PARADE
PERMIT APPLICATION

Pursuant to Matthews Town Ordinance 101, a permit, issued by the Matthews Police Department, is required to conduct most parades upon public streets within the Town of Matthews. Applications must be submitted to the Matthews Police Department at least ten (10) days in advance of the event. The applicant/ organization shall be responsible for all town costs associated with the parade.

I. Applicant Information:

Full Name:	(Last)	(First)	(Middle)
Address:	(Street)	(City)	(State / Zip)
Telephone #s:			
Organization:	(Name)		(Phone)
(Address)		(URL)	

☐ Check here if indigent or, pursuant to ordinance, requesting a waiver of any fees & charges.

☐ Check here if parade is to be conducted on behalf of or for the benefit of a person / organization other than the applicant / applicant organization listed above, and attach notarized letter of authorization from the beneficiary.

II. Parade / Event Information:

Date / Times:	(Date)	(Start Time)	(End Time)
Address Points:	(Start)	(End)	(Approx. Distance)
Streets Affected:	(1)	(2)	(3)
(List All Requested).	(4)	(5)	(6)
Staging Location:	(Address)		(Owner's Permission?) ☐Y N☐

III. Participant Information:

Estimated number of participants expected: _____ (Persons) _____ (Vehicles) _____ (Other)

Make / Model / Color of Known Participating Vehicles: _____

_____ _____

_____ _____

Participating Point of Contact: _____ (Full Name) _____ (Cell Phone #)
(Must Carry Permit During Parade)

OFFICIAL USE ONLY

☐ The application is approved. A permit fee of $_____ is due upon receipt of the permit.

☐ The application is granted with the following conditions: _____

_____

_____

Final Approval: _____ (Rank / Name) _____ (Signature) _____ (Date)

For questions regarding form: Captain Roy Sisk / 704-847-4069 Police Records Office / 704-845-1973
Submission of application: ParadePermit@MatthewsPolice.org Fax: 704-845-5824