

PERMIT # \_\_\_\_\_

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 Assemblies 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 thirty (30) days of receiving the invoice for services rendered.

The Syracuse Police Department shall determine if the Parade/Public Assembly requires the closure of the entire street, half (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 participants' safety.

Two (2) events will not be allowed to use the same route/assembly location without written permission of both requesting organizations and approval of the Syracuse Police Department.

## VEHICLE PARTICIPATION

Any motor vehicle participating in the parade or public assembly must meet all New York State Vehicle & Traffic Rules & Regulations including valid registration, correct insurance coverage, and current NYS inspection. The vehicle must be operated by a driver licensed to operate the type of motor vehicle involved. Proof of these requirements must be available for all vehicles and all drivers at the time of the event and must be produced if so requested by a Syracuse Police Officer. 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.

## RULES & REGULATIONS

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

1. The applicant shall carry a copy of this permit on his/her person during the event and is designated as the contact person available to Police Officers for the transmission of messages and/or directions to all persons participating in or attending the event. If the applicant is not going to be on scene then another individual must carry the permit and make his/her position known to 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 or upon direction of the Police.
4. All sections/groups in a parade/procession shall remain in close proximity to each other and shall 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 such 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.
7. The following items are prohibited from being brought to or possessed by any participant in the event: Any and all firearms, swords, cane swords, knives of any type, baseball bats, flag poles, clubs or any item that may be used as a club, metal knuckles, plastic knuckles, fighting gloves or any gloves designed for the purpose of striking, chuka sticks, billy, blackjack, sand bag, sand club, sling shot, wrist brace type sling shot, shirken or "kung fu star," glass bottle, any bottle or container containing urine or other noxious liquid, mace, pepper spray, any container containing a noxious liquid or spray, shields or any sign of such size and material that it may be utilized as a shield, any weapon or any unlawful use of an object as defined in Articles 265 and 270 of the Penal Law of New York.
8. All participants in the parade or event consent to a search of any knapsack, bag and/or reasonable searches of persons and articles of clothing as the Syracuse Police Department determines is necessary or will be prohibited from participating upon refusal.

I, the applicant, agree to all of the above:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contact Information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

Email address: \_\_\_\_\_