



Parade and Assembly Permit Application

Each completed application must be accompanied by the required fee(s) and submitted **not less than twenty-one (21) days prior** to the date upon which the applicant proposes to set up for the event to: City Secretary, City Hall, 101 N. College Street, Killeen, TX 76541 OR by email to citysec@killeentexas.gov.

*If returning by email, the application fee, must be paid within **five (5) business days** for the application to be processed, along with any additional documentation needed.

Assembly **(\$55)**

Any concerted meeting together of twenty-five (25) or more individuals or persons for a substantial period of time at a specific place upon any public roadway, sidewalk, or other public place or property at a place within the regulatory jurisdiction of the city.

*Includes use of city parks where the expected attendance exceeds 150+.

***Includes block parties**

Parade **(\$65)**

Any concerted walk, column, march or procession of any kind, or any similar display consisting of twenty-five (25) or more individuals, or five (5) or more vehicles, moving together in or upon any public roadway, sidewalk, or other public property in a place within the regulatory jurisdiction of the city.

*Includes use of city trails.

***Includes 5k events**

Applicant Name and/or Organization: _____

Applicant or Organization Address: _____

Phone Number: _____ Email: _____

Proposed Event Date(s): _____ Start Time: _____ End Time: _____
(Date(s) event will operate)

Staging Date: _____ Start Time: _____ End Time: _____
(If different than event date)

Disassembly Date: _____ Start Time: _____ End Time: _____
(If different than event date)

Event Location Address: _____

Event Purpose: _____ Will alcohol be served? Yes No
(check one)

Approximate Number of Attendees: _____

Number and Kinds of Animals and Vehicles: _____

The following **MUST** be included for this application to be processed:

- Attach a satellite map** with clearly labeled streets, showing the layout of the starting point, route, ending point and/or, staging area including entrances/exits, other buildings or structures, and any public street closures.



- Attach a list** of services being requested from the City of Killeen (e.g., Killeen Police Department officers, Killeen Fire Department EMS standby services, Public Works – Transportation public street/sidewalk barriers, Public Works – Solid Waste excess trash services, etc.). Inclusion of services does not guarantee approval but facilitates coordination between the applicant and city departments to discuss needs, determine potential fees, and schedule services accordingly.
- street/sidewalk barriers, Public Works – Solid Waste excess trash services, etc.).

- If the applicant is **applying on behalf of another person or group**, then the person or group's address and telephone number of the main office, location or headquarters of the group or person, the names, addresses and telephone numbers of the authorized and responsible officers and leaders of such person.
- In those instances where the main office, location or headquarters of the person is not within the city limits, then state the address and telephone numbers of the office, location or headquarters located nearest to the city, and the names, addresses and telephone numbers of the authorized and responsible officers and leaders located nearest to the city.

- The name, address and telephone number of the individual who will be **parade or assembly leader**, and who agrees to be responsible for the parade and assembly conduct in accordance with any permit issued, together with a signed statement agreeing to be responsible for the conduct of the assembly and parade, in accordance with the permit and all laws applicable thereto.

- An accurate written **description of sound, or sounds**, planned to be produced incidental to the proposed parade or assembly, whether by human speech, music or otherwise, and whether, how and to what extent, it is to be amplified in volume.

The following **MAY** be included to enhance the speed of processing the application:

- Signatures from every property owner on the street that will be affected by the street closing and agreeing to the closure.

I understand that the corresponding non-refundable fee must accompany this application.

I understand that this application will not be considered for processing until the fee, completed application and event route and/or site plan have been submitted.

I understand that submission of this application does not guarantee approval.

I understand that by applying for this permit, either for myself or on behalf of others, I am responsible for leading the event in accordance with the permit (if issued) and all other applicable local ordinances and State laws.

Printed Name of Applicant

Signature of Applicant

Date Submitted

Office Use Only

Application Accepted for Processing Date: