



**CITY OF WAUKESHA**  
**CLERK TREASURER'S DEPARTMENT**  
 201 Delafield Street, Waukesha WI 53188  
 City Hall Room 104  
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[www.ci.waukesha.wi.us](http://www.ci.waukesha.wi.us)

**OFFICE USE ONLY!**

Clerk Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**PARADE PERMIT APPLICATION**

- Application must be submitted to the Clerk's Office no less than 5 business days before the date of proposed event.
- Any changes to the information provided must be updated as circumstances change.

**Applicant Information**

Applicant's Name \_\_\_\_\_

Organization/Business (if any) \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address (include city/zip) \_\_\_\_\_

**Parade Information**

Name of Parade \_\_\_\_\_ Repeat Event?  Yes  No

Event Website (if any) \_\_\_\_\_

Date of Parade \_\_\_\_\_

Parade Start Time \_\_\_\_\_ Parade End Time \_\_\_\_\_

Time you propose to close street \_\_\_\_\_ Time you propose to re-open street \_\_\_\_\_

Approximate number of vehicles to be in parade \_\_\_\_\_ Type(s) \_\_\_\_\_

Approximate number of animals to be in parade (if any) \_\_\_\_\_ Identify number of each type of animal:

Horses \_\_\_\_\_ Dogs \_\_\_\_\_ Other (please specify animal and #) \_\_\_\_\_

**PARADE ROUTE:** *Route along which parade will proceed, including the sidewalks or lanes of traffic it will occupy OR area of street to be closed. (Must attach map of proposed right-of-way closure and indicate use).*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**➔ Attach to this application a map of the parade route, proposed street closings and parade line-up.**

Approximate Number of people anticipated to attend \_\_\_\_\_ Estimate based on? \_\_\_\_\_

**Applicant Signature**

I hereby make an application for a Parade Permit as detailed above. I agree to abide by the requirements of all City of Waukesha ordinances and State laws.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY!**

Police \_\_\_\_\_  Fire \_\_\_\_\_  Engineering \_\_\_\_\_  Transit \_\_\_\_\_  WPRF \_\_\_\_\_  Attorney \_\_\_\_\_

Approved  Denied Clerk Processing Permit \_\_\_\_\_ Date \_\_\_\_\_