



City of Duncan Application For A Parade Permit

I, _____ of _____
(name) (address)

_____ on behalf of _____
(telephone number) (name of organization)

Hereby make application in accordance with City of Duncan Streets Bylaw 1976 and amendments thereto for a permit for a parade, march, or procession.

The nature of the parade is to be: _____

Date of Parade: _____ Start time: _____

Place of formation and commencement: _____

Route to be Followed: _____

(please include a map of the route)

Time parade Will End: _____ Location: _____

Estimated number of participants: _____

Parade participants will use: Roadways Sidewalks Both

This parade will be under the direction and control of: _____
(name of person)

(If address is different from above)

(telephone number)

(E-mail Address)

The applicant agrees to conform to all Bylaws and policies of the City of Duncan presently in force and to such special conditions, restrictions and regulations as contained in the attached schedule **and to such further special conditions as may be imposed by the Director of Public Works and the RCMP, Officer In Charge**, in the conduct of the parade. The applicant must provide proof of liability insurance naming the City of Duncan as an additional insured party in the amount of \$2 million per occurrence. The applicant further agrees to save the City of Duncan harmless against all manner of actions, claims, debts, judgements, costs, and expenses of any kind whatsoever which may be made against the said City in consequence of and incidental to the granting of a Parade Permit.

(applicant's signature)

(date)

\$50 Parade Permit Fee. Receipt# _____ or Non-Profit Society

\$300 damage deposit received from applicant. Receipt# _____



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APPLICANT MUST DO THE FOLLOWING

1. Fill in page 1 of the form completely, and leave with City Hall along with any required fees.
2. Attach letter of approval from the Ministry of Transportation (if required).
3. Include map of parade route.

This Section For Officials Use Only

When this section is complete in its entirety, by all officials, the attached application is approved subject to the parade being carried out in conformity with all Statutes, Bylaws, and council Policies in force in the City of Duncan, British Columbia and the following special conditions:

SPECIAL CONDITIONS (those with an X apply to this application)

- Arrange with a local rental company for barricades and signs for street closure.
- Arrange to obtain from City Public Works barricades and signs for street closure.
- Arrange for sufficient personnel to keep order in the parade.
- Pay the City for the cost of cleaning up the street or any costs that may be incurred as a result of the parade.
- Notify the RCMP, Fire Departments, Ambulance Service, Taxi companies, and BC Transit in advance about the parade.
- Obtain approval from the Ministry of Transportation if the parade route is on, or across, the Trans Canada Highway.

RCMP Approval (special conditions that may be required)

Date: _____ Approved: _____
(RCMP Officer in Charge)

Public Works Approval (special conditions that may be required)

Date: _____ Approved: _____
(Director of Public Works)

Approval to Release Deposit Sign: _____ Date: _____

Risk Management Approval (special conditions that may be required)

Copy of Liability Insurance (\$2,000,000.00 minimum) naming the City of Duncan as an additional insured, needed: YES ____ NO ____

Date: _____ Approved: _____
(Director of Finance)

Permit Approved by CAO or Director of Public Works. _____