



MAPLE RIDGE CHRISTMAS FESTIVAL SOCIETY
Santa Claus Parade
Entry Form

2018
Registration Fees:
Non-Profit Entries Free
Commercial Entries \$50

Saturday, December 1, 2018 @ 6:00pm

Entry Deadline: Friday, November 23th, 2018
Space is limited – Register Early

* Name of Entry: _____

* Contact Name: _____

* Address: _____

* City: _____

Postal Code: _____

* Phone (Daytime): _____

Phone (Evening): _____

* Email: _____

** indicates required information! Incomplete applications will not be assigned a space in the parade.*

CLASSIFICATION – Judging Categories Please place an X in the appropriate box.

- | | |
|---|--|
| <input type="checkbox"/> Commercial "A" (Business over 25 employees) | <input type="checkbox"/> Band / Marching unit |
| <input type="checkbox"/> Commercial "B" (Business under 25 employees) | <input type="checkbox"/> Sports Group |
| <input type="checkbox"/> Community Float/Entry (Non-profit groups) | <input type="checkbox"/> Equestrian/Animal |
| <input type="checkbox"/> Community Float/Entry (Church group) | <input type="checkbox"/> Dance Group |
| <input type="checkbox"/> Community Float/Entry (Youth group) | <input type="checkbox"/> Mascots |
| <input type="checkbox"/> Community Float/Entry (Family) | <input type="checkbox"/> Number of participants accompanying float _____ |

What is the overall length of your entry? _____ feet. **Maximum 30 feet.**

Will you have music? Yes No We are prepared to cover \$50 donation? Yes No

BIOGRAPHY – Tell us briefly about your organization/entry (to be used by MC to introduce your entry):

KEY ENTRY REQUIREMENTS ARE:

- Christmas Theme with lights
- Length limit of 30' and width limit of 12" for vehicles/floats
- Require minimum of 4 spotters (one at each corner) for each moving vehicle/float

Return **Entry Form and Signed Regulations and Indemnity Agreement** to:



Burnett Fellowship Baptist Church
 20639 - 123rd Ave.,
 Maple Ridge, BC V2X 4B1
 Fax (604) 465-9962

Questions and completed applications may be emailed to parade@mapleridgechristmasfestival.com.

There will be a mandatory parade participant meeting on Tuesday, November 27th in the Fraser Room at the Library at 7:30pm



PARADE REGULATIONS and INDEMNITY AGREEMENT

This form must be signed and on file in order to participate. Make a copy for your records. Maple Ridge Christmas Festival Society hereafter referred to as MRCFS.

- Any incomplete applications will result in the entry not being permitted in the parade.
- All entries must be in good taste and in keeping with a Christmas theme. Entries are subject to the approval of the parade committee and the committee reserves the right to refuse participation.
- For safety reasons, **no materials may be thrown to spectators along the parade route.**
- No advertising materials are to be handed out along the parade route. Any entry found doing so will be disqualified from winning any category. Entries found doing so, may not be granted permission to enter next years event.
- The MRCFS does not accept responsibility for any expenses incurred by entrants.
- Alcoholic beverages and other controlled substances are forbidden on any float, in any vehicle or on parade route. Participants consuming alcohol prior to or during the parade are subject to removal from the parade.
- The position number of every entry must appear on the lead vehicle or person so the parade commentator, judges and participants can easily identify each entry. These numbers will be provided on event day.
- Entries **must** line up in assigned space. Do not pick your own spot under any circumstances.
- **Prior to the event All animal entries must provide a certificate of insurance naming** Maple Ridge Christmas Festival Society, the District of Maple Ridge, the City of Pitt Meadows, Maple Ridge and Pitt Meadows Parks & Leisure Services Commission, and School District #42 as additional named insured.
- Prior to granting approval to enter the parade, provide to Maple Ridge Christmas Festival Society a Policy of Insurance for comprehensive general liability insurance on terms satisfactory to the society including (i) Inclusive limits of Five Million Dollars (\$5,000,000) per occurrence or such higher limits as the Licensor may deem necessary (ii) a cross liability clause;
- Equestrian entries must have a clean-up unit following (clean up crew must also keep with the theme of the entry). Clean up must be performed in set-up and disbanding area as well as on Parade route.
- **Length limit of 30' including the tow vehicle if applicable, and width limit of 12' for motorized vehicles/floats, (zero tolerance - no exceptions).** Minimum of 4 adult spotters (one at each corner) for each motorized vehicle/float.
- All entries must be decorated. Decorative lighting is required, and Christmas music is encouraged. Non decorated entries will not be judged in any category.
- All floats must have someone qualified and capable of driving the vehicle. They must have a valid BC Drivers License and must attend the float at all times while in the marshalling area.
- Floats must be of proper construction, have good brakes and provide good degree of driver vision. You must carry a fire extinguisher (dry chemical, at least 5lbs). Portable generators must be securely mounted and ventilated. Fireproof insulation must separate a generator and any other heat source from combustible decorative material. The Fire Department may conduct inspections on the afternoon of the parade.
- All participants standing or sitting on floats must be wearing safety belts or have strong handholds. No person is to be tied in such a way that they cannot be released quickly.
- Vehicle insurance is mandatory and is the responsibility of the entrant.
- No exotic animals as defined in the Maple Ridge Exotic Animal bylaw.
- All units must maintain forward motion regulating their speed for a spacing of no less than 15 meters (50 feet) and no more than 30 meters (100 feet) behind the preceding unit.
- Only Parade vehicles allowed in staging area.
- Always follow the instructions of the Parade Marshals.
- The main contact person you provide will be responsible for disseminating all information received from the Parade Committee and ensuring that every member of their organization is informed and will abide by the guidelines and rules established.
- **Please be aware photographs and or video recordings may be taken during the parade and used by MRCFS for promotional purposes without further compensation.**
- Entries that do not attend the pre-parade meeting may not be able to participate in the Parade.

The undersigned has read, understood and agrees to abide by the preceding regulations. The undersigned also agrees to indemnify, hold harmless and defend any action against the Event Organizers, it's Directors and Officers, Volunteers, Committee Members, the Corporation of the District of Maple Ridge and Maple Ridge Parks & Culture from and against all liabilities whatsoever arising out of their participation in the Parade.

Print Name of Entry _____

Date _____

Print Name of Entry Representative _____

Signature of Representative _____

If sent by email, an electronic Signature will constitute agreement, otherwise the form may signed at the required parade orientation.

