

**POPE COUNTY
APPLICATION TO USE HIGHWAY RIGHT OF WAY
FOR PARADE**

Complete application, sign and mail to: Pope County Highway Department, 16139 State Hwy. 29, Glenwood, MN 56334

Name of City _____ Date of Parade _____

Sponsoring Organization _____

Time of Parade: Beginning _____ Ending _____

Parade Coordinator _____ Telephone _____

Address _____

Location: (road description) _____

A map of the proposed parade route and detour route shall accompany the application.

A representative of the Pope County Highway Department may arrange to meet with the applicant and review the proposed parade route and detour route prior to the date of the parade.

I, We, the undersigned, herewith accept the terms and conditions of the regulations of the Board of Commissioners and agree to fully comply therewith to the satisfaction of the Pope County Engineer's Office.

In consideration of the County's approval granted herein and by signing below, the Permittee shall indemnify, hold harmless and defend the County, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the County, its officers or employees may hereinafter sustain, incur or be required to pay, arising out of or by reason of the permitted activity and or use of road right-of-way including, but not limited to any negligent or willful act or omission of the Permittee, its agents, servants, employees, business invitees or guests or of any other parties.

Date: _____ Requested By: _____
Permittee Signature & Title of Authority

Permission is hereby granted for a parade or procession on the above referenced highway(s), subject to the special provisions attached to this permit:

Date: _____ Authorized By: _____
Pope County Highway Dept.

SPECIAL EVENT – PARADE PERMIT SPECIAL PROVISIONS

1. That a specific time and date is set for the road closure and such use shall not exceed (4) hours.
2. That a definite area of road is designated for exclusive or partial use of such public parades or processions.
3. That adequate police coverage of the closure and direction of the detour traffic is available. Coordination with local police and the Pope County Sheriff is required.
4. That the detour route is marked with standard traffic control signs or proper law enforcement traffic control so as to leave no doubt as to the intended route. Failure to provide adequate signing may result in the Pope County Sheriff ordering the highway reopened to traffic.
5. That the local community be responsible for all costs involved, including providing police coverage for traffic control.
6. No stands, buildings, tents or other encroachments will be permitted within the highway right of way unless specifically noted in the permit application.
7. The use of spray paint on roadways, telephone poles and sidewalks/trails is prohibited, with the exception of temporary chalk-based material. All temporary signage for event will be allowed during the event period only. Permanent road signs shall not be removed or covered with event signage.
8. This permit does not in any way relieve the applicant of liability for damages caused to the road, or resulting from traffic accidents that may in any way be related to the permit. All damages, claims, or adjustments shall be the responsibility of the applicant.
9. If requested, and if staff is available, the County may provide and install traffic control devices and/or signs, and the actual costs to provide this assistance will be billed to the applicant.
10. The Main Point of Contact listed on the front page shall monitor the event to ensure the safety of the crowd from such hazards as traffic conflicts because of the blocking of the roadways, inspection of barricades, etc. This person shall be available during the event should police, city or township officials have concerns with the safety aspects of this event.
11. This permit cannot be assigned, transferred or subcontracted to others without written consent of Pope County.
12. That the event coordinator shall be responsible for all necessary street cleaning to Pope County's satisfaction.
13. The local community or sponsoring organization agree to indemnify, save and hold harmless the County of Pope and all its agents and employees from all suits, actions and claims of any character brought because of injuries of damages received or sustained by any person, persons or property on account of any problems, accidents or other issues associated with the event.
14. **Permission from state, cities and/or townships is required for roads under their jurisdiction.**
15. Other: