

# **PARADE PERMIT APPLICATION PROCESS**

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## **The following steps are required to obtain a parade permit:**

1. Submit your request for a parade permit and the completed parade permit form to the Mitchell Department of Public Safety to be added to the Traffic Commission meeting agenda. This committee meets on the third Monday of each month so it is very important to plan ahead and have your request added to the agenda in a timely manner prior to your event.

Complete information must be to the Public Safety Secretary by 10:00am on the Wednesday, prior to the Traffic Commission meeting.

Contact the Mitchell Department of Public Safety at 605-995-8400 with any questions.

2. A copy of the applicant's insurance certificate must be on file with Human Resources. Insurance requirements: City of Mitchell is to be named as additional insured for event with \$1,000,000 limit per occurrence, \$2,000,000 aggregate. Parade sponsor agrees to indemnify and hold the City of Mitchell harmless from and against all liabilities, losses, suits, claims, judgments, fines or demands of any kind.

### 3. Parade Permit Fees

- There is a \$50.00 parade permit fee. Checks payable to the City of Mitchell.
- There is a \$250.00 poker run parade permit fee when police escorts and traffic control is requested. Checks payable to the City of Mitchell

4. Once the permit is approved in committee it will be voted on by the full council later in the evening.
5. If the parade permit request is approved, the Mitchell Department of Public Safety will issue the parade permit.

**CITY OF MITCHELL  
DEPARTMENT OF PUBLIC SAFETY**

PARADE PERMIT

Group or Organization Sponsoring Parade: \_\_\_\_\_

Contact Person / Phone Number: \_\_\_\_\_

Date of Parade: \_\_\_\_\_ Time Parade will begin: \_\_\_\_\_

Approximate number of units participating: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parade route: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Insurance requirements: City of Mitchell is to be named as additional insured for event with \$1,000,000 limit per occurrence, \$2,000,000 aggregate. Parade sponsor agrees to indemnify and hold the City of Mitchell harmless from and against all liabilities, losses, suits, claims, judgments, fines or demands of any kind.

Fee Amount    \$50.00                      Paid? \_\_\_\_\_

Fee to be paid at City's Finance office.  
Bring receipt to the Dept. of Public Safety, 201 W 1<sup>st</sup> Ave, Mitchell.

\_\_\_\_\_  
Sponsor's Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Public Safety

\_\_\_\_\_  
Date