



SOUTH LYON POLICE DEPARTMENT

219 Whipple
South Lyon, Michigan 48178
Ph: (248)437-1773 / Fax: (248)437-0459
Lloyd T. Collins
Chief of Police

PARADE / DEMONSTRATION/EVENT APPLICATION

Date Application Submitted: _____ Requested Date of Event: _____

Applicant / Contact's Name: _____ PH #: _____

Applicant Address: _____

Name of Event(s): _____

Business / Organizations Name (if Applicable): _____

Bus. Ph#: _____ Bus. Address: _____

President /CEO (**Responsible for Event**): _____ Direct Ph#: _____

Event START Time: _____ a.m. / p.m. Event END Time: _____ a.m. / p.m

Approximate Number of PERSONS: _____ Organization Names: _____

Approximate Number of VEHICLES: _____ Types of Vehicles: _____

Approximate Number of ANIMALS: _____ SPECIFIC Animals: _____

Amount of space to be maintained between and /all units in Parade: _____

Route to be traveled (**Include Street Names and Turning Directions**) or area to be utilized:

Applicant's SIGNATURE

Responsible Party's SIGNATURE

APPROVED [] DENIED []

Lloyd T. Collins, Chief of Police

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PERMIT FOR PARADE/DEMONSTRATION/EVENT

INSTRUCTIONS TO RESPONSIBLE PARTY:

1. You have receive permission to conduct a parade/demonstration/event within the City of South Lyon.
2. You will be held responsible for the conduct of your event and each of its participants.
3. It is **your responsibility** to ensure the following:
 - A. That **ALL** participants receive a copy of the ‘**PARTICIPANTS INSTRUCTIONS**’ and that parade staff personally emphasize the necessity of following these instructions to the participants.
 - B; That **ALL** participants are at the designated starting point in proper alignment, ready to proceed **ON TIME**.
 - C. that **adequate parade staff** are on hand to assist with the set up of the parade event. We suggest one (1) parade worker for every ten (10) parade units, minimum.
4. You should be aware that failure to adhere to these instructions will have a direct effect on you/your organization’s ability to obtain future permits.

A well run and well organized parade will make the experience a good one for all concerned.

Lloyd T. Collins
Chief of Police

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PARADE PARTICIPANT INSTRUCTIONS

The Person Responsible for this parade MUST see to it that this Instruction Sheet is distributed to EVERY Parade Participant

To All Parade Participants,

Please read this instruction sheet COMPLETELY and ASK the Parade Organizer for clarification on any instructions in question.

PARADE PARTICIPANT RULES:

- 1) Be at the designated Gathering / Line-up location ON TIME.
- 2) Once given your assigned location and starting point at Line-up, **STAY WITH YOUR GROUP!**
- 3) You must be ready to start at the APPOINTED TIME!
- 4) There will be NO STOPPING during the parade for any 'performances' of any kind. Violators WILL BE ordered to leave the parade.
- 5) You must travel the entire parade route from beginning to end. DO NOT disburse until you are instructed to do so.
- 6) If you are a DRIVER, be aware of your vehicle's passengers, other parade participants and parade observers. WATCH CLOSELY for KIDS on foot, bicycles, and skateboards. INSTRUCT your passengers to expect sudden stops, even at slow speed. **DRIVER'S ARE SOLELY RESPONSIBLE FOR PASSENGER'S SAFETY!!!**
- 7) If you are a DRIVER and the vehicle suffers mechanical failure, get your vehicle to the SIDE OF THE ROAD as quickly as possible. Attempt repairs on the SHOULDER of the road, and if possible, attempt to rejoin at a SAFE POINT in the parade. Make SURE oncoming participants are aware you are attempting to rejoin.
- 8) *****ABSOLUTELY NOTHING IS TO BE THROWN TO THE PARADE OBSERVERS AT ANY TIME DURING THE PARADE*** VIOLATORS WILL BE ORDERED TO LEAVE THE PARADE AND MAY BE CITED FOR LITTERING.**
- 9) Your participation in the parade indicates that you HAVE READ and agree to abide by ALL Parade Participant Instructions.

By Order of the City of South Lyon Police Department

APPLICANT INSURANCE REQUIREMENTS

The Applicant/Organization **must** provide a certificate of insurance and documentation of the following at the time of application:

- 1. Commercial General Liability Insurance:** The Applicant shall procure and maintain during the life of this permit, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate.
- 2. Motor Vehicle Liability:** The Applicant shall procure and maintain during the life of this permit Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- 3. Liquor Liability:** If alcoholic beverages will be served, the Applicant shall provide proof of Liquor Liability coverage, with limits of liability not less than \$1,000,000 per occurrence and aggregate, naming the City of South Lyon as additional insured.
- 4. Additional Insured:** Commercial General Liability, Motor Vehicle Liability, and Liquor Liability as described above, shall include an endorsement stating that the following shall be ***Additional Insureds***: The City of South Lyon, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of South Lyon as additional insured, coverage afforded is considered to be primary and any other insurance the City of South Lyon may have in effect shall be considered secondary and/or excess.
- 5. Cancellation Notice:** Commercial General Liability Insurance, Motor Vehicle Liability Insurance, and Liquor Liability Insurance as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (Mr. David Murphy, City of South Lyon, 335 S. Warren, South Lyon, MI 48178-1317)."
- 6. Hold Harmless Clause:** The Applicant shall submit a separate signed and dated document with the following language:

To the fullest extent permitted by law the "Name of Applicant/Organization" agrees to defend, pay on behalf of, indemnify, and hold harmless the City of South Lyon, its elected and appointed officials, employees and volunteers, and others working on behalf of the City of South Lyon against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of South Lyon by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this event.

7. Proof of Insurance Coverage: The Contractor, or its subcontractors, shall provide the City of South Lyon at the time that the contracts are returned by him/her for execution, certificates and policies as listed below:

- a. Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance;
- b. Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
- c. Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
- d. Original Policy, or original Binder pending issuance of policy, for Owners' & Contractor, Protective Liability Insurance.
- e. If so requested, Certified Copies of all policies mentioned above will be furnished.

8. If any of the above coverages expire during the term of this contract, the Contractor, or its subcontractors, shall deliver renewal certificates and/or policies to City of South Lyon at least ten (10) days prior to the expiration date.

HOLD HARMLESS

To the fullest extent permitted by law the _____
(Name of Applicant/Organization)

agrees to defend, pay on behalf of, indemnify, and hold harmless the City of South Lyon, its elected and appointed officials, employees and volunteers, and others working on behalf of the City of South Lyon against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of South Lyon by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this event.

Signature

Date