



City of Whiteville
Special Event Permit Application
(Parade)

For Office Use Only:
Approved: _____
Date of Approval: _____
Fee Paid: _____

Applicant Information

Name of Applicant: _____, Date of Application: _____

Name of Organization: _____, Non-Profit , if applying for non-profit status documentation must be provided to the City of Whiteville at the time of application. Fee must be paid at the time application is processed. If the application is denied or cancelled a processing fee of \$100.00 will be charged. A refund will be issued for all remaining funds.

Address: _____, City: _____, Zip: _____

Phone

Cell: _____, Home: _____, Email: _____

Primary Contact Information

Name: _____, Phone: _____, Email: _____

The Primary Contact must be available to city officials before, during and after the event.

Secondary Contact Information

Name: _____, Phone: _____, Email: _____

Parade Information

Parade Name: _____, Date of Parade: _____

Start Time: _____, End Time: _____

Parade Route – 1 West Smith St., Madison St., Franklin/Lee St. (North to South)

Parade Route – 2 Franklin/Lee St., Madison St., to West Smith St. (South to North)

Any variation from the approved routes must be approved 30 days prior to the event.

Please check all that apply:

Vehicles Walkers Dancers Floats Simulated Firearms

Amplified Music Animals Requesting City Official(s) to Participate

ATV/UTV/Go-Carts

Insurance

Insurance Company: _____

Policy Number: _____

General Liability is required in the amount of one million dollars and the City of Whiteville must be named as an Additional Insured. A copy of the insurance policy must be provided 30 days prior to the event.

Application must be returned completed 60 days prior to the scheduled event. Failure to return the completed application in the designated time will result in denial.