

**FREEPORT POLICE DEPARTMENT**  
**PARADE AND PUBLIC ASSEMBLY PERMIT APPLICATION**

**Applicant:**

Name	Address	Apt	City	State	Zip
Telephone #	Business #	Permit Applicant Organization Affiliation			

**Organization:**

Organization Name	Address	City	State	Zip
Telephone #				

**Organization Representatives (Other than applicant):**

1)	Name	Contact Phone#	Position
2)	Name	Contact Phone#	Position
3)	Name	Contact Phone#	Position
4)	Name	Contact Phone#	Position

**Parade/Public Assembly:**

Date Requested: \_\_\_\_\_ Assembly Time: \_\_\_\_\_ AM PM

Starting Time: \_\_\_\_\_ AM PM Finish Time: \_\_\_\_\_ AM PM

**Route/Public Assembly Location:**

We want to assemble at \_\_\_\_\_  
Location

The parade will start at \_\_\_\_\_ to \_\_\_\_\_  
Location

Direction/Location	to	Direction/Location	to	
Direction/Location	to	Direction/Location	to	
Direction/Location	to	Direction/Location	to	
Direction/Location	to	Direction/Location	to	

Will the parade occupy all or only a portion of the width of the streets proposed to be traversed?

- a) All of the width will be occupied? \_\_\_\_\_
- b) Only a portion of the width will be occupied, consisting of \_\_\_\_\_ lanes.

If reviewing stand is to be used, where will it be located?

---

---

**Participants:**

What is the approximate number of:

- a) Persons \_\_\_\_\_ b) Animals \_\_\_\_\_ c) Vehicles \_\_\_\_\_ d) Utility trailer float \_\_\_\_\_, which will constitute such parade? (Tractor trailer floats are discouraged)

For b) and c) above, please indicate the type of animal or description of vehicles: \_\_\_\_\_

---

A minimum of (100) one hundred feet of space must be maintained between units.

Please describe any recording equipment, sound amplification equipment, banners, signs, or other attention getting devices to be used in connection with the Parade/Public Assembly: \_\_\_\_\_

---

---

For your Parade/Public Assembly, are any public facilities or equipment to be utilized: \_\_\_\_\_ Yes No  
If yes, please describe and attach all related correspondence or permits that authorize their use.

---

---

What is the estimated number of spectators or Public Assembly visitors? \_\_\_\_\_

**Insurance Requirement Notice: (if required)**

**You are informed that you must meet the following insurance requirements for this event:**

Comprehensive General Liability Insurance (Broad Form), with the Inc. Village of Freeport named as additional insured for the entire policy period. Required Minimum Limits: \$1,000,000 Combined Single Limit per occurrence and \$2,000,000 aggregate. A copy of the policy endorsement showing that the Inc. Village of Freeport is named as additional insured for this event is to be attached to the original certificate of insurance evidencing this coverage and must be in a form acceptable to the Inc. Village of Freeport.

All policies and certificates must provide that a minimum of ten (10) days prior notice will be given to the Village by registered mail for any cancellation or modification of the insurance.

Insurance companies providing the required insurance policies must be New York State admitted carriers, have a policy holders rating of A or better and a financial rating of at least "10" or better according to the current Best Insurance Rating Guide.

Contractual Liability coverage or the hold harmless cited below, the wording of which is to be transcribed on your group's letterhead, all portions indicated by parenthesis to be filled in with your group's information, and is to be signed by a representative of the festival sponsor/ride concessionaire and the signature notarized, must be attached.

**Insurance Requirement Notice (continued):**

(Name of applicant or contracted operator) agrees to defend and indemnify and save harmless the Inc. Village of Freeport, its employees and elected and appointed officials against loss or expense by reason of the liability imposed by laws upon the Village for damage because of bodily injuries, including death at any time resulting there from sustained by any person or persons including employees or on account of damage to property, including loss of use thereof, arising out of or in consequence of the use of (municipal property/location) in Freeport by (Name of applicant or contracted operator), whether or not such injury to persons or damage to property are due or claim to be due to any negligence of (Name of applicant or contracted operator) their employees or agents.

Sign: \_\_\_\_\_  
(Name of representative and company name)

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

The above-mentioned insurance must be provided by all sponsors and ride concessionaires involved in this event.

**Fees:** *If the application is for the use of any village property other than street or public thoroughfare or if any Village of Freeport services shall be required for the parade or public assembly, the applicant shall pay, prior to the issuance of the permit, the charge for those services in accordance with the schedule of service costs approved by the Board of Trustees by resolution.*

**Affirmation of Understanding and Awareness:**

I \_\_\_\_\_ acting as an authorized representative of \_\_\_\_\_ swears under oath that I have read and understand Village of Freeport Code Section 1, Chapter 155; Article VI entitled Parades and Public Assemblies. Further, if granted a permit I agree to abide by all of the provisions and stipulations of such code.

\_\_\_\_\_  
Signature of Applicant

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary