




PARADE/ASSEMBLY PERMIT APPLICATION PACKET INSTRUCTIONS

NOTE – If you meet one or more the criteria below you will need to submit a Revocable Permit through the City of Greeley City Clerk’s Office (970) 350-9743:

-  **Your event is proposed to take place on City Streets**
-  **Your event is proposed to take place on any City Plaza**
-  **Your event is proposed to take place on any other City-owned rights-of-way, other than parks**

Included in this packet are:

1. Event Permit Application
 - If you are planning an event that involves crossing streets (parade, march, race, etc.), you must include a map. This map should show
 - i. The start/end point(s),
 - ii. The route of the event, and
 - iii. The locations of people monitoring the intersections.
 - If you are planning an event that will take place in a park, you will need to reserve the park through the Culture, Parks and Recreation Department www.greeleygov.com.
2. Sound Amplifying Permit Application
 - If you intend to use amplified sound (speakers, PA system, megaphone, etc.), you must complete the Sound Amplifying permit application

Note: Please understand that this permit does not negate Municipal codes about extreme noise levels and/or late night events. **No sound amplification equipment shall be used prior to 7:00 am or after 10:00 pm.**

You will receive a call when your permit has been approved. Your approved permit will include any additional specifications regarding your specific event.

Turn application into the Police Department at:

2875 W. 10th Street
Greeley, CO 80634

Applications must be received at least three business days prior to the event. For more information, call (970) 350-9605 or (970) 350-9660.

PARADE/ASSEMBLY PERMIT APPLICATION

Permit Received _____			
Map of Event/Route	Not Needed		
Sound Amplification Permit	Not Needed	Traffic Approval	Not Needed

APPLICATION FOR A PERMIT TO CONDUCT A MEETING, ASSEMBLY, PARADE, RACE, MARCH, OR OTHER EVENT IN OR UPON THE PUBLIC STREETS, SIDEWALKS, AND/OR PARKS WITHIN THE CITY OF GREELEY, COLORADO.

IMPORTANT

This application must be completed in full and submitted to the Greeley Police Department three full business days (72 hours, exclusive of weekends and legal holidays) before the event for which the permit is requested (Section 13.32.020 City of Greeley Municipal Code)

Applicant Name/Event Organizer: _____ Phone Number: _____

Applicant/Organizers' Address: _____

Authorized Head of Organization: _____ Phone Number: _____

Date of Event: _____ Start Time: _____ End Time: _____

Purpose of Event: _____

Type of Event: _____

Location of Event _____

Starting/Ending Point of Route (be specific): _____

Map for street crossings attached: Yes No

Estimated number of attendees: _____ Estimated number of vehicles participating: _____

Estimated number of animals participating: _____

Plans for set-up, assembly and dispersal: _____

Will the event occupy...

- A park
- Any part of a public street
- Public sidewalks, parking lots or alleyways

Is sound amplifying equipment to be used? Yes No (If Yes, fill out the Sound Amplifying application)

What clean-up arrangement have been made? _____

Notes/Additional Comments: _____

I certify that I have read Chapter 13.32, Code of Ordinances of the City of Greeley. I agree to conduct this event in compliance with the provisions of the laws and ordinances, and the specifications of this permit, and am aware that violations of my agreement will be grounds for immediate revocation of this permit, and may subject me and all participants to prosecution.

Applicant's Signature

Date and Time

Permit Approval/Denial

A permit regarding the attached application is hereby APPROVED with the following specifications:

Chief of Police or Designee

Date and Time

NOTE: THIS PERMIT MUST BE IN POSSESSION OF PERSON CONDUCTING EVENT ON LOCATION AND SHALL BE SHOWN TO ANY OFFICIAL OF THE CITY OF GREELEY UPON DEMAND.

A permit regarding the attached application is hereby denied.

Chief of Police or Designee

Date and Time

APPEAL SUBMITTED TO CITY MANAGER'S OFFICE: Date/Time _____

ACTION TAKEN BY CITY MANAGER'S OFFICE:

Approved

Denied






City Manager

Date and Time

SOUND AMPLIFYING EQUIPMENT PERMIT APPLICATION

(Chapter 9.32 – Sound-Amplifying Equipment- Greeley Municipal Code)

UNDER THE PROVISIONS OF CHAPTER 9.32, GREELEY MUNICIPAL CODE A PERMIT TO UTILIZE SOUND AMPLIFYING EQUIPMENT AS BELOW IS GRANTED WITH THE FOLLOWING SPECIFICATIONS:

-  No sound amplifying equipment shall be used prior to 7:00 a.m. and after 10:00 p.m.
 -  Indoors, if the projection of the sound is plainly audible to persons out of doors and at or beyond the property line from which the sound is being emitted.
 -  At a sound level higher than necessary, to accomplish the purposes for which a permit was granted.
 -  Within 500 feet of any place where a public council, board or court is in session.
 -  The produces any noise emitted at levels which annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of {a}reasonable person of normal sensitivities.
-

Name of Applicant: _____

Address and Phone #: _____

Email Address: _____

Name of Organization (if applicable): _____

Date of Event: _____ Starting Time: _____ Ending Time: _____

Purpose of Event: _____

Location of Event: _____ Type of Equipment: _____

Route of Travel (if equipment is mobile) _____

Check one or more: Voice Music Other _____

Approximate Number of Participants: _____

Purpose: Commercial Non-Commercial

Signature of Applicant

Date

APPROVED

DENIED

Chief of Police or Designee

Date

