



PARADE PERMIT APPLICATION

Permit requests must be submitted for approval by the Chief of Police at least 3 days prior to the event.

Parade is any parade, march, picket line, demonstration, ceremony, show, exhibition, pageant or procession of any kind, or any similar display, in or upon any street, including the sidewalk area thereof, park or other public place in the city. *City Code § 19-306.*

*** Depending on the size and scope of the event, you may be required to hire off duty police officers and/or referred to the [Special Events permit](#) process, which requires a minimum of 60 days notice.

Upon completion, please return this form to offduty@charleston-sc.gov.

Contact the CPD Special Events Office at 843-720-2459 with questions.

TITLE OF EVENT: _____ DATE OF EVENT: _____

APPLICANT:

Applicant Name: _____

Address: _____

Telephone number (primary): _____ secondary: _____

E-mail address: _____

*If parade is designed to be held by and on behalf of, or for any person other than the applicant, the applicant shall file along with this application a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on his or her behalf. Absent such written authorization the applicant will be deemed to have applied for the permit in their own name and shall be deemed the responsible party.

ORGANIZATION (if applicable):

Name of Organization: _____

Head of Organization: _____

Address: _____

Telephone number (primary): _____ secondary: _____

E-mail address: _____

RESPONSIBLE PARTY:

Responsible Party Name: _____

Address: _____

Telephone number (primary): _____ secondary: _____

E-mail address: _____

EVENT:

Location(s): _____

Hours of event: _____

Estimated number of attendees: _____

General Description of Event (see above definition of parade):

If more than one location, list starting point, termination point and description of route to be traveled:

**** Depending on the size and scope of the event, you may be required to hire off duty police officers and/or referred to the Special Events permit process, which requires 45 days notice.*

GENERAL CONDITIONS:

- 1) Participants shall comply with all federal, state and local laws.
- 2) Participants shall not interfere with vehicular or pedestrian traffic.
- 3) Participants shall remain out of the roadway except when crossing at marked intersections in accordance with state law.
- 4) Participants, except for those possessing a valid concealed weapons permit, shall not possess or carry weapons.
- 5) All signs must be hand- held.
- 6) Participants shall remain peaceful and follow all orders of law enforcement.
- 7) Participants shall comply with any other special conditions imposed as part of the approval process.
- 8) This permit may be revoked at any time for failure to follow any conditions set forth herein or where considerations of public safety dictate.
- 9) Should this permit be revoked all permit related activities shall cease immediately and participants disperse per the direction of law enforcement.

As applicant I hereby agree to the above conditions and any other special conditions imposed as part of the approval process.

Applicant **O**

Date

OFFICE USE ONLY:

Special Events Committee Authorization: Approved Disapproved
Signature: _____ Date: _____

Special Events Commander Authorization: Approved Disapproved
Signature: _____ Date: _____

Chief of Police Authorization: Approved Disapproved
Signature: _____ Date: _____

SPECIAL CONDITIONS
