



CITY OF DANVILLE
 17 W. Main St., Danville, IL 61832
 City Clerk's Office, (217) 431-2304

Please Note: Applications must be submitted no later than 7 business days prior to event for processing.

**Application for Public Demonstrations,
 Parades, Processions/Marches or Other
 Ord. 133.10**

Event Type:

Parade Public Demonstration Race Procession/March Other (describe) _____

• Organization Sponsoring Event: _____ Phone: _____

Please check one: *First Year for Event* _____ *Annual Event* _____

Contact Person's Name: _____ Email: _____

Address: _____ Daytime Phone: _____

• Title of Event: _____

Purpose of Event: _____

Date(s) for Event: _____

• Assembly Time: _____ Start Time of Event: _____ End Time of Event: _____

Approximate Time of Street Closure: _____ Event will take place on: Street _____ Sidewalk _____ Both _____

• Exact Location of Assembly: _____

• Parade Route: *A map highlighting the event route must be submitted with this application*

• Estimated Number of Persons, Vehicles, Bands, Floats, etc. to Participate (explain): _____

• If approved, the license can be: _____ Mailed _____ Pick up at City Clerk's Office.

*Mail license to: _____

STATEMENT REGARDING LIABILITY INSURANCE & RELEASE OF LIABILITY WAIVER:

- 1) If the above event is taking place on City sidewalks and/or streets a Certificate of Liability Insurance is REQUIRED prior to issuance of license and must include the following:
 - City of Danville must be listed as 'Additional Insured'
 - \$1,000,000 per each occurrence
 - Event date and location listed in description on certificate

- 2) The attached Release of Liability Waiver must also be signed and submitted with application.

Questions regarding liability insurance can be directed to the City Risk Manager, Kathy Courson (217) 431-2305 or kcourson@cityofdanville.org.

I attest that the forgoing information is true and correct to the best of my knowledge:

Printed name of Applicant: _____

Signature of Applicant: _____ Date: _____

Please return completed application, with all required documentation, to:
City Clerk's Office, 17 W. Main St., Danville, IL 61832
cityclerk@cityofdanville.org

Office Use Only:

Received By: _____	Date: _____	License # _____
Chief of Police: _____	Approved: _____	Denied: _____ Date: _____
Mayor: _____	Approved: _____	Denied: _____ Date: _____
Emailed to Staff: _____	License mailed _____	Picked up _____ Date: _____



Rickey Williams, Jr., Mayor

RELEASE OF LIABILITY WAIVER

I, (please print name) _____ representing
(organization) _____ acknowledge that I am not
covered by any City of Danville insurance policy, that our organization agrees to hold the City of Danville, its
officers, its employees, and its agents harmless from any claims, losses, damages, or liability arising out of or
proximately caused by the undersigned from any activity, including costs of the defense of claim and attorney
fees.

Printed Name of Applicant

Signature of Applicant

Date

This form must be completed, signed, and returned to the City Clerk's Office.