



SPECIAL EVENT LICENCE APPLICATION AND AGREEMENT
Parade

Parades are defined as processions occurring on the established route in the Central Business District, on file with the Police Department, which is closed to regular vehicular traffic. Parades shall follow the approved route on the north side of the Central Business District, and staging shall occur within the staging area in and adjacent to the south side of the Central Business District. Dates, times, duration and other parade elements are subject to review as part of the licensing process. The license fee for a Parade is \$200.00.

Name of Parade: _____

Name of organization ("Licensee") _____

Agent requesting license (*must be 21 years of age or older*): _____

Phone number: _____ Address: _____

Date and day of week of parade: _____

Start time and duration of parade: _____

Date and time of street closure for set-up: _____

Route and description of public right-of-way proposed for the event: _____

List numbers of parade units by type (# bands, # floats, # marching units, etc.):

Identify items that will be made available to event attendees, whether they will be given away or sold, and whether the sponsoring entity or a third party will be responsible.

<u>Item</u>	<u>Available</u>		<u>Responsible Party</u>
	<u>Yes/No</u>	<u>Given/Sold</u>	
Food	_____	_____	_____
Beverages	_____	_____	_____
Alcohol	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Location of items (reviewing stands, etc.) to be in right-of-way:

Provider of security services: _____

Street sweeping service provider: _____

Insurance

Licensee agrees to maintain the type and amounts of insurance required by this agreement. Licensee is solely responsible for providing the required certificates of insurance. The City may terminate this license if the Licensee fails to timely comply with the insurance requirements.

The required insurance must be issued by a company or companies of sound and adequate financial responsibility and authorized to do business in the State of Texas. All policies are subject to examination and approval by the City's Office of Risk Management for their adequacy as to content, form of protection, and providing company.

The required insurance naming the City as additional insured must be primary insurance and not contributing with any other insurance available to City, under any third party liability policy.

Before the City executes this license agreement, the Contractor must provide either an original certificate of insurance or a certified copy of the insurance policy evidencing the required insurance.

The following types and amount of insurance are required:

<u>Type</u>	<u>Amount</u>
Comprehensive General Liability including, but not limited to:	\$250,000 per person
. Premises/Operations	\$500,000 per occurrence for bodily injury; and
. Contractual Liability	\$100,000 per occurrence for property damage
(Insuring above indemnity)	

Indemnity

I, the undersigned licensee, agree to the following:

I, the undersigned licensee, do indemnify and hold harmless the City of Abilene from and against any and all loss, costs, claims, liens, suits, demands in connection with claims for damages as a result of injury or death to any person or damage to any property arising out of or resulting from licensee's activities in the connection with the above parade, including any act or negligence by the individuals participating in the event, guests or invitees.

The City and licensee expressly intend this indemnity provision to require licensee to indemnify and protect the City from the consequences of the City's own negligence while City is participating in this agreement where that negligence is a concurring cause of the injury, death or damage. This indemnity provision does

not apply to any claim for injury, death or damage resulting from the sole negligence of the City unmixed with the fault of any other person.

Attached Information

In addition to proof of insurance, the following information must be returned and attached to this application and license agreement:

1. Operations Plan – Provide the following details of the Parade:
 - Entry control: barriers used to control entry into the event site; locations of entry points; who will erect, maintain, and remove barriers
 - Security: service provider; number of officers by time increments
 - Refuse collection: service provider; number and type of containers; frequency of service
 - Street litter clean-up: service provider and frequency
 - First aid: service provider
 - Utilities (electricity, etc.): service provider; maintenance plan

2. Layout Plan – Show graphically on a scaled drawing of the special event location the following information:
 - Event boundary, entry control barriers, and entry points
 - Refuse container(s)
 - Portable toilet layout
 - Tent/booth type, layout and erection plan
 - First aid station(s)
 - Entertainment stage(s)
 - Designated parking area for volunteers

3. Traffic Control Plan
 - Service provider for temporary traffic control (signs, barricades, etc.)
 - Schedule of set up, maintenance, and removal
 - Scaled plan showing locations of signs, barricades, and other traffic control devices to be used. If traffic control will be different for various phases of the event, then a separate plan for each phase is required.

IN WITNESS HEREOF the parties have entered into this agreement this ____ day of _____, 20____.

CITY OF ABILENE

AGENT FOR LICENSEE

By: _____

By: _____

Title: _____

Title: _____

Address: _____

Phone Number: _____

Federal Tax I.D.# _____

ATTEST:

ATTEST: (If Corporation)

City Secretary

Corporation's Secretary

APPROVED:

Corporate Seal (if available):

City Attorney

Risk Manager

Sergeant, Traffic Division

Director of Public Works

Return completed application to:
Abilene Police Department, located in the Law Enforcement Center at 450 Pecan Street, Abilene, Texas 79604

This application is due no later than 60 days prior to the event.

If the \$200.00 license fee has been paid, indicate by checking this blank: _____(paid).