



# City of Galena, Illinois

## PARADE, OPEN AIR MEETING, ASSEMBLY PERMIT

### TYPE OF PERMIT (Check Appropriate):

- Parade**--Parade, march, ceremony, show, exhibition, pageant, or procession of any kind or any similar display in or upon any street, park or other public place of the City of Galena provided that said gathering does not fall under licensing requirements found elsewhere in this chapter. (Fee \$25.00)
- Open Air Meeting**--Concourse or meeting together or congregation of fifty (50) or more citizens held outdoors on public property for the purpose of providing recreation, entertainment or for having speakers or discussing some matter of public interest provided that said gathering does not fall under licensing requirements found elsewhere in this chapter.

### PLEASE NOTE:

1. A permit fee of twenty five dollars (\$25.00) must be submitted with this application for a parade. No fee shall be required for open air assembly permits or for the following parades: Memorial Day Parade, Fourth of July Parade, Boy Scout Pilgrimage Parade, Galena High School Homecoming Parade and Christmas Parade.
2. All parades shall be held during daylight hours except from the hours of 7:30 a.m. to 9:00 a.m. and 4:30 p.m. to 6:00 p.m. Monday through Sunday.
3. No city license shall be issued for special events that take place wholly on city-owned property unless application is accompanied by a certificate proving that applicant has obtained liability insurance in the amount deemed sufficient for the event or activity by the City of Galena's liability insurance carrier.
4. Application must be made in writing to the Chief of Police at least seventy-two (72) hours prior to the event.
5. **The owner or any individual having apparent control over any animal shall be responsible for the prompt removal of any excrement deposited by such animal within the city limits/parade route.**

Organization/Person Sponsoring Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address.: \_\_\_\_\_ City \_\_\_\_\_, State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Event: \_\_\_\_\_

Route to be traveled: \_\_\_\_\_  
(If Any)

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\*\*Please include starting point, termination point and location of any speaker's platform.

(OVER)

Approximate No. of Persons: \_\_\_\_\_

Approximate No. of Animals and Type: \_\_\_\_\_  
(If Any) \_\_\_\_\_  
\_\_\_\_\_

Approximate No. of Vehicles and Description: \_\_\_\_\_  
(If Any) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time Event Begins: \_\_\_\_\_ Time Event Ends: \_\_\_\_\_

Will this event occupy all of a city street/s?  Yes  No

Will this event occupy only a portion of a city street/s?  Yes  No

Location (by street) of any Assembly Areas: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time of Assembly at Above Areas: \_\_\_\_\_

A Copy of the City of Galena Ordinance regulating Parades, Open Air Meetings and Assemblies is available at City Hall. Please take a moment to read and familiarize yourself with these regulations. Noncompliance with any of the provisions of this ordinance may result in the immediate revocation of your permit and subject you to the penalty provisions contained in Section 13-1/2--10.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Time and Date)

APPROVED:

\_\_\_\_\_  
(Police Chief)

\_\_\_\_\_  
(Time and Date)