



**APPLICATION ONLY - NOT A PERMIT**  
**Application for a Parade Using the Public Way**



**Application Must Be Submitted 90 Business Days Before Event**

Deliver in person or by certified mail to:  
CITY OF DESOTO, ATTN: ACTION CENTER  
TOWN CENTER, 211 EAST PLEASANT RUN ROAD  
DESOTO, TEXAS 75115

DATE: \_\_\_\_\_

APPLICATION NO.: \_\_\_\_\_ APPLICATION FEE: \_\_\_\_\_

1. Name of Parade: \_\_\_\_\_

2. Requested Date for Parade: \_\_\_\_\_

3. Name of Parade Organizer/ Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

24-Hour Contact Number: \_\_\_\_\_

4. Time Parade will start: \_\_\_\_\_

Estimated time Parade will end\*: \_\_\_\_\_

5. Time Parade will begin to assemble: \_\_\_\_\_

Time Parade will begin to disband: \_\_\_\_\_

6. Location and exact street address of assembly area:

Location and exact street address of assembly area:

Permit obtained from property owner to use assembly/disbanding area?

(    ) Yes                      (    ) No                      (    ) Not Applicable

7. Proposed Parade Route (including sidewalks or lanes of traffic parade will occupy):

\* A map of the route must be included with the parade application.

8. Estimated Number of Participants: \_\_\_\_\_

Basis for this estimate: \_\_\_\_\_

9. Number of units participating in the parade:

Floats: \_\_\_\_\_

Vehicles: \_\_\_\_\_

Marching Groups: \_\_\_\_\_

10. Will animals participate in the parade? (        ) Yes        (        ) No

If so, what type of animals and how many?\*

11. Will food and/or drinks be offered during the event? (    ) Yes    (    ) No

\* If yes, all vendors (including third-party vendors) must obtain a temporary health permit from the City of DeSoto.

12. Description of any sound amplification or other equipment that is on wheels or too large to be carried by one person, and a description of the size and dimension of any sign, banner, or other attention-getting device that is too large to be carried by one person:

**TERMS AND CONDITIONS**

Per section 4.701 Special Event of the Code of Ordinances, the applicant must promptly reimburse the City for any and all damage of any kind to any property of the City which may result from the use by the applicant of the City's premises under the permission granted herein, and the applicant further agrees that it will not hold liable the City for or on account of any losses or damage to property owned by it or controlled by the applicant or for or on account of any loss or damage sustained by the applicant as a result of injuries to employees or agents of the applicant.

For large parades, as a condition of the permit, it is required that the parade organizer obtain special event insurance including: (1) obtain a \$1,000,000.00 commercial general liability insurance policy, naming the City as an additional insured; (2) indemnify the City against any additional and uncovered third party claims against the City arising out of or caused by the parade; and (3) agree to reimburse the City for any damage to the public way or to City property arising out of or caused by the parade. A waiver of subrogation is also required.

Any person violating any of the provisions of section 4.701 of the Code of Ordinances, shall be fined not less than \$200 or more than \$1000 or may be subject to incarceration for up to ten days or both. In addition to any other penalty or fine provided, any person who sells or transfers a permit granted under this section shall be barred from applying for another such permit for a period of three years.

If applicant is applying on behalf of an organization, applicant warrants that he/she has authority to bind the organization listed in line 3 above. If applicant does not have such authority or if no organization is involved, applicant agrees that this application is made on his/her own behalf and is binding on applicant.

Any change in information on this application shall be reported to Code Enforcement immediately.

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

Printed Name: \_\_\_\_\_

Title/Position (if any): \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**CITY OF DESOTO  
OFFICIAL USE ONLY  
PARADE PERMIT APPROVAL FORM**

<b>POLICE DEPARTMENT</b>	DATE RECEIVED _____
REVIEWED BY: _____	
COMMENTS: _____	
_____	
_____	
APPROVED: _____	DISAPPROVED: _____
_____	_____
<b>CODE ENFORCEMENT</b>	<b>DATE</b>
_____	_____
<b>POLICE CHIEF</b>	<b>DATE</b>
_____	_____

<b>FIRE DEPARTMENT</b>	DATE RECEIVED _____
REVIEWED BY: _____	
COMMENTS: _____	
_____	
_____	
APPROVED: _____	DISAPPROVED: _____
_____	_____
	<b>FIRE CHIEF</b>
	<b>DATE</b>
	_____

<b>STREET DEPARTMENT</b>	DATE RECEIVED _____
REVIEWED BY: _____	
COMMENTS: _____	
_____	
_____	
APPROVED: _____	DISAPPROVED: _____
_____	_____
	<b>STREET SUPERINTENDENT</b>
	<b>DATE</b>
	_____

<b>PARKS DEPARTMENT</b>	DATE RECEIVED _____
REVIEWED BY: _____	
COMMENTS: _____	
_____	
_____	
APPROVED: _____	DISAPPROVED: _____
_____	_____
	<b>PARKS MANAGER</b>
	<b>DATE</b>
	_____