



Parade / Assembly Permit Application

This form must be completely filled out with all information pertaining to your event before submission. All forms are to be turned into the Office of the City Clerk at Montevillo City Hall.

Date of Application: _____ Parade / Assembly Date: _____

Applicant Information:

Name _____

Address _____

Home phone _____

Work phone _____

E-mail _____

If the applicant is applying for the permit on behalf or for another person and will not be the organizer or responsible party at the Parade / Assembly, a written communication must be submitted to the Office of the City Clerk before the submission of the permit application form from the person proposing to organize the Parade / Assembly authorizing the applicant to apply for the permit on their behalf.

Organization Information:

Complete if the Parade / Assembly is proposed to be conducted for, on behalf of, or by an organization.

Name of the event _____

Organization name _____

Is the event a Fundraiser? ____ What is the money being raised for? _____

Parade Contact Person / Organizer:

Name _____

Address _____

Phone _____

Responsible Person at the Parade / Assembly:

Name _____

Address _____

Phone _____

Cell Phone _____

E-mail Address: _____

Parade / Assembly Information:

Parade / Assembly Line Up Time _____ Parade /Assembly Line Up Location_____

Parade /Assembly Start Time ____ Parade /Assembly Start Location _____

Approx. finish time _____ Finish Location _____

Route Description (Streets, Sidewalks, etc. to be used during Parade / Assembly)

Participants:

Number of Vehicles (trucks, cars, golf carts, floats) _____

Number of Animals _____

Number of Walking Participant Groups _____

Approximate Number of People per Walking Group _____

Will there be a presentation area or stage with sound equipment? _____

If yes, where will it be located? _____

Special Conditions:

Emergency Medical Services

Completion of this form does not automatically initiate or assume Emergency Medical Services (EMS) coverage. To secure EMS Coverage please contact the Montevallo Fire Department at 205-665-9204. Cost for stand-by coverage are size, scope duration and staffing requirement dependent for the specific event as determined by the Fire Department. If the Parade / Assembly coordinator chooses to utilize a private service for medical stand-by, a medical plan must be submitted and approved by the Montevallo Fire Department prior to the event.

I have read and acknowledge the above statement (Initial): _____

Noise Level:

If understand that at any point in time before or during the course of this Parade / Assembly I am notified by a Montevallo Police Officer or person designated as a commissioned City Officer that the noise levels generated are too loud and are causing a public disturbance, I must turn the level down or be subject to any and all penalties and prosecutions under applicable State and Local Codes. The Montevallo Police Officer or other City Officer shall make the determination as to whether a Public Disturbance is occurring based upon reasonable complaints and his / her investigation into those reasonable complaints.

I have read and acknowledge the above statement (Initial): _____

Deviation from the Parade / Assembly Route or Time:

I understand any deviation from the route of the parade / assembly along any point or deviation from the time set forth above for the parade / assembly is unlawful and will cause the parade / assembly to be ended at that time. All participants in the parade will start at the same location and end at the same location unless prior approval for the deviation is obtained from the City of Montevallo.

I have read and acknowledge the above statement (Initial): _____

I understand Parade / Assembly participants are not to interfere or block any part or whole of any street or sidewalk within the city limits of Montevallo and doing so is a violation of State Law and may cause the Parade / Assembly to be ended at that time. I understand all traffic control and direction will be done by or under the supervision of the Montevallo Police Department.

I have read and acknowledge the above statement (Initial): _____

By signing you acknowledge all conditions of the Parade / Assembly Permit. You will be notified upon approval or disapproval of this permit application. Any questions should be addressed to City Hall at 205-665-2555.

Signature of Applicant: _____

Date: _____

APPROVED: _____ DISAPPROVED: _____

DATE: _____

Police Chief (Signature): _____

City Clerk (Signature): _____