

**APPLICATION FOR PARADE/SPECIAL EVENT PERMIT**

**Bella Vista City Code § 24-46, et seq.**

**Must be Accompanied by a Non-Refundable Application Fee of \$25.00**

**NOTICE TO APPLICANTS:** This application must be filed with the Mayor at least 10 business days and no more than 180 days prior to the time at which it is proposed to conduct the parade or special event. The Mayor shall not approve any application for a permit when the Mayor finds that there is a conflict in both schedule and location (venue) with some other event for which a permit has been previously issued.

Applicant Name: \_\_\_\_\_  
Last First Middle Initial

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

Applicant Telephone Number: \_\_\_\_\_

If this permit is sought on behalf of or for an organization, provide the Name, Address and Telephone Number of Authorized or Responsible Head of Organization:

\_\_\_\_\_

Name, Address and Telephone Number of person in charge of the parade or special event who will accompany it and carry the permit at all times:

\_\_\_\_\_

Date of Proposed Parade/Special Event: \_\_\_\_\_

Starting and Ending Times for Proposed Parade/Special Event: \_\_\_\_\_

**If a Parade,** list the proposed route to be traveled for the parade, the starting point, and the termination point: \_\_\_\_\_

\_\_\_\_\_

**If a Special Event,** list the proposed location and time of the special event: \_\_\_\_\_

\_\_\_\_\_

**Applicant states that the parade or special event is proposed to occupy all or any portion of the width of a city street.**

YES or NO. (circle one).

**Applicant must provide the following information:**

Approximate number of persons participating in the parade or special event: \_\_\_\_\_

Approximate number of animals participating in the parade or special event: \_\_\_\_\_

Approximate number of vehicles participating in the parade or special event: \_\_\_\_\_

**IF PARADE OR SPECIAL EVENT IS DESIGNED TO BE HELD BY, OR ON BEHALF OF, OR FOR, ANY INDIVIDUAL OR ENTITY OTHER THAN THE APPLICANT, THE APPLICANT MUST FILE WITH THE MAYOR A WRITTEN DOCUMENT FROM THE PERSON OR ENTITY PROPOSING TO HOLD THE PARADE OR SPECIAL EVENT, AUTHORIZING THE APPLICANT TO APPLY FOR THE PERMIT ON THE PERSON'S OR ENTITY'S BEHALF.**

Location by address or commonly known name of any assembly area that the applicant proposes as the venue, together with a description of the activities planned during the event, including, but not limited to, a description of any sound amplification equipment that will be used during the assembly: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_