



Applying for a permit? Follow these instructions:

1. Complete the application and attach all the supporting documents as outlined on the form.
 - a. If you want to complete the PDF form by using pen or typewriter, print the form first.
 - b. If you want to complete the PDF form on your computer, first save the file to your computer. Here's how:
 - i. On the File menu, click "Save As"
 - ii. In the "Save In" field, select a folder or "Desktop"
 - iii. Click "Save"
 - iv. Type your information as needed in the blue-shaded fields
 - v. When complete, print the form
 - vi. Complete the next steps to submit in person or by postal mail
2. Attach all fees. Checks or credit cards are accepted.
3. Submit application, supporting documents and fees:

In person or by postal mail:

City of Fort Worth
Transportation and Public Works Department
Special Events and Street Permit Center
311 W. 10th Street
Fort Worth, TX 76102

4. For information or questions call 817-392-6594.



REQUEST FOR PERMISSION TO HOLD PARADE

City of Fort Worth, Texas

DATE REQUEST RECEIVED

REQUEST # _____ NPD# _____
POLICE USE ONLY

THE FOLLOWING INFORMATION IS REQUIRED FOR APPROVAL OF A PARADE.

APPLICANT(S) AND ADDRESS(ES) OF ORGANIZATION OR PERSON SPONSORING PARADE E-MAIL	BEST CONTACT PHONE #
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NAME OF PARADE MARSHAL (PERSON RESPONSIBLE AT PARADE). E-MAIL	ADDRESS	BEST CONTACT PHONE #
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PURPOSE OF PARADE:
PARADE COORDINATOR:

PARADE DATE:	TIME START FORMING:	TIME START:
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NO. OF VEHICLES	NO. OF BANDS	WALKING PERSONNEL	ESTIMATED LENGTH OF PARADE: NO. OF BLOCKS
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PROPOSED ROUTE AND MAP (IF IN DOWNTOWN AREA, SEE MAP SHOWING STANDARD PARADE ROUTE, IF CHANGES FROM THE ROUTE ARE DESIRED, DESIGNATE ROUTE REQUESTED AND REASONS FOR VARIATION FROM STANDARD ROUTE:

THE ATTACHED PARADE APPLICATION MUST INCLUDE A CERTIFICATE OF INSURANCE IN THE AMOUNT OF \$1 MILLION IN COMMERCIAL GENERAL LIABILITY NAMING THE CITY OF FORT WORTH AS AN ADDITIONAL INSURED. IF AUTOS ARE IN THE PARADE \$1 MILLION IN AUTO INSURANCE IS ALSO REQUIRED. A 30-DAY CANCELLATION CLAUSE MUST BE PRESENT ON THE CERTIFICATE. PLEASE INCLUDE THE NAME OF THE POLICE COORDINATOR FOR YOUR EVENT/PARADE.

THIS REQUEST FORM MUST BE COMPLETED AND RETURNED TO THE POLICE SPECIAL EVENTS COORDINATOR, 1100 NASHVILLE ST, FORT WORTH, TEXAS 76102, AT LEAST **THREE WEEKS PRIOR TO PARADE DATE.**

SPECIAL EVENTS COORDINATOR OF THE POLICE DEPARTMENT USE ONLY

THE REQUEST FOR THE PARADE HEREON DESCRIBED IS:	DESCRIPTION OF ALTERATIONS OR GENERAL COMMENTS ON PARADE:
<input type="checkbox"/> APPROVED AS REQUESTED <input type="checkbox"/> APPROVED WITH ALTERATIONS <input type="checkbox"/> DISAPPROVED	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 15%;">DATE:</div> <div style="border: 1px solid black; padding: 5px; width: 35%;">SIGNATURE OF POLICE LIAISON: _____</div> <div style="border: 1px solid black; padding: 5px; width: 15%;">ID# _____</div> </div>

DEPARTMENTAL REVIEW: THE DESIGNATED DEPARTMENTS SHALL REVIEW THE PARADE REQUEST AND INDICATE THEIR COMMENTS AND RECOMMENDATIONS. IF MODIFICATIONS IN THE PARADE TIMING OR ROUTE SHOULD BE MADE, OR IF REFUSAL OF THE REQUEST IS FELT TO BE IN THE BEST INTEREST OF THE CITY, THE PERTINENT FACTS SHOULD BE STATED.

1. PD SPECIAL EVENTS COORDINATOR	DATE: _____	SIGNATURE: _____	ID #: _____
2. NPD LIEUTENANT	DATE: _____	SIGNATURE: _____	ID #: _____
3. TRANSPORTATION & Public Works	DATE: _____	SIGNATURE: _____	TITLE: _____

ANY ADDITIONAL COMMENTS MUST BE ATTACHED ON SEPARATE DOCUMENT