



KCMO Public Works Department  
414 E 12<sup>th</sup> Street, City Hall, 5<sup>th</sup> Floor  
Kansas City, MO 64106  
816-513-2646

## Parade Permit Instructions & Requirements

### Application Review Process:

We will review your application with the following agencies regarding the impact of your proposed event on facilities, equipment and personnel under their jurisdiction:

1. Police Department - Kevin Gooch, phone: 816-329-0911
2. Area Transportation Authority - Jessie Ward, phone: 816-346-0246
3. Parks & Recreation Department Marketing/Events Administrator
4. Convention & Entertainment Centers Dept - Julie Rischer, phone: 513-5265
5. Downtown Council of Kansas City (Ann Robertson, phone: 816-421-1539
6. Other agencies which may be affected, may also be consulted:
  - Missouri Department of Transportation - Vernon Koch: 607-2190
  - Crown Center - Jason Blonde, phone: 391-4407 fax: 391-4477
  - JC Nichols Plaza - Brad Drees, phone: 561-3456 fax: 960-6284

### Requirements:

**Certificate of Insurance** – Submit with the application an original Certificate of Insurance as evidence that the Sponsor Organization has and will maintain during this event General Liability insurance in an amount not less than one million dollars combined single limit per occurrence, and two million aggregate, written on a an occurrence basis, issued by a surety which is licensed to do business in the State of Missouri.

The Certificate of Insurance must:

- 1) Name as both an Additional Insured and as Certificate Holder the “City of Kansas City, Missouri, 414 East 12th Street, 5th Floor, Kansas City, Missouri 64106”;
- 2) Contain a cancellation clause stating that the issuing company will mail 30 days (less is acceptable) written notice to the City in the event the policy is cancelled before expiring (delete the words “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives”)
- 3) Include the name of the event in the “Description of Operation” section.

**Proof of Cleanup Agreement** – Upload with the application a statement on Sponsor Organization letterhead attesting to the manner in which cleanup along the entire route will be accomplished (also acceptable is an executed copy of your cleanup agreement with a third party). Applicant and Sponsor Organization are responsible for cleanup and shall remove trash and litter resulting from this event from the streets, sidewalks, and public ways. Failure to properly cleanup will jeopardize future permit privileges.

**Notification of Adjacent Property Owners** – Upload letter certifying that the applicant or sponsoring organization have, not less than five (5) business days prior to the proposed event, notified in writing all owners or managers of property adjacent to the proposed parade route, to include: 1) name of event: 2) name of Sponsor Organization, mailing address, and telephone number: 3) date of event: 4) starting and ending times: and 5) detailed route description. We also require that you provide our office with a list of all the addresses along the proposed parade route that were notified.

**Proof of Publication** – Not less than ten (10) days prior to the proposed event, the Applicant/Sponsor Organization shall upload a certified statement of publication which has been signed and notarized by a newspaper periodical published in Kansas City, Missouri, attesting that the following has been published in said newspaper periodical which has been distributed in the community in which the planned event will be conducted.

- 1) Name of event
- 2) Name of Sponsor Organization, mailing address, and telephone number
- 3) Date of event
- 4) Starting and ending times
- 5) Detailed route description

**Police Department** – Applicant must contact KC Police Department Streets and Traffic Division, Officer Kevin Gooch, via phone: 816-329-0911 or email [kevin.gooch@kcpd.org](mailto:kevin.gooch@kcpd.org), to schedule and pay for law enforcement officer parade escort and traffic control assistance. Police escort determines parade speed, a continuous forward movement must be maintained, and participants shall disperse promptly at the end of the approved route.

**Possession and Exhibition of Permit** – The permit for the procession or parade shall be in the possession of the applicant or a representative of the applicant during the parade or procession and shall be presented, on request, to any officer of the police department at any time prior to or during the parade or procession.

**Parade Fee** – \$100.00

Make checks payable to: City of Kansas City, Missouri.

Fees are refundable if the permit is not issued.