

**PARADE PERMIT REQUEST
GENERAL INFORMATION**

Allow three weeks for permit processing

Apply at least three weeks before the event to allow sufficient time to process the permit. If you have questions about the permit process, please call the Santa Clara Police Department Patrol Division at (408) 615-4750

Event held on the Santa Clara University Campus

If the event is to be held on Santa Clara University property, the property owner section must be completed and signed by the appropriate University facility manager. For any event planned on the campus, please attach to this form a map or sketch showing the specific event location on campus.

Event held at Central Park

If the event is to be held at Central Park, the property owner section must be completed and signed by the Recreation Superintendent (or designee) who is located at the Community Recreation Center at 969 Kiely Blvd.

Permit Applications should be returned by mail to the Santa Clara Police Department at the following address:

City of Santa Clara
Permits Center
1500 Warburton Avenue
Santa Clara, Ca 95050

The approved permit must be in your possession at the event.

**City of Santa Clara
Parade Permit Request**

Applicant Information

Name of person or group applying: _____
Street Address: _____
City: _____ State: _____ Zip code: _____
Contact Phone Number*: _____

Parade Information

Name of Parade: _____
Date of Parade: _____
Number of Participants: _____
Address Route where parade will be held: _____

Parade Start time: _____ Parade End Time: _____
Number of vehicles in the parade (including floats): _____
Number of animals, if any: _____

Responsible Individual/Organization

Name of Organization Sponsoring Parade: _____
Name of person in charge at event: _____
Signature of person in charge at event: _____
Street Address: _____
City: _____ State: _____ Zip code: _____
Contact Phone Number*: _____

**This permit request is public record. If you do not want your phone number to be available to the public, please provide an alternate number you where you can be reached.*

For Department Use Only

Date Application Submitted: _____
Date Requestor Notified: _____
Processing Employee Initials: _____