade chairman (legally responsible for parade, if different than organizer):

Name: _____ Email: _____

Phone: _____ Mailing Address: _____

3. If parade is proposed to be conducted for, on behalf of, or by an organization, give name, address and telephone number of the headquarters of the organization:

4. Title of event: _____

5. Date of event: _____ Hours event will start and end: _____

Parades shall only to take place between the hours of 6:00 a.m. and 10:00 p.m. on Saturdays, Sundays, and legal holidays.

No parades may take place in the downtown area between the hours of 7:00 a.m. and 9:00 a.m. or 4:00 p.m. and 6:00 p.m. on any day other than a Saturday, Sunday, or legal holiday.

6. Time at which participants will begin to assemble at any assembly area: _____

7. Approximate number of persons, animals and vehicles which will constitute such parade; type of animals, and description of vehicles: _____

8. Interval of space to be maintained between units of such parade: _____

9. Describe the route to be traveled, including the starting point and ending point, location of any assembly areas, and a statement whether the parade will occupy all or only a portion of the width of the streets (you must also enclose a route map): _____

10. (Small Parades Only) Describe your plan for Waste and Recycling cleanup: _____

3. Additional Permit Requirements

Pre-Approval/Issuance Requirements

After your application has been submitted, you will be required to complete the following additional steps before your Parade Permit will be approved and issued:

Applicant Meeting.

The applicant must attend a meeting with city representatives to review the conditions for approval of said permit.

Certificate of Liability Insurance.

Minimum coverage amounts are \$1,000,000.00 general aggregate and \$1,000,000.00 per occurrence. The city must be named as an additional insured on the policy. The applicants must defend and hold the city harmless from all claims, demands, actions, or causes of action, of whatsoever nature or character, including damages to city property, arising out of or by reason of conduct of the parade, including attorney fees and all expenses.

Post-Event Fees

Traffic Management Fees.

For all parades, trained city staff or trained personnel shall perform on-site traffic-management duties at all intersections where traffic crosses the parade route, in accordance with the requirements of a city-approved traffic control and management plan. For all parades, trained city staff shall perform on-site traffic-management duties on detour routes, where necessary, in accordance with the requirements of a city-approved traffic control and management plan. Within ten business days following receipt of city invoice, the applicant must reimburse the city for the cost of city staff's performance of on-site traffic-management duties.

Signage Fees.

For all parades, "No Parking" signs will be posted by the city within the parade route. Within ten business days following the receipt of city invoice, the applicant must reimburse the city for the cost of installing and removing said signage. Call 612-673-5750 to make required arrangements.

Waste and Recycling costs.

In the case of all parades, the applicant must, without expense to the city, immediately clean up, remove and dispose of all litter or material of any kind associated with the parade which is placed or left on the street or sidewalk of the block(s) on which the parade is held; and also on any of the immediately adjacent blocks. If the applicant neglects or fails to cleanup within the three-hour period immediately following the end of the parade, or within the time limit set forth in a parade permit, or if cleanup is done in an inadequate manner, the director of public works is authorized to do the cleanup and the applicant shall be charged for said cost.

4. Acknowledgement

By signing below, you acknowledge and agree to the following:

You understand that you must complete additional requirements to receive a parade permit. These requirements are outlined in Section 3 above. You understand that your parade permit will not be issued until these additional requirements have been met.

The City of Minneapolis is collecting the information in this application to determine whether you are eligible for a parade permit. The City uses the information on this application to determine qualifications for the permit. You are not legally required to provide this information. However, if you refuse, we cannot grant you a parade permit. While evaluating your application, this information may be shared with City staff and staff from other government jurisdictions involved in parade permitting or qualification review. After we approve your permit, all information is public.

You have read and agree to the [Terms and Conditions](#) for electronic signatures, records and payment.

You certify or declare under penalty of perjury under the laws of the State of Minnesota that the information on this application, checklist, and attached documents is true and correct. You understand that false information may result in the denial, suspension, or revocation of your permit.

By typing your name, you are electronically signing this application.

Signature of Applicant: _____ Date: _____

Name of Applicant (printed): _____ Organizational Title: _____

5. Review and Approval – For Office Use Only

| | | |
|--|---|--------------|
| Parade Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No | Signature of Police: Conditions / Restrictions: | Date Signed: |
| Date Approved: | Signature of Public Works: Conditions / Restrictions: | Date Signed: |
| | Signature of Regulatory Services: Conditions / Restrictions: | Date Signed: |

Waste and Recycling Plan

This Form is required for Large Parades only.

In the case of all parades, the applicant must, without expense to the city, immediately clean up, remove and dispose of all litter or material of any kind associated with the parade which is placed or left on the street or sidewalk of the block(s) on which the parade is held; and also on any of the immediately adjacent blocks. If the applicant neglects or fails to cleanup within the three-hour period immediately following the end of the parade, or within the time limit set forth in a parade permit, or if cleanup is done in an inadequate manner, the director of public works is authorized to do the cleanup and the applicant shall be charged for said cost.

| Event Information | |
|---|----------------------------------|
| Name of event: | Location(s) of event: |
| Date(s) and times of event: | Anticipated number of attendees: |
| Will entrances to event be controlled? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Will food and/or beverages be dispensed either by applicant or vendors as part of event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the food and/or beverages that will be dispensed: | |
| All food establishments are required to use reusable, recyclable or compostable food-service packaging per the City's Green to Go ordinance. What type of packaging will be used by vendors? (reusable, recyclable, compostable): | |
| Contact person responsible for the management of garbage, litter and recycling: Name: Telephone: Email: | |

| Contractor Information |
|---|
| Provide information about all proposed garbage, litter, recycling, and organics recycling contractor(s): |
| Contractor 1 Material collected: Contractor Name: Primary Contact: Telephone: Email: |
| Contractor 2 (if applicable) Material collected: Contractor Name: Primary Contact: Telephone: Email: |
| Contractor 3 (if applicable) Material collected: Contractor Name: Primary Contact: Telephone: Email: |

Container and Dumpster Information

Use of existing permanent container(s) requires written approval, in advance, from the owner of each existing permanent container. Please visit the following webpage to help determine the owner of each type of existing permanent container.

<https://www.minneapolismn.gov/resident-services/garbage-recycling-cleanup/event-garbage-recycling/>

Type, size, and number of garbage/litter containers:

Existing Permanent Containers (if any):

- Type:
- Size:
- Quantity:

Proposed Temporary Containers:

- Type:
- Size:
- Quantity:

Type, size, and number of recycling containers:

Existing Permanent Containers (if any):

- Type:
- Size:
- Quantity:

Proposed Temporary Containers:

- Type:
- Size:
- Quantity:

Type, size, and number of organics recycling containers:

Existing Permanent Containers (if any):

- Type:
- Size:
- Quantity:

Proposed Temporary Containers:

- Type:
- Size:
- Quantity:

Type, size, and number of dumpsters:

Proposed Temporary Dumpsters:

- Type:
- Size:
- Quantity:

Attach a map showing locations of all existing permanent containers and proposed garbage/litter, recycling, organic recycling containers, and/or dumpster(s).

Attach written approval(s) for use of existing permanent containers (if any).

Monitoring and Post-event Clean-up

Applicant must, within ten business days following a parade, submit to the City proof of weights and delivery locations for all garbage and recyclable and compostable materials collected.

How will garbage, litter and recycling generated by event be monitored during event? (Check all that apply):

- Staff
- Contractor(s)
- Volunteers

Describe post-event efforts to ensure all garbage, litter, materials, and recycling has been removed:

Review and Approval – For Office Use Only

Waste and recycling plan approved?

SWR

Yes - Approval Date: _____

No

SSD

Yes - Approval Date: _____

No

Not Applicable

Zero waste event (exempt from needing garbage containers)?

Yes

No

Neighborhood Approval Documentation

| | | |
|----------------------------------|---------------|-----------------|
| Event Name and Description _____ | | |
| Date _____ | Time _____ | |
| Sponsor's Name _____ | Address _____ | Telephone _____ |

Prior to issuance of a Parade Permit, notice must be given to all occupants of property abutting the location of the parade route. Written approval of the parade must be obtained from all properties with unmitigated vehicle access along the parade route. Where a property is occupied by multiple tenants or owners, a homeowners' association, tenant's association, building management association, or the like may grant a single approval on behalf of all occupants of the property.

| | Name | Street Address | Approve / Deny / Notified Only |
|-----|-------|----------------|--------------------------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
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Copy and attach more sheets if necessary.