



# Community Christmas Lights Parade Rules

**Date:** Saturday, December 3rd, 2016

**Check-in Time:** 3:30 – 4:45 pm

**Parade Start Time:** 5:15 pm

1. All entries must: incorporate a holiday theme. The suggested theme this year is *“Twas The Night Before Christmas”*. Entries must also **be well lit with festive holiday lights**, including any tow vehicles. Entries that are not brightly lit may not be allowed to be in the parade – if you have questions about your lighting plan, please ask! There is no such thing as too many lights! *Guidelines:*
  - o **Walkers** – Suggested minimum of 300 battery powered lights or 72 inch glow product.
  - o **Vehicles** – Suggested minimum of 1200 lights.
  - o **Floats** – Suggested minimum of 4000 lights.
2. Instructions by parade staff must be followed at all times. Violations may result in immediate removal from parade.
3. Santa Claus and Mrs. Claus will arrive by special invitation. No additional live Santa’s are allowed; however, statues or blow ups of Santa are acceptable.
4. Holiday themed music is encouraged at a reasonable volume, but no other genres of music will be allowed. Sound systems may not be used for broadcasting messages. Please be aware of your volume to prevent drowning out other groups.
5. All materials used must be flame retardant. A properly rated, currently tagged fire extinguisher is highly recommended, the Fire Marshal will have final say on requirements that must be met.
6. Vehicles need to turn off vehicle headlights while on parade route in order to showcase the holiday lights on all parade entries. No weaving or zig zagging of vehicles will be allowed, it will be dark and there are small children watching the parade and they are hard to see.
7. All vehicles must be listed on the Vehicle Information Form and submit proof of insurance with their application. Unapproved vehicles will not be allowed in the parade. Vehicles participating in the parade must be in good running order and be able to idle for periods of time without overheating.
8. The Event has the right to limit the lengths or types of entries. Car clubs cannot exceed 16 vehicles, and must have 2 rows of cars if more than 8 vehicles are entered. All animal entries must provide their own cleanup crew.
9. **Throwing/tossing items is strictly prohibited. Entries may hand out appropriate holiday items after the parade; we can stage your parade entry and your group at City Hall. All items you wish to hand out or sell must be noted on your application and approved.** This decision was made to help keep the street clean, reduce paper, and keep spectators safe.
10. You have the option for your group to stage at City Hall after the parade for public interaction. If you choose to stage at City Hall, a City Employee will direct you to your spot; you will not be able to leave the City Hall area until after the event concludes at 8:00 pm for the safety of the public.
11. Religious expression is permitted, but please be respectful to all faiths and refrain from proselytizing.
12. **Entries must be checked in and staged by 4:45 pm on December 3<sup>rd</sup>**; approved applicants will receive additional staging information. Entries checking in late may not be allowed to participate.
13. The deadline for applications is Monday, November 28<sup>th</sup> 2016 at 4:30 pm, or when the parade is full (a full parade is determined by the event and includes the number of entries and length of each entry). An entry fee of \$10 is due with your application. No refunds will be issued for cancelled entries.

**Mail:** Central Point Parks & Recreation, Attn: Cory  
140 S Third Street, Central Point OR 97502

**Email:** cory.shaw@centralpointoregon.gov  
**Phone:** (541) 664-3321, 265 **Fax:** (541) 664-6384

# Community Christmas Lights Parade Application

Entry fee is \$10 per group. Please make entry fee checks payable to the City of Central Point.

Organization/Group \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Phone (Day) \_\_\_\_\_ Address \_\_\_\_\_

Phone (Cell) \_\_\_\_\_ City/Zip \_\_\_\_\_

**Entry Information:** A photo, sketch, and/or artist's rendering of the entry **MUST** be attached to this entry form

1) Type of Entry (check all that apply):

- Motorized Vehicle
- Towed Trailer
- Animals
- Walkers
- Other \_\_\_\_\_

3) Number of Vehicles \_\_\_\_\_

4) Number of Walkers \_\_\_\_\_

5) Music/Noise:

- None
- Live Band
- Recorded Music
- Singers
- Other \_\_\_\_\_

2) Total Entry Length \_\_\_\_\_

6) Would your group like to be "staged" at City Hall after the parade for up close visits from the public?  No  Yes

7) Will your group be handing out items at City Hall? (Remember, can't be during parade!):  No  Yes \_\_\_\_\_

8) Have you participated in this parade before?  No  Yes, year(s) \_\_\_\_\_

If yes, have you added additional lighting?  No  Yes

9) Please provide a detailed description of illumination plan and your power source (e.g., 600 ft. rope lights, 800 ft. LED Christmas lights, flood lights, etc.) (e.g., generator, batteries, ac/dc converters, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10) Do you have any special requests? \_\_\_\_\_

## Liability Release and Rules Agreement

Application is hereby made for entry in the Community Christmas Lights Parade, December 3, 2016. The entry agrees to indemnify, hold harmless and defend against any action against City of Central Point, all sponsoring organizations and their officers, directors, employees and agents from and against all liabilities whatsoever arising out of its participation in the Parade. **By signing below I acknowledge that I have read, understand and agree to comply with the rules.** Failure to comply may cause denial of entry on parade day or jeopardize future parade participation.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please include:**  Photo/Sketch  Entry Fee  Insurance for ALL Vehicles and Vehicle Information Form

**Official Use Only:** Fee Paid \_\_\_\_\_ Approved \_\_\_\_\_ Parade Number \_\_\_\_\_ Notes \_\_\_\_\_

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# Community Christmas Lights Parade Application Vehicle Information Form

*If you have noted on the previous page that you will have one or more motorized vehicles in the parade, please fill out the following. All vehicles must submit a copy of their insurance.*

<i>Christmas Lights Parade</i>		<b>Official Use</b>
Vehicle Make/Model _____ License # _____ Driver Name _____ Driver Phone _____		Insurance Submitted? _____
Vehicle Make/Model _____ License # _____ Driver Name _____ Driver Phone _____		Insurance Submitted? _____
Vehicle Make/Model _____ License # _____ Driver Name _____ Driver Phone _____		Insurance Submitted? _____
Vehicle Make/Model _____ License # _____ Driver Name _____ Driver Phone _____		Insurance Submitted? _____
Vehicle Make/Model _____ License # _____ Driver Name _____ Driver Phone _____		Insurance Submitted? _____
Vehicle Make/Model _____ License # _____ Driver Name _____ Driver Phone _____		Insurance Submitted? _____
Vehicle Make/Model _____ License # _____ Driver Name _____ Driver Phone _____		Insurance Submitted? _____
Vehicle Make/Model _____ License # _____ Driver Name _____ Driver Phone _____		Insurance Submitted? _____

# *Community Christmas Lights Parade Application*

*Drawing/Photo of Parade Entry*

## *Christmas Lights Parade*



**CENTRAL  
POINT**

*Parade 5:15pm  
Tree Lighting 5:50pm*

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