



**CITY OF PRINCE RUPERT**  
**Operations Department**  
 424 3<sup>rd</sup> Avenue West  
 Prince Rupert, BC, V8J 1L7  
**Phone:** (250) 627 0960 **Fax:** (250) 627 0979

**APPLICATION FOR A PARADE PERMIT**

I, \_\_\_\_\_ of \_\_\_\_\_  
 (Name) (Address)

\_\_\_\_\_ (Phone number) \_\_\_\_\_ (Email address)

on behalf of \_\_\_\_\_  
 (Name of organization)

Hereby make application in accordance with City of Prince Rupert Traffic Regulation Bylaw No. 2470 and amendments thereto for a permit for a parade as defined in the said Bylaw.

The nature of the parade is to be: \_\_\_\_\_

Date of parade: \_\_\_\_\_ Start Time: \_\_\_\_\_

Place of formation and commencement: \_\_\_\_\_

Route to be followed: \_\_\_\_\_

Time parade will end: \_\_\_\_\_ Location: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Parade participants will use:  Roadways  Sidewalks  Both

This parade will be under the direction and control of \_\_\_\_\_  
 (Name of person)

\_\_\_\_\_ (Address, if different than above) \_\_\_\_\_ (Phone number)

The applicant agrees to conform to all Bylaws of the City of Prince Rupert presently in force and to such special conditions, restrictions and regulations as contained in the attached schedule **and to such further special conditions as may be imposed by the Director of Operations and the Chief of Police**, in the conduction of the parade. The applicant further agrees to save harmless the City of Prince Rupert against all manner of actions, claims, debts, judgements, costs and expenses of any kind whatsoever which may be made against the said City in consequence of and incidental to the granting of a Parade Permit.

\_\_\_\_\_ (Applicant's signature) \_\_\_\_\_ (Date)

The attached application is approved subject to the parade being carried out in conformity with all Statutes and Bylaws in force in the City of Prince Rupert, British Columbia and the following special conditions:

**SPECIAL CONDITIONS**

1. Arrange with a local rental company for barricades and signs for street closure.
2. Arrange for sufficient personnel to keep order in the parade
3. Pay the City for the cost of cleaning up the street or any other costs that may be incurred as a result of the parade.
4. Notify the Fire Department, the Ambulance Service, Skeena Taxi, and Far West Bus Lines in advance about the parade.
5. Obtain approval from the Ministry of Highways and Transportation if the parade route is on McBride Street, Second Avenue West and/or Park Avenue.

**APPLICANT MUST DO THE FOLLOWING:**

1. Fill in page one of this form completely.
2. Attach a letter of approval from the Ministry of Highways (if required).
3. Submit permit to R.C.M.P. for special conditions that may be required and will be noted below.

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Date: \_\_\_\_\_ Approved: \_\_\_\_\_  
(Chief of Police)

4. Submit permit to the Operations Department for special conditions that may be required and will be noted below:

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Date: \_\_\_\_\_ Approved: \_\_\_\_\_  
(Director of Operations or his/her designate)

5. Submit permit to the Risk Manager or his/her designate for special conditions that may be required and will be noted below.

Copy of Liability Insurance (\$2,000,000 minimum) naming the City of Prince Rupert as co-insured, needed:

YES \_\_\_\_\_ NO: \_\_\_\_\_

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Date: \_\_\_\_\_ Approved: \_\_\_\_\_  
(Risk Manager or his/her designate)

Receipt No. \_\_\_\_\_

**Cost \$10.00**