




PARADE/ASSEMBLY PERMIT APPLICATION PACKET INSTRUCTIONS

NOTE – If you meet one or more the criteria below you will need to submit a Revocable Permit through the City of Greeley City Clerk's Office (970) 350-9746:

-  **Your event is proposed to take place on City Streets**
-  **Your event is proposed to take place on any City Plaza**
-  **Your event is proposed to take place on any other City-owned rights-of-way, other than parks**

Included in this packet are:

1. Event Permit Application
 - If you are planning an event that involves crossing streets (parade, march, race, etc.), you must include a map. This map should show
 - i. The start/end point(s),
 - ii. The route of the event, and
 - iii. The locations of people monitoring the intersections.
 - If you are planning an event that will take place in a park, you will need to reserve the park through the Culture, Parks and Recreation Department www.greeleygov.com.
2. Sound Amplifying Permit Application
 - If you intend to use amplified sound (speakers, PA system, megaphone, etc.), you must complete the Sound Amplifying permit application

Note: Please understand that this permit does not negate Municipal codes about extreme noise levels and/or late night events. **No sound amplification equipment shall be used prior to 7:00 am or after 10:00 pm.**

You will receive an email or a call when your permit has been approved. Your approved permit may include additional specifications regarding your specific event.

Turn application into the Police Department at:

2875 W. 10th Street
Greeley, CO 80634

Applications must be received at least three business days prior to the event. For more information, call (970) 350-9605 or (970) 350-9670.

EVENT/ASSEMBLY PERMIT APPLICATION

Permit Received

Map of Event/Route Included: ☐

Sound Amplification Permit Included: ☐

Not Needed ☐

Not Needed ☐

Traffic Approval complete: ☐

Not Needed ☐

APPLICATION FOR A PERMIT TO CONDUCT A MEETING, ASSEMBLY, PARADE, RACE, MARCH, OR OTHER EVENT IN OR UPON THE PUBLIC STREETS, SIDEWALKS, AND/OR PARKS WITHIN THE CITY OF GREELEY, COLORADO.

IMPORTANT

This application must be completed in full and submitted to the Greeley Police Department three full business days (72 hours, exclusive of weekends and legal holidays) before the event for which the permit is requested (Section 18-148 City of Greeley Municipal Code)

Applicant Name/Event Organizer:

Phone Number:

Applicant/Organizers' Address:

Email Address

Authorized Head of Organization:

Phone Number:

Date of Event:

Start Time:

End Time:

Purpose of Event:

Type of Event:

Location of Event

Starting/Ending Point of Route (be specific):

Map for street crossings attached:

☐ Yes

☐ No

Estimated number of attendees:

Estimated number of vehicles participating:

Estimated number of animals participating:

Plans for set-up, assembly and dispersal:

Will the event occupy...

☐ -A park

☐ -Any part of a public street

☐ -Public sidewalks, parking lots or alleyways

Is sound amplifying equipment to be used? ☐ Yes

☐ No (If Yes, fill out the Sound Amplifying application)

What clean-up arrangement have been made? _____

Notes/Additional Comments: _____

I certify that I have read Sec 18-147 and Sec 18-148, Code of Ordinances of the City of Greeley. I agree to conduct this event in compliance with the provisions of the laws and ordinances, and the specifications of this permit, and am aware that violations of my agreement will be grounds for immediate revocation of this permit, and may subject me and all participants to prosecution.

Applicant's Signature

Date and Time

Permit Approval/Denial

A permit regarding the attached application is hereby APPROVED with the following specifications:

Chief of Police or Designee

Date and Time

NOTE: THIS PERMIT MUST BE IN POSSESSION OF PERSON CONDUCTING EVENT ON LOCATION AND SHALL BE SHOWN TO ANY OFFICIAL OF THE CITY OF GREELEY UPON DEMAND.

A permit regarding the attached application is hereby denied.

Chief of Police or Designee

Date and Time

APPEAL SUBMITTED TO CITY MANAGER'S OFFICE: Date/Time

ACTION TAKEN BY CITY MANAGER'S OFFICE:

Approved






Denied

City Manager

Date and Time

SOUND AMPLIFYING EQUIPMENT PERMIT APPLICATION

(Article III Sec 12-357 and Sec 12-358 – Sound-Amplifying Equipment- Greeley Municipal Code)
UNDER THE PROVISIONS OF, GREELEY MUNICIPAL CODE A PERMIT TO UTILIZE SOUND AMPLIFYING
EQUIPMENT AS BELOW IS GRANTED WITH THE FOLLOWING SPECIFICATIONS:

-  No sound amplifying equipment shall be used prior to 7:00 a.m. or after 10:00 p.m.
 -  Indoors, the projection of the sound may not be plainly audible to persons out of doors and at or beyond the property line from which the sound is being emitted.
 -  Noise may not be at a sound level higher than necessary, to accomplish the purposes for which a permit was granted.
 -  May not be within 500 feet of any place where a public council, board or court is in session.
 -  May not produce any noise emitted at levels which annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of {a}reasonable person of normal sensitivities.
-

Name of Applicant:

Address and Phone #:

Email Address:

Name of Organization (if applicable):

Date of Event:

Starting Time:

Ending Time:

Purpose of Event:

Location of Event:

Type of Equipment:

Route of Travel (if equipment is mobile)

Check one or more: ☐ Voice ☐ Music ☐ Vehicles License Plate #(s) If Applicable:

Approximate Number of Participants:

Purpose: ☐ Commercial ☐ Non-Commercial

Applicant Signature

Date

APPROVED

(circle one)

DENIED

Chief of Police or Designee

Date

NEIGHBOR NOTIFICATION

Location:

Date:

Time:

☐ A.M.

☐ P.M.

We have been notified by: _____ about the event that will be taking place in our block. We, the undersigned, do not have any concerns that have not been expressed to the party coordinator/applicant and that have not been addressed.

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[illegible]