



# CITY OF COLONIAL HEIGHTS

## PARADE OR DEMONSTRATION PERMIT APPLICATION



In accordance with the provisions of Chapter 213 of the Code of the City of Colonial Heights, Virginia, as amended, the undersigned hereby requests authorization to conduct a parade or demonstration in the City of Colonial Heights over the route, and under the conditions described below.

\*A fee of five dollars (\$5) is required to defray the administrative cost of processing the permit.

Event: \_\_\_\_\_

Purpose: \_\_\_\_\_

### Applicant Information (Name of responsible party):

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ Work Phone: \_\_\_\_\_

State \_\_\_\_\_ Zip: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Sponsoring Organization Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Person: \_\_\_\_\_

City: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location of Formation (Start of Event): \_\_\_\_\_

Location of Disbanding (End of Event): \_\_\_\_\_

**\*Parades and Demonstrations of five or fewer persons do not require a permit.**

### Event Type:

- |   |  |
|---|--|
| <input type="checkbox"/> Motorcade (motor vehicles only)            | <input type="checkbox"/> Walk or March         |
| <input type="checkbox"/> Parade (marching units & motorized units)  | <input type="checkbox"/> Public Assembly       |
| <input type="checkbox"/> Running (race, walks, cross country, etc.) | <input type="checkbox"/> Other (explain below) |
| <input type="checkbox"/> Demonstration (explain): _____             |  |

Explain the Event: \_\_\_\_\_

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Total Number of Units:

_____ Floats	_____ Passenger Vehicles	_____ Persons Assembling
_____ Animal Units	_____ Emergency Vehicles	_____ Demonstrators
_____ Bands	_____ Runners/Walkers	_____ Other
_____ Specialty Units (miniature cars, trains, vehicles, etc.)		

Requested Route & Directions (written out turn by turn, if more space is required attach sheet to this application)

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Will this event occupy all or any portion of the width of public street and/or sidewalk, or other public right of ways? Yes ☐ No ☐

Will there be any type of recording equipment, sound amplification equipment, banners, signs, or other attention getting devices used with the event? Yes ☐ No ☐

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Will traffic control and/or escort by Police be needed? Yes ☐ No ☐

**NOTE: If any police assistance is necessary and you need to hire off-duty police officers, visit <https://www.colonialheightsva.gov/1001/Hire-an-Off-Duty-Officer> to place your request or call our off-duty coordinator for the Police Department at (804)-520-9312.**

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Police Department will review the requested route and consideration for its approval will be based on its safety and convenience to the public, time of day, expense to the city, etc. and make appropriate recommendations to the City Manager.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended for: ☐ Approval ☐ Disapproval

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

Copy to: ☐ Police Chief ☐ Fire Chief ☐ Public Works & Engineering ☐ Recreation & Parks