



# City of Charleston

South Carolina

## 2018 Holiday Parade Application

The City of Charleston invites you to join the Holiday Parade on Sunday, December 2nd, 2018. We welcome local schools, community groups, and regional businesses to demonstrate their holiday spirit through their own holiday theme. Each application will be screened on a competitive basis with preference given to community groups, musical entertainment including marching bands, and entries with a strong holiday theme. Only one application from each organization will be accepted. Completing an application to participate in the parade *does not* guarantee selection. Completed applications must be submitted by **5:00 PM on November 2nd, 2018**. Selected participants will be notified of their approved application and receive a parade information packets starting November 9th. The parade will start promptly at 3:00 PM on December 2nd.

**Please complete the application and attach additional information, pages, and photos as needed. Incomplete or late applications will not be accepted or considered.**

### Section 1 – Applicant

Entry Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Point of Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Category:

Community Organization or Non-profit  Media  School or Marching Band

Youth Group  Cheer or Dance Group  Pre-School  Church  Faith Based

Group  Business/Corporate

Describe your organization:

### Section 2 – Entry Description

#### Marching Units or Walking Groups:

Approximate number of youth under age 18 in marching unit or group \_\_\_\_\_

Number of adults \_\_\_\_\_

Music (if any):  Solo singing  Choir singing  Band  Solo instrument \_\_\_\_\_

Taped music \_\_\_\_\_

Full description and proposed holiday theme for group:

**Vehicular or towed unit information:**

Clarify what type of vehicle (s) you are entering in the parade (if any). See item 1C in guidelines

*NOTE:* Limit 2 vehicles per entry: for example: 1 truck + 1 boat = 1 entry; 2 convertibles = 1 entry; 1 truck + 1 flatbed trailer = 1 entry; 1 car + 1 golf cart = 1 entry; 1 truck + 1 float = 1 entry; 1 car + 1 motorcycle = 1 entry

**Trailers cannot be longer than 35'**

\_\_\_ Small Pickup truck \_\_\_ Large Pickup Truck \_\_\_ Car \_\_\_ Convertible \_\_\_ SUV  
\_\_\_ Van \_\_\_ Boat on a trailer (boat is \_\_\_ feet long) \_\_\_ Small truck cab with trailer  
\_\_\_ Motorcycle \_\_\_ Flatbed Trailer (trailer is \_\_\_ feet long)

Are you renting a professional float? (Check provider) \_\_\_ Southeastern Float \_\_\_ Floats by Allen

Other: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Other includes: skateboards, emergency vehicle, fire truck, golf cart, antique car, heavy equipment, bicycle)

**\*\*ALL FLOATS, CARS, TRUCKS, VANS AND ANY TOWED VEHICLES MUST BE DECORATED WITH LIGHTS AND/OR HOLIDAY THEMED DECORATIONS\*\***

Describe how you will incorporate the Holiday theme into your entry design. Decoration is required for participation. *Example: Float with Christmas theme including lights, décor, and tree, participants in Santa hats and holiday sweaters* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Entry Design:** Please attach a separate page (or attachment by email) that represents your entry. This may be in the form of photograph(s), diagrams, or other visual information that will provide an accurate representation of your entry. Due to the high volume of interest in the parade only a limited number of entries will be selected. The Parade Committee is looking for entries that reflect the holiday theme. Only the most artistic and inventive applicants will be selected. Remember to be imaginative and incorporate lights, music and/or motion to your entry.

Special Requests or Special needs: \_\_\_\_\_  
(Requests will be considered but not guaranteed)

## Section 3 – Application and Parade Rules and Guidelines

### 1. General Parade Guidelines

- a) All applications received by the published deadline will be reviewed by the Parade Committee. Selected participants will receive additional information regarding the parade times, routes, and staging. Submitting an application to participate does not guarantee acceptance.
- b) The City of Charleston reserves the right to accept or deny any entry application.
- c) Accepted entrants may be restricted to a maximum of 2 vehicles at discretion of parade committee. If you arrive on site with more vehicles than which you were approved for you will be turned away.
- d) All participants must be willing and able to follow the full route of the parade. The parade route, from staging to dispersal, is approximately 1.5 miles.
- e) Parade officials may cancel the event, at their discretion, due to severe weather or other emergencies.
- f) Groups must be dressed in uniform, costume or complementary attire (i.e. same color/style shirts, hats, etc.) that reflects the holiday spirit.
- g) Parade applicants are responsible for advising group participants of parade guidelines and rules.
- h) Santa Claus is our featured guest this year. Parade participants, floats, or entries may not use a live Santa Claus or a representation of Santa Claus.
- i) Pyrotechnics, flame or fire effects, or similar shall not be utilized.
- j) Fuel fired generators shall not be refueled during the event and floats will not carry additional fuel. Floats utilizing a generator must carry a 10lb ABC fire extinguisher.
- k) In keeping with the spirit of the holidays, we discourage any entries that strive to make a controversial or political statement.
- l) Candy or **ANY** other items may not be thrown from vehicles or any other entry. Candy or handouts may be handed out by walkers who remain along the outer edge of the parade route.
- m) Groups will not purposefully stop to perform along the route; all participants must keep the parade moving. Gaps in the parade line make onlookers think the parade is over and start to walk in the street as well as unnecessarily lengthen the time of the parade, and therefore create traffic delays.
- n) Riders on vehicles cannot get on and off during the parade at any time.
- o) This is a family event; therefore, participants may not act in a lewd manner or present lewd material nor dress inappropriately.
- p) There shall be at least one adult (18 years and older) supervising no more than 10 children under the age 18 in each entry.
- q) All entries will be reviewed prior to the start of the parade. Entries that fail to meet the intent of the parade or follow the parade rules will not be allowed to participate.
- r) All entrants and participants shall obey orders given by City staff and parade organizers.

### 2. Driver & Automobile Guidelines

- a) As stated above any vehicles beyond what is accepted in your parade packed will be turned away.
- b) The driver of the vehicle should be at least 18 years of age, possess a valid driver's license and proof of current automobile insurance. This will include entries and support vehicles such as golf carts, miniature cars, motorcycles and any other motorized vehicle. All vehicles will adhere to all applicable safe vehicle operations and will be subject to citation for unlawful and unsafe acts.
- c) Drivers are responsible for maintaining control of their vehicle. Do not tailgate or leave gaps. Keep about four car lengths between each entry at all times.
- d) Floats and vehicles may acknowledge their sponsors with poster, banners, or similar. Entries deemed to be advertising or promotional only in nature and fail to promote a Holiday theme may not be allowed to participate.
- e) Signage and decorations shall not obstruct the driver's ability to safely operate the vehicle.
- f) We are prohibiting large tractor trailers or 18 wheelers due to their size and difficulty navigating in the parade route. If you have questions about this for your entry, contact the parade organizer.

### 3. Pet & Animal Guidelines

- a) Intention to use live animals must be stated in your description of entry.
- b) All pets and animals must be properly restrained by leash or harness.
- c) Participants will be responsible for cleaning up pet or animal accidents that occur along the parade route and surrounding areas.

**Section 4 – Acknowledgement and Hold Harmless**

By signing below, I, as the Applicant, acknowledge that I am either the person responsible for or am an authorized agent for the organization responsible with full authority to bind the organization for the legal requirements contained herein. I, as Applicant, do hereby release and discharge the City of Charleston from any and all liability for loss or damage to persons, including death, property and merchandise used by the Applicant in the operation of the parade due to theft, fire, storm, flood and damages through any force of nature or otherwise, including but not limited to the damage(s) and liabilities set forth below. I further understand that if I, as Applicant, am permitted to participate in the parade ("Permittee"), all legal obligations contained herein shall be binding upon me or my organization, as applicable, with full authority to bind me or my organization for all the legal requirements contained herein.

As a participant in the parade, I recognize that there are certain risks of physical injury, death and/or property damage associated therewith, and I or my organization, as applicable, agree to assume all risk and responsibility for all personal injuries, including loss of life, property damage and expenses and costs, including attorney’s fees, that may be sustained or which may be caused by the Applicant or by persons under the control of the Applicant while participating in any and all activities associated with the parade. As Applicant, I or my organization, as applicable, agree to indemnify, hold harmless and defend the City of Charleston and its officers, agents, servants and employees from any and all claims and demands, including any damages, judgments, costs and attorney’s fees arising out of, connected with, or any way associated with any parade activity which arises out of my or any person under my or my organization's control, as applicable, in the participation in any and all activities associated with the parade. For reasons of safety and security, I, as Applicant, or any person under my or my organization's control, will be under full command of the parade officials from formation leading up to the parade until the end of the parade when it officially disbands. I, as Applicant, further understand I am or my organization, as applicable, is responsible for any person under 18 years of age and all responsibility and indemnity requirements contained herein for the benefit of the City of Charleston shall apply to any person under 18 years of age who sustains personal injury, including death, and property damage arising out of the parade and its associated activities.

I, or my organization, as applicable, understand and agree to provide only South Carolina licensed drivers at least 18 years of age for the operation of any and all vehicles and motorized equipment used in the parade. I, or my organization, as applicable, also understand and agree that each vehicle and motorized equipment used in the parade will be in compliance with the limits of vehicular/motorized equipment insurance coverage in accordance with South Carolina law. I, or my organization, as applicable, agrees to provide the City of Charleston with proof of such insurance as set forth herein upon the City's request. I also understand that either I, or my organization, as applicable, is solely responsible for abiding by traffic laws, regulations, and maintaining safe and controlled operation of the vehicle(s) and motorized equipment used in the parade at all times.

I, or my organization, as applicable, further agree to comply with all requirements of the Special Events Permit for the parade as set forth in the Sections 2-185 through 2-190 of the Code of City of Charleston.

I, or my organization, as applicable, further grant the City of Charleston permission to use any and all photographs, motion picture(s), recording(s) or any other record of me or my organization's participation, as applicable, in the parade for any legitimate reason(s) in the City's sole discretion.

I or my organization, as applicable, have read and will follow all the parade guideline restrictions and agree to do so if I or my organization, as applicable, become a Permittee of the parade. I understand any changes to the parade guideline restrictions must be first approved by the City of Charleston.

All the information provided in this application is true and accurate.

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return applications by 11/02/2018**

Please return the form for review and approval by November 2nd, 2018 to Basil Punsalan, Outreach and Event Coordinator with the City of Charleston. The preferred method is by email to [punsalanb@charleston-sc.gov](mailto:punsalanb@charleston-sc.gov). Application may be mailed to: Office of Cultural Affairs, 75 Calhoun Street, Suite 3800, Charleston, SC 29401.