



Deputy City Clerk's Office
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Application for Parade Permit

Parade Permit = \$25/event

APPLICANT INFORMATION:	
Name:	
Address:	
City, State, Zip:	
Telephone:	Email:

BUSINESS/SPONSORING ORGANIZATION:	
Business/Sponsor Name:	
Address:	
City State, Zip:	
Mailing Address (if different from above):	
Phone:	Alternate Number:

PARADE CHAIR PERSON:	
Name:	
Address:	
City, State, Zip:	
Telephone:	Email:

PARADE INFORMATION:	
Event:	
Date and Hours of Event:	
Route to be Traveled (<u>attach map of route</u>):	
Length of the Parade:	
General Composition of Units:	
Location of Assembly Area:	

CITY CODE § 7.10 - PARADES.

Subd. 1. *Definition.* The term "parade" means any movement of vehicles, persons or animals, or any combination thereof, which either moves together and as a body so as to in some way impede or affect the free and unobstructed flow of vehicular or pedestrian traffic, or which moves so that some part thereof is in violation of one or more traffic laws or regulations, if the movement is without a permit hereunder.

Subd. 2. *Permit Required.* It is unlawful to sponsor or participate in a parade for which no permit has been obtained from the city, and it is also unlawful to obtain a parade permit and not conduct the same in accordance with the permit granted by the city. Application for the permit shall be made to the City Administrator at least 14 days in advance of the date on which it is to occur and shall state the sponsoring organization or individual, the route, the length, the estimated time of commencement and termination, the general composition and the application shall be executed by the individuals applying therefor or the duly authorized agent or representative of the sponsoring organization.

Subd. 3. *Investigation.* The City Administrator shall forthwith refer all applications for parades to the Chief of Police for his or her consideration which shall take no longer than seven days. If any state trunk highways are in the route, the Chief of Police shall make all necessary arrangements with the Minnesota Department of Public Safety for alternate routes or whatever may be necessary. If the Chief of Police finds that such a parade will not cause a hazard to persons or property, and will cause no great inconvenience to the public, and if he or she is able to make arrangements for necessary direction and control of traffic, he or she shall endorse his or her acceptance and return the application to the City Administrator. If the Chief of Police finds the parade described in the application to be a hazard, a substantial inconvenience, or if he or she is unable to make adequate arrangements for direction or control of traffic, he or she shall return the same to the City Administrator with his or her findings.

Subd. 4. *Council Action.*

A. The City Administrator shall refer the application and results of investigation to the Council at its next regular meeting. The Council may either:

1. Deny the permit;
2. Grant the permit; or
3. Grant the permit on condition that a date, time or route are acceptable to applicant which differ from such as stated in the application.

B. The applicant shall have three days within which to communicate his or her acceptance to the City Administrator.

Subd. 5. *Unlawful Acts.*

A. It is unlawful for any person to hamper, obstruct or impede or interfere with any parade, parade assembly or any person, animal or vehicle participating in the parade.

B. It is unlawful for any person to drive a vehicle between the vehicles or persons comprising a parade when the parade is in motion.

C. It is unlawful for any person to enter into a parade without prior authorization from the parade chairperson.

Subd. 6. *Exceptions.* This section shall not apply to:

- A. Funeral processions; or
- B. A governmental agency acting within the scope of its functions.