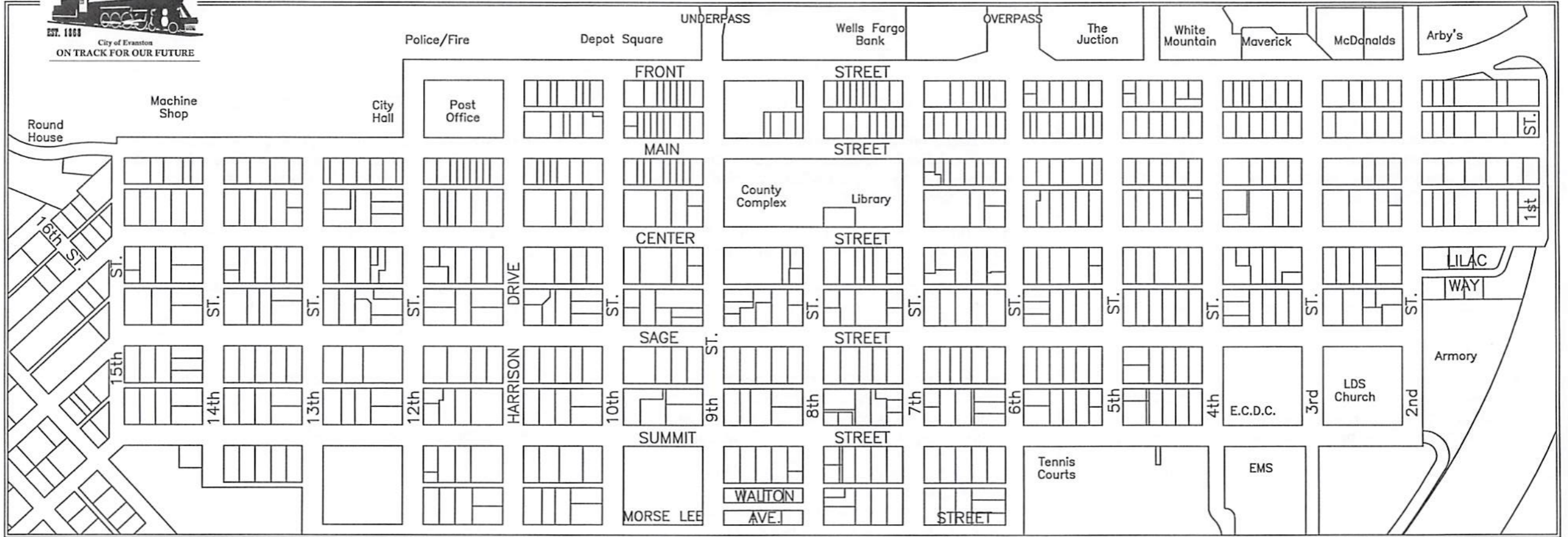




# Evanston Parade Route/Street Closure/Open Container Request



Event Sponsor: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Parade Line Up Time: \_\_\_\_\_

Telephone: \_\_\_\_\_

Parade Start Time: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Closure/Open Container Start Time: \_\_\_\_\_

Council Mtg Date: \_\_\_\_\_

Street Closure/Open Container End Time: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Approved: \_\_\_\_\_  
Police Department

Approved: \_\_\_\_\_  
Public Works

Approved: \_\_\_\_\_  
Kent H. Williams, Mayor

Approved: \_\_\_\_\_  
Amy L. Grenfell, City Clerk

### Parade Guidelines

- The Evanston City Council requires that a representative appear before the City Council at a regularly scheduled meeting to present information regarding the parade.
- This form is due to City Hall the Friday before you are to appear before the Evanston City Council.
- The parade representative will need to contact the Evanston Police Department and review the request for the parade prior to appearing before the Evanston City Council.
- If barricades are needed for the parade, the representative will need to contact the Public Works Department (Oop Hansen) to arrange for the barricades prior to appearing before the Evanston City Council.
- All parades will begin at the time stated on the form.
- It is very important that parade participants stay together during the parade. Long pauses between participants can cause safety issues.
- No parades will begin from the Third Street intersection.

I have read and understand these guidelines:

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Parade Representative

### Street Closure Guidelines

- The Evanston City Council requires that a representative from the event appear before the City Council at a regularly scheduled meeting to present information regarding the street closure.
- This form is due to City Hall the Friday before you are to appear before the Evanston City Council.
- The event representative will need to contact the Evanston Police Department and review the request for the closure prior to appearing before the Evanston City Council.
- The event representative will also need to contact the Evanston Public Works Department (Oop Hansen) and arrange to have barricades for the street closure prior to appearing before the Evanston City Council.
- Front Street closures require approval from the Wyoming Department of Transportation. This process may take up to 90 days for approval, and may require liability coverage. Applications are available at City Hall.

I have read and understand these guidelines:

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Event Representative

### Open Container Guidelines

- The Evanston City Council requires that a representative appear before the City Council at a regularly scheduled meeting to present information regarding the open container request.
- This form is due to City Hall the Friday before you are to appear before the Evanston City Council.
- The event representative will need to contact the Evanston Police Department and review the request for open container prior to appearing before the Evanston City Council.
- All drinks must be contained in plastic containers or cans.

I have read and understand these guidelines:

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Event Representative