



Mayor's Office  
City Hall, P. O. Box 1659  
Huntington, WV 25717-1659  
Phone: (304) 696-5540 x2028

**PARADE PERMIT APPLICATION 2020**

**Instructions: Due to the COVID-19 Pandemic, a review of this event must be submitted to the Cabell-Huntington Health Department authorities to ensure safety guidelines have been implemented. Once an approval notification by the CHHD authorities is received, we will begin the application process.** Application must be submitted no later than one month prior to the event. This is only an application. You will receive an email confirmation once your application is approved.

The undersigned herewith presents its application for a permit to hold a parade in the City of Huntington and agrees to remit to the City of Huntington the amount of \$500.00 for each parade to be held and will forward a Certificate of Insurance naming the City of Huntington as the additional insured to Mayor's Office, P.O. Box 1659, Huntington, WV 25717.

Name of Organization \_\_\_\_\_

Name of Contact Person and email \_\_\_\_\_

Address \_\_\_\_\_

Phone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_

Name of Parade \_\_\_\_\_

Date of Parade \_\_\_\_\_ Line Up \_\_\_\_\_ Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Purpose of Parade \_\_\_\_\_

Number of Units in Parade \_\_\_\_\_ Type of Units \_\_\_\_\_

Parade Route requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please Note:** Items such as candy, beads, toys, etc. may not be tossed by parade participants from moving vehicles; however the same may be handed to spectators by parade participants walking the parade route near the sidewalks.



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\$500.00 fee attached \_\_\_\_\_ Certificate of Insurance attached \_\_\_\_\_

Holds Harmless Agreement attached \_\_\_\_\_

**City of Huntington service required for Parade:**

**Barricades:** NO \_\_\_\_\_ YES \_\_\_\_\_ TIME NEEDED \_\_\_\_\_

Location \_\_\_\_\_

**Parking meters bagged:** NO \_\_\_\_\_ YES \_\_\_\_\_

Location \_\_\_\_\_

**If police officer assistance is required for your event, please contact the Mayor's Office to obtain a cost estimate. Parade route will be altered due to traffic constraints.**

Signature \_\_\_\_\_ Date \_\_\_\_\_