



TIFFIN
POLICE DEPARTMENT

PARADE PERMIT

City of Tiffin Ord. 311.02

Name of Organization / Applicant: _____

Organization / Applicant Address: _____

Organization / Applicant Phone #: _____

Date & Time of Parade / Event: _____

Name & Phone #'s for contact persons: _____

Parade Route: _____

Starting Point: _____

Finish Point / Disbanding Area: _____

Please note: A map is attached showing the Downtown Tiffin Parade Route. Parades in Downtown Tiffin are restricted to Saturdays, starting starting at 10 a.m. March-October and at 11 a.m. November-February.

Will require a police vehicle for lead escort ? (check one) YES NO

Will police officers be needed for traffic control ? (check one) YES NO

NOTE: If officers are not needed, please attach a list of intersections to be covered and the name of the person covering them. (see instructions below).

PERMIT REQUIREMENTS AND INSTRUCTIONS

- * Application for permit must be submitted not less than fifteen (15) days before the date of the event.
- * Applicant must attach a copy of the **Certificate of Insurance**, signed by an agent of the insurance carrier, stating that the applicant carries **Comprehensive General Liability Insurance** in at least the minimum amount of : **\$100,000.00 per person ; \$500,000.00 per occurrence for bodily injury coverage; and \$50,000.00 per occurrence for property damage coverage ; OR \$500,000.00 combined single limit BI/PD coverage.** The City of Tiffin must be included as an additional insured under the policy for the time period and purpose for which the parade permit is being requested, and such fact must be stated on the certificate of insurance.
- * If traffic control is to be provided by the organization / applicant, you must attach to this permit a list of the intersections to be covered and the name of each person assigned to cover each intersection.

I understand that my organization and I are fully responsible for the parade / assembly.

Signature: _____

Date: _____

Permit Approved by: _____

(Chief of Police or Designee)

Date: _____

Required Attachments:

- 1) Event Flyer
- 2) Certificate of Liability Insurance

Event Support:

(If any of the items are needed below, please contact them AFTER application approval)

<u>Item</u>	<u>Source</u>	<u>Contact Number</u>
Off Duty Security	Police Department	419-447-2323
Cones	Public Works	419-448-5430
Signage	Public Works	419-448-5430
Trash Containers	Parks & Rec	419-448-5408
Tables/Chairs (Rental)	Parks & Rec	419-448-5408
Park Shelter	Finance	419-448-5404

**Tiffin City Ordinance
Relating To Parades and Assemblages**

311.02 PARADES AND ASSEMBLAGES.

(a) No person, group of persons or organization shall conduct or participate in any parade, assemblage or procession other than a funeral procession upon any street or highway, or block off any street or highway area, without first obtaining a permit from the Police Chief, or the City Administrator in the absence of the Police Chief or Acting Police Chief. Applications shall include a certificate of general liability insurance naming the City of Tiffin as an additional insured, with coverage amounts not to be less than five hundred thousand dollars (\$500,000).

Applications for such permits shall be made on such forms as may be prescribed and shall contain such information as is reasonably necessary to a fair determination of whether a permit should be issued. Applications shall be filed not less than five days before the time intended for such parade, procession or assemblage.

The permit may be refused or cancelled if:

- (1) The time, place, size or conduct of the parade including the assembly areas and route of march would unreasonably interfere with the public convenience and safe use of the streets and highways.
- (2) The parade would require the diversion of so great a number of police officers to properly police the line of movement, assembly area and areas contiguous thereto so as to deny normal police protection to the Municipality.
- (3) The parade route of march or assembly areas would unreasonably interfere with the movement of police vehicles, fire-fighting equipment or ambulance service to other areas of the Municipality.
- (4) The parade would unreasonably interfere with another parade for which a permit has been issued.
- (5) The information contained in the application is found to be false, misleading or incomplete in any material detail.
- (6) An emergency such as a fire or storm would prevent the proper conduct of the parade.

The permit or any order accompanying it may limit or prescribe reasonable conditions, including the hours, the place of assembly and of dispersal, the route of march or travel and the streets, highways or portions thereof which may be used or occupied.

(Ord. 01-4. Passed 3-5-01.)

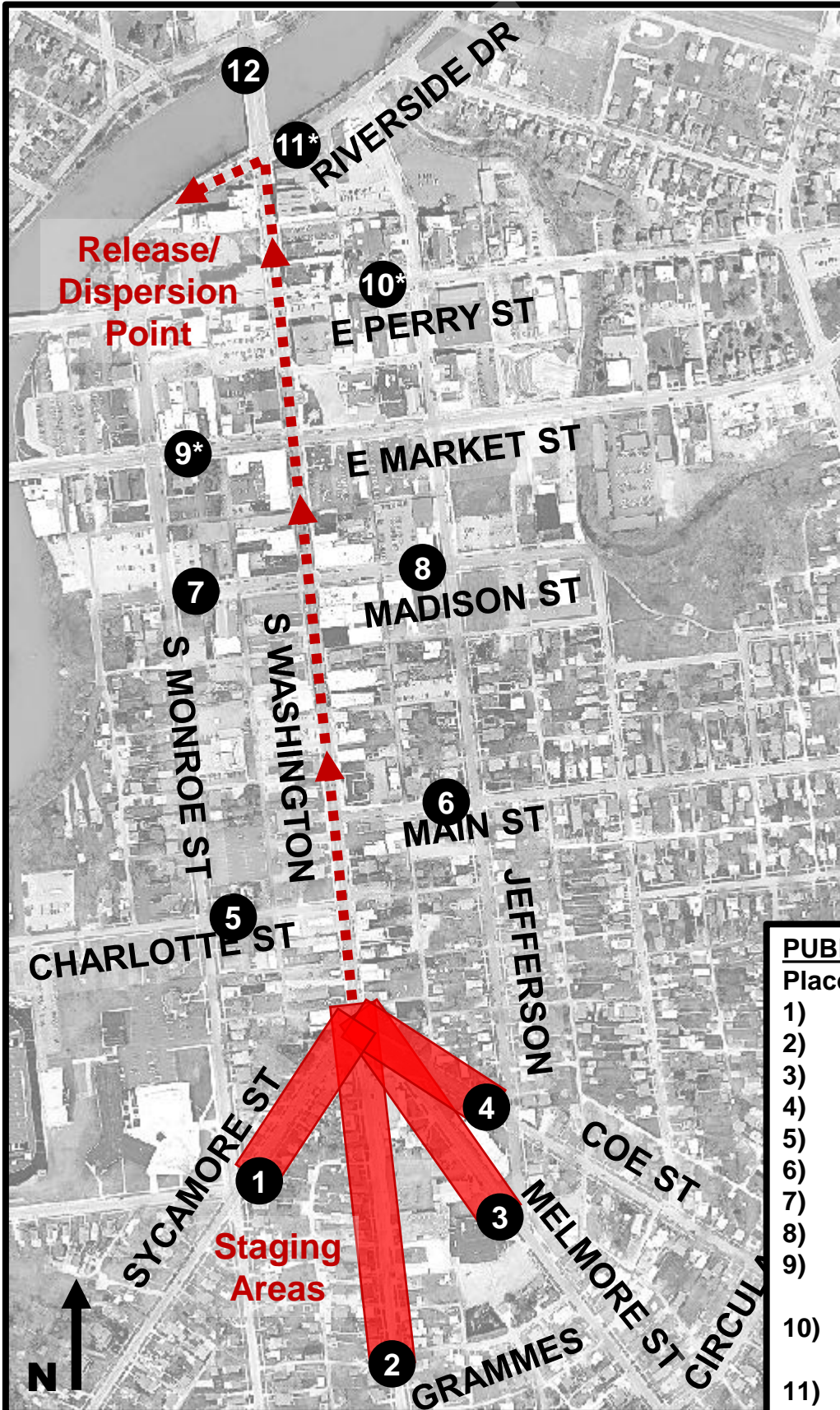
(b) Whoever violates any provision of this section is guilty of a minor misdemeanor on a first offense; on a second offense within one year after the first offense, the person is guilty of a misdemeanor of the fourth degree; on each subsequent offense within one year after the first offense, the person is guilty of a misdemeanor of the third degree.



TIFFIN PARADE ROUTE

SUMMER PARADE TIME (MAR THRU OCT): Saturdays at 10 AM

WINTER PARADE TIME (NOV THRU FEB): Saturdays at 11 AM



NOTES:

- 1) Public Works marks “No Parking” along route and staging areas at least 72 hours in advance.
- 2) Designated staging areas are in the roadways shaded in red. Event leaders must coordinate with property owners if they would like to use nearby parking lots.
- 3) Parades will not close bridges to traffic, except Memorial Day (see page 2).

PUBLIC WORKS ROAD CLOSED SIGNS

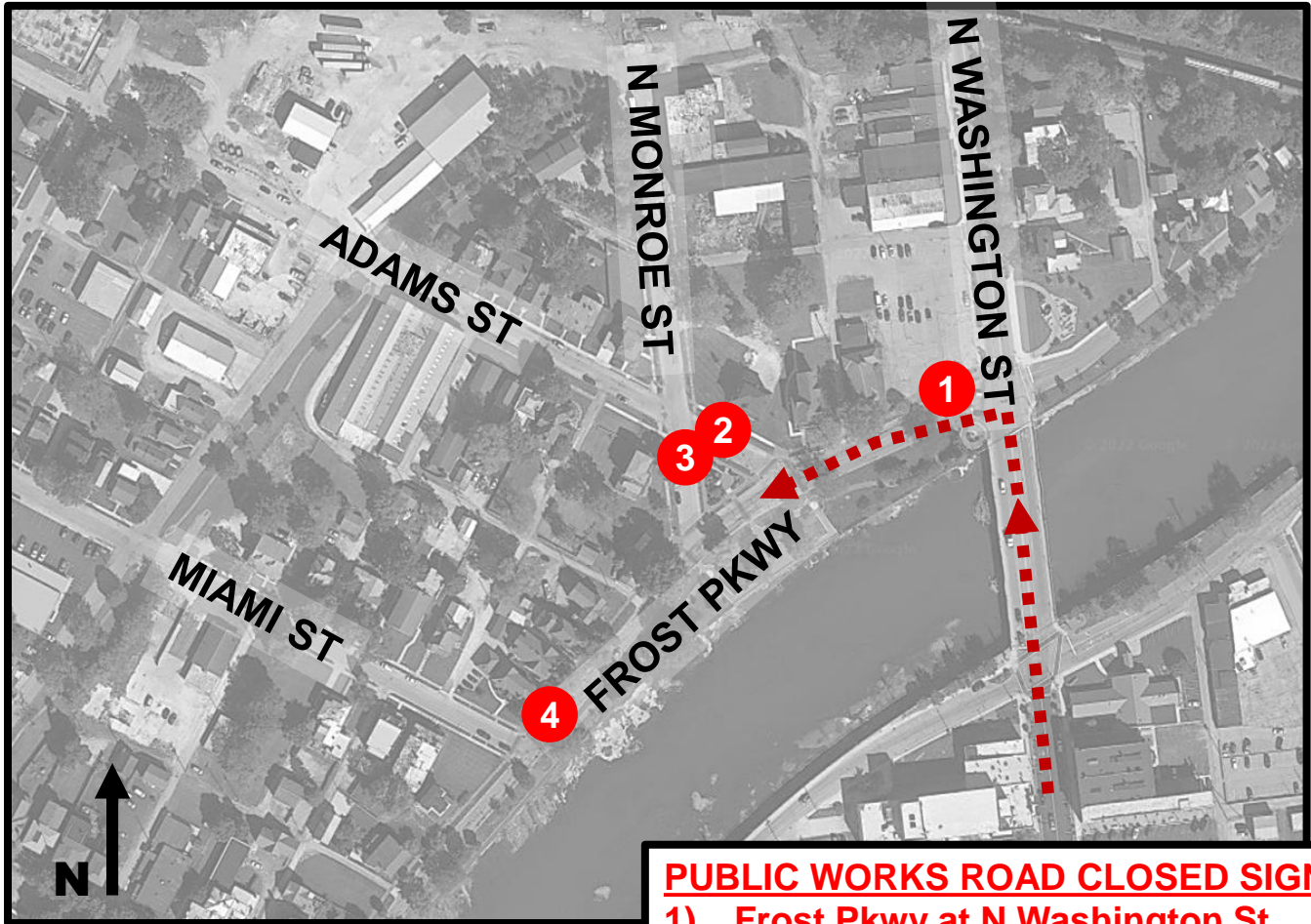
Placed 2 hours prior to parade step-off

- 1) Sycamore St at S Monroe St
- 2) S Washington St at Grammes St
- 3) Melmore St at Jefferson St
- 4) Coe St at Jefferson St
- 5) Charlotte St at S Monroe St
- 6) Main St at Jefferson St
- 7) Madison St at S Monroe St
- 8) Madison St at Jefferson St
- 9) *E Market St at S Monroe St
(Drop on roadside, PD will emplace)
- 10) *E Perry St at Jefferson St
(Drop on roadside, PD will emplace)
- 11) *Riverside Dr at Jefferson St
(Drop on roadside, PD will emplace)
- 12) N Washington St at Frost Pkwy



TIFFIN PARADE ROUTE

ADDITIONAL MEMORIAL DAY ROUTE



PUBLIC WORKS ROAD CLOSED SIGNS

- 1) Frost Pkwy at N Washington St
- 2) Adams St at N Monroe St
- 3) N Monroe St at Adams St
- 4) Frost Pkwy at Miami St

NOTES:

- 1) The City of Tiffin Traffic Safety Committee allows the Memorial Day parade to close the Washington Street Bridge to traffic because of the smaller size of the parade and the inclusion of the monuments along Frost Parkway.