



# CITY OF LITTLE ROCK, ARKANSAS PARADE PERMIT AND APPLICATION

Office Use Only  
Permit No.: \_\_\_\_\_

Date Submitted: \_\_\_\_\_  
Time Submitted: \_\_\_\_\_

(Submit completed form to: Traffic Engineering Division, 621 S. Broadway, Little Rock AR 72201  
or e-mail to: TrafficEngPermits@littlerock.gov)

### Application for :

- Parade/Procession
- Race (Running, Walking, Bicycling, etc.)
- Motorcade
- Other: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Scheduled Time(s) of Event: \_\_\_\_\_

Route of Event: \_\_\_\_\_

Street Closures for Event: \_\_\_\_\_

*(Please attach a map showing the route. Indicate the Start/End points and staging area, if any)*

### CONTACT PERSON DURING THE EVENT:

If the Applicant, or the person listed as authorized to make application on behalf of an organization, will not be in immediate possession of the Public Assembly Permit at all times during the event, please name the person who will be in possession of this permit: \_\_\_\_\_

How will the City contact this person, if necessary, during the event? Please list telephone numbers, email addresses or other means of contacting this person: \_\_\_\_\_

*NOTE: The City recognizes that the name of this person may change between the date of this application and the date of the Event. The Permit Holder, however, is required to provide this name in writing to the City Manager no less than three (3) hours prior to the Event. The City Manager's office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday, except for the following holidays: New Year's Day, Dr. Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day (July 4<sup>th</sup>), Labor Day, Veterans Day, Thanksgiving and Christmas.*

*If the City Manager's office is closed the day of the event, the Permit Holder is required to provide this information to the Police Chief's office, 700 W. Markham, Little Rock, Arkansas (501) 371-4621 no less than three (3) hours prior to the start of the Event.*

### I. APPLICANT INFORMATION

The City of Little Rock needs to obtain information about the applicant for the event. The information requested pertains to the person submitting the application, the organization for which the application is being made (if one is involved), and a person on the date of the event who will be in charge of the event should any City official or law enforcement officer need to get in contact with that person. The information will not be used for any other purpose.

#### PERSON SUBMITTING THE APPLICATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Contact numbers where applicant may be reached:

Telephone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**ORGANIZATION SUBMITTING APPLICATION**

(To be completed only if person listed above is applying on behalf of an organization)

Name of the organization: \_\_\_\_\_

Address of the organization \_\_\_\_\_

Headquarters: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of the person authorized or responsible for having the application made on behalf of the organization:

\_\_\_\_\_

Contact information for the organization if different from that listed for the applicant:

E-Mail Address/Website: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**II. INFORMATION ABOUT THE PARADE**

(Please answer with the best estimates available; if similar events have been held in other cities after similar planning, consider use of that information as a basis for answers to these questions.)

Requested date of the event: \_\_\_\_\_

NOTE: The requested date may not be available if there is a previously scheduled or requested event for the requested date and the City Manager has determined, in consultation with the Directors of various City Departments (including emergency services personnel) that the demand on public resources to deal with two events would have an immediate and adverse impact upon the welfare and safety of persons within the City. If there is an acceptable alternative date for the applicant that does not suffer the same conflict,

**Please list that alternative requested date:** \_\_\_\_\_

**Scheduled starting time:** \_\_\_\_\_ **Anticipated ending time:** \_\_\_\_\_

Please describe the desired route of the parade: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the anticipated interval between parade participants if more than one group is expected to participate?:

\_\_\_\_\_

\_\_\_\_\_

Please describe in general terms the type of parade and activities that are planned (For example: A single group on parade; a parade with various groups including marching bands and organizations; a parade with floats and vehicles (both motor and animal powered):

\_\_\_\_\_

\_\_\_\_\_

If vehicles, motor- or animal-driven are to be used, please list the types and number of vehicles anticipated:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By what method will the permit holder have the vehicles or animals identified as part of the event?:

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What is the minimum speed that will be used by such vehicles during the event (when not parked, stopped, or at rest)?: \_\_\_\_\_

What is the maximum speed that will be allowed by such vehicles during the event:

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How does the permit holder intend to enforce these speeds?:

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For animals, will they be expected to do more than walk during the event (as opposed to running, or will they be expected to pull any wagons or other items; if so, please provide detail)?:

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If the planning for the event has included advertisements or announcements of any kind, please check all types of advertising or announcements that have been made:

- \_\_\_\_\_ In local newspapers or other media
  - \_\_\_\_\_ In statewide newspapers or other media
  - \_\_\_\_\_ In national newspapers or other media
  - \_\_\_\_\_ By handbills or mailed notices
  - \_\_\_\_\_ By Internet publication
  - \_\_\_\_\_ Other; please briefly describe: \_\_\_\_\_
- 

How many people are expected by the applicant to participate in the event?: \_\_\_\_\_

*Please describe how the applicant has arrived at this estimation, e.g., based upon past experience with this event in this area; based upon responses to advertisements or mailings; based upon past experience with similar events in other areas:* \_\_\_\_\_

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If spectators other than persons at the site of the event are anticipated, how many persons are anticipated by the applicant to be spectators at the event? \_\_\_\_\_

*Please describe how the applicant has arrived at this estimation, e.g., based upon past experience with this event in this area; based upon responses to advertisements or mailings; based upon past experience with similar events in other areas:* \_\_\_\_\_

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Does the applicant anticipate the use of signs, sound amplification or recording equipment (including bullhorns or other portable equipment), banners, signs, or other attention-getting devices designed to draw attention to the event? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(If the Applicant checked Yes, please briefly describe the type of equipment or items that are anticipated):*

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Other than the sidewalk or street that will be the site of the event, list any other public facilities or equipment that the applicant expects to utilize: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
What arrangements have been made to secure the use of such public facilities or equipment (including the name and contact information for any authorized public official who has given permission for such use)?  
\_\_\_\_\_  
\_\_\_\_\_

If arrangements have not been made, what steps have been taken to secure the use of such public facilities or equipment (including identifying the name and contact information for any authorized public official whose permission will be required), and what date does the applicant anticipate such permission will be granted?  
\_\_\_\_\_  
\_\_\_\_\_

Date permission anticipated: \_\_\_\_\_

What arrangements have been made to assure that participants or anticipated spectators will have access to sanitation facilities or other restroom facilities during the hours of the event?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sales/serving of Alcoholic Beverages at the event:**

Will there be sale of alcoholic beverages at the event? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will there be serving of alcoholic beverages at the event? \_\_\_\_\_ Yes \_\_\_\_\_ No

If **Yes** to any of the questions above, Has a permit been applied for or granted by the Alcoholic Beverage Control Board? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Note: *\*\*GIVING AWAY FREE ALCOHOL IN A PUBLIC EVENT IS AGAINST THE LAW\*\****

**III. CERTIFICATION**

By signing this application, i do hereby state under oath that the information contained in this application is true and correct to the best of my knowledge and belief, as of the date that this application is being submitted.

\_\_\_\_\_  
Signature

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

Date: \_\_\_\_\_

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )  
ss)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

(NOTE: The City of Little Rock will provide free notary service for Public Assembly Permit applications Monday through Friday, 8:00 a.m. to 5:00 p.m. in the Office of the City Manager or the Office of the City Clerk, 500 West Markham, Second Floor, or, the Office of the City Attorney, 500 West Markham, Third Floor, except on

those days when City Hall is closed because of a declared holiday, or for some other reason authorized by the City Manager.)

**IV. VERIFICATION THAT APPLICATION FEE HAS BEEN PAID**

I hereby acknowledge receipt of the twenty-five dollar (\$25.00) application fee required to process this Public Assembly Permit Application.

\_\_\_\_\_  
Date: \_\_\_\_\_

**V. DEPARTMENTAL REVIEWS**

***Department of Public Works:***

The Public Works Department has reviewed this application and approved it, provided the following things are done, or the following items are provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Little Rock Police Department:***

The Little Rock Police Department has reviewed this application and approved it. The following items will be provided to assure that the Public Assembly does not interfere with the flow of traffic – vehicular or pedestrian – or otherwise create a potentially adverse impact upon the safety and welfare of persons or property in the immediate area of the Public Assembly:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. CITY MANAGER APPROVAL**

\_\_\_\_\_ At the direction of the Office of the City Manager, this application has been reviewed and is hereby approved for the following date: \_\_\_\_\_

\_\_\_\_\_ At the direction of the Office of the City Manager, this application has been reviewed and the requested date is denied, but an alternative date has been approved. The permit is approved for the following alternative date: \_\_\_\_\_

The reason that it was necessary to choose an alternative date is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bruce T. Moore, City Manager

By: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_

City Code Sec. 32-549. - Application.

- (1) A person seeking a parade or public assembly permit shall file an application with the city manager on forms provided by the city and the application shall be signed by the applicant.
- (2) For single, nonrecurring parades or public assemblies, an application for a permit shall be filed with the city manager at least five (5) and not more than one hundred eighty (180) days before the parade or public assembly is proposed to commence. The city manager may waive the minimum ten-day filing period and accept an application filed within a shorter period if, after due consideration of the date, time, place, and nature of the parade or public assembly, the anticipated number of participants, and the city services required in connection with the event, the chief of police determines that the waiver will not present a hazard to public safety.
- (3) For parades or public assemblies held on a regular or recurring basis at the same location, an application for a permit covering all such parades or assemblies during that calendar year may be filed with the city manager at least thirty (30) and not more than one hundred eighty (180) days before the date and time at which the first such parade or public assembly is proposed to commence. The city manager may waive the minimum thirty-day period after due consideration of the factors specified in subsection (2) above.
- (4) The application for a parade or public assembly permit shall set forth the following information:
  - (a)The name, address and telephone number, if available, a pager number, mobile telephone number, and e-mail address of the person seeking to conduct such parade or public assembly;
  - (b)The names, addresses and telephone numbers and, if available, e-mail address of the headquarters of the organization for which the parade or public assembly is to be conducted, if any, and the authorized and responsible heads of the organization;
  - (c)The requested date of the parade or public assembly;
  - (d)The route to be traveled, including the starting point and the termination point;
  - (e)The approximate number of persons who, and animals and vehicles which, will constitute such parade or public assembly and the type of animals and description of the vehicles;
  - (f)A statement as to whether the parade or public assembly will occupy all or only a portion of the width of the streets proposed to be traversed;
  - (g)The location by street of any assembly areas for such parade or public assembly;
  - (h)The time at which units of the parade or public assembly will begin to assemble at any such area;
  - (i)The intervals of space to be maintained between units of such parade or public assembly;
  - (j)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 file a letter from that person with the chief of police authorizing the applicant to apply for the permit on his behalf;
  - (k)The type of public assembly, including a description of activities planned during the event;
  - (l)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;
  - (m)The approximate number of participants expected to attend the parade or public assembly;
  - (n)The approximate number of spectators expected to be in attendance, understanding that a participant is not to be counted as a spectator;
  - (o)A designation of any public facilities or equipment, other than the public streets, that are expected to be utilized;
  - (p)Any additional information that the applicant reasonably believes would be helpful to the city manager in order to plan for any city services that may be required;
  - (q)Any additional information the city manager reasonably believes is necessary in order for the city to plan for any city services that may be required.

(Ord. No. 18,569, § 4(d), 9-18-01)

(For more information visit the "Municipal Code" section of [www.littlerock.gov](http://www.littlerock.gov))