



**CITY OF FARMINGTON**

800 Municipal Drive  
Farmington, NM 87401  
Farmington Police Department  
(505) 599-1001  
Parks, Recreation, and Cultural Affairs  
(505) 599-1140

**PARADE, ASSEMBLY, OR PARK EVENT APPLICATION**

This application is hereby made for a parade and procession permit as required by Sect. 24-6 of the Farmington City Code. *Parade means a parade, march, ceremony, show, exhibition, pageant, sporting event, athletic event, bikeathon, fun run, race, fundraising event, procession of any kind, or any similar display in or upon the streets, sidewalk, or other public place within the city.*

Applicant Name: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

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

Organization Address/City/State/Zip: \_\_\_\_\_

Person Responsible/Chairperson Name: \_\_\_\_\_

Purpose: \_\_\_\_\_

.....  
Event Name: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Area(s): (Describe Location by Street Name) \_\_\_\_\_

Portion of Street to be Occupied:  All of Street  Half of Street  Other (Specify) \_\_\_\_\_

Route to be traveled: \_\_\_\_\_

Starting Point: \_\_\_\_\_ Ending Point: \_\_\_\_\_

Setup/Check-In Time: \_\_\_\_\_ Minimum Speed: \_\_\_\_\_ Maximum Speed: \_\_\_\_\_

**Composition of Event**

Approximate Number of Persons: \_\_\_\_\_

Approximate Number of Animals: \_\_\_\_\_ Types of Animals: \_\_\_\_\_

Approximate Number of Vehicles: \_\_\_\_\_ Types of Vehicles: \_\_\_\_\_

List Parade Marshal(s) Name, Phone, and Address: \_\_\_\_\_



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If your parade, assembly, or event requires use of a park facility answer the following questions and note the insurance requirements. You will be asked to execute a facility use agreement. This application does not reserve a park shelter. You must contact Park Reservations at (505) 599-1400 to reserve a park shelter.

Name of Park Requested: \_\_\_\_\_

Has a Park Shelter been reserved? Yes  No

Will food vendors be at the event? Yes  No

Will alcohol be present at the event? Yes  No

Will there be merchandise or other items being sold at the event? Yes  No

**INSURANCE REQUIREMENTS**

**General Liability Insurance**, or the equivalent, with a minimum limit of **One Million Dollars (\$1,000,000) per occurrence**. The policy shall include coverage for bodily injury liability, broad form property damage liability, blanket contractual, protective, products liability and completed operations. Where applicable, the policy shall include coverage for the hazards commonly referred to as "XCU." The policy shall be endorsed to **include the City of Farmington (800 Municipal Drive, Farmington, NM 87401) as an additional insured**. All insurance policies shall provide for **waiver of subrogation in favor of the City**, include cross liability provisions, and all policies, except Workers' Compensation, shall name the City and its directors, officers, officials, managers, representatives, agents and employees as additional insured, to the extent allowable under such policies.

By signing below the applicant attests the information provided is true and correct and understands the application must be approved before a permit will be issued.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

Email completed application to: [city-special-events--parades@fmtn.org](mailto:city-special-events--parades@fmtn.org)