CITY OF RICHMOND POLICE DEPARTMENT

SPECIAL OPERATIONS DIVISION

PERMITS OFFICE

Parade – Public Assembly Permit Information Sheet

This application is intended to initiate a request for a Parade Permit in the City of Richmond. Please complete the following information on the Parade Permit application to be approved for your event. Before you submit your application to the Richmond Police Permit Office, you will first need to contact the office of Ms. Priscilla Wright (Department of Parks & Recreation) at 646-3998 before submitting your request.

- **Parade Permit Application (must be received to the Police Department at least 30 business days prior to the requested date.)**

- **It will also be the applicant's responsibility to hire Off-Duty Officers for traffic control for the event if deemed necessary. Please contact the Richmond Off-Duty Office at 646-0445 for further assistance.**

- **If you require street closures with this event, the same applies with the street closure application process.**

- **It will be the applicant's responsibility to have the appropriate traffic control devices for the event (road closure signs, traffic cones and no parking signs, etc.). The equipment may be rented from the traffic companies that are provided on the application form.**

Please note: The Police Department will review the requested route and make the appropriate recommendations to the Chief of Police. Considerations for its approval will be based on its safety and convenience to the public, time of day, expense to the city, etc.

Parade / Public Assembly Permit Application

TITLE OF EVENT:	

Applicant Name:	
Address:	Address — City — State — Zip Code
Phone:	Home — Cell — Work — Fax
Email	

Sponsoring Organization:	
Address:	Address — City — State — Zip Code
Phone:	Home — Cell — Work — Fax
Email	

Responsible Party: (If different from Applicant)	
Address:	Address — City — State — Zip Code
Phone:	Home — Cell — Work — Fax
Email	

DATE OF EVENT:	

Formation	Start Time:	End Time:	
	Location (Off-Street):		
Event	Start Time:	End Time:	
Disbanding	Start Time:	End Time:	
	Location (Off-Street):		

PURPOSE OF EVENT:	

Type	☐ Motorcade (Motor Vehicles Only ☐ Walk / March (Pedestrians Only) ☐ Parade (Marching Units & Motorized Units) ☐ Public Assembly ☐ Running Event (Race, Fun-Run, Cross Country, etc.) ☐ Demonstration ☐ Other:

# of Units (Approximate if not known)		Floats		Bands		Runners / Walkers
		Animal Units		Passenger Vehicles		Persons Assembling
		Marching Units		Emergency Vehicles		Demonstrators
		Specialty Units	Type: (miniature cars, farm vehicles, etc.)			

REQUESTED ROUTE AND DIRECTION (WRITTEN OUT, TURN BY TURN)
(West on Broad, South on Belvidere, etc. – USE ADDITIONAL SHEET IF NECESSARY)

Will this event occupy all or any portion of the width of the public street or other public rights of way? ☐ No ☐ Yes

NOTE: If yes, police assistance will be required and you will need to hire Off-Duty Officers. You will need to contact the Off-Duty Coordinator for the Police Department at (804) 646-0445.

GENERAL INFORMATION

Will there be any type of Recording Equipment, Sound Amplification Equipment, Banners, Signs or Other Attention-getting Devices used in connection with this Event? ☐ No ☐ Yes

If yes, please explain:

Will there be any type additional information you would like to include about this event? (planned activities, etc.) ☐ No ☐ Yes

If yes, please explain:

TO ALL APPLICANTS

<u>PERMITS</u>

- In accordance with the provisions of the City of Richmond Code, Section 102-502 *"It shall be unlawful for any person to conduct or participate in a public assembly, demonstration or parade on the public streets, sidewalks, or other public property of the City in a place open to the general public for which a written permit has not been issued in accordance with the provisions of this article."* Accordingly, as a general policy, except for special unforeseen circumstances, applications for Parade/ Public Assembly permits must be received by the Police Department **A MINIMUM OF 30 BUSINESS DAYS IN ADVANCE OF THE DATE OF THE EVENT**. The Application can be mailed or delivered to the Richmond Police Department, Permits & Special Events Coordinator, 2219 Chamberlayne Avenue / Richmond VA, 23222 or Faxed to (804) 646-1830.

<u>BARRICADES AND/OR SIGNING</u>

- The **applicant** shall be responsible for having appropriate traffic control devices installed in accordance with the Uniform Manual on Traffic Control Devices to close roadways to vehicular traffic. Any "No Parking" signs shall be installed a minimum of 48 hours in advance by the applicant or his/her agent. Signs must be affixed to a telephone pole or signs in the exact area that the parking permit lists for the special occasion or event. All traffic control devices shall be removed immediately after the event is over.

"No Parking" signs may be purchased from:	**P. D. Brooks Traffic Control - 8376 Old Richfood Road - Mechanicsville, VA 23116 - (804) 746-5291**
	Spivey Pavement Markings - 4440 Vawter Avenue - Richmond, VA 23222 - (804) 321-1395

<u>ROUTE</u>

- The Police Department will review the requested route and make appropriate recommendation to the Chief of Police. Consideration for its approval will be based on its safety and convenience to the public, time of day, expense to the city, etc.

APPLICANT SIGNATURE: **DATE:**

RECOMMENDATION

☐ **APPROVED** ☐ **DENIED**

Justification if DENIED:

Officer-in-Charge, Special Operations Division	