



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
City of Danville, IL Ordinance 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 (permit issued last year)* _____

Applicant's Name: _____ **Email:(Optional)** _____

Address: _____ **Daytime Phone:** _____

Event Chairperson's Name: _____ **Daytime Phone:** _____

Purpose of Event: _____

Date(s) of Event: _____ **Assembly Time:** _____

Start Time of Event: _____ **End Time of Event:** _____ **Approximate Time of Street Closure:** _____

Exact Location of Assembly: _____

Event will take place on a: **Street** _____ **Sidewalk** _____ **Both** _____

Parade Route: *Map highlighting the event route must be submitted with this application

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

If Event is taking place on City sidewalks and/or streets a Certificate of Liability Insurance is REQUIRED.

*The Certificate of Liability must include the following:

- City of Danville must be listed as 'Additional Insured'
- \$1,000,000 per each occurrence
- Event name, date, and location listed on certificate

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

Once completed, the Permit can be: _____ Mailed _____ Picked up at City Clerk's Office.

*If permit is being mailed, mail to: _____

Signature of Applicant: _____ **Date:** _____

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

Office Use Only:

Received By: _____	Date: _____
Public Safety Director: _____	Approved: _____ Denied: _____ Date: _____
Mayor: _____	Approved: _____ Denied: _____ Date: _____
Distributed to: _____	Permit # Issued: _____