



APPLICATION FOR PARADE or  
RECREATIONAL EXERCISE PERMIT  
CITY OF HATTIESBURG



HATTIESBURG POLICE DEPARTMENT

**ALL PERMITS MUST BE SUBMITTED AT 30 DAYS PRIOR TO EVENT DATE**

Purpose or name of parade: \_\_\_\_\_

Date of event: \_\_\_\_\_ Day of the week: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Set up period: \_\_\_\_\_

Staging or start location: \_\_\_\_\_

Expected # of visitors: \_\_\_\_\_

Expected # of floats or vehicles: \_\_\_\_\_

Expected # of participants (biker/runner) \_\_\_\_\_

Will candy or give away items be thrown during the event? YES NO

Will the entire roadway be needed for the event? YES NO

If yes, what roads will be needed? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will barricades be needed to close roads for the event: YES NO

Additional details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach a drawn or printed map of the desired route with your application.

Permits can be submitted in person at the Hattiesburg Police Department (701 James Street), Monday – Friday, from 8 a.m. to 5 p.m. If there are any questions regarding the filing of the permit contact the HPD Accounting Department at 601-554-3620.

City Parade Ordinance for Insurance: SECTION 14.

A: The applicant and any other persons, organizations, firms, or corporations on whose behalf the application is made, by filing such application do represent, stipulate, contract and agree that they will jointly and severally indemnify and hold the city harmless against liability for any and all claims for damage to property, or injury to, or death of persons arising out of or resulting from the issuance of the permit or the conduct of the parade or its participants.

B: In addition, no parade shall be issued unless the applicant therefor shall obtain a comprehensive general liability insurance policy, issued by an insurance company authorized to do business in the State of Mississippi, with coverage of not less than One Million Dollars (\$1,000,000.00) and that includes the assembly area, the parade route, the disbanding area of the parade, and any other area used by the participants of the parade. The city shall be named as an additional insured on the policy.

SPONSORS MUST ATTACHED A COPY OF LIABILITY INSURANCE FOR THIS EVENT:

Attached: YES NO

I have read the current city ordinance for parades: YES NO

Applicant contact information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Organization sponsoring the parade:

Primary contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

President of organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please submit a \$25.00 non-refundable processing fee with your application. This fee is required regardless of approval status.

Permit fee may be paid in cash or by check at 300 Klondyke Street, Hattiesburg, MS 39401. Please make checks payable to the Hattiesburg Police Department.



PERMIT FEE PAID

OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE

Received by: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Supervisor review: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Status: \_\_\_\_\_ If permit is denied, reason for denial: \_\_\_\_\_

Granting Authority:

\_\_\_\_\_  
Hardy Sims, Chief of Police or appointed designee