

City of Lakewood Christmas Tree Lighting Parade 2017



Friday, December 1, 2017, 5:30pm – 6:00pm
Parade Entry Deadline: Friday, Nov. 16, at 5:00 pm
Parade Entry Form is included in this packet

City of Lakewood
6000 Main Street SW
Lakewood, WA 98489
(253) 983-7758

WHAT: A parade to celebrate Lakewood Christmas Tree Lighting Ceremony

WHEN: Friday, December 1, 2017 at 5:30 pm

WHERE: Down 58th street in Town Center in Lakewood, ending at City Hall.

CONTACT: Sally Martinez 253.983.7758 smartinez@cityoflakewood.us

Help **LIGHT UP** Lakewood in the **Parade!** Businesses, clubs, organizations, and individuals are all invited to light up the holidays walking or with a vehicle in the parade. Show your community spirit!

- The **Lakewood Parade is both a motorized vehicle parade and walking parade.** Trailers and floats are encouraged but riders must be secured per rules.
- **Businesses, clubs, and organizations can have signage on their vehicle, but lighting and decorations should reflect the holiday season.**

Each entry is encouraged to 'go all out' in decorating their vehicle and wearing festive clothing, making it fun and exciting.

To be considered for participation, your entry form must be received prior to Friday, Nov. 16, 2017 at 5:00 pm. Please read through the attached event rules which have been established for your benefit and the safety of the event.

(Applications received after November 16, 2017 will be considered if space is available.)

Lakewood Parade Rules

This is a Lakewood community parade. Our goal is to provide a community parade that is safe and enjoyable for both participants and spectators, and we endeavor to maintain that tradition. To that end, we ask the following:

- Parade participants may NOT jump onto or off of any float or moving vehicle.
- **NO STOPPING.**
- You may hand out packaged candy. But please don't throw it or any other items to the crowd. *(This is an insurance requirement.)*
- Riding on the top of or outside of vehicles without belts or harnesses to secure riders is prohibited.
- **SANTA CLAUSE – Only the official parade Santa is allowed, no other vehicles/floats can have a Santa**
- The Parade goes rain or cold.
- All motorized vehicles must be operated by a licensed driver, regardless of the vehicle's size or use.
- All vehicle and float operators are required to include proof of current automobile liability insurance with the parade application.
- Fire extinguishers rated 2A-10BC are required on all motorized decorated vehicles. Fire or open flame on any entrant is prohibited; all decorative materials must be fire retardant - *bales of hay are not fire retardant.*
- Drivers shall have 180 ° forward visions.
- Exhaust system shall extend beyond any and all decorations so that drivers or riders are not exposed to carbon monoxide fumes.
- Compressed gases (such as helium) shall be properly secured and safeguarded.
- All parade entrants must remain in **forward** motion (noreversemotion)while on the parade route. Entries that stop along the parade route make the parade less enjoyable for the spectators and create problems for entries behind them.
- No excessive speeds, **burn-outs**, tricks, two-wheel driving, or dangerous maneuvers.
- Maintain an interval of **35 feet** behindthe preceding entry.
- Alcoholic beverages are prohibited on any float or vehicle or on the person of any participant.
- All entrants must clean up after their entry (garbage in staging, decorations, etc.)
- All entrants must conform to the description stated in their application. Any changes must be submitted in writing with a copy of your Entry Application.
- All Amplification systems must be noted on application and approved by the Parade Committee.
- Entries depicting violence, drugs, and illegal activities or otherwise deemed inappropriate by the Parade Committee, will not be allowed for this family friendlyparade.
- The City of Lakewood reserves the right to bar from the parade at any time any entrant not conforming to the rules or refusing to follow the instructions of the police or paradeofficials.
- Follow the instructions of the parade officials and police along the route
- Contact parade officials immediately should you encounter any difficulties. Contact #s will be provided with confirmation and final instructions.

*Your signature on the parade entry form is evidence that you agree to **all rules** and will abide by those rules and the decisions of the Parade Committee. Furthermore, your signature on the entry form indicates that you agree that the Lakewood Parade committee, its sponsors, the City of Lakewood, and their associates, employees, volunteers, and agents are released from any and all responsibility for loss, damage, or injury to any person or property relating in any way to participation in the para*

Lakewood Parade

Day of Parade Instruction Sheet

PARADE DATE: Friday, Dec. 1, 2017

PARADE BEGINS: 5:30 pm

CHECK-IN/ASSEMBLY: 5:00 – Lakewood pm

CHECK-IN STATION: All entries must stop at the check-in station located at the entry of the staging area.

Important: To reduce congestion, please appoint one member of your group to check in your entire group.

STAGING AREA: The main staging area will be in front of *24 hour fitness in Lakewood Towne Center.* All entries must check in with parade staff at the staging area.

- Entries will be lined up in order of arrival (with possible adjustments due to music, etc. as determined by Parade Staff.)
- No reverse movement will be allowed within the staging area.
- All entrants must clean up after their entry (garbage in staging, decorations, etc.)

Lakewood Parade Entry Form

Parade Date: Monday, December 1, 2017 Lakewood-6:00pm

Name of Entry (Group/Organization/Business): _____

Contact Person: _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address*: _____

Number of Participants in Entry (best estimate if unknown at this time): _____

Approximate Space Required in Staging Area for your group/vehicle: _____ feet.

Will you be playing music either live or with a sound system? _____ Yes _____ No

All vehicle and float operators are required to provide proof of automobile liability insurance with entry application.

Please provide a short description (75 words or less), "legibly" written of your theme. Emailed descriptions are welcome: smartinez@cityoflakewood.us.

By signing at the bottom of this form, I verify that I have read the Parade Information, Rules, and Instruction Sheet and agree to abide by the terms.

Participant Printed Name _____ Participant Signature _____ Date _____

Application must include:

Proof of Automobile liability insurance

Signed Waiver for each person participating in the parade

City of Lakewood: PARADE ENTRANT PARENT/LEGAL GUARDIAN WAIVER

Hold Harmless & Indemnification Release

(Must be completed for each minor participant not registered with an organization or group)

Copy this form as needed. Additional forms may also be obtained at Lakewood Parks & Recreation.

Parade Entry Name _____

Day of Event Contact Number in case of emergency: _____

NOTE: If applicant is less than 18 years of age, the parent(s) and/or guardian(s) must execute the following waiver:

I (we) am/are the parent(s) or legal guardian(s) of _____ who desires to be a participant in the Lakewood Parade of Lights.

It is important to me (us) that this child is allowed to participate in this activity. I (we) understand there are special dangers and risks inherent in this activity, including but not limited to, the risk of serious physical injury, death or other harmful consequences which may arise directly or indirectly from the child's participation in this activity. Being fully informed as to these risks and in consideration of the City of Lakewood allowing my child to participate in this sponsored activity, I (we), on behalf of myself (ourselves) and on behalf of the above-named participant child, assume all risk of injury, damage and harm to the child which may arise from the child's participation in the activity. I (we) further agree, individually and on behalf of the above-named child, to release and hold harmless the City of Lakewood, its officials, employees, volunteers and agents, and parade sponsors, and agree to waive any right of recovery that I (we) may have to bring a claim or lawsuit for damages against them for any personal injury, death or other harmful consequences occurring to the above-named child or me arising out of the Child's voluntary participation in this activity. I (we) grant my (our) full and voluntary consent for the above-named child to participate in the Lakewood Parade of Lights Parade, riding on a vehicle.

In addition, I agree to the video recording, broadcast, and photographing of my participation in the parade for use by the groups previously mentioned for public information, advertisement, and fund raising purposes with no financial or other liability to me (or my child) to be incurred by the city or the photographer/videographer.

(PLEASE PRINT)

Child's Name: _____ Child's Address: _____

Parent/Legal Guardian Name(s): _____

Parent/Legal Guardian Signature(s): _____

Parent/Legal Guardian Address: _____

Parent/Legal Guardian's Phone: _____ Date: _____