

**BROOKSVILLE KIWANIS CLUB CHRISTMAS PARADE
ENTRY FORM**

Please mail this application and entry fee to the Kiwanis Club of Brooksville, PO Box 685, Brooksville, FL 34605. Make check payable to **BROOKSVILLE KIWANIS FOUNDATION CLUB**.

Name of Entry: _____
(Business, Organization, Individual, etc.)

Mailing Address: _____

Contact Person: _____ Phone: _____

E-Mail Address: _____

(Print Clearly – Line-up Notifications will be sent by email)

Category of Entry: (Please check one only in applicable group--This represents your category for judging purposes)

- _____ 1. Youth Non-Profit School and Youth Organizations
- _____ 2. Adult and Family Non-Profit Organizations, Clubs, Churches, Government
- _____ 3. Commercial
- _____ 4. Horses **(Any entry with a Horse must be in the Horse Category)**

Type of Entry:

_____ LARGE FLOAT _____ Float _____ Walkers _____ Vehicle _____ Horses

Length of Tow Vehicle: _____ feet Length of Trailer: _____ feet

Promo Announcement to be read by parade announcers: **Be Detailed – Use Additional Sheet if Necessary**
(Suggestions – Your address, upcoming events, your community involvement, invitation to visit your place business, church, functions, etc)

Special Requirements (Extra long vehicles, music on float, place in line-up, etc:) **Extra Fee for 3rd Unit**

Date: _____ Signature of Authorized Person: _____

READ AND SIGN BOTH ENTRY FORM & INSTRUCTIONS/RULES FOR PARADE

Date Received by Kiwanis: _____

Amount Paid: _____ Cash _____ Check _____ Fee Waived _____

INSTRUCTIONS AND RULES FOR PARADE

1. Parade Committee Chair has ultimate discretion on the order and assignment of units.
2. Parade line-up begins at 7:30 through 9:00 am. Horses' final line-up is 10:30 a.m. Your final notification to be e-mailed December 8th, will give you a set time to arrive and designated area. Only pre-registered entries will be allowed to participate. ALL ENTRIES ARRIVE ON HWY 41. DO NOT ENTER FROM OAKWOOD.
3. All entries with children must be dropped off at Brooksville Elementary School. YOU WILL NOT BE PERMITTED TO STAY WITH CHILDREN AT THAT TIME. THE DROP-OFF LOOP MUST MOVE QUICKLY. Parents should make arrangements to park towards the end of parade route in order to pick-up your child and enjoy the other festivities.
4. The application must be filled out completely and signed, payment included or application will not be accepted.
5. The parade starts promptly at 10:00 am and ends on Hwy 41 and Courthouse parking lot.
6. No refunds or credits will be issued.
7. Upon arrival to the parade, you will receive a line-up card showing where you or your group is assigned.
8. All entries are subject to approval. The Kiwanis Club of Brooksville has the right to remove any entry that does not follow the rules, has safety concerns, inappropriate displays or deemed unsuitable for the event.
9. For safety of all involved: PLEASE NO THROWING ITEMS FROM FLOATS OR UNITS. To distribute candy, you must have walkers handing it out along the parade route.
10. All parade units must clearly display their assigned unit number.
11. All entries must be decorated according to theme.
12. Units must stay in their assigned order, unless specifically directed otherwise by a parade official.
13. No person shall ride on the hood, roof, trunk or doorframe of vehicles. Convertibles and truck cabs and beds are permitted. **If you have children on your float, you must have walkers along side of the float to protect the children from falling off the float.**
14. Any unit which has music (live or recorded) must set the volume at a reasonable level so they do not intrude on other units' presentation space. Any parade official may request the volume be lowered if they deem it too loud.
15. All elected officials with a political affiliation will be considered one unit. No more than 4 units will be allowed.
16. Parade officials shall review all entries and make a determination of what constitutes a group entry.

- 17. Parade units must proceed past the end of the parade route before stopping and unloading. Please arrange to have children picked up at the end of the parade. WATCH FOR THEIR SAFETY.
- 18. Any unit, whose participants argue with, use foul language or refuse to do what a parade official asks, will be removed from the lineup immediately.
- 19. Traffic citations may be issued by the City of Brooksville Police Department, or any other law enforcement agency, if violations of any municipal ordinance or state vehicle code are committed.

LIABILITY WAIVER

I understand, as a representative of said organization/group that we take full responsibility for each and every participant of our group in the parade. If injury occurs as a result of negligence or careless behavior, we hereby waive any and all claims against the Kiwanis Club of Brooksville, the event sponsors, and all our affiliate partners, arising out of any personal injury or property damage that is incurred during the parade. I also acknowledge that any copies of insurance certificates for each vehicle in the parade are valid.

DATED: this _____ day of _____, 2016



PRINTED NAME	SIGNATURE	ORGANIZATION/ COMPANY

I have read and agree to adhere to the conditions set forth by the Parade Committee.

PRINTED NAME	SIGNATURE	ORGANIZATION/ COMPANY

38th ANNUAL BROOKSVILLE CHRISTMAS PARADE

Sponsored by: **THE KIWANIS CLUB OF BROOKSVILLE**

Theme: **The Carols of Christmas**

Grand Marshall: **Nashville Star – Billy Dawson**

Date and Time: **SATURDAY, DECEMBER 10, 2016 at 10:00 AM prompt**

Kiwanis Club of Brooksville will arrange for a Santa Claus. **PLEASE REFRAIN FROM USING A LIVE SANTA ON YOUR FLOAT TO PREVENT SMALL CHILDREN FROM BECOMING CONFUSED.**

IMPORTANT: The entry fees are as follows:

\$65.00 Commercial AN ADD'L FEE OF \$50 IF A THIRD UNIT ENTERED

\$40.00 All other entries/horse groups* AN ADD'L FEE OF \$25 IF A THIRD UNIT

\$30.00 Individuals/single horse*

ENTRY PROCEDURES

1. All entries must be received by 5:00 PM Thursday, December 1, 2016 to **KIWANIS CLUB OF BROOKSVILLE, PO BOX 685, BROOKSVILLE, FL 34605-0685**
2. All entries will be prejudged prior to parade and trophies awarded at the start of the parade to the winners to display along the parade route. Points will be awarded in these categories:
 1. Theme Adherence.
 2. Creativity
 3. Craftsmanship

***HORSES: PROOF OF CURRENT COGGINS IS REQUIRED**

1. Theme Adherence
 2. Showmanship
- (All horses will be lined up at the end of parade and judged as a separate category)* **PLEASE REFRAIN WHILE ON THE PARADE ROUTE FROM GOING ON PRIVATE PROPERTY.**

LINE UP PROCEDURES AND GENERAL INFORMATION

1. All units and participants must enter on the US HWY 41 area and check in at a designated area. You will receive notification 2-3 days prior to the parade, a color-coded information sheet of your check-in area, line-up number, and assigned space.
2. All units must be lined up according to their number and appointment time. Judging will begin at 9:00 am sharp for those entries at the beginning of the parade and continue until 9:45 am.(Horses will be judged at 10:30 am.) **ALL ENTRIES AND PARTICIPANTS WILL ARRIVE AT THE HWY 41 ENTRANCE.**
3. There is a height limitation of 13' 6". **NO MORE THAN 4 UNITS ALLOWED PER ENTRY & EXTRA CHARGE FOR 3RD & 4TH UNITS.** A Unit is any truck, trailer or Car.
4. For the children's safety, treats are not to be thrown from vehicles or floats. You may have "walkers" distribute treats along the route if you desire. **NO STOPPING DURING THE PARADE TO HANDOUT TREATS!!! THE PARADE MUST KEEP MOVING. IF YOU HAVE CHILDREN ON YOUR FLOAT, YOU MUST HAVE ADULTS WALKING BESIDES THE FLOAT.** Violators will not be allowed to participate in future parades.
5. **THERE WILL BE NO WAIVER OF FEES DUE TO THE ADDITIONAL COSTS INCURRED**

IF YOUR ENTRY HAS CHILDREN EVEN MIXED WITH ADULTS, PLEASE INDICATE ON YOUR ENTRY APPLICATION SO THAT THE APPROPRIATE AREA WILL BE ASSIGNED.