

**PARADE PERMIT APPLICATION**  
**BOROUGH OF BEDFORD PARADE COMMITTEE**  
 244 West Penn Street  
 Bedford, PA 15522  
 Telephone: (814) 623-8192  
 Fax: (814) 623-3315  
 Email: bedfordborough@bedboro.com

DATE APPLICATION RECEIVED AT BOROUGH OFFICE: \_\_\_\_\_

**(Please read ALL pages of this document prior to completing.)**

All parade sponsors must make proper application through the Borough Office for a Parade Permit. A Parade Permit Application must be received in the Borough Office at least thirty (30) days prior to the date of the parade. A written approval or denial of the Parade Permit shall be made within ten (10) days of the date of the application by the Parade Committee. The Parade Committee shall coordinate with the News Media in announcing the date of the parade, parade route, starting and ending times, location of formation, and location of disbandment.

**(THIS SECTION TO BE COMPLETED BY PARADE SPONSOR)**

TYPE OF PARADE: \_\_\_\_\_

SPONSOR: \_\_\_\_\_

PARADE CHAIRMAN: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CO-CHAIRMAN: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DATE OF PARADE: \_\_\_\_\_ RAIN DATE: \_\_\_\_\_

TIME PARADE TO BEGIN FORMING: \_\_\_\_\_

TIME PARADE TO BEGIN: \_\_\_\_\_ TIME PARADE ANTICIPATED TO END: \_\_\_\_\_

PARADE FORMS (LOCATION): \_\_\_\_\_

PARADE DISBANDS (LOCATION): \_\_\_\_\_

REQUESTED PARADE ROUTE: \_\_\_\_\_

(THIS SECTION TO BE COMPLETED BY PARADE COMMITTEE)

NUMBER OF INTERSECTIONS NEEDING POLICE PROTECTION:

NUMBER OF BOROUGH POLICE REQUIRED:

NUMBER OF AUXILIARY POLICE REQUIRED:

ASSISTED BY SHERIFF'S DEPARTMENT:

ASSISTED BY STATE POLICE:

AMBULANCE PERSONNEL NEEDED:

SPECIAL FIRE DEPARTMENT INSTRUCTIONS:

**BOROUGH USE ONLY**

**EMERGENCY MANAGEMENT  
COORDINATOR**

**POLICE DEPARTMENT**

**OTHER PARTY INVOLVEMENT**

RECOMMENDED \_\_\_\_\_

APPROVED \_\_\_\_\_

PERMITTED \_\_\_\_\_

RECOMMENDED  
WITH CONDITIONS \_\_\_\_\_

APPROVED  
WITH CONDITIONS \_\_\_\_\_

PERMITTED  
WITH CONDITIONS \_\_\_\_\_

NOT RECOMMENDED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

DATE OF ACTION \_\_\_\_\_

DATE OF ACTION \_\_\_\_\_

DATE OF ACTION \_\_\_\_\_

EMERGENCY MANAGEMENT COORDINATOR \_\_\_\_\_  
(SIGNATURE)

DATE: \_\_\_\_\_

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## NOTICE TO ALL PARADE SPONSORS

The Mayor and Borough Council have established a Parade Committee for the Borough of Bedford. The Parade Committee consists of the Mayor, one Member of Borough Council, the Borough Manager, the Chief of Police, the Fire Police Captain, the Fire Chief, the County Sheriff, the Borough Emergency Management Director, and two Deputy Directors. Through the coordinated efforts of these individuals, an attempt to insure maximum public safety for all residents and non-residents of the Borough of Bedford will be made.

The Parade Committee and Borough Council have instituted several stipulations which are designed to insure public safety and convenience for all residents and non-residents of the Borough and should have no bearing on the success or failure of any parade.

- Please advise ALL participants in the parade that the Borough of Bedford Parade Committee has taken the following action relating to throwing of candy or any item intended for consumption or use by the public by an individual or unit participating in a parade:
  - THE THROWING OF CANDY OR ANY ITEM BY AN INDIVIDUAL OR UNIT TAKING PART IN A PARADE IS PROHIBITED. VIOLATORS WILL BE REMOVED FROM THE PARADE IMMEDIATELY, IF POSSIBLE, OR AT LEAST AT THE NEXT INTERSECTION BY POLICE/SAFETY PERSONNEL.
- The Borough of Bedford Parade Committee has taken the following action regarding parades containing animals:
  - SPONSORS OF PARADES CONTAINING ANIMALS, ESPECIALLY LARGE ANIMALS SUCH AS HORSES AND MULES, MUST ASSIGN AN INDIVIDUAL OR GROUP OF INDIVIDUALS TO COLLECT AND REMOVE FECES/MANURE FROM THE PARADE ROUTE. THE "CLEAN-UP CREW OR CREWS" MUST FOLLOW IMMEDIATELY BEHIND THE UNIT(S) CONTAINING THE ANIMALS SO AS TO KEEP THE PARADE ROUTE CLEAN AND SAFE FOR THOSE FOLLOWING BEHIND THE SAID UNIT(S).
- The Borough of Bedford requires that all sponsors of parades/events carry General Liability Insurance as follows:
  - ALL PARADE SPONSORS WISHING TO UTILIZE BOROUGH PROPERTY/STREETS MUST PROVIDE EVIDENCE, VIA A "CERTIFICATE OF INSURANCE", THAT THEY HAVE GENERAL LIABILITY INSURANCE WITH A MINIMUM LIMIT OF \$1 MILLION PER OCCURRENCE AND \$2 MILLION AGGREGATE WHICH LISTS THE BOROUGH OF BEDFORD AS AN ADDITIONAL INSURED. THIS AFOREMENTIONED EVIDENCE MUST BE FILED WITH THE PARADE APPLICATION AT THE BOROUGH OFFICE. THE INSURANCE NEED ONLY BE IN EFFECT FOR THE DURATION OF THE EVENT. FAILURE TO PROVIDE ADEQUATE INSURANCE WILL RESULT IN THE DENIAL OF A PARADE PERMIT.

- The Borough of Bedford requires that all sponsors of parades/events provide traffic control officers as follows:
- ALL SPONSORS OF PARADES PROVIDE TRAFFIC CONTROL OFFICERS IN THE FORM OF BOROUGH POLICE, FIRE POLICE OR ANY OTHER UNIFORMED OFFICIALS, ACCEPTABLE TO THE BOROUGH CHIEF OF POLICE, TO MONITOR STREET INTERSECTIONS IN/ALONG THE PARADE ROUTE.
    - In Bedford, five (5) parades have become a tradition. They are the Memorial Day Parade, the Halloween Parade, the Fall Foliage Antique Car Parade, the Bedford High School Homecoming Parade, and on a rotational basis with other towns, the Veterans Day Parade. The Borough will cover the cost of the first five (5) intersections for each of these events, unless the parade sponsor agrees to cover these costs. For each intersection above five (5), the Borough will determine a total cost for traffic control (currently \$105 per intersection) and bill the parade sponsors for this amount.
    - For parades, other than the previously denoted five (5), the Borough will determine a total cost for traffic control for the number of intersections involved (currently \$105 per intersection), and bill this amount to the parade sponsors.
    - The Borough encourages current and prospective parade sponsors to explore appropriate ways to memorialize or celebrate events in ways that have public appeal and serve the needs of the sponsoring group yet minimize traffic control and the resulting safety and legal liability risks. For example, Downtown Bedford Inc. has changed its Christmas shopping promotion activity from a parade to a family fun day in the public squares that has proved to be extremely popular.

Thank you for your understanding.

We wish you safe and successful parades/events in the future.

Sincerely,

Jay Speicher  
Chairman, Borough of Bedford Parade Committee  
Coordinator, Bedford Borough Emergency Management