

**SYRACUSE POLICE DEPARTMENT  
PARADE/PUBLIC ASSEMBLY PERMIT  
(CITY ORDINANCE SECTION 16-35)**

Requesting Organization:	Name of Applicant/Representative
Address:	Address:
Phone Business:	Phone Business:
Phone Home:	Phone Home:
E-mail	E-mail

Date of Application: \_\_\_\_\_ Reason/ Purpose of Application: \_\_\_\_\_

**PARADE APPLICATION:**

Formation location: \_\_\_\_\_ Dispersal location: \_\_\_\_\_

Day/Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Parade Route: \_\_\_\_\_

Continued \_\_\_\_\_ Sound System: YES \_\_\_ NO \_\_\_

Estimated Number of Participants: \_\_\_\_\_ # of Motor Vehicles (See requirements on reverse): \_\_\_\_\_

**PUBLIC ASSEMBLY APPLICATION :**

Explain the Public Assembly (concert, protest, demonstration etc) \_\_\_\_\_

Date(s) of Assembly: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Location(s) of Assembly: \_\_\_\_\_ Expected # of Participants: \_\_\_\_\_  
 \_\_\_\_\_ Estimated Maximum # \_\_\_\_\_  
 \_\_\_\_\_ Estimated Minimum # \_\_\_\_\_

Sound System: YES \_\_\_ NO \_\_\_ Speakers, names: \_\_\_\_\_

Date of Issuance \_\_\_\_\_

Special Events Section C. O. \_\_\_\_\_

Uniform Bureau Deputy Chief \_\_\_\_\_

\*\*\*\*\* Police Stipulations \_\_\_\_\_ if checked see attached sheet

**NOTICE TO PARADE/PUBLIC ASSEMBLY PERMIT APPLICANTS**

Applicant/Authorized Representative, please be advised that the Syracuse Police Department does not provide police services free of charge for Parades/Public Assembly's where officers have to be brought in to cover the event. There will not be a charge for Police services when the Department determines that based on the size or type of event, routine patrol functions are sufficient. The Special Events Section will review the Police deployment and associated costs with the applicant (via telephone or face to face meeting) before the permit is issued.

The expense for each Officer will be based on the current hourly overtime rate. The number of officers assigned to an event will be determined by the Police Department taking into consideration the type of event, location of event, alcohol being served, the number of participants and the level of street usage approved for the event. The event organizer will be required to reimburse the Syracuse Police Department for Police deployment associated with the event within 30 days of receiving the invoice for services rendered.

The Syracuse Police Department shall determine if the Parade/Assembly requires the closure of the entire street, 1/2 the street or no closure of the street. Participants may be directed to use the sidewalk, based on the day of the week, time of day, and participant's safety.

Two events will not be allowed to use the same route/assembly location without written permission of both requesting organizations and the approval of the Syracuse Police Department.

**VEHICLE PARTICIPATION**

Any motor vehicle participating in the any parade or public assembly must meet all New York State Vehicle & Traffic rules & regulations including valid registration, current insurance coverage, current NYS Inspection and the vehicle must be operated by a driver licensed to operate the type of motor vehicle involved. Proof of this requirement must be available for all vehicles and all drivers at the time of the event and must be produced if a Syracuse Police Officer so requests. Any motor vehicle or driver who does not have such proof on the day of the event will not be allowed to participate in the event.

**\*\*\*This permit can be revoked due to emergency conditions that may arise before or during the course of the event for which granted, or for violations of any of the following regulations.\*\*\***

- 1) The applicant should carry a copy of this permit on his/her person during the event and will be designated as the contact person available to Police Officers for the transmission of messages or directions to all persons participating or attending the event. If the applicant is not going to be on scene then another individual must carry the permit and make his position known to the Police Officers on scene.
- 2) All persons participating in or attending the event shall obey the lawful commands of any Police Officer and shall conduct themselves in a lawful manner at all times.
- 3) Parades/processions will proceed at a constant pace and shall not be stopped (unless agreed to in advance, with the Police) except upon direction of the Police.
- 4) All sections/groups in a parade/procession shall remain in close proximity to each other and will not step out of line to perform independent maneuvers.
- 5) The normal flow of traffic shall not be deterred except in instances where a Police Officer performs this disruption.
- 6) If the actual number of participants exceeds the estimated maximum number of participants to the point where the Syracuse Police Department feels the assigned police coverage is not adequate to provide for a safe environment for the participants or the public in general, the Police Department can, at its discretion, delay or cancel the event if.

**Contact information:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Daytime: \_\_\_\_\_ Other Telephone: \_\_\_\_\_

E-mail \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_