

Town of Dumfries 41st Annual Christmas Parade

December 5, 2015 at Twelve O'clock Noon

17755 Main Street, Dumfries, VA 22026

Greetings:

The Town of Dumfries is currently planning its 41st Annual Christmas-Holiday Parade! This annual community event will be held on Saturday, December 5, 2015 at 12pm.

We welcome your group to participate in our parade-FREE of charge. Please see the Parade Rules & Regulations, Waiver, and Application below. If your group is interested in participating, please submit the Parade Rules & Regulations, Parade Waiver Form and Application Form by the **deadline of November 9, 2015 at 5pm (no exceptions)**.

A pre-parade meeting date will be determined and all applicants will be contacted to attend. This **mandatory** meeting will cover parade logistics, candy distribution, position numbers, parade route, line-up, judging information, etc. **It is imperative for one member of your group to attend this meeting in order to be considered for entry into the parade.**

Application receipt confirmations will be sent via email along with most parade correspondence. Please feel free to contact the Tiwana Barnes, Interim Acting Director of Community Services if you have any questions regarding the parade at 703-221-3400 ext 112.

Please note that additional copies of this application can be found on our website, www.dumfriesva.gov.

We look forward to your participation in the Town of Dumfries 41st Annual Holiday Parade!

PARADE GUIDELINES

- Parade entries must submit an application and waiver form by the registration **deadline of November 9, 2015 at 5:00 pm** online or submit to the Town of Dumfries, 17755 Main Street, Dumfries, VA 22026.
- Please ensure your float has the name of the business or group represented attached in a visible manner. Additionally, your parade entry number must be visible to the judging area. If you are a walking entry, your entry number must be visible on the right side of your group.
- Adults must accompany minors, youth organizations, school groups or any groups with minor participants
- In order to ensure the safety of our children, throwing items from vehicles is prohibited. Attempting to do so will result in disqualification and removal from the parade. If you would like to distribute candy, please have a designated person(s) walk alongside your float and distribute candy by handing it out or using a light underhand toss towards the curb/feet of onlookers. This prevents people who are standing on the parade route from inching into the street near moving vehicles, and it prevents a child or adult from being hit by a flying object. Additionally, distribution of gifts is not permitted along the parade route.
- All group/unit entries, e.g. bands, scout troops, etc. should be uniformly dressed for the parade.
- Parade participants are not permitted to sell, or offer for sale, any commodity, service, food or drink.
- All bike riders, motorcycle riders, skaters, and equestrian riders are required to wear helmets and appropriate safety gear while participating in the parade.
- Walking units must be able to keep up with the speed of the parade and provide a banner/sign with the sponsor/group name.
- Inappropriate conduct is basis for automatic disqualification and removal from the parade. Any Town of Dumfries official or law enforcement officer will make the determination on inappropriate conduct. This will include, but is not limited to, endangering or potentially endangering anyone along the parade route.
- Since Santa Claus himself will be riding in the parade, **no other Santa or representation of Santa will be allowed to participate or be exhibited.** Instead, we ask that each participant attempt to display some representation of Christmas or the Holidays from another culture around the world.

VEHICLE ENTRIES

- All vehicles towing a unit are required to have safety chains between the pulling unit and the float (the float must be secured).
- All cars/pickup trucks must be licensed, registered, and insured to operate on roadways and highways.
- Failure to provide the Town of Dumfries with required documentation (i.e. application and waiver) will result in non-participation by the group.

ANIMAL ENTRIES

- All animal entries are **REQUIRED** to supply clean-up crews (pooper-scoopers) to follow behind their unit. Waste clean-up in the staging area is **REQUIRED** per Town Code Section 10-32.
- Horse groups are limited to six. An adult is required to accompany each rider under the age of 12. Each rider is required to be able to control his or her horse.
- Riders must provide a certified copy of the current 12 months negative Coggins test before each horse can enter the staging area. The certificate must be received by **November 9, 2015 at 5 pm.**

STAGING AREA

- Only registered floats and vehicles will be allowed to enter the staging area. All others, including parade participants riding or walking during the parade, must comply with the following:
 - i. Participants must be dropped off at the designated area
 - ii. The group is required to enter the staging area together. Parents are not allowed to drop off minors at the staging area. Minors are required to be accompanied by an adult at all times.
- Floats should be decorated prior to entering the staging area. Decorating is not allowed on the day of the parade.
- The parade staging area will be on Main Street. You will be notified of your staging location at the **mandatory pre-parade meeting (date to be determined)**.
- The lineup of the staging area will begin at 10:30 am (there will be staggered arrivals). Participants will be notified of their time of arrival during the pre-parade meeting. Do not enter the staging area until you have received permission to do so or you will be asked to leave the staging area.
- All participants must be in their position with their group or on their floats and ready to go no later than 12pm.

PARADE ROUTE

- The parade route begins on Main Street (in front of Town Hall) and ends at the Dumfries Shopping Center on Graham Park Road: **NO UNLOADING OF PASSENGERS FROM VEHICLES WILL BE ALLOWED ON MAIN STREET, ALL UNLOADING MUST BE IN THE DESIGNATED DROP OFF POINT.**
- The Town of Dumfries reserves the right to make any changes and/or additions to the Parade Guidelines at any time without prior notice. Every effort will be made to contact you in the event of a change.

PERFORMANCES

- On your application, please be sure to confirm your group will be performing. Each performance group will be contacted with further instructions prior to the **MANDATORY** meeting.
- Performances are limited to **TWO MINUTES**. Each group that chooses to perform, will be given two minutes of performance time, in front of our judges, in the Performance Area. Please observe this time limit in order to limit gapping in the parade line. The judging stage will not provide an output for your music if your performance requires it. You will be expected to provide your own music and/or musical output device.

JUDGING

- To be judged for a parade award, participants must incorporate the parade theme (**theme to be determined**)
- Parade judging will be conducted in the Performance Area based on the following:
 1. Quality of craftsmanship on the float.
 2. Creativity of the float design.
 3. An innovative way the parade theme was incorporated into the float.
 4. Spirit of the holiday season by float participants.

****The Town of Dumfries reserves the right to restrict entrants to the parade****

Parade Waiver Form

I understand that there are risks of personal injury or damage to property as result of my participation in the Town of Dumfries Christmas-Holiday Parade.

The Town of Dumfries, its officers, staff, volunteers, and event staff (hereinafter "The Town") will not be responsible for any injury or damage to my person or property that occurs as a direct or indirect result of my participation in the December 5, 2015 Holiday Parade.

Furthermore, I agree to indemnify and hold harmless The Town from and against any and all liability, damages, costs, and expenses, causes of action, lawsuits, demands, judgments, and claims of any nature that may occur in connection with my participation in this parade.

Acting as the responsible party, I assume responsibility for all those individuals, both minors and adults under my supervision, guardianship, and/or care during the December 5, 2015 Christmas-Holiday Parade.

Name & Title of Person Submitting the Application

Signature

Date

Please return this form to the address listed above by 5:00pm, November 9, 2015.

Thank you for your support!

TOWN OF DUMFRIES
41st Annual Christmas Parade
 SATURDAY, DECEMBER 5, 2015
 APPLICATION FORM

Organization: _____

Contact Person: _____

Mailing Address: _____

Daytime Phone: () _____ - _____ Cell: () _____ - _____

Email Address: _____

Group Category	(X)	Total Group Members	Total length (ft.)	Performing (X) if yes
Church Group				
Scout Group				
Marching Band				
Dance				
Equestrian/Animals				
Step Team				
Cheerleading Team				
Vehicle Group/Motorized Unit				
Business Float				
Youth Group				
Majorette Group				
Fire/Rescue Group				
Military Group				
Motorcycle Group				
Honor Guard				
Non-Profit Group				

Using 50 words or less, please provide a brief description of your group, to be announced during the parade in the space below:
