



Permit # _____

PARADE OR PUBLIC ASSEMBLY PERMIT APPLICATION

Name of Organization:

Street Address of Organization:

Name of Representative:

Street Address of Representative:

Phone Number:

Email Address:

I understand it shall be unlawful to conduct any parade or public assembly, either fixed or processional, over, upon, or burdening the public properties of the City of Savannah, or employing facilities thereon, without first receiving a permit from the City Manager application made and approved according to the requirements set out.

Public assembly means any meeting, demonstration, picket line, rally, or gathering of 100 or more people for a common purpose that interferes with the normal flow or regulation of pedestrian or vehicular traffic, or that requires exclusive use of all or any part of public areas or facilities open to the general public.

If the applicant is an association of persons in fact or in law, the application shall contain a description of the entity; the name of said entity, if named; the registered or recognized address of the entity; the name of the person making the application on behalf of the entity; such person's relationship to said entity; and some demonstration or recitation of the authority of the person making the application to act on behalf of the entity and the names, addresses and phone numbers of the Corporate or Executive Officers of said entity.

Where a parade or public assembly is conducted on, over, or upon, or burdening public properties, or employing the facilities thereon, which is also to substantially involve or take place partly or wholly upon private property with the consent of the owner(s) thereof, such owner(s) or their authorized representatives must join as an applicant for any permit for such event.

The person or persons associated in fact, whether or not legally recognized entity, who wish to conduct such parade or public assembly shall apply to the City Manager for a permit. Together with any supplementary information as may be required this application shall be filed with the City Manager not less than 10 days prior to the parade or public assembly to ensure proper processing. The permit will be issued only after approval by the concerned departments listed below. Such application shall at a minimum include:

Event Plan:

A plan must be submitted and must include the following information about the parade or public assembly event:

i. The anticipated number of persons participating on foot, number of units, number and construction of floats:_____.

ii. The date or dates:_____.

iii. The hours of each day the event will be conducted:

Set-up Time:_____ Start Time:_____ End Time:_____ Area Cleared By:_____

iv. The exact location, or, if the parade or public assembly is processional or mobile, the route, the assembly area and the dispersal area. If the parade or public assembly is to pass thru, use or impact the use of any city park or square a separate application must be submitted in addition:

Location/Route (attach map):

v. **Event will consist of the following activities:**

vi. **Will sound amplification equipment be employed?**

No () Yes () If yes, explain_____

Note: applicant must obtain loud speaker permit pursuant to **City Code 9–2036, REGULATION OF SOUND EQUIPMENT AND SOUND-AMPLIFYING EQUIPMENT.**

vii. Will alcoholic beverages be dispensed or sold? Yes () No ()

viii. Are sales or vendors being planned? Yes () No ()

ix. Is the use of tents planned? Yes () No ()

x. Will portable toilets be used? Yes () No ()

xi. Will dumpsters be used? Yes () No ()

xii. Is electricity needed? Yes () No ()

xiii. Will sign or pennants be hung outside? Yes () No ()

xiv. Will artificial lighting be employed? Yes () No ()

xv. Will temporary static structures be employed? Yes () No ()

If yes, provide a complete description (including measurements) of the structure:

xvi. Will vehicles be employed? Yes () No ()

If yes, provide a description of each vehicle that will be used and how it will be used:

xvii. Provide a description of the anticipated need for safety, police, medical, sanitation, and other required personnel and equipment, with the anticipated needed numbers and posting by location and time of personnel needed:

xviii. Provide a description of provisions necessary to the safety and welfare of the participants in the parade or public assembly and members of the public in the area where the parade or public assembly will be conducted and routes of access thereto and there from:

xix. Provide a description of measures that will be taken to ensure public health and sanitation:

xx. Will the parade or public assembly require that the public spaces or facilities to be used or burdened, or the routes and means of access thereto and there from, be temporarily diverted from their dedicated or customary uses, or the public or private users thereof by diverted or excluded from, or limited in their use or enjoyment of, or their access to or through, said spaces or facilities, before, during or after the parade or public assembly?

Yes () No ()

If yes, please describe.

Permission is hereby requested to hold the above Parade or Public Assembly in the City of Savannah:

APPLICANT'S SIGNATURE

DATE SIGNED

APPLICANT'S ADDRESS

Return all applications to: City of Savannah
Attn: (one of the departments below)
P.O. Box 1027
Savannah, GA 31402

Use of Parks or Squares: Attn: Leisure Services or FAX (912) 351-3848
Parades / Assemblies: Attn: SCMPD Special Events Coordinator or FAX (912) 644-5946
Block Parties/Other: Attn: Traffic Engineering or FAX (912) 525-1535

All fees and/or deposits shall be paid via cashier's check or money order payable to "City of Savannah".

APPLICATION REVIEW OF REQUEST TO HOLD THE ABOVE EVENT IN THE CITY OF SAVANNAH, GEORGIA:

THE APPROVED LOCATION / ROUTE OF THE PARADE: _____

THE EVENT IS TO CONSIST OF: _____

DATE: _____

Beginning time: _____

Ending Time: _____

EXTRA DUTY OFFICERS NEEDED: _____

ARRIVAL TIME: _____

NOTE- SCMPD EXTRA-DUTY OFFICERS WILL BE PAID THE AMOUNT AGREED UPON PRIOT TO THE EVENT, AND ARE NOT RESPONSIBLE FOR ADVISING DIRECTIONS OR PROVIDING ANY DETAILS OF THE EVENTS TO PARTICIPANTS IN RUNS, WALKS, RACES, ETC. THE SAVANNAH CHATHAM METROPOLITAN POLICE DEPARTMENT PROVIDES SECURITY FOR THE EVENTS.

THE INFORMATION CONTAINED IN THE PERMIT HAS BEEN SUBMITTED TO AND APPROVED BY THE CITY OF SAVANNAH. ANY CHANGES IN THE DATE, TIME, COMPOSITION, AND/OR ROUTE OF THE PARADE MUST BE APPROVED IN ADVANCE. THIS PERMIT IS TO BE CARRIED BY THE LEAD UNIT OF THE PARADE AND IS TO BE SHOWN UPON REQUEST.

_____ City Manager	_____ Approved YES / NO	_____ DATE
_____ Chief of Police	_____ Recommended Approved YES / NO	_____ DATE
_____ Fire Chief	_____ Recommended Approved YES / NO	_____ DATE
_____ Major, Special Operations	_____ Recommended Approved YES / NO	_____ DATE
_____ Traffic Commander	_____ Recommended Approved YES / NO	_____ DATE
_____ Leisure Services Director	_____ Recommended Approved YES / NO	_____ DATE
_____ Traffic Engineering Director	_____ Recommended Approved YES / NO	_____ DATE
_____ Assistant to the City Manager	_____ Recommended Approved	_____ DATE

CC:	Traffic File	Savannah Fire Dept	Traffic Engineering
	Leisure Services	Chatham Area Transit	Sanitation
	Communications Center	MEDSTAR Ambulance Svc	Applicant