



CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

Parade/Public Assembly Permit Application

City of Syracuse Department of Police

Ordinance Chapter 16 Article 10 Section 16-35

Requesting Organization:	Name of Applicant:
Address:	Address:
Business Phone:	Business Phone:
Home Phone:	Home Phone:
Email:	Email:

Date of Application: _____ Reason/Purpose of Application: _____

Parade Application:

Formation Location: _____ Dispersal Location: _____

Day/Date: _____ Start Time: _____ Finish Time: _____

Parade Route: _____

Sound System? (Circle one) Yes / No Estimated Number of Participants: _____

Number of Motor Vehicles (see requirements on next page): _____

Public Assembly Application:

Explain the Public Assembly (concert, protest, demonstration, etc.): _____

Date(s) of Assembly: _____ Start Time: _____ Finish Time: _____

Location: _____

Expected Number of Participants: _____

Sound System? (Circle one) Yes / No Speakers, Names: _____

Date of Issuance: _____

Special Events Section: _____

Support Services Bureau Deputy Chief: _____

Police Stipulations

If Box is checked, see attached sheet.



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Notice to Parade/Public Assembly Applicants

Overview: The Syracuse Police Department (SPD) requires the Parade/Public Assembly Permit Application to determine the scope of private security required for your event based on the factors outlined below. The City and SPD reserve the right to require police officers at a parade/public assembly, or a combination of private security guards and police officers, if the event has security or safety requirements that exceed the scope, scale, and capability of private security companies and guards. In most cases, police officers will be necessary if the event requires road closures, such as a parade.

Determination of Officer Requirement:

The number of police officers assigned to an event, if any, will be determined by SPD after an evaluation of the following factors:

1. The size of the event (number of participants, vendors, vehicles, attendees, or any other involved entity. Generally, for events with 200 participants or more, one police officer may be required for every 100 attendees, and every three police officers will require an additional supervisory officer.
2. The level of usage of the public right-of-way that gets approved for the event.
3. The presence of an alcohol waiver for the event.
4. The need for security given the type of the event. For example, a community block party may not require security guards or police officers. A parade or procession requiring the closure of multiple city streets, or the filming of a movie which closes streets or uses a significant portion of a park, will likely require police officers.

Costs for Services:

- There will not be a charge for services if SPD determines that routine patrol functions are sufficient. If SPD determines additional police officers are required, a cost for services will be provided.
- SPD's Special Events Section will review the police deployment and associated costs with the applicant by telephone or an in-person meeting before the permit is issued.
- The applicant will be provided with an invoice indicating the reason why officers are required, the number of officers, and estimated total cost of police presence before the permit is issued. The expense for each officer will be based on the current hourly overtime rate.
- The final number of required police officers will be approved by SPD and can be adjusted if needed.
 - If SPD increases the proposed number of required police officers, payment by the applicant for the increase will not be required (assuming the applicant has not altered the application).
 - If the invoice increases due to SPD's overtime rate, the applicant will be required to pay that cost. For this reason, the invoice will provide applicants with the best estimate of required services.
- The applicant and/or event organizer will be required to reimburse SPD for officer deployment associated with the event within 30 days of receiving the invoice for services rendered.



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Vehicle Participation:

- Any motor vehicle participating in any parade/public assembly must meet all New York State Vehicle & Traffic rules and regulations, including a valid registration, current insurance coverage, and current NYS Inspection.
- Each vehicle must be operated legally and safely by a driver licensed to operate the type of motor vehicle involved.
- Proof of this requirement must be available for all vehicles and all drivers at the time of the event and must be produced if requested by an SPD officer. Any motor vehicle or driver who does not have such proof on the day of the event will not be allowed to participate in the event.

Search Requirements:

The City of Syracuse may require the search of participants and their belongings prior to entry into an event and may determine it is a necessary condition before approving the Parade/Public Assembly Permit. Any search requirement will be discussed with the applicant in advance to ensure the safety of all participants and the public. This requirement applies to the following:

- If the event is one requiring elevated high security, such as the presence of a public figure or other dignitary.
- If the event is held within an enclosed space where the normal course of business requires it (i.e. City Hall).

Rules and Regulations:

The Parade/Public Assembly Permit can be revoked due to emergency conditions that may arise before or during the event for which it is granted, or for violating any of the following regulations:

1. The applicant must carry a copy of this permit on them during the event and will be the designated contact person to police officers for the transmission of messages or directions to all persons attending the event. If the applicant is not in attendance, then another authorized individual must carry the permit and make their role known to police officers on the scene.
2. All event attendees must obey the lawful commands of any police officer and conduct themselves in a lawful manner.
3. Parades or processions must proceed at a constant pace and not be stopped unless approved or given direction by the Police.
4. All groups in a parade or procession must remain near each other and not step out of line to perform independent maneuvers.
5. The normal flow of traffic must not be deterred except in instances where a police officer so directs or orders.
6. If the actual number of participants exceeds the estimated maximum number of participants and SPD determines the assigned police coverage is not adequate to provide a safe environment for the participants or the public in general, the event may be delayed or cancelled.
7. The applicant and the sponsoring organization understand that each person present at the event or seeking entry to the event is prohibited from transporting, selling, using, possessing, or facilitating the possession of any weapon prohibited and defined by New York law (NY Penal Law, Articles 265 and 270) and Federal law (18 USC § 922(a)(3); 18 USC § 922; and 18 USC § 930(g)(2)).
8. SPD will determine if the parade/public assembly requires the closure of the entire street, half the street, or no closure of the street. Participants may be directed to use the sidewalk, based on the day of the week, time of day, and participant's safety.
9. Two events will not be allowed to use the same route/assembly location without written permission of both requesting organizations and the approval of SPD.



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I, _____, understand and agree to comply with all requirements listed above:
Print Name

Signature: _____ Date: _____

Contact Information:

Name: _____ Title: _____

Address: _____

Phone (Daytime): _____ Phone (Other): _____

Email: _____