

Special Note: Any individual, group, organization or governmental entity planning to hold an event within the right-of-way of the State Highway System must apply for and obtain an approved Special Event Agreement from the Idaho Transportation Department. A Special Event shall not commence within the right-of-way of the State Highway System unless all parties have approved and signed the State's Special Event Agreement.

**PUBLIC ASSEMBLY/PARADE PERMIT: \$100.00 City; \$100.00 ITD (if necessary)**

**CITY OF MOSCOW APPLICATION FOR**

**PUBLIC ASSEMBLY – FEE**

**PARADE PERMIT - FEE**

**SIDEWALK WALKING PARADE – NO FEE**

Date App Rec'd: _____ Fees paid: _____
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This completed form must be submitted to the City Clerk/Deputy City Clerk:

Title 10, §17-4: At least sixty (60) and not more than one hundred eighty (180) days before parades or public assemblies held on a regular or recurring basis. Single, non-recurring parades or public assemblies shall file the application at least ten (10) days and not more than one hundred eighty (180) before the proposed date of the event.

Permits are issued on a first-come, first-served basis.

THE CITY RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION REASONABLY NECESSARY TO A FAIR DETERMINATION AS TO ISSUANCE OF A PERMIT.

1. Name of Event: \_\_\_\_\_

2. Event Date(s): \_\_\_\_\_ Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_

Check if a recurring event

3. Group Name Sponsoring Event: \_\_\_\_\_

4. Organization Address: \_\_\_\_\_

5. Organization Officers/Authorized Representatives: \_\_\_\_\_

6. Individual Responsible for Event Organization: \_\_\_\_\_

7. Individual's Address: \_\_\_\_\_

8. Individual's Daytime, Message or Cell Phone. \_\_\_\_\_ email: \_\_\_\_\_

9. Proposed route (including the start and termination points) and/or public assembly information. Please include whether the parade or public assembly will occupy all or only a portion of the width of the streets proposed to be traversed, the location of any assembly areas, and the type of assembly including any activities planned (APPLICATION WILL NOT BE PROCESSED WITHOUT A MAP OR SITE PLAN, USE ADDITIONAL SHEET IF NECESSARY):

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10. Approximate number of persons, animals, and/or vehicles constituting parade or public assembly, approximate number of participants and spectators and the type of animals and description of vehicles:

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11. Describe any recording equipment, sound amplification equipment, banners, signs, or other attention-getting devices to be used in connection with the parade or public assembly and list any designated public facilities or equipment to be utilized for the parade or public assembly:

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12. Parking restrictions requested, if any: \_\_\_\_\_

13. Are you expecting City police services at intersections and/or for crowd control?

14. Please describe your waste and recycling plan. Attach a separate sheet if necessary.

15. Other: If there is additional information about your event that we should know, please use this area to include more detail or attach additional pages.

16. Hold harmless agreement signed and attached.

17. Proof of insurance.

18. Will you agree to alter your route if the City determined the proposed route will require significant City services and/or severely limit transit opportunities in high traffic areas.  Yes  No

By checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the Public Assembly/Parade Permit permitting process and agree that all information contained in this application is true and correct to my knowledge.

Moscow City Code Title 10, Chapter 17 is available from the City Clerk at PO Box 9203, Moscow ID 83843 or on the City's web page at <http://www.ci.moscow.id.us>.

**Do not write below this space (FOR OFFICE USE ONLY)**

*(Email to: Mayor, City Supervisor, Police Chief, Fire Chief, City Engineer, Parks & Rec Director, & City Attorney)*

APPROVE/DENY		RECOMMEND:	
Engineering/Public Works: _____	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	Date: _____
Police Department: _____	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	Date: _____
Fire Department: _____	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	Date: _____
Parks Department: _____	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	Date: _____
Streets Department: _____	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	Date: _____
STREET CLOSURE INFORMATION: Street closure necessary <input type="checkbox"/> Yes <input type="checkbox"/> No		ITD Permit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Time of Street Closure: From _____ to _____			
ITD Approval Received: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/> n/a <input type="checkbox"/> Other, explain: _____			
Comments: _____			
Public Assembly/Parade Permit: Approved and issued <input type="checkbox"/> not approved <input type="checkbox"/> _____			
City Clerk/Deputy City Clerk			