



PO Box 112
 133 W 8th St
 Russell KS 67665
 Phone: (785) 483-6311
 Fax: (785) 483-4397
 Email: utilityclerk@russellcity.org

FEES:
 Application Fee - \$25

PARADE APPLICATION FORM

A complete application and payment must be submitted at least (10) ten days in advance of City Council Meeting, held on the 1st & 3rd Tuesday of each month at 4:30 P.M.

Applicant Information:

Application Date: _____

Name/Entity: _____ Contact Name: _____

Address: _____ Cell Phone Number: _____

Parade Information:

Parade Date: _____ Alternate Date: _____ Approx. # of Entrants: _____
(Due to Weather)

Formation Time: _____ Start Time: _____ End Time: _____

Purpose/Description: _____

Staging/Line-Up Area: _____

Parade Route (provide map showing route): _____

Plan/Method of Cleanup:

(All trash, candy, animal waste etc. must be cleaned up immediately following parade)

Safety Requirements

By initialing, applicant acknowledges the safety requirements.

_____ Police escort will be required & barricades will be placed on side streets along parade route.

_____ Applicants shall enforce a no-throw policy for individuals on or inside vehicles. Walkers accompanying the vehicles may distribute candy or other items but must do so from a safe distance of at least 6 feet from the vehicle and only in the direction of spectators on their side.

By signing below, you acknowledge this application is fully completed and the applicant specified is held responsible for placing barricades 30 minutes prior to the start of the parade and removing barricades, following the safety requirements and cleaning up debris from the parade route immediately after.

_____ Signature

_____ Date

Applicant must visit with each Department Head and they acknowledge their approval prior to submitting

Police Dept. _____ Fire Dept. _____ Public Works _____
 Electric Dept. _____ City Clerk _____

For Office Use Only:

Date Remitted _____ Cash/CC/Check# _____ Receipt# _____ Date Approved _____ Page 1 of 1