

2014 Christmas Parade
Monday, December 1, 2014

Parade begins promptly at 7:00 p.m.
Line-up begins promptly at 6:15 p.m. (no earlier)



An invitation to be a part of something special!

If your group is interested in participating in the 2014 parade, please complete and return the enclosed entry form and provide the necessary insurance information by **Friday, October 31, 2014.**

Please review the Parade Guidelines carefully as it may affect your organization's style and desire to participate. Be sure your group is aware of the schedule before committing.

All units are required to provide \$1 million certificate of liability insurance listing the City of Winchester (15 North Cameron Street, Winchester, VA 22601) as additionally insured. ATTENTION: An endorsement page from your insurance carrier must also be provided (a notation on the certificate of insurance is not sufficient).

Please return the forms by US mail or fax it to the Winchester Parks & Recreation Department, Attention: Leslie Bowery, 1001 East Cork Street, Winchester, VA 22601. Fax number is 540-678-8791. If you have any questions, call Leslie Bowery at 540-662-4946 extension 1816 or email: leslie.bowery@winchesterva.gov

Entry:	
Name of Group or Organization:	Sponsor:
Contact Information:	
Name:	Cell phone:
Address:	Work phone:
Email:	Home phone:
Entry Description:	
Total length (i.e., length of car + length of float = total length) _____	
Type & number in unit (i.e., 20 scouts, 5 cars, 2 wagons, 6 horses, etc.) _____	
<input type="checkbox"/> Float <input type="checkbox"/> Band <input type="checkbox"/> Marching/Walking <input type="checkbox"/> Decorated Vehicle (limited number) <input type="checkbox"/> Truck (limited number) <input type="checkbox"/> Other _____	
Special consideration:	
<input type="checkbox"/> Music <input type="checkbox"/> Noise Maker <input type="checkbox"/> Other _____	
Classification:	
<input type="checkbox"/> Children <input type="checkbox"/> Civic <input type="checkbox"/> Shrine <input type="checkbox"/> Military <input type="checkbox"/> School <input type="checkbox"/> Other _____	
Insurance Attached WITH Endorsement:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
NOTE: All entries MUST be decorated with a Christmas/Holiday theme. Christmas lights are encouraged.	
Special Instructions:	
<ol style="list-style-type: none"> Return application to Parks & Recreation office by October 31, 2014. Mail or fax to address below. Attach a Certificate of Insurance listing the City of Winchester and Winchester Parks & Recreation as additionally insured. An endorsement from the insurance carrier must also be attached. Units must report to assigned positions no later than 6:30 p.m. or may forfeit opportunity to be in parade. No entry other than the last entry will be allowed to have Santa Claus on their float, vehicle or in their band or group. Santa is featured at the end of the parade. Candy or favors may not be thrown while on the parade route. If the group would like to distribute candy or favors, please have someone walk beside the unit and hand them directly to the public. The parade will be held on the day scheduled unless there is severe inclement weather. Weather announcements will be made on local radio and cable stations in addition to the City of Winchester's website (www.WinchesterVA.gov) and Facebook page. If the parade is canceled, it will not be rescheduled. 	
Signature of Applicant: _____	
<i>Signing this form verifies that you have read and understand the Parade Guidelines (attached).</i>	
FOR OFFICE USE	Winchester Parks & Recreation Department
Date received:	1001 East Cork Street
Location assigned:	Winchester, VA 22601
Confirmation of assigned location:	Fax: 540-678-8791
	Questions? Call Leslie Bowery at 540-662-4946, x1816 or leslie.bowery@winchesterva.gov

Parade Guidelines

Thank you for your interest in the 2014 Christmas Parade. Please review the Parade Guidelines carefully before committing as some requirements or procedures may be different from previous years.

1. Incomplete applications or applications returned after the deadline will not be guaranteed participation in the parade. Return application to Winchester Parks & Recreation Department office by US mail or fax no later than October 31, 2014.
- 2. **All units are required to provide:**
 - a. **Certificate of Insurance** - \$1 million certificate of liability insurance listing the City of Winchester (15 North Cameron Street, Winchester, VA 22601), as additionally insured.
 - b. **ATTENTION** - An endorsement page from the insurance carrier must be provided.
3. The parade committee will review all applications for participation. Your organization will be notified by November 7 if you are not included in the line-up for the 2014 Christmas Parade. There will be a limited number of cars and trucks permitted in the line-up.
4. The parade is being formatted to last approximately 1.5 hours.
5. All children, whether walking or riding in a unit, must have adult supervision.
6. The line-up position of each float/entry will be determined by the parade committee. Your organization's location assignments will be made and sent to you.
7. Units must report to assigned positions no later than 6:30 p.m. or may forfeit to be in parade.
8. No entry other than the last entry will be allowed to have Santa Claus on their float, vehicle or in their band or group. Santa is featured at the end of the parade. **NO EXCEPTIONS.**
9. Candy, toys or other materials may not be thrown while on the parade route. If the group would like to distribute treats or favors, someone may walk beside the unit and hand out them directly to the public.
10. **All entries MUST be decorated with a Christmas/Holiday theme.** Entries are encouraged to make their unit's fire and rain resistant. Floats must be equipped with a working fire extinguisher.
11. Any music that is used must be holiday or Christmas themed. Any plans music or amplified sounds should be identified on your application form.
12. Drivers of units **MUST** carry a valid Drivers License and proof of automobile insurance.
13. **Animal Units:** Entries **MUST** have designated clean up personnel with the proper clean up equipment. Failure to provide this service will result in the entries disqualification.
14. Each unit must mark their line-up number (with large numbers) on plain white paper and attach it to the **LEFT** front corner of their unit or float for easy identification and line-up time.
15. Route: line-up on Cameron Street, begin on Piccadilly to left on Braddock St. to left on Cork St. and finish at the intersection of Cork St and Loudoun Street Mall. All units, except for marching children and Santa, will exit parade route at Cameron Street.
16. The parade will be held on the day scheduled unless there is severe inclement weather. Weather announcements will be made on local radio and cable stations in addition to the City's website. There will not be a cancellation date.