



VILLAGE OF
Caledonia
EXPLORE. CONNECT. ENJOY.

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Application for Parade or Other Authorized Activity on Public Streets

Applications must be received a minimum of 30 days prior to the proposed event.

Organization Name: _____

Applicant Name: _____ Chairman Name: _____

Address: _____

Phone(s): _____

Email: _____

Purpose or activity being described as: _____

on the date of _____, between the hours of _____ and _____.

Upon and within the following public streets, sidewalks or other public places within the Village:

Assembly Area: _____ Disbanding Area (Same/other): _____

Route (listed here) & blockade placement with event volunteers at each intersection indicated on attached map:

General description of participants, floats, vehicles, marching band, other: _____

Any Amplification equipment to be used: _____

**I have read & will comply with all of the notifications below & the attached Ordinance – Section 8.21
Parades & Motorcades.**

Applicant Signature: _____

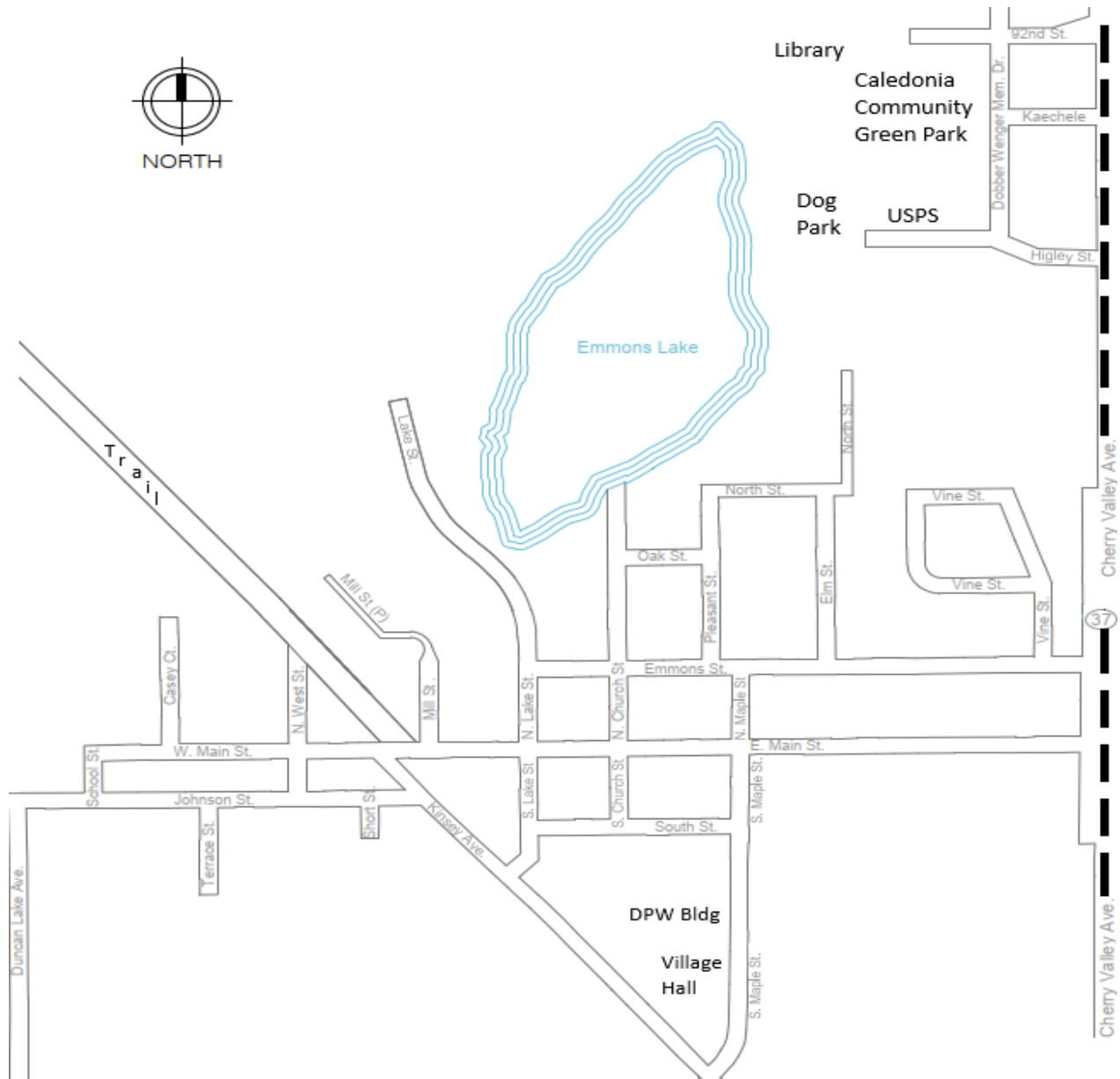
THIS PERMIT is subject to all of the requirements of Section 8.21 of the Village of Caledonia Ordinance and to other applicable Village ordinances and state laws. WHEREAS, the Village Council of the Village of Caledonia has approved a parade or other activity on a public street, sidewalk or other public place.

Dated: _____

By: _____
Manager / Clerk

Applicant must notify the following of road closures

- ___ Caledonia Fire Dept 616-891-0070
- ___ Caledonia Community Schools Transportation 616-891-0224
- ___ Kent County Sheriff Department Dispatch 616-632-6100 – Ask to relay to on shift Sargent – Caledonia Car
- ___ Notices to all addresses along route



Notes: (A) = Assembly Area, (B) = Barricade, (V) = Volunteer, Route Direction: _____

All barricades/road closures must be attended by a volunteer from your organization.

Initials: _____

Notice

No parade or motorcade shall be conducted in which there occurs the tossing or throwing of candy, tokens, prizes or other objects of any kind by any person, whether on foot or in vehicles, in or associated in any way with such parade or motorcade.

Section 8.21 (3) Village Ordinance

Section 8.21 – Parades and Motorcades - Village of Caledonia Ordinance Code

1. **Definitions.**
 - a. Parade means any march or procession consisting of people, animals or vehicles, or any combination thereof, except funeral processions, upon any public street, sidewalk, alley or other public place, which does not comply with normal and usual traffic operations, regulations or controls; parade shall not include a march or procession consisting of not more than 100 school band students, assembled for the purpose of practicing band performances or routines.
 - b. Motorcade means an organized procession containing 25 or more vehicles, except funeral processions, upon any public street, sidewalk, alley or other public place.
2. **Permits.** It shall be unlawful for any person to conduct a parade or motorcade in or upon any public street, sidewalk, alley or other public place within the Village, or knowingly to participate in any such parade or motorcade unless and until a permit to conduct such parade or motorcade has been obtained from the Village Council. No permit shall be issued for a parade or motorcade which has as its chief purpose the advertising of any product, merchandise, services or event and which is designed entirely for private profit or is proposed to be conducted, or is conducted, for any commercial purposes.
3. **Conducting of Parades.** No parade or motorcade shall be conducted in which there occurs the tossing or throwing of candy, tokens, prizes or other objects of any kind by any person, whether on foot or in vehicles, in or associated in any way with such parade or motorcade. The Village Council may by resolution prohibit, limit or regulate the parking of motor vehicles on public streets, alleys and other public areas during a parade or motorcade and during a stated period of time before and after the same.
4. **Interference With Parade.** No person shall knowingly join or participate in any parade or motorcade conducted under permit from the Village Council in violation of any of the terms of such permit, nor knowingly join or participate in any permitted parade or motorcade without the consent or over the objection of the party being permitted to conduct such parade or motorcade, nor in any manner interfere with the orderly progress or occurrence of such parade or motorcade.
5. **Application.** Any person who desires to conduct a parade or motorcade shall apply to the Village Council for a permit at least 30 days in advance of the date of the proposed parade or motorcade. In its discretion, the Village Council may request the Chief of Police, or representative of the County Sheriff's Department, to review and give opinion concerning the application for such parade or motorcade. The application for such permit shall be made in writing and shall contain the following information:
 - a. The name of the applicant, the sponsoring organization, the chairman of the parade or motorcade and the addresses and telephone numbers of each.
 - b. The purpose of the parade or motorcade, the date when it is proposed to be conducted, the location of the assembling area, the location of the disbanding area, the route to be traveled and the approximate time when the parade or motorcade will assemble, start and terminate.
 - c. A general description of the individual floats, marching units, vehicles, bands and other components of the parade or motorcade, including a description of any sound amplification equipment to be used.

- d. Such other information as the Village Council may deem reasonably necessary in the circumstances.
6. **Issuance or Denial of Permit.** The Village Council shall consider the issuance of a permit for a parade or motorcade upon considering the following standards:
- a. The time, route and size of the parade or motorcade and the extent to which it is likely to disrupt the normal movement of traffic.
 - b. The number of police officers which will be necessary to properly patrol the parade or motorcade and the areas contiguous thereto.
 - c. Whether the parade or motorcade will interfere with another parade or motorcade for which a permit has already been issued.
 - d. Whether the Village Chief of Police, County Sheriff or other public security officers have made any findings contrary to matters set forth in the application for the permit.
 - e. Whether the information contained in the application is found to be false in any material detail.
7. In any permit issued under the terms of this section, the following matters shall be included: The assembly area and time therefor; the starting and ending times of the parade or motorcade; the minimum and maximum speeds; the route to be traveled by the parade or motorcade; the portions of streets to be traveled; the maximum length of the parade or motorcade; the disbanding area and disbanding time; the approximate number and type of vehicles, if any; and such other conditions as are found by the Village Council to be reasonably necessary for the protection of persons or property.
8. Upon the granting of any permit for a parade or motorcade, the Village Council shall notify the Village Fire Chief, the Public Service Director, the Village Police Chief, if any, and the Kent County Sheriff's Department.
9. **Revocation of Permit.** Any permit for a parade or motorcade issued pursuant to this chapter may be summarily revoked by the Village Chief of Police, or by the County Sheriff, at any time when by reason of disaster, public calamity, riot or other emergency, it is determined that the safety of the public or property requires such revocation. Notice of such action revoking a permit shall be delivered in writing to the permittee by personal service or by certified mail.

Penalties.

Class I Civil Infractions. Any violation of, or failure to comply with, the provisions of the Caledonia Code listed in this subsection (1) shall be a municipal civil infraction, for which the fine shall be \$15 for the first offense and \$50 for a subsequent offense, in addition to all costs, damages, and expenses provided by law. For purposes of this section, "subsequent offense" means a violation of this Ordinance committed by the same person within six months of a previous violation of this Ordinance for which said person admitted responsibility or was adjudicated to be responsible, provided, however, that offenses committed on subsequent days within a period of one week following issuance of a citation for a first offense shall all be considered separate first offenses. Each day that such violation occurs shall constitute a separate offense.

(Excerpt of Village of Caledonia Ordinance Code Revised 9-18-23)