

# Official FREE Parade Entry Packet

Saturday, December 16, 2017 • 6:00 p.m.

Phone: 520-445-7853



Presented by:



RANCHO SAHUARITA  
IT'S ALL IN YOUR BACKYARD

The goal of this free event is to help promote and highlight your Organization or Business and any activities you will have during the holiday season. This packet contains all you need to enter your organization in the 2017 Winter Festival's Holiday LIGHT Parade.

You must complete both pages (entry form and hold harmless release).

Return it to:

Melissa Hinkle  
Event & Volunteer Coordinator  
375 W. Sahuarita Center Way  
Sahuarita, AZ 85629

You will receive written/e-mail confirmation for your entry.

Deadline for entries is December 1, 2017

(or when the maximum number of entries is reached).

Entries are on a first-come, first-served basis

Parade staff reserves the right to reject any entry on the basis of appropriateness or space availability.

Your contact for questions on the materials in this packet:

Melissa Hinkle  
Event & Volunteer Coordinator  
375 W. Sahuarita Center Way  
Sahuarita, AZ 85629  
(520) 445-7853  
mhinkle@sahuaritaaz.gov

## Official Parade Rules

The following information must be copied, distributed, and read by all participants.  
This is required for everyone's safety.

### **Theme: Holiday Light Parade**

Please have your entry reflect the holidays and make sure your entry is lit.

#### **Judging**

**Based on how successfully or enthusiastically the theme has been incorporated.  
Cash prizes & trophies will be awarded.**

- ❖ Best In Show- \$100
- ❖ Brightest Twinkle- \$100
- ❖ Best Holiday Sound- \$100

#### **Allowable Participants**

- ❖ Businesses
- ❖ Schools (public and private)
- ❖ School Bands
- ❖ Church Groups
- ❖ Clubs / Organizations / Non-profits
- ❖ Performing Arts Groups
- ❖ Gymnastic & Dance Groups

#### **Timing**

- ❖ Parade check in will start at 5:30 p.m. in the staging area
- ❖ Mandatory Parade Logistics meeting at 5:45 p.m. in the staging area (one adult representative must be present)
- ❖ The parade will begin promptly at 6:00 p.m. and will be completed approximately at 6:30 p.m.

#### **Weather**

Parade is held rain or shine. Dress warm and layer clothing. Umbrellas may be used if necessary.

#### **General Parade Rules**

- ❖ **ABSOLUTELY NO SANTAS will be represented in your group.** All "Santa's" will be removed before parade begins.
- ❖ **AN ADULT REPRESENTATIVE IS REQUIRED TO CHECK-IN AT 5:30 p.m., DAY OF PARADE. THIS IS MANDATORY.**
- ❖ Safety is critical.
- ❖ Wear appropriate walking shoes.
- ❖ Don't wear or carry anything that will interfere or impair with walking or vision.
- ❖ Two adults from your organization **must** walk the parade route with the group; one on each side.
- ❖ Adults from your organization **must** stay with children until parents or guardians pick them up.
- ❖ Bicycle participants **must** wear protective gear.
- ❖ Children **must** behave in an appropriate manner or they will be removed from the parade.
- ❖ Organizations displaying inappropriate behavior will be removed from the parade.
- ❖ Inappropriate actions or removal from the parade could result in non-participation in the future.
- ❖ We reserve the right to determine inappropriate behavior.
- ❖ **Nothing will be allowed to be thrown to spectators at any time. If passing out candy it must be handed to the spectators.**
- ❖ Parade participants are prohibited from using alcohol or drugs before or during the event.

**No smoking is permitted anywhere near parade participants or floats.**

#### **Floats:**

Tag-A-Long Floats - Maximum size - 20x8 feet; Small size - 6x8 feet; Wheel size - 12 inches diameter;

Maximum height is 15 feet from ground to highest point.

Pushed - One adult must be in control of the float at all times.

Powered - A motor vehicle must be operated by a licensed driver with appropriate automobile liability insurance. Safety: Speed limited to 5.5 mph. No weaving or swerving toward the crowd.

Your organization is responsible for getting float to & from parade and making sure that it is properly staffed during the parade.

***All floats that transport people must have secured handrails. All floats must be approved by the  
Town of Sahuarita and Rancho Sahuarita the day of the event.***



# 2017 Winter Festival's Holiday LIGHT Parade

## Official Parade Entry Form

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### Hold Harmless Release Form

In consideration of the acceptance of my/our organization's application for entry in the Winter Festival's Holiday LIGHT Parade, I/we hereby waive, release, and discharge any and all claims for damages, for death, personal injury or property damage which I/we may have or which may hereafter occur to me/us as a result of my/our participation in said event. This release is intended to discharge in advance the Town of Sahuarita and Rancho Sahuarita as the lead member of the parade staff, other parade staff members, officials, and any involved public entities, and their respective agents and employees, from or against any and all liability arising out of or connected in any way with my/our participation in said event, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above.

I/We further understand that accidents occasionally occur during parades and that participants in parades occasionally sustain personal injuries or property damage, and as a consequence thereof. Knowing the risks, nevertheless, I/we hereby agree to assume those risks and to release and hold harmless all of the persons or entities mentioned above who (through negligence or carelessness) might otherwise be liable to me/us (or my heirs or assigns) for damages.

**Signature:** \_\_\_\_\_ **(Responsible Party) Date:** \_\_\_\_\_

### Photo, Video & Audio Release

I hereby authorize and consent to Sahuarita Parks and Recreation and Rancho Sahuarita, using and publishing, in any location, form or format, photos and video or voice recording of my child(ren) to promote this and other Association events.

**Signature:** \_\_\_\_\_ **(Responsible Party) Date:** \_\_\_\_\_

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