



www.provincetown-ma.gov
selectmen@provincetown-ma.gov
508.487.7003

Provincetown Town Hall
260 Commercial Street
Provincetown, MA 02657

Board of Selectmen

Parade Permit Application and Procedures

You may obtain the Parade Permit from the Board of Selectmen's office anytime during business hours on Monday through Thursday from 8 am to 5 pm or on line at www.provincetown-ma.gov.

Your parade/event route must be indicated on the map provided, as well as in writing. You may either use the special conditions section to type your map route or type it on page 4 at the top of the map or attach a separate sheet. Note that the application must be returned to the Board of Selectmen's Secretary **6 weeks prior to the date of your event.**

The Board of Selectmen's meetings are held the 2nd and 4th Monday's of every month. So, please plan your event *well in advance*.

Note: Events with amplified sound, entertainment, alcohol or food service MUST also get Licensing Board approvals (487-7000 ext. 535) ahobart@provincetown-ma.gov. Noise Bylaw Waiver requests must be submitted 60 days prior to the event.

1. BOS Secretary sends completed application to Licensing, Public Works, Parking and Police Departments for review and recommended conditions.
2. Licensing, Public Works, and Parking will forward comments with recommended conditions, if any, to both the Chief of Police and BOS Secretary within five (5) days of receipt.
2. BOS Secretary schedules a meeting with the Board of Selectmen for review and consideration.
3. After Board of Selectmen's approval/denial the applicant is notified either via phone or email and the original permit is sent back to the Police Department to be kept on file.

Please feel free to call the Board of Selectmen's office if you require any further assistance.

Email or Fax your application to:
Secretary to Board of Selectmen
508-487-7003 Fax: 508-487-9560
Email: selectmen@provincetown-ma.gov

Parade Permit Application

Application must be submitted to the Board of Selectmen's office at least six weeks prior to the date of your event.

Applicant's Name / Organization: _____

Address: _____ City/Town: _____ State: _____ Zip Code: _____

Individual Responsible: Name: _____

Email: _____ Phone: _____

Applicant is: Private Individual Business Non-Profit Corp

Name of Parade/Event: _____

Description: _____

Date of Parade/Event: _____ Rain Date (if any): _____

Schedule: Start Time: _____ Finish Time: _____

Number of Marchers: _____ Number of Vehicles: _____

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

Signature of Applicant: _____ Date: _____

Note: Use the attached map, highlight and provide a written plan of event route including assembly and disassembly locations, special features or events as well as stopping locations if any are requested.

For Office Use Only

Public Safety Official	Approve	Disapprove	Date
Police Chief			
Fire Chief			
Director of Public Works			
Licensing Department			
Parking Department			
Emergency Manager			

Comments: Recommended conditions, if any, should be forwarded by email within five (5) days of receipt to both jgolden@provincetown-ma.gov and selectmen@provincetown-ma.gov .



TOWN OF PROVINCETOWN
260 Commercial Street, Provincetown MA 02657
Phone: 508 487-7003 Fax: 508 487-0032

PARADE PERMIT

Conditions of Approval

Name of Parade/Event: _____

CONDITIONS and REQUIREMENTS

It is the obligation of applicants, organization(s) and responsible individuals to assure that their parade(s)/event(s) is (are) orderly. **Unless specifically authorized**, there will be no parades held during the hours of darkness and no stopping of the parade to advertise or perform.

All parades will be assigned and will follow a police cruiser on the approved route. If the Chief of Police deems it necessary to assign additional officers as part of the parade permit, then the cost of such special duty officers will be borne by the applicant.

Any violation of applicable laws, by-laws, regulations, the above requirements, and/or special requirements made a condition of the granting of a Parade Permit will be grounds for immediate revocation of the Parade Permit, prosecution, and denial of future parade permissions.

PARADE/EVENT ROUTE. SPECIAL CONDITIONS. (Please PRINT or TYPE and allow margin space)

Police Chief may attach additional conditions.

APPROVALS

Chief of Police

Date: _____

Chairman, Board of Selectmen

Selectman

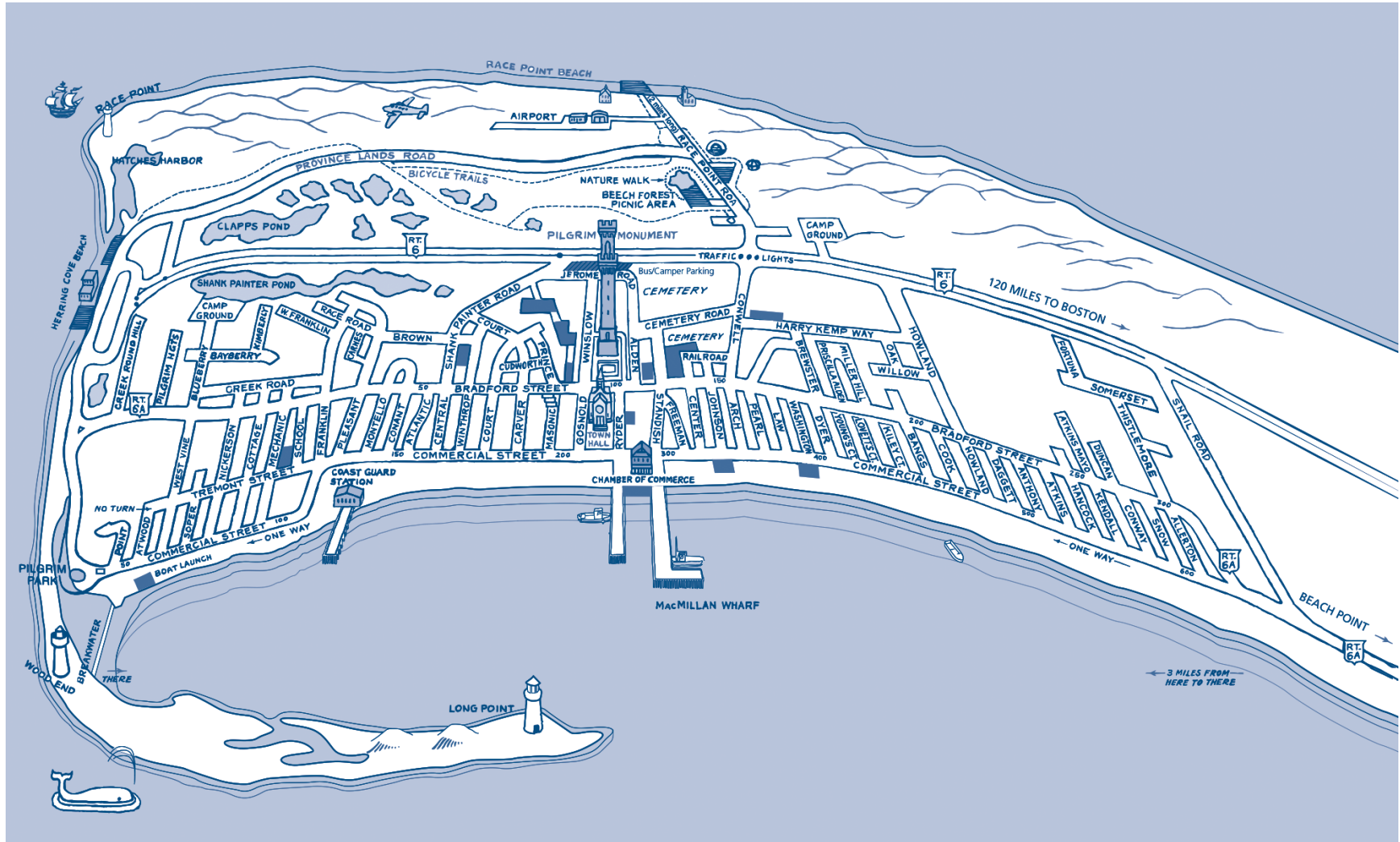
Selectman

Selectman

Selectman

Date: _____

Please highlight your Parade Route on this Map. If any questions, please contact the Select Board's office at 508-487-7003



© 2017 Provincetown Chamber of Commerce Map ~ created by Provincetown artist Jackson Lambert