

## PROCESSION PERMIT INSTRUCTIONS:

1. A procession means and includes a parade, march, athletic or sporting event which occupies any part of a street, progresses along the street, and which hinders the general public in the ordinary and usual use of such street.
2. Fill out the procession permit application completely. The information must be typewritten or clearly printed. If additional space is needed, use a 8 1/2" x 11" sheet and attach to the form.
3. The Public Works Department must receive the application no less than 35 calendar days prior to the date of the procession.
4. The applicant will be required to submit a non-refundable service charge of \$25.00 to help defray the expense of processing the application. Only check or money order, payable to Washoe County, will be accepted.
5. The procession permit will not be issued until the applicant has agreed to hold harmless, and has submitted evidence of sufficient insurance to indemnify, the County of Washoe, and their employees, agents and contractors for any and all liability for damages, injury, loss or expense caused or occasioned by reason of an act, or failure to act, on the part of the applicant, the sponsoring organization, their agents and employees throughout the procession.
  - a. The limits of liability must be at least One Million Dollars (\$1,000,000). Higher limits may be specified, depending upon the type of event.
  - b. Washoe County shall be added as an additional "insured" under the general liability policy of the persons/party in charge of the procession. Washoe County shall be issued a certificate of insurance and an original statement showing that the County has been added as an additional "insured". Washoe County shall receive this certificate and endorsement at least 10 days prior to the date of the procession or activity.
6. The applicant must provide:
  - a. A completed application form
  - b. A copy of the Participant Waiver that is used for the event.
  - c. A map showing the procession route, starting and ending points, assembly and disband areas, direction of travel, aid and/or rest stations and traffic control points
  - d. Written permission from property owner for assembly and disband areas
  - e. Certificate of Insurance (must be submitted 10 working days prior to the event.)
  - f. Washoe County procession Permit Hold Harmless Agreement
7. Whenever the procession requires the expenditure of public funds by an agency of Washoe County in the form of man-hours, equipment, or supplies, the applicant must reimburse such cost to the agency. The applicant may be required to post a bond to cover anticipated costs.
8. The applicant will be notified by mail of the status of the permit, unless the applicant has made other arrangements. If the permit has been denied, a notice will be mailed to the applicant stating the reasons for the denial.
9. When issued, the permit is subject to suspension or cancellation by the Public Works Department, Sheriff's Office, or a Fire Department whenever the applicant or the procession participants fail to comply with any term, condition restriction or limitation of the permit, or fail to conform to any applicable law or ordinance.

10. Applications will be reviewed by the County Risk Management, Engineering Division, Sheriff's Office and appropriate fire protection agency for specific conditions, terms and limitations that may apply prior to issuance of a permit.
11. The completed application shall be mailed or delivered to the address listed below:

Washoe County Community Development  
Business License  
P.O. Box 11130  
1001 E Ninth Street  
Reno, Nevada 89520