



City of Richland Center
450 S. Main Street
Richland Center, WI 53581
608-647-3466

PARADE PERMIT APPLICATION
Municipal Code Chapter 243

Received 08/25/26

Parade Information

Parade Date 10/03/26 Start Time 7:30pm End Time 9:00pm Estimated number of units 65
Parade Name Canyon of Lights Parade Parade Sponsor City of Richland Center
Will there be any animal units? ☐ Yes ☒ No (if yes, owners are responsible for removal and disposal of waste)
Location of Parade Assembly Richland Hospital and Clinics Employee Parking lot; and E 3rd Street from Park St to N Pearl St
Location of Parade Disassembly Disassemble after finishing in the RCH&C Employee Parking lot.
Parade Route Starting at 3rd St and Park, down 3rd to Central Ave, Turn on Central Ave down to Court St, left on Court Street,
Court Street to Park Street, left on Park Street then back down Park to 3rd Street and the RCH&C Employee Parking lot.
Special parking or street closures required Block N Park St at 2nd St, Block 2nd Street at Church,
Block 3rd St at Church up to Cedar
Insurance Carrier City of Richland Center Insurance, this is a city event Policy Number _____
Surety Bond Amount \$ _____

Applicant Information

Principal Contact Marty Richards
Phone (608) 630-2452 Email marty.richards@richlandcenterwi.gov
Alternate Contact _____
Phone _____ Email _____

By applying for this parade permit, the above names organization, and its agents and officers, hereby agree to hold the City of Richland Center harmless, and indemnify the City of Richland Center, for any and all claims, damages, losses, or injuries, of any nature whatsoever, occurring during, before, or after the parade, and USER agrees to forever release and discharge the City of Richland Center, and its heirs, successors, and assigns, as well as its agents and employees, and all other person who are or might be liable, from any and all claims occurring as a result of the issuance of this parade permit.

Authorized Agent of the Organization: *Marty Richards* Date: 08/25/26

Internal Use Only

Public Works Review Determination **DENIED** **APPROVED**

Director of Public Works _____ Date _____

Police Department Review Determination **DENIED** **APPROVED**

Chief of Police _____ Date _____

If approved, date approval was ☐ emailed ☐ mailed _____

☐ Courtesy email to Fire Department ☐ Courtesy email to EMS

City Clerk/Treasurer/ Deputy Clerk _____

Please highlight parade route on the map

