



# TOWN OF PARADISE

5555 Skyway, Paradise, CA 95969 (530)872-6291 Fax (530)877-5059

## INSTRUCTIONS TO APPLICANT

### Parades

In order to obtain your local permit for a Parade in the Town of Paradise, please complete the following items and return them to **Paradise Town Hall Attn: Planning Division**. Applications shall be filed not less than thirty (30) days or more than sixty (60) days before the date(s) during which the proposed activity is to be conducted.

- Completed and Signed Parade Permit application
- Attach statement with details per section 10.20.040 (A-K)
- General, Automotive, and Employer's liability insurances in the minimum amount of \$1,000,000 with the Town named as additionally insured.
- Parade Permit fee (see current Master Fee Schedule)

Parade permit requirements shall not apply to:

- Wedding or funeral processions;
  - Students going to and from school classes or participating in school authorized educational activities;
  - A governmental agency acting within the scope of its functions; or
  - Any vehicular procession conducted within five (5) days of an election, which is in support of or in opposition to any candidate or ballot measure to be voted on at the election.
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- Approval by Town Manager
  - Approval by Police Department
  - Approval by Fire Department
  - Approval by Public Works
  - Approval by Town Attorney
  - Approval by \_\_\_\_\_ (other deemed by Town Manager)

You will be notified when your application has been approved. At that time an appointment will be scheduled to receive your Parade permit.

Parade permits are only valid for the period of the event.

It is the responsibility of the applicant to know and understand the relevant Town municipal code section and any other state or federal codes which may apply.

**Paradise Municipal Code sections and current Master Fee Schedule can be found at [www.townofparadise.com](http://www.townofparadise.com).**

Parade Permit required - \$101.92

**TOWN OF PARADISE  
PARADE PERMIT  
APPLICATION  
(ROAD CLOSURE/ROAD USAGE)  
(Must be submitted for approval  
at least 15 days prior to date of event)**

**Date Submitted:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

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

\_\_\_\_\_  
**Name of Applicant**

\_\_\_\_\_  
**Applicant's Telephone Numbers (Home, Work, Cell)**

**Applicant's Email Address(s)**  
\_\_\_\_\_

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

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Name of Person Coordinating Event**

\_\_\_\_\_  
**Coordinator Telephone Numbers (Home, Work, Cell)**

\_\_\_\_\_  
**Coordinator's Email Address(s)**

**Describe the Event:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parade Permit required - \$101.92

**Requested Location of Parade, Road Closure/Road Usage with Streets and Boundaries specifically described:**

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**Estimated Number of Parade/Event Entries, if applicable**

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**Types of Entries** \_\_\_\_\_

**Approximate Number of People Attending the Parade/Event**

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**Staging Area? Where and what time will assembly begin** \_\_\_\_\_

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**Start Time of Parade (Road Closure)** \_\_\_\_\_

**End Time of Parade (Road Closure)** \_\_\_\_\_

**Parade Route – (Closure)** \_\_\_\_\_

**End Location** \_\_\_\_\_

**Minimum Speed of Entries** \_\_\_\_\_

**Maximum Speed of Entries** \_\_\_\_\_

**Maximum Space between Entries** \_\_\_\_\_

**Will the entire street(s) be used curb to curb: YES ( ) NO ( )**

**Explain, if necessary** \_\_\_\_\_

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**Application fee \$ 101.92 and is due upon submission of application**

Parade Permit required - \$101.92

Possible Additional Event Staffing Fees (Police/Fire/PublicWorks) (VIPS may be \$9/Hour or as determined by the Police Chief)

Total Fee \$ \_\_\_\_\_ Received on \_\_\_\_\_  
Date

Upon approval of this Parade Permit (road closure) Event Application, the Permit will be routed to the Police Chief for her evaluation and approval. If approved by the Police Chief, she will sign it, the Town Manager will then sign the Permit, Indemnification and Release Agreement will be created and signed by all parties, required Insurance Certificate (specific insurance requirements attached) will be received by the Town, and Event Staffing Fees collected, if the staffing fees are deemed necessary.

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

\_\_\_\_\_  
Lauren M. Gill, Town Manager

Name of Event \_\_\_\_\_ Event Time \_\_\_\_\_

Date of Event \_\_\_\_\_

### Parade Permit Checklist

Parade Permit Applications, Parade Permit and Supplemental Information Sheets can be found under Town Manager (J Drive) SPECIAL EVENTS FORMS

1. Parade Permit Request Application Received \_\_\_\_\_
2. Approved by Town Manager \_\_\_\_\_
3. Parade Permit Request to Police Chief & PW \_\_\_\_\_
4. Meeting scheduled to discuss event? \_\_\_\_\_
5. Parade Permit Fee Received \_\_\_\_\_ (\$102.92)
6. Parade Permit Received back by Police Dept. \_\_\_\_\_
7. VIPS Fee Received (if applicable) \_\_\_\_\_
8. Public Works Fee Approximation \_\_\_\_\_
9. Insurance Certificate– Applicant \_\_\_\_\_
10. Insurance Certificate – Town of Paradise \_\_\_\_\_ Submitted \_\_\_\_\_ Received
11. Indemnification Agreement Created \_\_\_\_\_ Signed \_\_\_\_\_
12. Notify Fire Department of Event \_\_\_\_\_
11. Check(s) to Finance Department \_\_\_\_\_ (Acct #1010.00.0000.3210.110)

**NOTE:** When submitting your check to Finance, be sure to attach a note that has the above account number and also attach a copy (1<sup>st</sup> Page) of the Indemnification Agreement, for their records.

**INDEMNIFICATION AND  
RELEASE AGREEMENT  
(Parade – Street Closure/Partial Usage)**

THIS AGREEMENT, is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the Town of Paradise, ("Town"), and \_\_\_\_\_ ("Permitee").

WHEREAS, the Permitee wishes to conduct a parade (road closure) in the Town on \_\_\_\_\_, 20\_\_\_\_; and

WHEREAS, the Town and the Permitee are entering into this Agreement pursuant to such parade permit from the Town of Paradise

NOW, THEREFORE, the parties of this agreement do hereby agree as follows:

1. The Permitee shall be allowed to conduct a parade (street closure) on \_\_\_\_\_, 20\_\_\_\_ in accordance with the terms and conditions of the parade permit by the Paradise Police Department. A copy of the permit is attached hereto as Exhibit "A".
2. The Permitee agrees to defend, indemnify and hold harmless the Town against all loss, damage, expense, costs including attorneys' fees and liability of any nature arising from or in any way connected with the activities associated with the use of the parade permit by the Permitee. The Permitee shall obtain and maintain insurance coverage for the parade in the types and amounts shown in Exhibit "B".
3. The Permitee releases the Town from all claims for damages and legal actions the Permitee may have against the Town based upon any defects in or the condition of the Town streets, equipment, improvements and services to be used or provided in connection with the parade permit.
4. This Permitee has read and understands this Agreement and, on the advice of its own attorney, agrees with the provisions in the Agreement.

TOWN OF PARADISE

PERMITEE

By: \_\_\_\_\_  
Lauren M. Gill, Town Manager

By: \_\_\_\_\_  
Permitee

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Dwight L. Moore, Attorney

**EXHIBIT "B"**

**INSURANCE REQUIREMENTS FOR PERMITEE/RENTER**

Permitee shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by Permitee, his agents, representatives, or employees.

***Minimum Scope of Insurance***

Coverage shall be at least as broad as

1. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001).
2. Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

***Minimum Limits of Insurance***

Permitee shall maintain limits no less than:

- |                       |   |
|-----------------------|---|
| General Liability:    | \$ 1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. |
| Automobile Liability: | \$1,000,000 per accident or bodily injury and property damage.  |
| Employer's Liability: | \$1,000,000 per accident for bodily injury or disease.  |

***Deductibles and Self-Insured Retentions***

Any deductibles or self-insured retentions must be declared to and approved by the Town of Paradise. At the option of the Town, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Town, its officers, officials, employees and volunteers; or Permitee shall provide a financial guarantee

**EXHIBIT "B" – Page 2**

satisfactory to the Town guaranteeing payment of losses and related investigations, claim administration and defense expenses.

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The Town, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of work or operations performed by or on behalf of the Permittee; or automobiles owned, leased, hired or borrowed by the Permittee.
2. For any claims related to this project Permittee insurance coverage shall be primary insurance as respects the Town, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Town, its officers, officials, employees or volunteers shall be excess of Permittee's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Town.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII unless otherwise acceptable to the Town.

***Verification of Coverage***

Permittee shall furnish the Town with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the Town or on other than the Town's forms provided those endorsements conform to Town requirements. All certificates and endorsements are to be received and approved by the Town before work commences. The Town reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

NOTE: Town Manager staff completes these forms for submission to Town Manager and Police Chief for their approval – When approved (signed by both), to be attached to the Indemnification Agreement as Exhibit A

**EXHIBIT A**  
**TOWN OF PARADISE**  
**PARADE PERMIT**

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

**Date Submitted** \_\_\_\_\_

**Date of Event** \_\_\_\_\_

**This parade permit is being issued pursuant to the Paradise Municipal Code Chapter 10.20**

**Permittee:** \_\_\_\_\_

**Assembly Location:** \_\_\_\_\_

\_\_\_\_\_

**Assembly Time:** \_\_\_\_\_

**Starting Time:** \_\_\_\_\_

**Minimum Speed:** \_\_\_\_\_

**Maximum Speed:** \_\_\_\_\_

**Maximum Space between Units:** \_\_\_\_\_

**Paradise Streets that will be used** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Maximum Length in Miles** \_\_\_\_\_

**Other Conditions** \_\_\_\_\_

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Gabriela Tazzari-Dineen, Police Chief**

**cc: Town Council**  
**Public Works**  
**Fire Chief**  
**Town Attorney**

\_\_\_\_\_  
**Lauren M. Gill, Town Manager**

NOTE: Town Manager staff completes these forms for submission to Town Manager and Police Chief for their approval  
– When approved (signed by both), to be attached to the Indemnification Agreement as Exhibit A

**EXHIBIT A – PAGE 2**  
**SUPPLEMENTAL INFORMATION SHEET**  
**PARADE**

**Date(s) of Activity:** \_\_\_\_\_

**Business/Organization Applicant is Representing:**

**Type of Business/Organization:** \_\_\_\_\_

**Person in Charge (with Title):** \_\_\_\_\_

**Assembly Location:** \_\_\_\_\_

**Assembly Time:** \_\_\_\_\_

**Event Start Time:** \_\_\_\_\_

**Duration of Event:** \_\_\_\_\_

**Route: Start Location:** \_\_\_\_\_

**End Location:** \_\_\_\_\_

**Will the entire Street(s) be used (curb to curb) YES ( ) NO ( )**

**Explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Types of Entries:** \_\_\_\_\_

**Number of Entries** \_\_\_\_\_