

VILLAGE OF CAMBRIDGE – PARADE PERMIT INFORMATION

Application Process

If you are interested in receiving a parade permit, please submit the following to the Village Clerk.

- Completed application form
- Check or money order for permit fee of \$20, payable to Village of Cambridge. An additional payment may be charged if needed to cover increased municipal costs, such as police services.
- Certificate of Insurance

Village Hall is located at the upper level of the Amundson Community Center, 200 Spring Street. Office hours are Monday through Friday, 7:30 a.m. – 4:30 p.m. For questions or more information, call 423-3712. Your application will be considered at the next Village Board meeting. Meetings are held the second and fourth Tuesday of every month at 7 p.m. in the Amundson Community Center Board Room.

Reasons for denial of a parade permit may include the following:

- The parade would be held between 9 p.m. and 9 a.m.
- Sufficient security is not available
- The proposed route involves a street or highway under construction or detour route
- The usage is primarily for private or commercial gain
- The parade would be a threat to public safety

PARADE PERMIT – APPLICATION FORM

APPLICANT INFORMATION		
APPLICANT NAME	TELEPHONE	
ADDRESS		
ORGANIZATION INFORMATION		
ORGANIZATION NAME	TELEPHONE	
ORGANIZATION ADDRESS	AUTHORIZED REPRESENTATIVE	
DESCRIBE YOUR REQUEST		
PARADE ROUTE:		
STARTING POINT:		
ROUTE TRAVELED:		
TERMINATION POINT:		
DATES:	TIMES:	
NUMBER/SIZE OF PARTICIPANTS		
PURPOSE		
SPONSOR SIGNATURE		
SPONSOR SIGNATURE		DATE
OFFICE USE ONLY		
<i>Cambridge Police Department</i> Initials:	<input type="checkbox"/> <i>Recommended approval</i> <input type="checkbox"/> <i>Recommended refusal</i>	<input type="checkbox"/> <i>Yes, extra services needed</i> <input type="checkbox"/> <i>No extra services needed</i>
<i>Cambridge Public Works</i> Initials:	<input type="checkbox"/> <i>Recommended approval</i> <input type="checkbox"/> <i>Recommended refusal</i>	<input type="checkbox"/> <i>Yes, extra services needed</i> <input type="checkbox"/> <i>No extra services needed</i>
<i>Considered by Village Board on:</i>	<input type="checkbox"/> <i>Recommended approval</i> <input type="checkbox"/> <i>Recommended refusal</i>	<input type="checkbox"/> <i>Extra services charge: \$</i> <input type="checkbox"/> <i>No extra service charge</i>
<i>Reason if Refused:</i>		
<i>Fees Paid – Permit Fee</i>	\$20	<i>Cash or Check #</i>
<i>Extra Services Charge</i>	\$	
<i>Insurance Certificate Received</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Signature of Approval</i>

Please submit to the Village Clerk at 200 Spring Street. Remember to attach:

- Check or money order for permit fee, made payable to Village of Cambridge
- Certificate of Insurance