

CITY OF ODESSA
Parade Application

Contact

Traffic Sergeant at 335-5756

or

Traffic Lead Corporal at 335-3355

Monday–Friday
8:00 A.M. – 5:00 P.M.
to schedule an
appointment prior to turning in the
application to Records.

CITY OF ODESSA

Parade/Special Event Application

If you plan on organizing a parade or special event within the city limits of Odessa, the following guidelines will assist you in that endeavor:

1. How do I know if I need a permit?

If the event is to be conducted on a public street or property and will require Special traffic controls, a permit may be required.

If any part of the event takes place on city property or right-of-way or requires involvement of city personnel including the need for crowd control, a permit may be required.

If the event involves the use of loudspeakers or amplifiers in a place that is not completely enclosed in a building, a permit may be required.

If the event involves a fireworks display, a permit will be required.

2. What is involved in getting a permit?

Contact the Traffic Unit of the Odessa Police Department for a parade or special event permit application.

Complete the application; attach all other necessary permits, (i.e. Health, electrical, etc), along with the applicant's written agreement to indemnify the City of Odessa against all claims of injury, and copy of the receipt for the \$25.00 non-refundable permit fee at the Odessa Police Department Records window and return to the Odessa Police Department Traffic Unit for processing. An application must be filed **not less than 21 days** before a special event is to begin.

If the special event requires the use of city streets, or other property for an event, the applicant shall provide liability insurance in a reasonable amount taking into consideration the number of people and the risk involved.

Once the application has cleared all appropriate City departments, the Chief of Police will either approve or disapprove the permit request. You will be notified in either instance.

Contact the Odessa Police Department Traffic Division at 432-335-5756 Monday through Friday, 8:00 a.m.-4:00p.m. if you need any assistance.



The following rules shall apply to all parade routes within the City of Odessa.

1. All motorized parade participants shall travel in the centermost lane available.
2. No vehicle through bouncing, weaving, accelerating or spinning shall cause its tires to leave the roadway surface.
3. No parade participants and/or directors shall travel at a speed greater than or less than the speed set by the lead police unit.
4. The outside northbound lane shall be free of all parade participants at all times. This lane is for use by emergency vehicles only.
5. Parade participant shall comply with City Ordinance Section 18-49 which states:
6. All participants riding/utilizing horses or livestock shall travel in the centermost lane available.

"A person commits an offense if that person while riding in or on a parade vehicle, float or animal or otherwise being a part of a first amendment parade or special event parade, throws, drops, hands out or otherwise gives out any candy, other food articles, toys, souvenirs or similar items to persons situated along the parade route."

Adherence to these restrictions is mandatory for all parade participants. Any behavior deemed to be unsafe by officers of the Odessa Police Department will be addressed up to and including immediate removal of participants.

The Odessa Police Department expects the parade directors to support and inform participants of these rules and City Ordinances. Any willful violations or failure to enforce these rules could result in a denial of future permits.

APPLICATION PARADE PERMIT

NAME _____ DATE _____

ADDRESS _____ DAYTIMEPHONE# _____

NAME OF GROUP/ORGANIZATION ASSOCIATED WITH EVENT (IF ANY) _____

DATE OF PARADE _____ TIME OF COMMENCEMENT-----

START POINT _____

REQUESTED ROUTE _____

TERMINATION POINT _____

ESTIMATED NUMBER OF PERSONS PARTICIPATING _____

ESTIMATED NUMBER OF VEHICLES PARTICIPATING _____

DESCRIPTION(S) & NUMBER OF ANIMALS INVOLVED (IF ANY)

ATTACH COPY OF APPLICANT'S WRITTEN AGREEMENT TO INDEMNIFY THE CITY AND ITS OFFICERS AND EMPLOYEES AGAINST ALL CLAIMS OF INJURY OR DAMAGE TO PERSONS OR PROPERTY, WHETHER PUBLIC OR PRIVATE, ARISING OUT OF THE SPECIAL EVENT INCLUDING CLAIMS OF THE CITY FOR DAMAGE TO CITY PARKS AND OTHER CITY PROPERTY.

ATTACH COPY OF RECEIPT FOR NON-REFUNDABLE APPLICATION FEE OF \$25.00.

(DO NOT WRITE ON REVERSE)

AUTHORIZED _____ DENIED _____

DATE

Timothy Burton
CHIEF OF POLICE

XC: CHIEF ROGER BOYD, FIRE DEPT.
MAIT SQUYRES, PUBLIC WORKS
MARWAN KHOURY, PLANNING
DON CLARK, BUILDING SERVICES
STEVE PATION, PARKS DEPT.
DARRELL WELLS, RISK MGT.
GINO SOLLA, HEALTH DEPT.

STATE OF TEXAS §

COUNTY OF ECTOR §

**SPECIAL EVENT PERMIT HOLDER
INDEMNITY AGREEMENT**

Special Event Permit Holder, hereinafter referred to as "Permit Holder," agrees to protect, defend, indemnify and save the City and its officers and employees harmless from and against all claims, demands and causes of action of every kind and character, losses, costs, expenses, attorneys fees and damages of every kind and character, without limit and without regard to the cause or causes thereof, or the negligence of any party or parties, including the concurrent negligence of City or its officers and employees, except for such losses, costs, expanses and causes of actions that are occasioned by or the result of the sole negligence of City or its agents, servants, or employees, arising out of or in connection with the special event permitted herein.

Permit Holder shall with regard to such special event, also indemnify, protect and save the City, its directors, officers and employees harmless against any and all cost or expense of whatever kind or nature, including costs of litigation, attorney fees and reasonable expenses in connection therewith whether or not such loss, injury, or damage shall be valid or groundless, and Operator shall be bound and obligated to assume the defense thereof, including the settlement negotiations, and shall pay, liquidate, discharge and satisfy any and all settlerbents, judgments, awards or expenses resulting from or arising out of such injuries, death or damages without reimbursement from City. It is understood and agreed by Permit Holder that in case City, its officers, agents and employees, are made defendant in any suit or action and Permit Holder fails or neglects to assume the defense thereof, after having been notified so to do by City, that City may compromise and settle or defend any such suit or action, and Permit Holder shall be bound and obligated to reimburse City for the amount expended by it in settling and compromising ariy such claim, or in the amount expended by City in paying any judgment rendered therein, together with all reasonable attorneys' fees incurred by City by reason of its defense or: settlement of such claims.

SIGNED this the _____ day of _____, 20__.

Special Event Permit Holder

Signature

Name (printed)

STATE OF TEXAS

COUNTY OF ECTOR

BEFORE ME, _____ on this day personally appeared
-----'-----**known** to me or proved to me on the oath of
-----**or** though _____ to
be the person whose name is subscribed to the foregoing instrument and acknowledged to
me that he executed ihe same for the purposes and consideration therein .expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of
_____,AD., 20__.

Notary Public in and fqr the State of Texas

. STATE OF TEXAS

COUNTY OF ECTOR

BEFORE **ME** , ----- , ---- on this day personally
appeared _____ known to me or proved to me
on the oath of _____ or through _____ to
be the person and officer whose name is subscribed to the foregoing instrument and
acknowledged to me that the same was the act of the **said**-----
a corporation, and that he has executed the same as the act of such corporation for the
purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of
_____,A.D., 20__.

Notary Public in and for the State of Texas