

FIESTAS PATRIAS PARADE REQUEST FOR CITY ASSISTANCE

POLICE DEPARTMENT

- Lead and end squads
- Assist with street closures as in previous years and as deemed necessary by APD

STREET DEPARTMENT

- The Street Department will receive a detailed barricade map
- Removal of all crosswalk signs along the route
- Sweep the parade route during third shift on September 17th

ELECTRICAL DEPARTMENT

- Access to electrical in front of the Art & History Center for the reviewing stand, no later than 8:00 am on Sunday, September 17th.

MVPS

- Reserve three adjoining parking spaces at the Stolp Island Parking (SIP) Deck for delivery of golf carts no later than 8:00 am on Friday, September 15th
- Free parking at the SIP deck on September 17 from 8:00 am to 2:00 pm. Signage to be provided by MVPS

DOWNTOWN MAINTENANCE

Deliver to Special Events on Friday, September 15th:

- 2 tents with weights
- 2 tables
- 30 chairs

General

- Placement of No Parking Signage at the First Midwest Building if necessary

WATER & SEWER

- Fire hydrant faucet hook-up required at the southwest corner of River & Benton by 9:00 am on September 17th if horse units are in the parade. Notification will be made week prior if this is needed.

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SPECIAL EVENTS

- Use of radios, golf carts, clipboards, banners, poles, flags, No Parking signage, cardboard trash containers and liners.
- Special Event staff to assist day of parade with logistics and step off

ADDITIONAL COORDINATION WITH ALL AFFECTED DEPARTMENTS AND DIVISIONS AS NECESSARY

Organizers and volunteers are responsible for the following:

- Place no parking signs on all light poles along parade route (detailed locations will be sent by Special Events)
- Signage to be placed at entrances and exits of SIP stating “No entrance or exit during the Fiestas Patrias Parade” on Friday, September 15th (pick up signage from Special Events)
- Set up and tear down of all equipment at staging and reviewing stand areas
- Close intersections by 10:45 am: Benton & River; Benton at Broadway; Broadway at Downer
- Close and open all streets at specific times per APD
- Distribution of Street Closure Notice to all affected businesses along the route and posting it in the elevator and hallways of multi-tenant buildings
- Close intersections at 10:45 am: Broadway and Downer and Downer and Stolp
- Ordering of portable Toilets at staging and near the stage at Downer
- Traffic assistance – Route Marshals- Parade Marshals
- Remove “No Parking” signs along the route immediately after parade
- Return all items to Special Events immediately after the parade
- Any other items deemed necessary by the City of Aurora