

2013 Holiday Parade Application

The City of Charleston invites you to join the Holiday Parade on Sunday, December 1st, 2013. We welcome local schools, community groups, and regional businesses to demonstrate their holiday spirit through their own holiday theme. Each application will be reviewed by a committee who will select the most appropriate entries for the parade. Completing an application to participate in the parade does not guarantee selection. Completed applications must be submitted by 5:00 PM on October 18th, 2013. Selected participants will be notified of their application and receive a parade information packet starting October 25th. Parade will start promptly at 2:00 PM on December 1st.

Please complete the application and attach additional information, pages, and photos as needed. Incomplete applications will not be accepted.

Section 1 – Applicant			
Organization/Entry Name:			
Point of Contact Name:			
Address:			
Primary Number:			
Describe your organization:			
Section 2 – Entry Description			
Entry Type (mark all that apply): □Float	☐ Car ☐ Pickup Truck	□Walkers □ Dancers	□Band
Will your entry play music? \square No \square Yes,	describe:		
Provide a detailed description of your entry	and costumes (attach addition	onal page if needed):	
Type of vehicle and/or trailer and their leng	ths:		
Number of Adults participating:	Number of Under 18 partic	ipating:	

Entry Design: Please attach a separate page (or attachment by email) that represents your entry. This may be in the form of photograph(s), diagrams, or other visual information that will provide an accurate representation of your entry. Due to the high volume of interest in the parade only a limited number of entries will be selected. The Parade Committee is looking for entries that reflect the holiday theme. Only the most artistic and inventive applicants will be selected. Remember to be imaginative and incorporate lights, music and/or motion to your entry.

1. General Parade Guidelines

- a) All applications received by the published deadline will be reviewed by the Parade Committee. Selected participants will receive additional information regarding the parade times, routes, and staging. Submitting an application to participate does not guarantee acceptance.
- b) The City of Charleston reserves the right to accept or deny any entry application.
- c) All participants must be willing and able to follow the full route of the parade. The parade route, from staging to dispersal, is approximately 1.5 miles.
- d) Parade officials may cancel the event, at their discretion, due to severe weather or other emergencies.
- e) Groups must be dressed in uniform, costume or complementary attire (i.e. same color/style shirts, hats, etc.) that reflects the holiday spirit.
- f) Parade applicants are responsible for advising group participants of parade guidelines and rules.
- g) Santa Claus is our featured guest this year. Parade participants, floats, or entries may not use a live Santa Claus or a representation of Santa Claus.
- h) Pyrotechnics, flame or fire effects, or similar shall not be utilized.
- i) Fuel fired generators shall not be refueled during the event and floats will not carry additional fuel. Floats utilizing a generator must carry a 10lb ABC fire extinguisher.
- j) In keeping with the spirit of the holidays, we discourage any entries that strive to make a controversial or political statement.
- k) Candy or other items may not be thrown from vehicles or any other entry. Candy may be handed out by walkers who remain along the outer edge of the parade route.
- 1) This is a family event; therefore, participants may not act in a lewd manner or present lewd material nor dress inappropriately.
- m) There shall be at least one adult (18 years and older) supervising no more than 10 children under the age 18 in each entry.
- n) All entries will be reviewed prior to the start of the parade. Entries that fail to meet the intent of the parade or follow the parade rules will not be allowed to participate.
- o) All entrants and participants shall obey orders given by City staff and parade organizers.

2. Driver & Automobile Guidelines

- a) The driver of the vehicle should be at least 18 years of age, possess a valid driver's license and proof of current automobile insurance. This will include entries and support vehicles such as golf carts, miniature cars, motorcycles and any other motorized vehicle. All vehicles will adhere to all applicable safe vehicle operations and will be subject to citation for unlawful and unsafe acts.
- b) Drivers are responsible for maintaining control of their vehicle. Do not tailgate or leave gaps. Keep about four car lengths between each entry at all times.
- c) Floats and vehicles may acknowledge their sponsors with poster, banners, or similar. Entries deemed to be advertising or promotional only in nature and fail to promote a Holiday theme may not be allowed to participate.
- d) Signage and decorations shall not obstruct the driver's ability to safely operate the vehicle.

3. Pet & Animal Guidelines

- a) Intention to use live animals must be stated in your description of entry.
- b) All pets and animals must be properly restrained by leash or harness.
- Participants will be responsible for cleaning up pet or animal accidents that occur along the parade route and surrounding areas.

Section 4 – Acknowledgement and Hold Harmless

By signing below, I, as the Applicant, acknowledge that I am either the person responsible for or am an authorized agent for the organization responsible with full authority to bind the organization for the legal requirements contained herein. I, as Applicant, do hereby release and discharge the City of Charleston from any and all liability for loss or damage to persons, including death, property and merchandise used by the Applicant in the operation of the parade due to theft, fire, storm, flood and damages through any force of nature or otherwise, including but not limited to the damage(s) and liabilities set forth below. I further understand that if I, as Applicant, am permitted to participate in the parade ("Permittee"), all legal obligations contained herein shall be binding upon me or my organization, as applicable, with full authority to bind me or my organization for all the legal requirements contained herein.

As a participant in the parade, I recognize that there are certain risks of physical injury, death and/or property damage associated therewith, and I or my organization, as applicable, agree to assume all risk and responsibility for all personal injuries, including loss of life, property damage and expenses and costs, including attorney's fees, that may be sustained or which may be caused by the Applicant or by persons under the control of the Applicant while participating in any and all activities associated with the parade. As Applicant, I or my organization, as applicable, agree to indemnify, hold harmless and defend the City of Charleston and its officers, agents, servants and employees from any and all claims and demands, including any damages, judgments, costs and attorney's fees arising out of, connected with, or any way associated with any parade activity which arises out of my or any person under my or my organization's control, as applicable, in the participation in any and all activities associated with the parade. For reasons of safety and security, I, as Applicant, or any person under my or my organization's control, will be under full command of the parade officials from formation leading up to the parade until the end of the parade when it officially disbands. I, as Applicant, further understand I am or my organization, as applicable, is responsible for any person under 18 years of age and all responsibility and indemnity requirements contained herein for the benefit of the City of Charleston shall apply to any person under 18 years of age who sustains personal injury, including death, and property damage arising out of the parade and its associated activities.

I, or my organization, as applicable, understand and agree to provide only South Carolina licensed drivers at least 18 years of age for the operation of any and all vehicles and motorized equipment used in the parade. I, or my organization, as applicable, also understand and agree that each vehicle and motorized equipment used in the parade will be in compliance with the limits of vehicular/motorized equipment insurance coverage in accordance with South Carolina law. I, or my organization, as applicable, agrees to provide the City of Charleston with proof of such insurance as set forth herein upon the City's request. I also understand that either I, or my organization, as applicable, is solely responsible for abiding by traffic laws, regulations, and maintaining safe and controlled operation of the vehicle(s) and motorized equipment used in the parade at all times.

I, or my organization, as applicable, further agrees to comply with all requirements of the Special Events Permit for the parade as set forth in the Sections 2-185 through 2-190 of the <u>Code of City of Charleston</u>.

I, or my organization, as applicable, further grant the City of Charleston permission to use any and all photographs, motion picture(s), recording(s) or any other record of my of my organization's participation, as applicable, in the parade for any legitimate reason(s) in the City's sole discretion.

I or my organization, as applicable, have read and will follow all the parade guideline restrictions and agree to do so if I or my organization, as applicable, become a Permittee of the parade. I understand any changes to the parade guideline restrictions must be first approved by the City of Charleston.

All the information provided in this applicat	ion is true and accurate.	
Print Name & Title	Name of Organization	_
Signature	Date	_

Return applications by 10/18/2013

Please return the form for review and approval by October 18, 2013 to Ryan Kunitzer, Community Educator, with the Charleston Fire Department. The preferred method is by email to kunitzerr@charleston-sc.gov. Application may be mailed to: Charleston Fire Department, 75 Calhoun Street - 3rd Floor, Charleston, SC 29401.