

Parade Procedure

No:	CM104a	Type:	Procedure
Department:	Office of the City Manager		
Approval Date:	02/16/2005	Approval:	

Purpose

To establish procedures for submitting a request to hold a parade on the City's official downtown parade route.

Scope

All employees and parade organizers

Responsibilities and Authority

The City Manager or designee is responsible for:

- Approving the Public Right-of-Way Event Permit Request
- Authorizing the waiver of City costs up to \$7,500 per parade

The City Council is responsible for:

- Authorizing the waiver of City costs in excess of \$7,500 per parade or financial support for non-City costs

The Parade Organizer is responsible for:

- Submitting a Public Right-of-Way Event Permit Request to the Las Vegas Metropolitan Police Department (LVMPD)
- Including a street barricade plan with the permit request submission if proposing street/lane closure and secure barricades (with lights or flashers) at own expense
- Including a route map with the permit request submission if not combined with the street barricade plan
- Including a certificate of insurance meeting the limit and insurance requirements
- Contacting the Las Vegas Metropolitan Police Department and providing the necessary traffic control when requested
- Providing maps or other information when requested by the City of Las Vegas or LVMPD
- Submitting a letter to the City Manager at least 60 days prior to the parade if requesting a fee waiver for City services or additional financial support
- Paying for any expenses exceeding the authorized amount within 30 days after notification

The Department of Public Works Designee is responsible for:

- Reviewing the application, coordinating the application process and informing the City Manager of the request
- Preparing a cost estimate of requested city services
- Calculating the cost of city services provided for the parade

The Office of the City Manager Representative is responsible for:

- Notifying the Parade Organizer if costs exceed the authorized amount

Procedure

This procedure supersedes previous parade policies, procedures and directives.

Permit Application Process

The Parade Organizer must follow the steps listed below prior to holding a parade on the City's official downtown parade route.

Submitting the Application

- Carefully read and complete the Public Right-of-Way Event Permit Request
- Attach a street barricade plan if proposing street/lane closure. The plan must provide a 20 foot passage around barricades for any ingress or egress of emergency vehicles
- Attach a route map (may be combined with the street barricade plan)
- Attach a Certificate of Insurance. The certificate must provide \$1,000,000 minimum Comprehensive, General Liability with the City of Las Vegas, the Fremont Street Experience, LLC, and the Las Vegas Metropolitan Police Department named as an additional insured for the event.
- Submit the application at least 14 days prior to the event to:
 - Las Vegas Metropolitan Police Department (LVMPD)
 - Special Events Office
 - Clark County Government Center
 - 500 South Grand Central Parkway
 - (located in the third floor Business License Section)

If approved by the LVMPD, the LVMPD forwards the application to:
City of Las Vegas
Department of Public Works
City Hall, 4th Floor
400 Stewart Avenue

- If requesting a waiver of fees for City services, submit a letter detailing the requested City services to the City Manager at least 60 days prior to the event
- Secure barricades (with lights or flashers) at own expense
- Provide necessary traffic control when requested by the LVMPD
- Provide maps or other information when requested

Review Process

1. The Department of Public Works Designee informs the City Manager of submitted/proposed Public Right-of-Way Event Permit Requests.
2. The City Manager reviews the information provided by the Public Works Designee and takes action on the Public Right-of-Way Event Permit Request.
3. If an Event Permit Request for the parade and a letter requesting a waiver fees for City services have been submitted, the Public Works Designee prepares a cost estimate based on input from the City departments providing services identified in the Parade Organizers request and submit the request to the City Manager for approval. Guidelines for consideration of fee waivers of City services:
 - Requests for City services have been clearly outlined in the Parade Organizers written request to the City Manager

- Parade cleanup fees waivers will be based on the average estimated cost of parade cleanup; the Parade Organizer may be billed for costs above this average
 - City staff and other City service support will be based upon demonstration of past public participation or justification provided by the Parade Organizer
 - Requests for waiver of City services may be denied or reduced if the Parade Organizer fails to comply with all permit directions and conditions, all applicable laws and ordinances, and City policies and procedures
4. The City Manager may waive City fees up to \$7,500 per parade but no more than \$37,500 for all parades during any one fiscal year. If directed by the City Manager, the Office of The City Manager Representative will place requests to waive City costs above these limits or to provide financial support for non-City costs on the City Council agenda for direction.
 5. The Office of the City Manager Representative will notify the departments of the services authorized for the parade to be provided without charge.
 6. After the parade event, the Public Works Designee will calculate the actual cost of the services provided by the City and notify the Parade Organizer and the Accounts Receivable Section of the Department of Finance and Business Services of any charges above the authorized amount.
 7. All parade expenses should be charged to a special Activity Code for tracking purposes. If non-City expenses are approved by the City Council they should be coded to a special organization number. The Budget & Finance Division will provide the appropriate code numbers upon request
 8. If there are charges above the authorized amount, the Accounts Receivable Section will send a bill to the Parade Organizer.
 9. The Parade Organizer is responsible for paying the City of Las Vegas for expenses above the authorized amount.

References

Las Vegas Municipal Code, Chapter 11.56, Parades and Processions

City of Las Vegas *Parade Policy*, CM104

City of Las Vegas Public Right-of-Way Event Permit Request Form and Application Instructions