



**CITY OF WASHINGTON**  
**PARKS AND RECREATION DEPARTMENT**  
**PARADE/WALK/RUN/STREET SOLICITATION**  
**PERMIT APPLICATION**

**I. APPLICANT INFORMATION**

Name/Organization: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

---

**II. ACTIVITY INFORMATION**

Name of Activity: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Location of Activity (Route: Explain in Detail and attach map of route): \_\_\_\_\_

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

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Estimated number of Activity Participants: People \_\_\_\_\_ Vehicles \_\_\_\_\_ Animals \_\_\_\_\_

Types of Animals: \_\_\_\_\_

Will the Activity occupy all or part of the street? All \_\_\_\_\_ Part \_\_\_\_\_

Staging Time and Place: \_\_\_\_\_

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

Stopping Point: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Activity/Event Begins: \_\_\_\_\_ Activity/Event Ends: \_\_\_\_\_

Promotions Set-up Date: \_\_\_\_\_ Promotions Set-up Time: \_\_\_\_\_

Promotions Take Down Date: \_\_\_\_\_ Promotions Take Down Time: \_\_\_\_\_

Lights/Sound Set-up Date: \_\_\_\_\_ Lights/Sound Set-up Time: \_\_\_\_\_

Lights/Sound Take Down Date: \_\_\_\_\_ Lights/Sound Take Down Time: \_\_\_\_\_

Vendor Set-up Date: \_\_\_\_\_ Vendor Take Set-up Time: \_\_\_\_\_

Vendor Take Down Date: \_\_\_\_\_ Vendor Take Down Time: \_\_\_\_\_

Traffic Control Set-up Date: \_\_\_\_\_ Traffic Control Set-up Time: \_\_\_\_\_

Traffic Control Take Down Date: \_\_\_\_\_ Traffic Control Take Down Time: \_\_\_\_\_

Take Down Complete: \_\_\_\_\_

**ACTIVITY DETAILS**

- |                          |           |          |
|--------------------------|-----------|----------|
| Admission Fee            | Yes _____ | No _____ |
| Alcohol Sales            | Yes _____ | No _____ |
| Alcohol Non-Sales        | Yes _____ | No _____ |
| Donations Collected      | Yes _____ | No _____ |
| Food/Beverages Sales     | Yes _____ | No _____ |
| Food/Beverages Non-Sales | Yes _____ | No _____ |
| Live Music               | Yes _____ | No _____ |
| DJ                       | Yes _____ | No _____ |
| Merchandise Sales        | Yes _____ | No _____ |
| Solicitation             | Yes _____ | No _____ |
| Security Required        | Yes _____ | No _____ |
| Volunteers               | Yes _____ | No _____ |

If having merchandise sales, what type of items do you plan to sell? If soliciting, please list details.

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

**EQUIPMENT DETAILS (Lessee)**

Audio System	Yes _____	No _____	Number _____
Video System	Yes _____	No _____	Number _____
Public Address System	Yes _____	No _____	Number _____
Generators	Yes _____	No _____	Number _____
Grills/BBQ	Yes _____	No _____	Number _____
Lighting	Yes _____	No _____	Number _____
Display Screens	Yes _____	No _____	Number _____
Visual Banners	Yes _____	No _____	Number _____
Tents	Yes _____	No _____	Number _____
Tables	Yes _____	No _____	Number _____
Chairs	Yes _____	No _____	Number _____
Bleachers	Yes _____	No _____	Number _____
Trash Receptacles	Yes _____	No _____	Number _____
Booths	Yes _____	No _____	Number _____
Stage/Risers	Yes _____	No _____	Number _____
Porta-Potties	Yes _____	No _____	Number _____
Vehicles	Yes _____	No _____	Number _____
Equipment	Yes _____	No _____	Number _____
Fencing/Barricades	Yes _____	No _____	Number _____

**EQUIPMENT DETAILS (City)**

Trash Bins/Dumpsters	Yes _____	No _____	Number _____
Barricades	Yes _____	No _____	Number _____

**ADDITIONAL SERVICES (City)**

City Personnel	Yes _____	No _____	Number _____
Water	Yes _____	No _____	Number _____
Electric	Yes _____	No _____	Number _____
Sanitation	Yes _____	No _____	Number _____
Flashing Signal Lights	Yes _____	No _____	Location _____

**PROMOTION/ADVERTISING DETAILS**

Indicate Activity Promotion:

---

---

---

---

---

---

Newspapers (name) \_\_\_\_\_  
TV (Stations) \_\_\_\_\_  
Radio (Stations) \_\_\_\_\_  
Websites \_\_\_\_\_

Posters/Fliers (Locations) \_\_\_\_\_  
Direct Mail \_\_\_\_\_  
Other \_\_\_\_\_

**III. REPRESENTATION INFORMATION**

\_\_\_\_\_ I understand this application is only a request.

\_\_\_\_\_ I have read the Rules and Regulations as they apply to my application.

\_\_\_\_\_ I will be contacted by a City of Washington representative once my application has been received and reviewed. I understand I should allow at least two (2) weeks for my request to be processed.

If a corporation/partnership or organization, the Applicant represents and warrants to the City that this Agent has full right, power and authority to execute this Application on behalf of the Applicant.

As the Applicant of the Activity, and by my signature, I agree that I am the responsible party and fully understand and agree to adhere to and comply with all the rules and regulations, laws and ordinances of the City of Washington and Washington Parks and Recreation Department in the regard to the Activity and I agree to the above indemnification.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

---

**Office Use Only**

Parks Department	Yes _____	No _____
Police Department	Yes _____	No _____
Fire Department	Yes _____	No _____
Building Department	Yes _____	No _____
Public Works Department	Yes _____	No _____

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_