

# 2018 City of Desert Hot Springs



## Holiday Parade of Lights Application

SATURDAY, DECEMBER 8, 2018

5:45 P.M.

### Parade Route

Start: Palm Dr. & Two Bunch Palms Trail

Ends: Palm Dr. & Acoma Ave.



11-999 Palm Drive • Desert Hot Springs, CA 92240 • Telephone (760) 329-6411 ext. 114 • [www.cityofdhs.org](http://www.cityofdhs.org)

## HOLIDAY PARADE / PARTICIPANT APPLICATION

Applications must be received no later than **November 15, 2018 by 5:00 P.M.**

### APPLICANT INFORMATION

GROUP / ORGANIZATION: \_\_\_\_\_

APPLICANT/RESPONSIBLE PARTY IN CHARGE: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

### NUMBER OF PARTICIPANTS IN YOUR GROUP / ORGANIZATION:

- 1 – 20       21 – 40       41 – 60+

### ENTRY CLASSIFICATION:

- FOR PROFIT BUSINESS  
 NON-PROFIT ORGANIZATION  
 SERVICE CLUB  
 SCHOOL  
 OTHER/INDIVIDUAL

**ENTRY INFORMATION**

**FLOAT**      **FLOAT SIZE – Length, Width, Height** \_\_\_\_\_

PROFESSIONAL BUILT

SELF BUILT

Please describe your Float, your vision as to how it will look, float theme, decorations, etc.

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**VEHICLE**      **NUMBER OF VEHICLES** \_\_\_\_\_

ANTIQUE / VINTAGE

COLLECTORS CLUB

OTHER \_\_\_\_\_

**MUSICAL UNIT**      **NUMBER OF MEMBERS IN MUSICAL UNIT** \_\_\_\_\_

BAND

DRUM CORPS

OTHER \_\_\_\_\_

**SPECIALTY UNIT**      **NUMBER OF MEMBERS IN SPECIALTY UNIT** \_\_\_\_\_

DRILL TEAM

DANCE TEAM

SCOUTING

VETERANS / MILITARY

OTHER \_\_\_\_\_

Please describe your Specialty Unit, description of costumes, music, routines, etc.

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**WALKING ONLY PARTICIPANT**      **NUMBER OF WALKING PARTICIPANTS** \_\_\_\_\_

**OTHER** (Please describe below)

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**ANIMALS**

DOGS    NUMBER OF DOGS \_\_\_\_\_

HORSES    NUMBER OF HORSES \_\_\_\_\_

OTHER \_\_\_\_\_

- All animals must be on a leash.
- All participants with animals must have a clean-up plan in place and attached to the application. Participants are responsible to clean up after their animals before, during and after the event.
- Please **DO NOT** enter noise sensitive animals. Due to the short duration of the parade, some animals and their owners do not benefit from this experience.

**APPROXIMATE OVERALL LENGTH OF ENTRY IN FEET (FOR STAGING) \_\_\_\_\_**

**OTHER THAN MARCHING BANDS, DOES YOUR ENTRY HAVE MUSIC OR SOUND?**

YES

NO

If YES please describe below:

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**ARE ANY VEHICLES REQUIRED TO ACCOMPANY THIS ENTRY?**

YES

NO

If YES how many vehicles and please describe below:

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**ENTRY DESCRIPTION**

Please provide a brief description of the entry. Give a good script that can be used for the parade announcer:

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***PLEASE READ ENTRY REQUIREMENTS AND GUIDELINES BEFORE SUBMITTING APPLICATION***

## **ENTRY REQUIREMENTS AND GUIDELINES**

Please read before submitting application

### **ENTRY REQUIREMENTS:**

- **ALL** parade entries **MUST** showcase a holiday theme.
- Entries/applicants are subject to approval by the City of Desert Hot Springs.
- The parade participants must be "family friendly" appropriate to be seen by all ages.
- The parade **will not** be used as a platform for political or special interest groups.
- Music is encouraged to accompany the entry.
- **NO** Santa or Mrs. Claus costumes allowed. There will only be one official Santa in the parade. Other types of appropriate holiday costumes are allowed.
- All vehicles in the parade must be properly registered and insured and drivers must have a valid driver's license.

### **ENTRY APPLICATION FORM:**

- Entry application must be received by November 15, 2018.
- The entry application form must be completed with the understanding of the general rules and guidelines.
- Staging instructions will be mailed approximately two weeks prior to the parade.
- The rules and guidelines are for the safety and quality of the parade. Failure to abide by these rules and guidelines and those presented with the parade information package, may result in the entry's removal from the parade.

### **THIS IS A FORWARD MOTION PARADE:**

- All entries are required to maintain a continuous forward motion during the parade. **No stopping.**

### **NO TOSSING OR DISTRIBUTING HANDOUTS, CANDY OR FAVORS:**

- Nothing can be tossed or handed out along the parade route or curbside due to liability policies set forth by the parade insurance company and the City.

### **IDENTIFICATION SIGNS:**

- Identification banners are encouraged for entries in the parade.
- Signs must be for identification purpose only and not as an advertisement or political statement. No phone numbers, addresses or websites listed please.

### **PARADE CANCELLATION:**

- Only a significant act of nature will cancel the parade, of which all units would be notified.
- Entries absent on parade day without proper notification may not receive future invitations.

### **MARCHING BANDS:**

- Musical units are requested to perform the one-mile parade route.
- Holiday music is recommended and must be played the majority of the parade route.

### **FLOATS:**

- **Floats cannot exceed 50 feet** in length (including tow vehicle), 13 feet in height and 10 feet wide.
- All vehicles must be properly registered and insured and drivers must have valid driver's license.

### **MARCHERS / SPECIALTY UNITS: (Clowns, Color Guards, Drill/Dance/Baton, Scout Groups)**

- Plain clothed marching entries will not be accepted.
- Entries requiring vehicles to carry sound systems must notify parade organizers on the application. Carts or vehicles accompanying the entry must be decorated.
- Drill / Dance routines must be choreographed for forward motion. No stopping to perform.

### **VEHICLES:**

- Vehicles considered for entry must be antique or unique.
- Commercial business vehicles such as vans, tankers, farm machinery, tractor-trailers and other large vehicles may not be accepted due to safety concerns.
- All vehicles must be properly insured and drivers must have proper driver's license.

**ANIMALS:**

- No more than 6 horses per entry.
- Any animal deemed unsafe in the parade will be removed.
- All animal units must provide their own "clean-up" crew to follow their unit in the parade.
- Equestrian riders should be at least 12 years of age and accompanied by an adult trainer.
- All equestrian entries **MUST** have trainers walking with every two horses.

**SPECIAL GUESTS / DIGNITARIES:**

- Guests and Dignitaries are by invitation only.

**PARTICIPANT AGE RESTRICTIONS:**

- Walking participants must be at least six years old or older.
- There must be a least one adult (18+) escort for every six children under the age of 13 years.
- Young children riding on a float must have adult supervision on and around them.

**THE FOLLOWING ITEMS ARE REQUIRED WITH APPLICATION SUBMITTAL:**

- Copy of Driver's License (if applicable)
- Copy of Current Vehicle Registration (if applicable)
- Copy of Vehicle Insurance (if applicable)
- Completed Liability Waiver for each parade participant

*It is preferred that all waivers be submitted with the application, however, waivers will be accepted 48 hours prior to the day of the parade. All parade participants **MUST** submit a signed waiver to take part in the parade.*

- Completed Application
- **NOTE:** Incomplete applications will not be accepted.

**APPLICATION SUBMITTAL INFORMATION:**

- Via email: [events@cityofdhs.org](mailto:events@cityofdhs.org)
- In Person at City Hall: 11-999 Palm Drive Desert Hot Springs, CA 92240

**PROCEDURE:**

The City of Desert Hot Springs will contact all participants with additional information and further instructions once the applications are processed.

**PARADE INFORMATION:**

1. Parade Date: Saturday, December 8, 2017
2. Start Time: 5:45 P.M.
3. Check-In Time: 4:00 P.M. – 5:00 P.M. (No later than 5 P.M.)

**Questions/Contact:**

Roberta Crcic  
City of Desert Hot Springs  
760-329-6411 ext. 114 or Email: [rcrcic@cityofdhs.org](mailto:rcrcic@cityofdhs.org)

OFFICE USE ONLY	
Participant Number	
Driver's License	Y / N
Vehicle Registration	Y / N
Vehicle Insurance	Y / N
Liability Waiver	Y / N
Animal Clean-up Plan (if applicable)	Y / N