Parade Permit Application
parades & organized 5K run/walk events

Parade permit applications must be submitted, at minimum, 21 days in advance of the event date. {72.91 (A)}

Submit the following:
1. Completed Parade Permit Form (two pages; plus map)
2. Printed map with a clearly identified route. Street names should be plainly labeled and directional flow marked.
3. Permit Fee of $10.00. Cash or Check made payable to: “City of Bowling Green”
4. Additional service agreements may be required depending on the location of the route marked (Ex: Bowling Green Police, BGSU Campus Police, Parks & Recreation; see page 2 for details).

Submit all documents to: Office of Municipal Administrator/Safety Director
Third Floor, City Administrative Services Building
304 North Church Street, Bowling Green, OH 43402

Permits may be scanned and emailed to bgcity@bgohio.org

Questions about this form or the submission process may be directed to the Municipal Administrator’s Office at bgcity@bgohio.org (419) 354-6204.

Parade Permits are covered by Chapter 72 of the Codified Ordinances, which may be accessed from the homepage of the City website www.bgohio.org
PARADE PERMIT

EVENT INFORMATION
Parade/Event Name:_________________________________________  Event Date: ____________
Event start time: __________ AM/PM  Event end time: __________ AM/PM
Start location: ___________________________  End location: ___________________________
Lineup/assembly location: ________________  Dismissal location/plan: ________________
Approximate number of participants (units): __________________
Approximate number of moving vehicles (car/truck, bicycle, or motorcycle): ____________
Will animals be included: [ ] YES  [ ] NO
Specify type of animal and method of clean up: ________________________________________
Police escort requested: [ ] YES  [ ] NO
Police service agreement submitted [ ] YES  [ ] NO
Street traffic impact : [ ] YES  [ ] NO Specify impact: ________________________________
Sidewalk use only: [ ] YES  [ ] NO
Map attached: [ ] YES  [ ] NO (Map should include clearly marked route, street names, and parade direction.)

APPLICANT CONTACT INFORMATION
Name, street address & phone number of individual submitting permit request:
Name: ____________________________  Street address: ____________________________
Phone number: (_____) ______________  Email : _________________________________

EVENT DAY CONTACT INFORMATION (please provide 2 contacts)
Name: ____________________________  Name: ____________________________
Phone number: (_____) ______________  Phone number: (_____) ______________

This section to be completed by Bowling Green City Staff

Permit Fee $10.00 receipt number: ___________________________
Police service agreement(s) received: [ ] YES  [ ] NO
Approve/Deny: ___________________________  Approval Date: ___________________________
Safety Director

This permit is valid only within the corporate boundaries of the City of Bowling Green, Ohio and is void after _____ AM _____ PM

Revised: 10/18
PARADE PERMIT

Instructions - Initial each heading acknowledging you have read and understand your obligation to these requirements:

Any event that becomes disorderly, incites violence or constitutes a hazard to the citizens of Bowling Green or property shall immediately be suspended upon order of the Mayor, Municipal Administrator, or his/her designee. The applicant agrees and understands that a permit may be denied or revoked at the discretion of the Municipal Administrator. The applicant agrees to hold the City and its respective officers, officials, and/or city employees harmless from any damages, costs or expenses that applicant may incur as a direct or indirect result of such denial or revocation.

I ______________________ (printed name) have read and understand Bowling Green Codified Ordinance 72.90-72.100. Available at www.bgohio.org

The permit form shall be filled out in its entirety or the request may be deemed incomplete. A $10.00 parade permit fee is required. (72.91 and 35.70)

The attached map shall clearly identify the requested parade route as well as the names of the associated streets/roads and the directional event flow.

Depending on the circumstances, a police service agreement may be required regardless of the applicants desire for support. Additional costs to applicant may occur.

If Police escort is being requested, the applicant is required to contact the Police Division Operations Bureau Lieutenant at 419-352-1131 to coordinate prior to submitting request.

A BGSU Campus route must have advance approval of Campus Safety and may require additional campus approval. Contact Campus Safety 419-372-2346

A route in a park or use of park facilities will require coordination with the Parks & Recreation Facilities Coordinator 419-354-6223. Additional requirements are at applicant expense.

The use of paint on streets, sidewalks, etc. is prohibited.

Any and all debris or refuse/recycling from the event shall be cleaned up and disposed of at the cost of the applicant. Applicant may be required to supply containers.

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Revised: 10/18