



CITY OF ELKO PARADE PERMIT
1751 COLLEGE AVE.
ELKO, NV 89801
PHONE: 777-7138 FAX: 777-7129
EMAIL: buslic@elkocitynv.gov

In accordance with Elko City Code 7-2-13, a permit is required for all parades which will occupy any street, alleyway or highway within the city.

The attached map includes the standard parade route. If this is the first time for this parade or there has been a change to the parade, it will be necessary to obtain prior approval from the City Council at least one month before the parade is scheduled to take place.

Please complete the application and answer the questions on the attached questionnaire and contact the departments shown on the flow sheet for their approval. You must also attach a copy of a liability insurance policy in the amount of \$1,000,000 to include all of the represented vendors along with the City of Elko as additional insured. Return the application to the Business License Department at the address shown above. If Council approval is required the item will be placed on the Council agenda when the completed application is turned in to the City.

Name of Parade: _____

Date of Parade _____

Time of Parade: Start: _____ Finish: _____

Parade Route: Standard Route: _____ Different Route _____

(General Description) _____

Sponsor of Parade: _____

Sponsor Address: _____

Telephone: _____

Signature of Parade Sponsor

Date Approved (for new parades): _____ \$1,000.00 Fee Paid _____

This permit is valid for 24 hours under the times specified on the application unless otherwise indicated.

CITY OF ELKO PARADE APPLICANT QUESTIONNAIRE

Name of Parade: _____

The purpose of this worksheet is to assist city personnel in coordinating our efforts with parade organizers.

Please answer all questions in as much detail as possible:

Estimated number of attendees: _____

Will this event affect normal traffic patterns and parking? What actions will be needed to mitigate these problems? Will City Personnel be needed? _____

What are the safety concerns for the participants of this event? What are the safety concerns for the spectators for this event? What actions are needed to minimize the safety problems? Will City personnel be needed? What stipulations have been made for emergency access? _____

Will there be any street closures? If yes, what are your emergency access plans? _____

What area will this event effect? Do you have permission from the property owners who may be effected? _____

If a street closure is occurring present us with a plan and equipment list. _____

Will the closure include any use of Nevada State right-of-way? _____

What other logistical problems may be encountered? How can the City help? _____

Will traffic signals be affected by the event? _____

Will electricity be needed for the event, please explain? _____

Will this event create a litter problem? How will that problem be mitigated? _____

What provisions will be made for public restrooms for the attendees? _____

Will horses be present? _____ Will a City street sweeper be required if so when? _____

CITY OF ELKO STAFF FLOW SHEET

The sponsor of the event shall present their entire application to each of the departments below for their comments and approval. The comments made by City Personnel are intended to assist in the approval process only, by signing they are acknowledging and agreeing to the requirements of their department should the parade take place. Denials by any of the Departments may result in denial of the parade. **Please call to arrange an appointment with each department.**

NAME OF PARADE: _____

For Official Use Only

Police Department, 1448 Silver St.: Approved Denied Date _____

Phone: 775-777-7310

Comments/Conditions: _____

Signature: _____

Fire Department, 911 W. Idaho St.: Approved Denied Date _____

Phone: 775-777-7345

Comments/Conditions: _____

Signature: _____

Street Department, 232 S. 10th St.: Approved Denied Date _____

Phone: 775-777-7241

Comments/Conditions: _____

Signature: _____

Parks & Recreation Dept., 1435 Idaho St. (behind Sherman Station): Approved Denied Date _____

Phone: 775-777-7261

Comments/Conditions: _____

Signature: _____

Nevada Department of Transportation (if applicable), 1951 Idaho St.: Approved Denied Date _____

Phone: 775-777-2725

Comments/Conditions: _____

Signature: _____