

Special Note: Any individual, group, organization or governmental entity planning to hold an event within the right-of-way of the State Highway System must apply for and obtain an approved Special Event Agreement from the Idaho Transportation Department. A Special Event shall not commence within the right-of-way of the State Highway System unless all parties have approved and signed the State's Special Event Agreement.

PUBLIC ASSEMBLY/PARADE PERMIT: \$100.00 City; \$100.00 ITD (if necessary)

**CITY OF MOSCOW APPLICATION FOR
PUBLIC ASSEMBLY and/or PARADE PERMIT**

This completed form must be submitted to the City Clerk/Deputy City Clerk:

- A. At least ten (10) days prior to the event day and not more than one hundred eighty (180) days prior to the event day for single non-recurring events; or
- B. At least sixty (60) and not more than one hundred eighty (180) days before parades or public assemblies held on a regular or recurring basis.

Permits are issued on a first-come, first-served basis. **THE CITY RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION REASONABLY NECESSARY TO A FAIR DETERMINATION AS TO ISSUANCE OF A PERMIT.**

1. Name of Event: _____

2. Event Date(s): _____ Starting time: _____ Ending time: _____ Check if recurring event

3. Requested Start Time of Street Closure: _____ Requested Ending Time of Street Closure: _____

4. Group Name Sponsoring Event: _____

5. Organization Address: _____

6. Organization Officers/Authorized Representatives: _____

7. Individual Responsible for Event Organization: _____

8. Individual's Address: _____

9. Individual's Daytime or Message Phone: _____ email address: _____

10. Proposed Parade Route (including the start and termination points) and/or Public Assembly information. Please include whether the parade or public assembly will occupy all or only a portion of the width of the streets proposed to be traversed, the location of any assembly areas, and the type of assembly including any activities planned (APPLICATION WILL NOT BE PROCESSED WITHOUT A MAP OR SITE PLAN USE ADDITIONAL SHEET IF NECESSARY):

11. Approximate number of persons, animals, and/or vehicles constituting parade or public assembly, approximate number of participants and spectators and the type of animals and description of vehicles:

12. Describe any recording equipment, sound amplification equipment, banners, signs, or other attention-getting devices to be used in connection with the parade or public assembly and list any designated public facilities or equipment to be utilized for the parade or public assembly:

Moscow City Code Title 10, Chapter 17 is available from the City Clerk at PO Box 9203, Moscow ID 83843 or on the City's web page at <http://www.ci.moscow.id.us>.

Do not write below this space (FOR OFFICE USE ONLY)

Date App Rec'd: _____ Date fees paid: _____		RECOMMEND:	
Engineering/Public Works: _____	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Date: _____	
Police Department: _____	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Date: _____	
Fire Department: _____	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Date: _____	
Parks Department: _____	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Date: _____	
STREET CLOSURE INFORMATION: Street closure necessary <input type="checkbox"/> Yes <input type="checkbox"/> No ITD Permit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Time of Street Closure: From _____ to _____			
ITD Approval Received: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/> n/a <input type="checkbox"/> Other, explain: _____			
Comments: _____			
Street Closure/Parade Permit Approved and issued <input type="checkbox"/> not approved <input type="checkbox"/>		_____ City Clerk/Deputy City Clerk	