



## Permits for Parades, Marches, Walks, and Demonstrations

Applications for a permit does NOT guarantee that an event will be approved and a permit issued. There will be a \$25.00 processing fee, which is non-refundable. Final approval must be received from all CITY DEPARTMENTS involved, including the MAYOR AND CITY COUNCIL, CSX RAILROAD, AND THE CAIRO POLICE DEPARTMENT before the event is officially considered approved and a permit is issued.

### Please Print

Name of Organization \_\_\_\_\_ For Profit or Non-Profit

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone No. (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Email \_\_\_\_\_

Name of Event \_\_\_\_\_

Purpose of Event \_\_\_\_\_

How will the City benefit from this event? \_\_\_\_\_

Event Beginning Date \_\_\_\_\_ Time \_\_\_\_\_

Event Ending Date \_\_\_\_\_ Time \_\_\_\_\_

Point of Beginning \_\_\_\_\_

Route \_\_\_\_\_

Point of Termination \_\_\_\_\_

Number of Participants expected \_\_\_\_\_

Number of Police Officers needed during activity: \_\_\_\_\_ (Charges may apply, see attached forms).

I, the above organizations' representative, do hereby apply for this permit with the City of Cairo understanding and agree to all restrictions and/or requirements and applicable charges.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant



## **RULES AND REQUIREMENTS**

### **POLICE PERSONNEL**

1. Certain events may require police personnel in attendance to assure crowd control, safety of the participants, and to protect City property, etc. Final determination as to number of officers required will be at the discretion of the Chief of Police or his designee.
2. If the need for the police personnel is determined to be such that otherwise off-duty officers must be called in to cover an event; the organization sponsoring the event will be responsible for paying for a minimum of two officers at a rate of \$35 per hour.
3. All arrangements of extra police personnel must be made through Chief Giovannie Santos of the Cairo Police Department at 229-378-3096.
4. All fees are due and payable in advance of the event to the Cairo Police Department. **NO PERSONAL CHECKS WILL BE ACCEPTED.**

### **TRASH RECEPTACLES**

1. Trash receptacles are available for events and will be charged a fee of \$10 per receptacles (96 gallon can) payable prior to the event. City receptacles are not required; however, organizations not leaving the event area clean and free of trash will be assessed a cleanup fee and may not be issued a permit for subsequent events.

### **PARADES**

1. All events must start on time without delay.
2. There will be ***NO THROWING OF CANDY or OTHER ITEMS*** from any moving entry (float, car, ATV, etc.). Candy may only be given out by people ***WALKING*** in the parade. ***THERE WILL BE NO EXCEPTIONS.*** This rule is for the safety of the citizens attending the event.

### **PARADES THAT ARE EXEMPT FROM FEES**

The following events have occurred over the past ten years and are exempt from the fees. These are subject to Council's discretion.

1. Martin Luther King Parade – January
2. Antique Car Rally Festival – May
3. Memorial Day Observance – May
4. Hispanic Heritage Parade - September
5. CHS Homecoming Parade – October
6. Veteran's Day Observance – November
7. Christmas Parade – December

***\*\*FAILURE TO FOLLOW THESE RULES & REQUIREMENTS WILL RESULT IN A DENIAL OF FUTURE PERMIT REQUEST\*\****