



Parade Permit
APPLICATION
Effective January 1, 2012



800 Bilbo St.
Phone 491-1304
FAX 491-1469

Name of Organization _____

Address _____

Type of Organization _____

Purpose of Parade or Event _____

Date of Event _____ Start Time _____ AM / PM End Time _____ AM / PM

Point of Origin _____

Describe Route _____

Type and Number of Vehicles, Groups, Floats, etc. _____

Parade Chairman _____ Estimated Number of Participants _____

Chairman's Phone _____ Cell _____

Date _____ Signature of Applicant _____

Marshal's Office Approval _____ Date _____

Mayor's Approval _____ Date _____

If required: _____ Date _____

SIGNATURE OF CIVIC CENTER OFFICIAL



Parade Permit

(Instructions)

Effective January 1, 2012



Requirements for securing a permit to conduct a procession, parade, or public demonstration on the public rights of way:

1. A Parade Permit application must be submitted to the Lake Charles City Marshal's Office forty-five (45) days in advance of the event. Changes to an approved permit must be submitted no less than fifteen (15) days in advance of the event.
2. The permit requires the approval of the mayor and city marshal. If the event will be on any part of the Civic Center grounds, approval must **FIRST** be obtained by the Civic Center.
3. Pursuant to Ordinance No. 15686, horses are only allowed in parades with a Special Permit issued by the Lake Charles City Council. You must obtain this authorization prior to submitting an application for a parade permit.
4. A Certificate of Insurance (\$100,000 liability coverage) for the event must be submitted with the application form. The City of Lake Charles, the Lake Charles City Marshal's Office, and their agents must be named as additional insured to this liability insurance policy.
5. A personal check, cashier's check or money order for the permit fee in the amount of \$275 payable to the City of Lake Charles must be submitted with the application form. This fee may be waived by the mayor for an event that is conducted on the boardwalk at the Civic Center and/or on Bord du Lac Drive and is less than one hour in duration. Payment will be refunded if permit is not approved.
6. Fees may be refunded if the event is cancelled at least five (5) working days prior to the event. In the case of pending inclement weather, fees may be refunded with twenty-four (24) hour notice prior to the event.
7. Events sponsored or co-sponsored by the City of Lake Charles are exempt from the requirements in #4 and #5 above.