



POLICE DEPARTMENT

Parade Permit Application Checklist

Thank you for expressing interest conducting your event in the City of Greenville. It is our goal to assist you with planning an event that will be both successful and safe for all participants. Below are a few things to consider while completing your application:

*Parade Permit Applications can be obtained in the Greenville Police Department Records Unit Monday-Friday between 9:00 a.m. and 4:30 p.m.

*A non-refundable application fee of \$50.00 must be paid at the Greenville Police Department Records Unit located inside the police department at 500 S. Greene Street. Checks or money orders should be made payable to the City of Greenville. The fee is required for each application.

*Types of events requiring a Parade Permit include, but may not be limited to:

- Traditional parades
- Organized walks which will occupy a portion of the roadway
- Foot or bicycle races and other types of runs which will occupy a portion of the roadway
- Motorcycle or car charity rides

*Applicants will be required to list the route they wish to use for their event. Please include step-by-step directions and a map of your route. However, the Greenville Police Department shall have the final authority in determining the route.

* The Greenville Police Department Logistics Division will inform the applicant of the fees associated with the assignment of officers and vehicles for the event.

*Applicants will be required to hire off-duty Greenville Police Officers to work events requiring a parade permit based on the type of event. Applicants will be required to pay a fee of \$37.75 per hour for each officer assigned, minimum of three hours, and a fee of \$25 per vehicle prior to the date of the event. The vehicle fee is paid to the City of Greenville via the Records unit. The off-duty will be handled by a 3rd party vendor, Extra Duty Solutions. You can contact them at 252-481-8810 or GreenvilleNC@ExtraDutySolutions.com to make payment. Applicant will be required to sign an Off-Duty Contract provided by Extra Duty Solutions. **All payments must be received prior to the event.**

*The Greenville Police Department reserves the right to deny Parade Permit Applications if staffing is unavailable. If you have questions about a particular date, please contact the Greenville Police Department Logistics Division prior to submitting your Parade Permit Application.

*Once your application has been approved, you will be contacted and advised to pick up a copy of your permit at the Greenville Police Department Records window. This is located in the front lobby of the Greenville Police Department and is open Monday-Friday from 9:00 a.m. until 4:30 p.m.

Any questions relating to this application process should be directed to the Logistics Division Commander at (252) 329-4101.