



Parade Permit Application

(Revised March 10, 2017)



Name of Organization: _____

Address: _____

Type of organization: _____

Purpose of Event: _____

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

Starting Location: _____

Route Description (attach separate sheet if needed): _____

Type/Number of Entrants: _____ Estimated # of Participants: _____

Event Chairperson: _____ Email: _____

Home/Business Phone: _____ / _____ Cell Phone: _____

Alternate Contact: _____ Email: _____

Home/Business Phone: _____ / _____ Cell Phone: _____

Signature of Applicant: _____ Date: _____

Marshal's Approval: _____ Date: _____

Mayor's Approval: _____ Date: _____

Civic Center (if required): _____ Date: _____

**APPLICATION, CERTIFICATE OF INSURANCE AND PAYMENT MUST BE SUBMITTED
45 DAYS IN ADVANCE OF EVENT.**

Return to:

Ward 3 Marshal's Office

Attn: Chief Deputy Karl Gillard

118 W. Mill St.

Lake Charles, LA 70601

(337)491-1304 FAX-(337)491-1469

<i>Office Use Only:</i>	
Date Rec'd: _____	Del. Method _____
Certificate of Insurance attached: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Payment attached: <input type="checkbox"/> YES <input type="checkbox"/> NO Check # _____	



Parade Permit Instructions

(Revised March 10, 2017)



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

1. A Parade Permit Application, Certificate of Insurance, and payment for permit fee must be submitted to the Lake Charles City Marshal's Office a **minimum of forty-five (45)** 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 from 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. Operators of ATV's, UTV's, motorcycles or any other type of motor-driven vehicle must possess a valid driver's license.
5. A Certificate of Insurance providing a minimum of \$100,000 liability coverage for the event must be submitted with the application form. **The City of Lake Charles, Lake Charles City Marshal's Office, and their agents must be named as certificate holders or additional insured to this liability insurance policy.**
6. A check or money order for the permit fee in the amount of **\$275 made payable to the City of Lake Charles** must be submitted with the application form. This fee is not required for events taking place solely on the Civic Center grounds or other park property.
7. Fees may be refunded if the event is cancelled at least five (5) business days prior to the event.
8. In the case of pending inclement weather, fees may be refunded with twenty-four (24) hours notice to the ***City Marshal's Office.***
9. Events sponsored or co-sponsored by the City of Lake Charles may be exempt from the requirement in #5 and/or #6 above.



Parade Permit Checklist

(Revised March 10, 2017)



To avoid unnecessary delays in approving your request, please use the checklist below to assure that you have completed and attached all necessary information and forms.

- Check or money order in the amount of \$275.00 made payable to the City of Lake Charles
- Certificate of Insurance listing the "City of Lake Charles, City Marshal's Office and their agents" named as certificate holders or additional insured on the policy. It is mandatory that it be worded as above.
- The application is filled out completely and all information is correct.
- If the description of the route requires more room than supplied, please attach a separate sheet of paper with full description.
- Be sure all information is legible.
- Do not write in the area marked "Office Use Only".
- Hand-deliver, FAX, or mail your application to the address at the bottom of Page 1 of this document.