SHAKOPEE
COMMUNITY PRIDE SINCE 1857

Police Department

Parade and Race Application and Permit

1. Type of Event: Kiddie Parade

2. Organization's name: Shakopee Parks & Rec
   Address: 1255 Fuller St. S.
   Telephone No: (Day) 952-233-9511 (Eve) _____
   E-mail Address: mschneider@shakopeemn.gov

3. Representative's name: Mark Schneider
   Address: 1255 Fuller St. S.
   Telephone No: (Day) 952-233-9511 (Eve) _____
   E-mail Address: mschneider@shakopeemn.gov

4. Date of event: Friday, Aug. 2

5. Location - starting point and route: Start @ Lions Park, cross Adams St., left on Quincy St., Right on 12th Ave., Right on Madison St., Right on 11th Ave., cross Adams St., end in Lions Park

6. Number of barricades requested: Zero X One or more _____

7. Starting time of event: 10:00 (a.m.) or p.m.
   Estimated ending time: 10:30 (a.m.) or p.m.

8. Location where the event will end: Lions Park

9. Approximate No. of: ~~2000~~ UNITS _____ ANIMALS _____ VEHICLES 100 PEOPLE

10. Maximum interval of space to be maintained between units: _____

11. Maximum length of parade: _____

12. Minimum speed of parade: Walking Pace Maximum speed: Walking Pace

13. Portion of street width requested: Shoulder

A. Draw a diagram of the parade or race route on the bottom of this page or attach a separate sheet.

B. Read the attached City Code Sec. 10.63 concerning Parades and Races.
   1. **Please note Subd. 5, Equipment: A parade or race applicant or sponsor must obtain and use such barricades and fluorescent safety vests as are determined by the Chief to be reasonably necessary to protect the participants, non-participants and traffic along the route. (*The Shakopee Police Department will notify the Public Works Department to place barricades where necessary).***

C. **After you have completed this form and read the City Code, please sign the form in the specified area on the last page.**

DIAGRAM:

See attached...

Requesting a squad car to lead parade also.

Please complete this form and return it to the Shakopee Police Dept., 475 Gorman St., Shakopee, MN 55379. Phone: 952-233-9400; Fax: 952-233-3811

CONTINUED:

SEC. 10.63. PARADES AND RACES.

Subd. 1. Purpose. The provisions of this Section are designed to regulate the time, place and manner in which a parade or race is conducted, in order to protect the safety and welfare of participants and non-participants, and to minimize interference with the customary flow of pedestrian and vehicular traffic on the streets, sidewalks and other public places. In particular, parades and races shall be limited to times and places which can be provided the necessary level of police protection to allow the parade or race to occur safely.

Subd. 2. Definitions. For purposes of this Section, the following words shall have the following respective meanings unless otherwise provided:

A. **Applicant**: Any authorized representative of the sponsor who files a request for a parade or race permit.

B. **Chief**: The Chief of Police of the City of Shakopee, Minnesota, or Chief's designated representative.

C. **Controlled intersection**: Any meeting of two (2) or more streets where traffic from one (1) or more directions faces traffic lights, a stop sign, a yield sign, or other traffic control device.

D. **Parade**: Any parade, fun run, bike-a-thon, walk-a-thon, march, ceremony, pageant, procession (except a funeral procession), or similar activity involving ten (10) or more participants who are not competing to complete the route in a short time.

E. **Participant**: Any person actively engaged as a member of a parade or race, either as an individual, or as part of a parade unit.

F. **Police officer in charge**: The Shift Commander, Acting Shift Commander, or other individual designated by the Chief.

G. **Race**: Any race, run-a-thon, marathon, or similar activity involving ten (10) or more participants who are competing to complete the route in the shortest possible time.

H. **Route**: The series of streets, sidewalks, grass areas, or other surfaces traveled along or across during the duration of the parade or race.

I. **Sponsor**: The person who provides the main financial, administrative, organizational or other support for a parade or race, and who accepts responsibility for the conduct of the parade or race.

J. **Unit**: Any float, car, band, or other distinct item, person, or group of items or people moving together as a part of the parade.

Subd. 3. Permit.

A. No parade or race shall be allowed within the City limits without a permit, which permit shall be conditioned upon compliance with the following regulations. The permit application shall be on a form approved by the Chief and must specify the route and provide such other information as required by the Chief.

B. The following application shall be submitted in writing to the Police Department at least thirty (30) days prior to the parade or race:

1. An application for a permit to hold a parade which is expected to impede the normal flow of traffic for over forty-five (45) minutes.

2. An application for a permit to hold a race involving crossing more than four (4) controlled intersections where the route requires or anticipates that the participants shall not obey the traffic-control devices.

C. All other applications must be submitted in writing to the Police Department at least ten (10) days prior to the parade or race.

D. The chief shall act upon timely-filled applications in writing by three (3) days (seventy-two (72) hours) before the parade or race is scheduled to occur.

E. The use of the streets and provision of Police Officer protection shall be on a first-come, first-served basis.

Subd. 4. Standards for Issuance. The Chief shall issue a permit when, from a consideration of the application and from such other information as may otherwise be obtained, the Chief finds that:

A. The conduct of the parade or race will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route; and

B. The conduct of the parade or race will not require the diversion of so great a number of Police Officers of the City to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the City; and

C. The concentration of persons, animals and vehicles at assembly points of the parade or race will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such assembly areas; and

D. The conduct of such parade or race will not interfere with the movement of fire-fighting equipment en route to a fire; and

E. The conduct of the parade or race is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance; and

F. The parade or race is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays on route; and

G. The parade is not to be held for the sole purpose of advertising any product, goods or event, and is not designed to be held purely for private profit.

Subd. 5. Equipment.

A. A parade or race applicant or sponsor must obtain and use such barricades and fluorescent safety vests as are determined by the Chief to be reasonably necessary to protect the participants, non-participants, and traffic along the route.

B. The Police Officer in charge may cancel the parade or race if the applicant and sponsor fail to substantially comply with the requirement of providing safety equipment.

Subd. 6. Time. Parades and races may be held only between one-half (1/2) hour before sunrise and one-half (1/2) hour after sunset.

Subd. 7. Conduct.

A. The parade or race shall be coordinated with the Police Officer in charge. The parade or race participants must obey all lawful orders of Police Officers.

B. Any motor vehicle driven as a part of a parade or race shall drive as near to the right-hand edge of the street as practical and shall follow any foregoing parade or race units or participants as closely as is practical and safe; except the Subsection shall not apply when an entire road is blocked for the parade or race.

C. The sponsor of a parade or race agrees to clean up any and all debris and damage which may be done. In the event such cleanup is not undertaken promptly, the City reserves the right to do the cleaning itself, and to charge the sponsor for the actual time and expense incurred in the cleaning. This charge shall be a private debt against the sponsor.

D. The City Administrator may require insurance, an indemnification contract, and/or a bond in such instances where deemed necessary to protect the public interest.

E. The City Administrator shall have the authority to promulgate rules and regulations under this section, which rules and regulations shall be maintained on file with the City Clerk.

Subd. 8. Safety. The following conduct is prohibited as posing a significant threat to the public health, safety, and welfare:

A. Operation of a motor vehicle by an unlicensed driver.

B. Consumption of an alcoholic beverage while participating in a parade or race, whether as a driver, rider on a unit, member of a unit, or otherwise.

C. Operation of a motor vehicle in a careless or reckless manner. This includes raising one (1) wheel of a motorcycle off the ground to perform a **"wheelie"**.

D. Throwing candy, balloons, or other items which may entice children to run into the path of the parade or race.

E. Discharge of fireworks, firearms, or other weapons.

F. Other acts which have the potential to cause injury to persons or property.

Subd. 9. Violations. A violation of any condition of a permit shall be cause for revocation of the permit. Any parade or race conducted without a permit is in violation of the City Code; and anyone responsible for organizing, sponsoring or conducting such a parade or race will be held punishable under the City Code. (Ord. 357, July 22, 1993)

Permit applicant signature: M. S. Cid

Upon compliance with the following terms and conditions:

Approved: Sgt. Trentman #81

Date: 3/12/19

Shakopee Aquatic Park
11th Ave W
Adams St S
Adams
Quincy St S
Quincy St S
Quincy St S
12th Ave W
11th Ave W
Jefferson St S
Madison St S
Madison St S
12th Ave W