

**TOWN OF SUDBURY**

*Office of Select Board*

*www.sudbury.ma.us*

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776-1843  
978-639-3381  
Fax: 978-443-0756

Email: [SBadmin@sudbury.ma.us](mailto:SBadmin@sudbury.ma.us)

APPLICATION FOR A PARADE/PROCESSION PERMIT ON A PUBLIC WAY

**Selectmen’s Parade Policy** (approved 5/31/2011)

Except for a Military or Funeral Parade, no person shall form or conduct any parade in any public street, public sidewalk or public way within the Town without first obtaining a written permit from the Select Board. The Chief of Police, after conferring with the Fire Chief, will determine the appropriate public safety requirements for this parade and the cost of such special duty officers, if any required, will be borne by the applicant. The Town of Sudbury requires a Certificate of Insurance of no less than \$1,000,000, naming the Town as an additional insured. All cleanup from parade will be completed by the applicant within 8 hours after the stated ending time, or applicant will be billed for the Town’s cost to clean up, depending on size of the parade.

Organization Name \_\_\_\_\_

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

Organization Address \_\_\_\_\_

Name of contact person in charge \_\_\_\_\_

Telephone Number(s) of contact \_\_\_\_\_ (cell) \_\_\_\_\_

Email address \_\_\_\_\_

Date of event \_\_\_\_\_ Rain Date \_\_\_\_\_

Starting time \_\_\_\_\_ Ending time \_\_\_\_\_

Route of the parade and portion of the road requested to be used (please indicate on map and attach to this application) \_\_\_\_\_

Anticipated number of participants \_\_\_\_\_

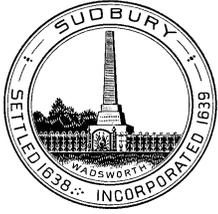
Number of vehicles \_\_\_\_\_ Type(s) of vehicles \_\_\_\_\_

Assembly area (enclose written permission of owner if private property to be used for assembly) \_\_\_\_\_

Any other important information regarding the parade/procession. \_\_\_\_\_

*The undersigned applicant agrees that the applicant and parade participants will conform to applicable laws, by-laws and regulations as well as any special requirement that may be made as a condition of the granting of the permit pursuant to this application. I/we agree to hold the Town of Sudbury harmless from any and all liability and will defend the Town of Sudbury in connection therewith.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



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### CONTINUED: APPLICATION FOR A PARADE/PROCESSION PERMIT...

#### Application Checklist:

- Application Form
- Map of Route
- Evidence of Certificate of Insurance (please see details above)

Please submit completed application and materials to:

Select Board's Office

278 Old Sudbury Rd.

Sudbury, MA 01776

Fax: 978-443-0756

Email: [sbadmin@sudbury.ma.us](mailto:sbadmin@sudbury.ma.us)