



2018 CHRISTMAS PARADE ENTRY FORM
December 1st, 2018
 Parade Theme: "A Leander Hometown Christmas"

Contact Person: _____

Cell Phone: _____ **Email:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Applicant/Group Name: _____

Entry Type:

- Walking/Marching Unit
- Decorated Vehicle
- Vehicle w/Trailer
- Classic or Exotic Car
- Equestrian/Animal Unit
- Other
 (Please Specify _____)

Group Type:

- Scout Group
- HOA
- Youth Activities Group
- Church
- Local Business
- Non-Profit
- School Activities Group
- Political
- Individual
- Other
 (Please Specify _____)

Description of Entry: _____

Who will be participating in your entry? _____

Do you plan on having animals in the Parade: Yes No

Will your group be performing at the Grand Stand: Yes No

Number of Vehicles involved in Entry: _____

All Entries must be lighted? Yes No

Estimated Overall Length: _____ Approximate number of walkers in walking units: _____

Applicant Signature: _____ **Date:** _____

Please return this form along with a signed copy of the Parade Rules and Regulations:
by email to: htaylor@leandertx.gov, or **by mail** to: Leander Parks & Recreation, PO Box 319, Leander, TX 78646, or **in person** at the Leander Parks and Recreation Department located at 406 Municipal Drive, Leander, TX 78641. (Office Hours: Monday – Friday, 8am-12pm & 1pm-5pm)

2018 Leander Parade Rules and Regulations

PARADE ENTRY REQUIREMENTS & INFORMATION

1. The City reserves the right to accept or reject any applicant.
2. Signed entry form must be returned by 5pm, November 21st for placement in the parade.
3. Parade Rules and Regulations form (attached) must be signed and returned with Entry Form.
4. All entries must have a person 21 or older who agrees to be responsible for the safety of those participating in their entry.
5. Line up information will be sent via email to the contact person listed on this application at least a week before the event date. The Parade begins at 6pm with lineup beginning at approximately 3pm.

Welcome to the Parade!

To ensure the safety and enjoyment of our participants and spectators, all persons participating in the annual Christmas Parade & Tree Lighting must abide by the following rules & regulations. Failure to do so may result in the removal of the individual or organization from the parade.

1. **For safety reasons, no candy, toys, souvenirs, or promotional items may be thrown from an entry. You may have persons walk along the edge of the roadway and distribute items to the crowd.**
2. No "live" Santa Claus may appear on any entry – the "real" Santa is at the end of the parade!
3. Floats, vehicles and walking groups must display Christmas lights and must reflect the parade theme. Entries are highly encouraged to incorporate music in to float/walking/vehicle submissions. Only Christmas themed music will be allowed.
4. All entries using a generator must have a fully functioning 5lb fire extinguisher onboard.
5. No confetti, glitter, or other material may be thrown from an entry.
6. A minimum distance of 25 feet must be maintained between all entries. Motorized vehicles should not exceed 5 mph.
7. All riders on floats, trailers, vehicles, etc. must remain seated while in motion. Any participant whose entry requires standing must have a firmly anchored stand to brace against. Any display must be firmly anchored.
8. No dangling of legs, arms, or body parts from vehicles, floats, etc. Entries should be designed to minimize dragging of any material on the pavement.
9. All participants on motorized floats or in vehicles must remain on float or in vehicle until stopped at the end of the parade route. Participants will then need to utilize the Leander Middle School walkway to return to their cars or to the City Hall area. Vehicles will be directed on a route to return to the staging area from that point.
10. Walking participants are able to exit the parade route at designated stop and then watch the parade. Walking participants wishing to be picked up by parents should exit the parade by continuing down Brushy St. to the back walkway to the Leander Middle School parking lot. Please confirm arrangements with your group organizer.
11. There must be at least one adult supervising all entries carrying or walking minors.
12. Floats/trailers must not carry more riders than can be safely seated.
13. If your entry involves animals of any kind, the applicant must ensure that animal waste will be picked up and disposed of properly.

I, the undersigned agree to be responsible for the safety of all persons participating in this parade as part of my entry. I agree to follow and enforce all rules & regulations stated above in addition to directives given to me by parade staff.

Entry Name: _____

Signature: _____ Date: _____

Print Name: _____