

City of Berea

Parade and Public Assembly

Application Information Packet

(revised July 15, 2004; ref: Ordinance #13-04)

**This Application Packet must be completed and returned
to the Office of the:**

**Chief of Police
304 Chestnut Street
Berea, KY 40403**

Application Process

1. Please complete the City of Berea Parade or Public Assembly Application Form; (Attached) **(This form must be completed and returned at least ten(10) working days (60 days for reoccurring events), and not more than 180 days before the parade or public assembly is proposed to commence).**
2. All applications will be reviewed and you will be notified within five(5) working days if the application is approved. If additional police protection for the event is deemed necessary, the applicant will be informed at that time, and have the duty to secure protection at the expense of the applicant.
3. If a fee is to be assessed for Police Services or other city offices, applicant will be required to submit payment to the City of Berea Finance Department at least one work day prior to the event. The Finance Department will provide applicant a permit at the time the fees are paid. **(If no fees are required, applicant will receive the permit at time of approval notification).**
4. If an application is denied, the Chief of Police may authorize the conduct of the parade or public assembly at a date, time, location, or route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within five(5) working days after notice of the action of the Chief of Police, file a written notice of acceptance with the Chief of Police.
5. Any applicant shall have the right to appeal the denial of a parade or public assembly permit to the City Council. The denied applicant shall make the appeal within five(5) working days after receipt of the denial by filing a written notice with the Chief of Police, and a copy of the notice with the City Clerk's office. The City Council shall act upon the appeal at the next scheduled meeting following receipt of the notice of appeal.
6. Duties of Applicant: A permitted applicant hereunder shall comply with all permit directions and conditions with all applicable laws and ordinances. The parade or public assembly chairperson, or other person heading such activity shall carry the parade or public assembly permit upon his/her person during the conduct of the parade or public assembly.

City of Berea
Parade or Public Assembly Application Form
Pursuant to Ordinance #13-04

1. Name, Address, and Phone Number of person/group seeking to conduct the Parade or Public Assembly.

2. Name, Address and Phone Numbers of the headquarters of the organization for which the parade or public assembly is to be conducted, if any, and the authorized and responsible head(s) of the organization.

3. Requested Date of Parade or Public Assembly: _____

4. Requested route to be traveled, including the starting point and termination point:

5. Approximate number of persons, vehicles, and animals which will constitute such parade or public assembly; description of the vehicles, and the type of animals.

6. Hours which such parade or public assembly will start and terminate:

7. Will the parade or public assembly occupy/obstruct any/all portion of the width of the street(s) and/or sidewalks proposed to be traveled/used. If so, please identify the areas.
(NOTE: Objects that can prevent passage of emergency vehicles, which can not be quickly removed, will not be allowed to block an entire street or throughway).

8. Location by street of any assembly areas for requested parade or public assembly.

9. Time at which units of the parade or public assembly will begin to assemble/line up at specified area. _____

10. Intervals of space to be maintained between units of such parade or public assembly.

11. Type of public assembly, including a description of activities planned during the event.

12. A description of any recording equipment, sound amplification equipment, banners, signs, or other attention-getting devices to be used in connection with the parade or public assembly.

13. Approximate number of participants (spectators are by definition not participants).

14. Approximate number of spectators. _____
15. A designation of any public facilities or equipment to be utilized, barricades, traffic cones, etc.

16. If the parade or public assembly is designed to be held by, or on behalf of, any person other than the applicant, the applicant for such permit shall attach a letter from that person to the Chief of Police authorizing the applicant to apply for the permit on his/her behalf.
17. Any additional information that may be necessary to a fair determination as to whether a permit should be issued.

18. Our event will _____ will not _____ need assistance of Police or other City Departments. (please check one)

Note: This application covers use of public areas and does not give permission to use private property.

Applicants Signature

Date

Printed Name