

VILLAGE OF BARRINGTON, ILLINOIS

APPLICATION FOR PARADE OR PUBLIC ASSEMBLY PERMIT

This form, together with any supplementary information as may be required by the Chief of Police or the Board of Trustees of the Village of Barrington, must be filed with the Chief of Police, 400 North Northwest Highway, Barrington, Illinois, 60010, not more than ninety (90) nor less than twenty-one (21) days prior to the parade, public assembly or similar activity date to insure proper processing. The permit shall be issued only after reviewed and approved by the concerned Village departments, as listed:

Police Department: Reviewed by: _____ Date: _____

Fire Department: Reviewed by: _____ Date: _____

Public Works: Reviewed by: _____ Date: _____

Village Manager: Approved by: _____ Date: _____

(SUBMIT APPLICATION TO THE CHIEF OF POLICE, 400 N. NORTHWEST HWY., BARRINGTON, IL 60010)

1. Name of Applicant/Organization: _____

2. Address: _____

Telephone: _____

3. Type of Event: Parade _____ Public Assembly _____

4. Name, Address and Telephone Number of Officers and Parade Marshall (if any):

President: _____

Vice President: _____

Parade Marshall: _____

5. Requested Parade/Assembly Date: _____ Day of Week: _____

6. Time: Start: _____ Finish: _____

For Public Assembly:

7. Proposed Assembly Location on Public Property: _____

8. Time when participants will begin to assemble: _____

9. Number of participants: _____

For Parade:

10. Proposed parade route:

Starting point: _____

Assembly time: _____

Assembly location: _____

Termination point: _____

Anticipated route: _____

11. Proposed Number of Participants: _____ Animals: _____ Vehicles: _____

Number of parade units: _____

12. Portion of width of street, sidewalk or right-of-way proposed for use: _____

13. Interval of space to be maintained between units: _____

14. I certify I am an authorized representative of _____ and have the power to execute this application on behalf of the above named organization*. All of the above statements are true to the best of my knowledge, information and belief. All questions have been answered, and if any change in fact or method occurs subsequent to the date of this application, or the issuance of a permit, the applicant will notify the Chief of Police in writing within twenty-four (24) hours after such change.

15. **HOLD HARMLESS AND INDEMNIFICATION:** In consideration for the approval of a permit for a parade or public assembly to be issued to the above-named applicant, the Applicant agrees to hold harmless and indemnify the Village of Barrington, and its officers, employees, and agents from any and all costs, claims, expenses of liability (including reasonable attorneys' fees and all other costs of defense) directly related to or arising from the use of the specified public right-of-way or other public property for said parade or public assembly, including but not limited to any claim of injury to any Village employee, agent or contractor in conjunction with such event.

Signed by: _____

Name/Title: _____

Address: _____

Telephone Number: _____ Date: _____

*If the public assembly is to be held by, on behalf of, or for any other person or organization than the applicant, attach a copy of written authorization to apply for the permit on behalf of such person or organization.

Parade and Public Assembly Administrative Procedure

The Chief of Police or the Board of Trustees may authorize the manner in which the public can use any public street or other public property for a parade, public assembly, or similar activity. In conjunction with these uses, the Chief of Police or Board of Trustees may, in the interest of the public, require that any or all of the following conditions be met as a prerequisite to that use and/or issue of an alternate permit.

Application

Any group, organization or person desiring to coordinate a parade, public assembly, or similar activity on a public street or public property will be required to submit a written application with the Chief of Police office a minimum of twenty-one (21) days in advance of the desired parade or public assembly date. The written application shall contain the following information:

- A. Is proposed function public or private? Those functions that are determined to be private (by invitation only) are prohibited according to Village Ordinance, on Village property.
- B. Current name, address and phone number of the: (1) organization, (2) principal officer, (3) president, (4) vice president, (5) secretary, (6) executive, (7) parade marshall or public assembly coordinator.
- C. Requested parade/assembly date and time of start/finish.
- D. Proposed location of parade route or location of proposed assembly.
- E. Dispersion area.
- F. Number of units
 - 1. Individuals and/or groups on foot
 - 2. Marching bands
 - 3. Motor driven
 - 4. Animals
 - 5. Other
 - 6. Floats
- G. What portion of the public streets or public property traversed will be occupied by the parade or public assembly.
- H. Applications must be returned to the Chief of Police.