

City of Mount Vernon, New York
APPLICATION FOR PARADE OR PROCESSION PERMIT
Application Instructions

Application Fee: \$100.00

1. Fill out application completely. Application must be legible. Please type or print.
2. Please acquire and provide certificate of insurance in the amount of \$500,000.00 with the City of Mount Vernon as additional insured.
3. File application along with application fee with the City Clerk's office located in City Hall Room 104.
4. Fees and insurance requirements do not apply those listed in Section 191-9C of the city code attached.
5. Completed applications and requirements must be turned in two (2) weeks prior to date of parade or procession.

§ 191-9 Processions and parades.

[Amended 4-13-60, approved 4-19-60; 1-25-84, approved 1-26-84]

A.

Unless otherwise permitted by law, all processions and parades over any public streets or places are prohibited unless a prior written permit signed by the Mayor is obtained. Such permit shall designate the street or streets or public places over which processions and parades may move as well as the day and hours thereof.

B.

Application for such permit shall be made to the City Clerk accompanied by a fee of \$100 for such permit and the filing of a certificate of insurance to be approved by the Corporation Counsel in the sum of \$500,000, with the City of Mount Vernon as additional insured, conditioned for the payment of any loss, damage or injury resulting to persons or property by reason of carelessness or negligence on the part of the applicant, its servants, agents or employees.

C.

The provisions of this section as to the filing of a certificate of insurance and the payment of a fee shall not apply to religious or funeral processions, political parades, parades of departments of the government of the City of Mount Vernon, parades sponsored by the Board of Education of the Mount Vernon School District or parades of United States military forces and local posts or chapters of veterans organizations and their auxiliaries designated in § 183 of the Military Law of the State of New York.

D.

The Memorial Day Parade, the Independence Day Celebration, the Veterans Day Parade and any other regularly scheduled patriotic service or procession dedicated to the memory of American war veterans and sanctioned by the City of Mount Vernon shall not be canceled or adjourned without the prior consent of the Mayor. A parade, procession or service may be canceled or adjourned only when, in the determination of the Mayor, the proposed parade, procession or service will present a danger to the safety and well-being of the participants, observers or citizens of this community or upon such other grounds which in the opinion of the Mayor may be deemed in the best interests of the general public.



Permit #: _____

APPLICATION FOR PARADE OR PROCESSION PERMIT

PURSUANT TO CHAPTER 191-9 OF THE CODE OF THE CITY OF MOUNT VERNON.

PLEASE ATTACH A LETTER ON THE STATIONERY OF THE ORGANIZATION CONFIRMING THE EVENT AND SIGNED BY AN OFFICER OR CLERGYMAN.

Applicant's Name: _____

Address: _____ Phone No: _____

Organization Name: _____

Address _____ Phone No: _____

The purpose of the Parade or Procession: _____

Outline the route that the parade or procession will travel. Be specific as to the direction and turns of streets, sidewalks or public places over which the parade or procession will move:

Date of Parade or Procession: _____

Starting Time: __: __ AM/PM Ending Time: __: __ AM/PM

Number of people and vehicles to participate in the parade or procession: _____

Application must be accompanied by a fee of \$100.00 and a certificate of insurance for \$500,000.00 covering liability for injury unless organization is exempt pursuant to Section 191-9C.

Recommend Approval _____

(Commissioner of Public Safety)

(Date)

Permission is Hereby Granted To _____

To have a parade or Procession pursuant to Chapter 191-9 of the City Code On:

(Date and Hours of Parade)

CITY CLERK DATE

MAYOR DATE

