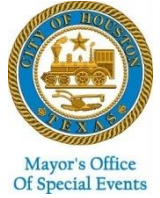


# Neighborhood Parade Notification Sheet



**Neighborhood Parades observing the following rules, regulations and restrictions are not required to have a permit but must provide notification to the Mayor's Office of Special Events.**

- Will not contain more than 250 individuals or more than 12 vehicles or animals.
- Will not contain any number of animals or vehicles that are not licensed to travel on public streets.
- Will 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.
- Will take no longer than one hour to complete.
- Any parade held on a day other than a Saturday, Sunday, holiday, or special event holiday, may not be held between the hours of 7:00 a.m. and 9:00 a.m., or between the hours of 11:00 a.m. and 1:00 p.m., or between the hours of 3:30 p.m. and 7:00 p.m.
- Parade producers will provide the necessary traffic and security control services.
- The City of Houston is not responsible for providing police officers or other City employees to perform traffic control functions during a parade that is exempt from permits.
- Applicants must submit this form at least **ten (10)** business days prior to the proposed event.

**ALL FIELDS MUST BE COMPLETED:**

Applicant's name: \_\_\_\_\_

Applicant's mailing address: \_\_\_\_\_

Applicant's phone number: \_\_\_\_\_

Applicant's fax number or email address: \_\_\_\_\_

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

Day/Date/Time: \_\_\_\_\_

Location/Route: \_\_\_\_\_

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

Security Control Coordinator: \_\_\_\_\_  
(Name/Agency/Contact Phone)

Traffic Control Services provided by: \_\_\_\_\_  
(Name/Agency/Contact Phone)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Mayor's Office of Special Events accepts applications 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 the attention of Susan Christian, Director, Mayor's Office of Special Events, 901 Bagby, 1st Floor, Houston, Texas 77002. You may also fax this form to 832-393-0837.