

CITY OF WICHITA FALLS
Application for Parade Permit

Parade Procedures and Rules

- **There will be a \$50.00 Permit fee.**
- Completed applications for Routes 1 and 2 should be submitted to the Traffic Engineering Office, 2100 Seymour Highway **10 business days prior** to the scheduled event. Parade routes 3,4 & 5 are reserved for the City Lights Parade, Veterans and 4th of July.
- All parades must be over by 10:00 a.m. and limited to Saturday only.
- All parade units will form in the location shown on the map provided, no sooner than one hour before start of parade.
- Do not block the entrances to any buildings.
- The Parade Marshall must be at the parade formation area during formation for Police coordination and in the event of an emergency and/or rain, etc.
- A review stand, if used, is not provided by the City and should be moved into the street only after the appropriate traffic control is in place. This will occur no earlier than one hour before the event. The review stand must be removed within 30 minutes after the completion of the event.
- Parades shall be formed in such a manner to minimize time and distance between participants.
- Participant activities that unduly slow the progress of the parade are discouraged. To insure progress of the parade, the total time in front of the review stand for each entry should be kept under 3 minutes
- Cloth signs over the roadway (installation and removal) are the responsibility of the sponsor. Locations must be pre-approved by the traffic engineering office.
- The City of Wichita Falls reserves the right to cancel or amend any or all of the provisions and or routes of the granted permit as conditions may dictate.

If you have further questions or wish to modify the provisions of your parade permit, please contact the Traffic Engineering Office, 761-7640. The day of the parade, you will need to contact the Police Department Patrol Division, 761-8846, if there are any changes at that point.

(Retain upper portion of this form for your reference)

Application for Parade Permit

Date:

Formation area and route: #1 #2 #3 Special (Mark route on map)

1. ORGANIZATION: Name: _____ Phone: _____ - _____

Address: _____ City: _____ State: _____ Zip: _____

2. PARADE MARSHALL (Person to coordinate parade at the site with the Police Dept.)

Name: _____ Cell phone: _____ - _____ - Alternate phone: _____ - _____ -

Address: _____ City: _____ State: _____ Zip: _____

What stand be used? Yes No Location of review

3. Will a review stand be used? Yes No Location of review stand:

4. Number of units in parade:

Marching bands

Military Marching Units

Horses

Motor Vehicles

Floats or Displays

Other Units (describe)

Submit via mail:
City of Wichita Falls Traffic Engineering
2100 Seymour Highway
Wichita Falls, TX. 76301

Or Fax:
(940) 761-7949

Or Email:
doug.wooster@wichitafallstx.gov
penny.whitley@wichitafallstx.gov