



Leawood Police Department Parade Permit Application

Thank you for your interest in hosting an event in Leawood. To schedule a run, walk, or parade please submit this application no less than 30 days before the event, with a \$25.00 check (payable to: City of Leawood), to:

Police Traffic Supervisor
Leawood Police Department
4201 Town Center Drive
Leawood, KS 66221

1) EVENT INFORMATION

Name of Event: _____

Date: _____ Assembly start time: _____ End time: _____

Road closure time: _____ Assembly point: _____

Estimated number of participants, vehicles, animals: _____

Temporary structures? (porta-potties, tents, etc.): _____

(Describe size, number)

2) ROUTE INFORMATION

Please list all streets/locations involved. If possible, please attach a map showing the proposed route and if the parade will occupy all or a portion of the width of the streets to be traversed. Any use of PRIVATE PROPERTY for this event (parking, staging, route, celebration, etc.) must be approved by the property owner/manager prior to application submission. List all properties and contact information of person granting permission.

NOTE: When planning your route, major intersections will be controlled by uniformed police officers with a patrol car at a cost of \$35/hour/officer with a 4 hour minimum.

Event planners will be responsible for the placement of cones marking the route as well as volunteers/workers to staff side streets / driveways that aren't closed off by cones. This can be done by the race organizers or an outside company. The Leawood Police Department does NOT provide cones.

3) APPLICANT INFORMATION

Name: _____

Mobile Phone: _____ Alt Phone: _____

Email address: _____

Address: _____

4) ORGANIZATIONAL INFORMATION

Name: _____

Address: _____

Phone: _____ Email: _____

Contact person (if different from applicant): _____

5) EVENT CONTACT PERSON (if different than applicant)

Name: _____

Address: _____

Phone: _____ Email: _____

As the undersigned applicant, I hereby attest that I have the authority to apply for the permit (for myself or for the above named organization) and that the above information is true and correct to the best of my knowledge and belief.

Applicant signature: _____ **Date:** _____

LEAWOOD POLICE USE ONLY

- Application received with application fee (check). Date: _____
 - Application checked with
 - Public Works Date: _____
 - Fire Department Date: _____
 - Neighborhood Services Date: _____
 - Parks / Rec Date: _____
 - Outside entities (shopping centers, etc.) contacted. Date: _____
 - Review by Chief of Police: **APPROVED** **REJECTED**
- Chief Signature: _____ Date: _____