



## PARADE OR PUBLIC ASSEMBLY PERMIT APPLICATION

\*required

\*Name of Organization:

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Street Address of Organization:

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\*Name of Representative:

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Street Address of Representative:

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\*Phone Number:

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Email Address:

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I understand it shall be unlawful to conduct any parade or public assembly, either fixed or processional, over, upon, or burdening the public properties of the City of Jesup, or employing facilities thereon, without first receiving a permit from the City Manager; application made and approved according to the requirements set out.

Public assembly means any meeting, demonstration, picket line, rally, or gathering of 100 or more people for a common purpose that interferes with the normal flow or regulation of pedestrian or vehicular traffic, or that requires exclusive use of all or any part of public areas or facilities open to the general public.

If the applicant is an association of persons in fact or in law, the application shall contain a description of the entity; the name of said entity, if named; the registered or recognized address of the entity; the name of the person making the application on behalf of the entity; such person's relationship to said entity; and some demonstration or recitation of the authority of the person making the application to act on behalf of the entity and the names, addresses and phone numbers of the Corporate or Executive Officers of said entity.

Where a parade or public assembly is conducted on, over, or upon, or burdening public properties, or employing the facilities thereon, which is also to substantially involve or take place partly or wholly upon private property with the consent of the owner(s) thereof, such owner(s) or their authorized representatives must join as an applicant for any permit for such event.

The person or persons associated in fact, whether or not legally recognized entity, who wish to conduct such parade or public assembly shall apply to the City Manager or Downtown Director for a permit. Together with any supplementary information as may be required this application shall be filed with the City Manager or Downtown Director not less than 10 days prior to the parade or public assembly to ensure proper processing. The permit will be issued only after approval by the concerned departments listed below. Such application shall at a minimum include:

**Event Plan:**

A plan must be submitted and must include the following information about the parade or public assembly event:

- i. The date or dates: \_\_\_\_\_
- ii. The hours of each day the event will be conducted:  
 Set-up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Area Cleared By: \_\_\_\_\_
- iv. The exact location, or, if the parade or public assembly is processional or mobile, the route, the assembly area and the dispersal area. If the parade or public assembly is to pass thru, use or impact the use of any city park or square a separate application must be submitted in addition:

**Location/Route:**

v. Please list the parade route or attach a map:

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- vii. Will alcoholic beverages be dispensed or sold?                      Yes ( ) No ( )
- viii. Are sales or vendors being planned?                                      Yes ( ) No ( )
- ix. Is the use of tents planned?    Yes ( ) No ( )
- x. Will portable toilets be used?    Yes ( ) No ( )
- xi. Will dumpsters be used?    Yes ( ) No ( )
- xii. Is electricity needed?    Yes ( ) No ( )

xvii. Provide a description of the anticipated need for safety, police, medical, sanitation, and other required personnel and equipment, with the anticipated needed numbers and posting by location and time of personnel needed:

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Permission is hereby requested to hold the above Parade or Public Assembly in the City of Jesup:

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APPLICANT'S SIGNATURE                      DATE SIGNED

**Return all applications to:**

**City of Jesup**  
**Attn: Maika Kicklighter, Downtown Director**  
**maikakicklighter@gmail.com**

