**INSTRUCTION SHEET FOR THE APPLICATION FOR PARADE/EVENT PERMIT ***
**TRINITY POLICE DEPARTMENT**
**TRINITY, ALABAMA**

1) Include name, address and contact numbers for your contact person. (approved permit can be returned to you by fax if you include a number)

2) Include name, address and contact number for organization.

3) Include name, address and contact number for parade/ event chairman.

4) Give the reason or purpose for the parade/event. *

5) Date of parade or event.

6) Include beginning and ending times (as close as possible)

7) Give location of parade/event assembly area or areas.

8) Give assembly time.

9) *IMPORTANT* You must include actual parade route, not a general description. Must be specific and give exact directions of entire parade route.

10) Include MAXIMUM number of persons, vehicles, and animals expected to participate.

11) If a parade, list all streets to be traversed by name.

12) Give parade unit spacing (participants must be informed of this guideline).

13) If you will have marshals, indicate the duties they will perform and how they will be identified. (ex: vests, caps, shirts, etc.)

14) This space allows you to include any additional information not covered above.

* * * * *

- A Parade as defined by Town Ord. 2011-01 shall mean any parade, march, motorcade, promenade, ceremony, show, demonstration, assembly, exhibition, pageant, footrace, procession of any kind, or any similar display, consisting of persons, animals or vehicles, or any combination thereof, having a common purpose, design, destination or goal upon any street, park or public place in the city, which said activity does not comply with or is not governed by normal and usual traffic regulation or control.

- Application for Permit must be submitted to the Chief of Police not less than ninety (90) days before the date upon which the parade/event is proposed to be conducted.

**APPLICATION FOR PARADE / EVENT PERMIT**
**TOWN OF TRINITY, ALABAMA**

1) The name, address and telephone number of the person seeking to conduct such parade and/or event: (Please include a fax number if possible)

2) If the parade/event is proposed to be conducted for, on behalf of, or by and organization, the name, address and telephone number of the headquarters of the organization, and of the authorized and responsible heads of such organization:

3) The name, address and telephone number of the person who will be the parade /event chairman and who will be responsible for its conduct:

4) State briefly the purpose of the parade / event:

5) The date when the parade / event is to be conducted:

6) The hours when such parade / event will start and terminate:

7) The location or streets of any assembly areas for such parade / event: