



Parades and Block Parties

Definition: (EMMC 12.07.010)

“**Block Party**” means any organized function or activity designed to utilize an entire street or streets for a specific purpose.

“**Parade**” means any parade, march, procession, ceremony, exhibition, or pageant of any kind, consisting of people, animals or vehicles or combination thereof, upon any public street, sidewalk or alley, which does not comply with normal and usual traffic regulations and controls.

Permit Fee

New \$208.00

License Fee

License Tax Schedule (42)

Processing Fee \$40.00

SB-1186 \$4.00

Application for Permit:(EMMC 12.07.030)

Any person desiring to conduct a parade or block party shall apply to the Permit Committee for a permit at least **thirty (30) days** in advance of the date of the proposed parade or block party.



Requirements: (EMMC 12.07.030)

1. The name, address and telephone number of the person seeking to conduct a parade or block party.
2. If the parade or block party is proposed to be conducted for, on behalf of or by an organization, the name, address and telephone number of the headquarters of the organization, and of the responsible officer of such organization .
3. The name, address and telephone number of the parade or block party chairman, or the individual(s) otherwise responsible for the supervision of the parade or block party (such individual(s) shall be present during the entire parade or block party).
4. The Date upon which the parade or block party is to be held.
5. The proposed starting time for such parade or block party and its proposed ending time.
6. The proposed route to be traveled, including the starting point and termination point.
7. The estimated number of persons, animals, and vehicles taking part in the parade or block Party including the type of animals and a description of the vehicles.
8. Whether such parade or block party will occupy all or only one-half of the width of the
Streets proposed to be traversed.
9. The location by streets to be utilized of assembly and disassembly points for the parade or Block party.
10. The time at which units of the parade or block party will begin assembly in the
assembly
Area.
11. The maximum length of the components of the parade or block party.
12. Original Insurance Policy.
13. Map/Plot Plan
14. A Barrier/Barricade Plan
15. **Signature Approval of affected homeowner(s)/business owner(s) if event takes place on a public street.**
16. PARADES AND BLOCK PARTIES (SUPPLEMENTAL APPLICATION)



Insurance Requirements:(EMMC 12.07.0)

1. An endorsement naming the City of El Monte as Additional Insured.
2. An endorsement giving the City of El Monte a 30 day NOTICE OF CANCELLATION for any reason including NON-PAYMENT of Premium.
3. Such insurance shall provide "OCCURRENCE" coverage against liabilities for Death, Personal Injury or Property Damage arising out of or in any way connected with the parade or block party.
4. Such insurance shall be in the amount of at least **TWO MILLION DOLLARS (\$2,000,000) combined single limit**, and shall name the City of El Monte and its officers, employees and agents as additional insured under the coverage afforded.
5. Such insurance shall be primary and noncontributing with respect to any other insurance available to the City of El Monte and shall include a severability of interest (cross-liability) clause.
6. Such insurance shall be maintained and effective at least until the completion of the parade or block party.

All permit applications must have attached four items prior to submittal for review:

- 1) Map/plot plan
- 2) A barrier/barricade plan
- 3) A certificate of insurance,
- 4) Signature approval of affected homeowner(s)/business owner(s) if event takes place on a public street.



PARADE/BLOCK PARTY SUPPLEMENTAL PERMIT APPLICATION

Pursuant to **EMMC 12.07.020** No person shall engage in, conduct or carry on the activity of a parade or block party without a permit issued pursuant to the provisions of this chapter.

Any person desiring to conduct a parade or block party shall apply to the Permit Committee for a permit at least **thirty (30) days in advance of the date of the proposed parade or block party**. The Permit committee may, for good cause shown, consider any application for a permit to conduct a parade or block party, which is filed less than thirty (30) days prior to the date such parade/block party is to be conducted. **The following information must be provided:**

NAME OF EVENT: _____

TYPE OF EVENT: _____

DATE(S) OF EVENT: _____

DESCRIPTION OF EVENT: _____

NAME OF SPONSORING PERSON/ORGANIZATION _____

ADDRESS: _____

HOME TELEPHONE NUMBER: _____

BUSINESS TELEPHONE NUMBER: _____

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

ORGANIZATION TELEPHONE NUMBER: _____

RESPONSIBLE OFFICER: _____

OF HOURS OF THE EVENT: _____

NUMBER OF EXPECTED PERSONS: _____

LOCATION OF THE EVENT: _____

STREET(S) ON WHICH THE EVENT WILL TAKE PLACE: _____

ADJACENT STREETS THAT MAY BE IMPACTED BY THE EVENT _____