



Wentzville Parks & Recreation "Hail Our American Heritage" Parade Form



Parade Date:	Tuesday, July 4, 2017
Start Time:	10 a.m. (entries can begin arriving at 8 a.m.)
Parade Theme	Hail Our American Heritage
Parade Marshall:	TBA
Registration Deadline:	Friday, June 9, 2017
Line up Location:	Holt Parking Lot
Fee:	Not for profit with 501(c)3 status <u>OR</u> City Office- \$20 fee All individuals <u>OR</u> County Office- \$40 fee Business/Organizations <u>OR</u> State/Federal Office- \$60 fee
Mandatory Meeting:	Monday, June 26 at the pavilion at Progress Park at 6 p.m. <i><u>A representative from each participating group must attend.</u></i>

Parade Route: From Holt High School – East on Pearce ending at Luecktenhaus Blvd. Please carpool! Only vehicles in the parade that have an entry number will be allowed on the parking lot. Please inform all participants that they will need to find a parking place away from Holt Parking Lot and walk to your float. People including those with children should be prepared for this walk. There will be NO PARKING along the street in front of the school (Northview or Campus Dr.) or in the Holt Parking Lot.

Contact Name: _____

Mailing Address: _____ City _____ Zip _____

Daytime Phone _____ Evening Phone _____

Organization: _____

Email: _____

Is music included with your entry? Yes No

Length of Entry in feet? (include all trucks, cars, trailers, floats, etc.) _____
Length is not to exceed 60 feet

For Line-up purposes, include the approximate number of people, trailers, cars, trucks, etc, in entry.

of People _____ # of cars _____ # of trucks _____ # of trailers _____ # of horses _____

Provide a brief description of your float:

****Line up information will be e-mailed to you June 23.
Please fill out AND RETURN both sides of this form!**

City of Wentzville Park & Recreation Parade Rules

Anyone wishing to participate in our parade whether as an individual, organization, or business must complete an entry form obtained from Progress Park, obtain approval and abide by the following rules:

- The Parade organizer will obtain approval from the Police Department for the proposed parade route. The Parade organizer will notify all businesses at least 2 weeks prior to the parade so alternate routes may be considered for their place of business.
- Adequate number of volunteers/assistants will be needed along the route whom are easily identifiable to help maintain safety of crowd (children running into the streets).
- Floats must be appropriate for the parade theme.
- All entries **MUST** be at least 50% decorated. Classic cars 25 years and older do not need additional decorations. An entry is considered any unit participating in the parade that is not a car or animal.
- Floats must be constructed in a safe manner and not present a health or safety hazard to participants or the general public. Please see safety guidelines for insuring safe construction.
- The parade sponsor will be responsible for enforcing parade rules and providing a checklist to each float.
- Each unit must maintain a forward momentum, and may not slow or stop the parade in any way. If a gap develops, the unit must re-establish the distance between their unit and the unit in front of them.
- Participants may not jump on and off floats or motorized vehicle once the parade has started. Riders will not be allowed to leave their float once their float is put in motion.
- No alcoholic beverages may be consumed at the staging area or before or during the parade.
- If music or sound is to be used on the entry, this must be stated on the application and will be subject to approval. Volume must be adjustable, and music must be appropriate.
- When participants throw candy or other items, it should be thrown by walkers walking at a safe distance and to the ground away from parade vehicle. **DO NOT THROW CANDY OR ITEMS IN FRONT OF OR NEAR MOVING VEHICLES!**
- **Fireworks "Snappers" are strictly PROHIBITED!**
- Replenishing supplies must be done from the back of float or unit.
- Stay within 20ft. of the group ahead of you.
- Be alert! Watch for children running out into the parade route. Watch for the group ahead of you to pause.
- Any entry with live animals must provide waste removal beginning with unloading of animals, along parade route, and until time animals are reloaded.
- The parade organizer reserves the right to make decisions at the time of a parade, with regard to appearance, activities, and other matters involving an entry. Entries which do not comply with the restrictions or instructions of parade organizer shall be denied entry.
- All vehicle/float drivers shall possess a valid driver's license.
- Follow safety checklist for additional recommendations.

Release executed on this _____ day of _____, 20_____

By _____ representing the _____ organization.

The undersigned hereby assumes full responsibility for and risk of bodily injury, death or property damage due to negligence of the undersigned or otherwise, while in or upon parade grounds, and/or while completing, officiating, working or for any purpose participating in the parade.

In consideration of being permitted to participate in the _____ parade on _____, due for myself, heirs, executors, administrators, and assigns, hereby release and forever discharge the City of Wentzville, and executors from any and every claim, demand, action or right of action arising from any bodily injury or personal injuries known or unknown, death and property damage resulting from participation in _____ parade or any activities in connection therewith.

Signature _____

Date _____

RETURN PAGES 1 & 2 WITH PAYMENT TO:

**Wentzville Parks & Recreation
Parade Entry
968 Meyer Rd., Wentzville, MO 63385
For more information call (636)332-9236.**

City of Wentzville
Parade Safety Checklist

Float Vehicles

- Decorative material on parade floats shall be noncombustible and should be flame retardant.
- Props on a float should not exceed 12 feet in height or width. Objects may exceed these requirements only if they can be controlled to allow proper maneuvering with regard to traffic lights, telephone wires, corners and spectators.
- Floats, including tow unit, must not exceed 60 feet in length. The float must be designed to maneuver corners along the parade route without delaying forward motion of the parade or causing potential hazards.
- Float beds must be sturdy and capable of carrying the weight to be imposed.
- No extra gasoline, other than in the vehicle's tank, may be carried on the float vehicle.
- Floats must have a minimum of 12 inches ground clearance from the frame. Nothing can drag on the roadway from the float. Proper clearance of materials from around the wheels of the vehicle must be incorporated to avoid any materials being caught.
- Decorative material and the float structure must be kept clear of the exhaust system of a motorized float.
- Portable generators must be secured to the parade float. Refueling of generators will not be permitted. Do not allow the heated exhaust to come in contact with the parade float.
- Do not overload temporary electrical wiring.
- Secure extension cords properly; do not let them drag on the ground, contact tires or the drive train. Inspect your electrical appliances before energizing the parade float.
- Plastic sheeting (visqueen) and plastic tarps shall be properly secured.
- Proper running lights should be attached to the float vehicle.
- All floats must carry a fire extinguisher; at least 2-A, 10-B:C rating accessible to the operator.
- All vehicles must be properly equipped with appropriate mufflers and have a current emissions inspection.
- All floats should have 4 wheel walkers – one located on each side of the towing vehicle near the rear tire and one located on each side of the float at the midpoint.
- All float entries must be secured with a tongue, hitch and safety chain.

Float Drivers

- Towing vehicle drivers shall possess a valid driver's license.
- All motorcycle drivers and passengers must possess an "M" class license. All drivers and riders are required to wear a safety helmet approved by the Federal Motor Vehicle Safety Standard.
- Alcoholic beverages are strictly prohibited prior to parade participation, at the staging location and on the parade route.
- Drivers shall have a clear field of vision that encompasses 180 degrees and provides a view in front and to each side of the vehicle.

Float Riders

- All sitting float riders shall remain seated and use restraining belts, if available. Standing float riders shall have body support and firmly grasp hand holds and rails.
- No riders will be allowed to ride on the edge of the float. Any float with riders or articles hanging over the edge, before or during the parade will be subject to removal from the line of march.
- Alcoholic beverages are strictly prohibited prior to parade participation, at the staging location and on the parade route.
- Float riders shall not spray water or other fluids at spectators.

Other Guidelines

- All participants riding a bicycle must wear proper safety equipment including a helmet at all times.
- Weapons, firearms, and/or explosives, including fireworks and snappers, are strictly prohibited.

2017 Judging & Awards

Mayor's Choice

Chosen by Mayor between 9-10 a.m.

1st Place wins plaque and \$100 cash prize

2nd Place wins plaque and \$50 cash prize

Mayor's Choice based on use of theme, representation of Wentzville and overall appearance.

Best Musical Entry

Chosen by judging panel of local dignitaries along parade route

1st Place wins plaque and \$100 cash prize

2nd Place wins plaque and \$50 cash prize

	Description	5	4	3	2	1	TOTAL Out of 15
Use of Music-	How is the music incorporated?						
Showmanship-	How entertaining is the performance?						
Overall Performance-	The look and feel of the entire entry (use of costumes/uniforms, music, formations, etc)						

Overall Winners

Chosen by judging panel of local dignitaries along parade route

1st Place wins plaque and \$200 cash prize

2nd Place wins plaque and \$100 cash prize

3rd Place wins plaque and \$50 cash prize

	Description	5	4	3	2	1	TOTAL Out of 20
Originality-	How unique and different is the entry?						
Spirit-	How much energy and fun does the entry radiate to the crowd?						
Use of Theme-	Is the theme of the parade displayed? How is it presented?						
Overall Appearance-	The look and feel of the entire entry (use of costumes/uniforms, design, color, etc)						