



## **City of Traverse City Street Use Permit – Non-Major Event**

Pursuant to Section 1020.05 of the Codified Ordinances of the City of Traverse City, Michigan, the following streets are hereby permitted to be utilized as outlined in the attached application on:

**Saturday March 15, 2025 from 1:30 PM – 2:30 PM**

**Streets: Boardman Avenue, Front Street, Union Street, State Street  
(rolling closure only)**

**Event Name: St. Patrick's Day Parade**

**Event Organizer: Ancient Order of Hibernians (Richard P. Carroll applicant)**

Shall have use and supervisory authority over said streets on the date and during the time period above indicated subject to the following terms and conditions:

1. The applicant shall furnish to the City Clerk's office a Certificate of Insurance for Comprehensive General Liability in the amount of \$1 million per occurrence naming the City of Traverse City as additional insured. If alcohol is being served, the applicant shall furnish to the City Clerk's office a Certificate of Insurance for liquor liability in the amount of \$1 million per occurrence naming the City of Traverse City as additional insured.
2. The applicant shall be liable for all damages both to property and person and shall defend, indemnify and hold harmless the City, its officers, agents, and employees from any and all claims, liabilities, losses, damages, actual attorney fees, and settlement expenses resulting or arising out of or in connection with the performance of the act for which this permit is issued. The obligations to defend, indemnify and hold harmless shall exclude only those matters in which the claim arises out of allegations of the sole negligence or act of the City, its officers, agents or employees.

3. The applicant shall reimburse the City for expenses such as police, fire, streets, and others as agreed upon between the City and the applicant and will be billed accordingly.
4. The applicant shall maintain a 20' wide center lane (10' on both sides of the center line) for emergency vehicles.
5. The application is attached hereto and made a part of this permit. In the event that any term, clause or provision of this Permit conflicts with any term, clause or provision contained in any attachments hereto, this Permit's terms shall prevail.
6. The applicant is responsible for any cleanup following this event and any damage done to City property and will be billed accordingly.
7. The applicant shall provide watchmen and flagmen as may be necessary for the safety and convenience of the public and shall furnish all barricades, signs and lights necessary to protect the public and/or such additional barricades, signs and lights as required per part VI of the current Michigan Manual of Uniform Traffic Control Devices (MMUTCD).
8. The rights granted by this permit are revocable at the will of the City of Traverse City, and the applicant waives any right to claim damages or compensation in the event that this permit is revoked.
9. The tent/canopy membrane material shall be on-combustible, flame resistant or treated in an approved manner in accordance with the State Building Code. On-site inspection may be required by the Fire Marshal; it is the responsibility of the Permit Holder to arrange such inspection at least seven days prior to the event.
10. This permit may not be transferred or assigned.

Date: 03/04/2025

Issued by: \_\_\_\_\_

  
Benjamin Marentette, City Clerk

Permit prepared by: Kristen Messner

**City of Traverse City**  
**Application for Street Use Permit:**  
**Non-Major Event**



Please complete this application to either: completely close a City street for residential events being conducted by & for residents (such as neighborhood block parties); or for use of a street where a street use, with no street closure, is requested (such as bike or running races).

*\*Your request is not approved until you receive a Street Use Permit from the City Clerk's office\**

Name of your event: St. Patrick's Day Parade

Sponsoring group/organization/neighborhood: ANCIENT ORDER of HIBERNIANS (AOH)

Date of event: MARCH 15, 2025 Time of event: 1:30 to 2:30 p.m.

Total duration of event, including set-up & tear down: ONE-hour

Please write below (or attach) a brief narrative describing your event, including the number of anticipated participants, total duration including set-up & tear-down, etc.

Approximately 150 PERSONS walking and riding in  
VEHICLES and floats, celebrating their Irish  
HERITAGE and their patron saint, St. Patrick.

Applicant or Primary Contact Name: Richard Carroll

Email: ricolawplc@gmail.com Phone: 231 357-2259

Emergency Contact Name: JULIE BREITHAUP

Email: julesintc36@yahoo.com Phone: 231-632-1213

Are you requesting a street closure? YES ☒ NO

If you indicate YES, and the street closure is **not** for a residential purpose (such as a block party), stop and complete the *Application for Street use Permit – Major Event*.

Will you need City street barricades? YES ☒ NO If yes, how many? \_\_\_\_\_

Please note: Two barricades are needed at each intersection where a street closure occurs. For City barricades contact Chris Weber, Streets Superintendent at 922-4900, extension 112.

Application for Street Use Permit - Non-Major Event

Please attach a map showing the section(s) that will be closed. Each barricade on the outside, facing on-coming traffic, with 2 motor vehicles pulled across the road providing a road-block on the inside. Make sure barricades & motor vehicles are clearly marked.

Include a written description here:

SEE Attachment

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The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the ordinances of the City of Traverse City relative to the operation, service or act for which the permit is requested, and agrees to hold the City of Traverse City free and harmless from all liability which may be imposed upon it, to reimburse the City of Traverse City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued. The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Authorized Applicant Representative:

Richard P. Carroll  
Signature

RICHARD P. CARROLL  
Printed Name

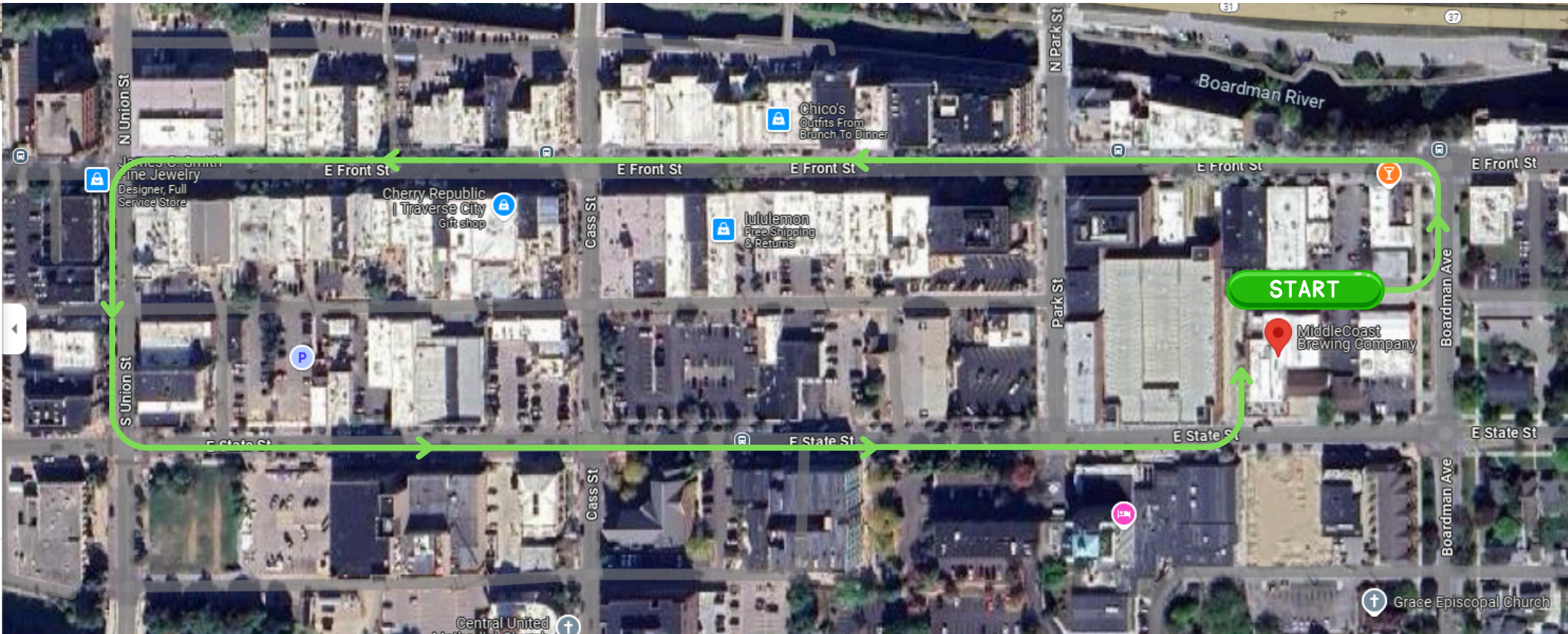
01/13/2025  
Date

Please note:

- The applicant shall provide watchmen and flagmen as may be necessary for the safety and convenience of the public and shall furnish all barricades, signs and lights necessary to protect the public and/or such additional barricades, signs and lights as required per part VI of the current Michigan Manual of Uniform Traffic Control Devices (MMUTCD).
- A representative from the City Clerk's Office will contact you to provide you with your approved permit; or if not approved, will contact you to discuss.



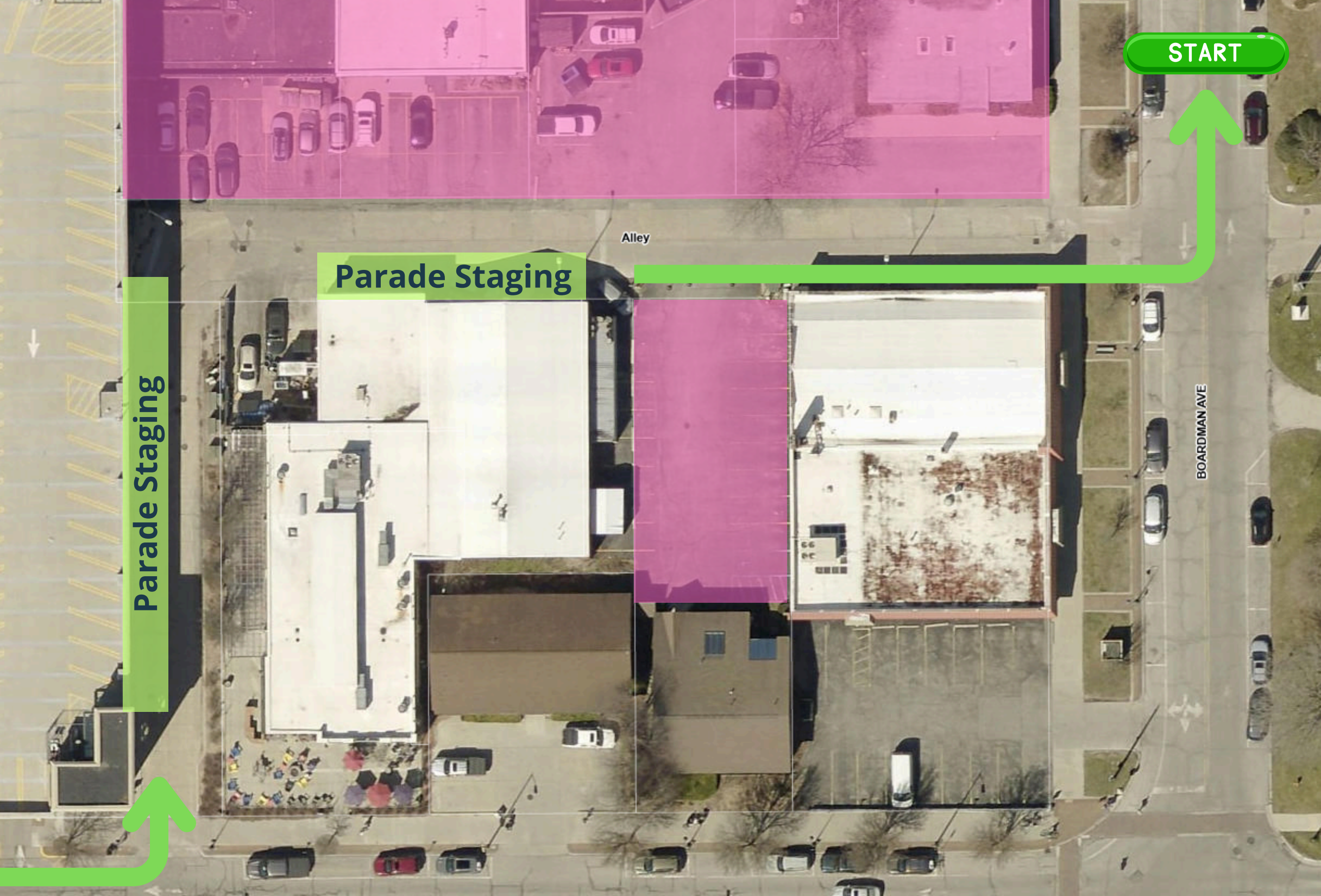
# St. Patrick's Day Parade Route 2025



**The parade will stage in the Middle Coast Brewing lot, and go counter clockwise around the 300, 200 & 100 blocks:**

Start at Middle Coast > Boardman Ave. (north) > Front St. (west) > Union St. (south) > State St. (east) > return to Middle Coast





START

Parade Staging

Parade Staging

Alley

BOARDMAN AVE