

Neighborhood Parade Notification Sheet



Mayor's Office
Of Special Events

Rules and Restrictions

- The parade shall not contain more than 250 individuals nor more than 12 vehicles or animals.
- The parade shall not contain any number of animals or vehicles that are not licensed to travel on public streets.
- The parade route shall not exceed one mile in length, shall contain no portion of a major thoroughfare or major collector street and may contain no streets located within the downtown area.
- The parade shall comply with the time restrictions contained subsection (b)(3) of section 45-234 of the City of Houston's Code of Ordinances, and shall take no longer than one hour to complete.
- The parade sponsors shall provide necessary traffic control.
- The city shall not be responsible for providing police officers or other city employees to perform traffic control functions during a parade exempt from permits.
- Applicants must submit this form not less than 10 business days prior to the proposed parade.

APPLICANT'S NAME: _____

APPLICANT'S MAILING ADDRESS: _____

APPLICANT'S PHONE NUMBER: _____ FAX NUMBER: _____

APPLICANT'S E-MAIL ADDRESS: _____

EVENT NAME: _____

DATE/TIME: _____

LOCATION: _____

(To ensure appropriate review of your event application, please submit a route map.)

SECURITY CONTROL COORDINATOR: _____

TRAFFIC CONTROL COORDINATOR: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

The City of Houston Mayor's Office of Special Events accepts Neighborhood Parade Notification Sheets between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except for City-observed holidays. Please address notices to Susan E. Christian, Deputy Director, Mayor's Office of Special Events, 901 Bagby, 4th Floor, Houston, Texas 77002.