

**CITY OF DECATUR**  
**City Code Chapter 41, Section 11**  
**Regulations/Constraints for Parades and Processions**

1. Application should be made at least thirty (30) days prior to the event. Applications are to be submitted to the Finance Department with payment of the required fee.
  
2. Application shall include:
  - a. Name (Business and Individual), address, and phone number of sponsor(s).
  - b. Application must specify “Major Parade Route” or “Minor Parade Route.”
  - c. Any variation requested from the specified parade routes.
  - d. Names, addresses, and phone numbers of those responsible for clean up after the parade/procession.
  - e. Number of anticipated entries.
  - f. Number of anticipated spectators (greater than or less than 1,000).
  
3. If the permit is granted, the event is subject to the following conditions and regulations:
  - a. The consumption of alcohol on a public right-of-way is prohibited.
  - b. All litter shall be removed and the site restored to its original condition at the conclusion of the event.
  - c. Parade/Permit fees shall be paid at the time application is submitted. City of Decatur Ordinance Chapter 41, Section 11E designates the fees as \$250.00 for a Major Parade and \$100.00 for a Minor Parade.

If you have further questions, please call the Police Department Administrative Offices at (217) 424-2745.

FOR OFFICIAL USE ONLY:

Date Fee Paid: \_\_\_\_\_  
Amount of Fee: \_\_\_\_\_  
Finance Department (name or initial): \_\_\_\_\_  
Permit Issuance Date: \_\_\_\_\_  
Permit # : \_\_\_\_\_  
Police notified of issuance of permit: \_\_\_\_\_

-----  
**CITY OF DECATUR**  
**PARADE / PROCESSION APPLICATION**  
**City Code Chapter 41, Section 11**

**Name of sponsor(s):**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

NAME/PURPOSE OF EVENT: \_\_\_\_\_

Estimated number of entries: \_\_\_\_\_ Estimated number of spectators: \_\_\_\_\_

- MAJOR PARADE ROUTE (see map) - \$250.00
- MINOR PARADE ROUTE (see map) - \$100.00
- ALTERNATE ROUTE WITH STREET CLOSURE: \$250.00
- ALTERNATE ROUTE WITH ESCORT ONLY: \$100.00

For alternate routes, specify starting point, direction of travel, ending point, and names of all streets affected.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Parade/Procession: \_\_\_\_\_

Starting time of Parade/Procession: \_\_\_\_\_

Staging time of Parade/Procession: \_\_\_\_\_

Estimated End Time of Event: \_\_\_\_\_

By signing this application, We (I) agree that all debris created by the event will be removed and the area left clean. The purpose of the event is not for the sale of items, goods, or services. I further understand that final determination of parade/procession route will be made by the Chief of Police. Any additional fees will be paid prior to issuance of permit. Fees are not considered paid until received in the Finance Department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

-----  
FOR POLICE USE ONLY:

Approved as requested

Denied (fee to be returned to applicant)

Approved with modifications (outlined below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

Applicant notified of approval/denial by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date