

NORTH BAY AND AREA PARADE PARTICIPANT GUIDELINES

OFFICE USE:

FLOAT #:

SECTOR:

1. The North Bay and Area Parade Committee reserves the right to limit the number of entries.
2. The North Bay and Area Parade Committee reserves the right to review applications and approve only applications relevant to this year's theme or that add to the public's viewing pleasure.
3. Each parade entry is required to have two safety people walking with them; one safety person on either side of the entry, throughout the duration of the parade.

***Note: Exception to the above policy;** marching or walking entries over the age of eighteen do not require safety personnel, neither do professional safety people such as Police Services, Fire Department, Military, North Bay Ambulance Service and St. John Ambulance.

4. Each parade participant is required to have two safety people attend the Safety Training meeting on the morning of the parade. The Director of Safety will review the Parade Safety Policy (Rules & Regulations). At that time, each safety person will receive a fluorescent safety vest for visibility along the route.

A refundable deposit of \$15.00 per vest is required. Please send this with the safety people to the meeting. Cheques should be made payable to **"North Bay and Area Parade Committee"**. (The deposit is refunded upon return of the safety vests.) If a cheque is not possible, we can take a cash deposit. Change will not be available.

This meeting must start on time and will not be delayed for latecomers.

5. There **must be two trained safety people present** with each float when the parade begins.
6. Safety people wearing vests cannot hand out candy or giveaway items on the parade route.
7. Parade participants are not allowed to throw candy along the parade route as this presents a safety hazard to those who may run into the path of a vehicle when retrieving thrown candy.

Any violation of this regulation will result in the entry's disqualification from parade judging as well as immediate removal from the parade and possibly from future parades.

8. Standing on floats or moving vehicles is not permitted unless safety harnesses are used.
9. Children on floats must be supervised by an adult.
10. No Santa Clauses or Mrs. Clauses are permitted on floats.
11. No smoking while on a float or walking with a float.
12. No cellular phone use on a float or walking with a float.
13. Paper hand outs or paper attached to candy is NOT permitted.
14. Parade Committee members will accompany their respective parade sections along the parade route.
15. A communication system will be in place along the parade route to monitor parade progress, to communicate problems and in cases of emergency.
16. A marching band or walking group will lead the parade to ensure a steady moderate pace for safety.
17. **All entries must provide proof of liability insurance with "The Corporation of The City of North Bay" named as an additional insured with coverage of \$5 million liability. This is required no later than 10 days prior to the parade. If this is not submitted you will not be permitted to participate in the parade.**

Please see below for the date, time and location of the Safety Meeting. Each float must have 2 safety people and both must be in attendance at the training meeting.

10:00 a.m.
Sunday, November 17th, 2024
North Concourse, Memorial Gardens

REGISTRATION AGREEMENT

ORGANIZATION: _____ EMAIL: _____

ADDRESS: _____
CITY: _____ POSTAL CODE: _____

CONTACT NAME: _____
TEL: (H): _____ (BUS): _____ EXT. _____ (FAX): _____

PLEASE READ THE FOLLOWING CAREFULLY.
PARADE APPLICATIONS RECEIVED AFTER FRIDAY, NOVEMBER 8, 2024, WILL NOT BE ACCEPTED.

1. **Entry Categories** - Participants are asked to remember that the purpose of the parade is to provide enjoyment and fun for the members of our community who are watching the parade. This purpose should be the goal when planning and designing entries. **Please note: Entries of a controversial nature or those not meeting entry category definitions will be rejected. This may occur upon registration or at any time prior to or during the parade.**

Theme Float - These entries must comply with the theme as stated in the covering letter. Entries must display an obvious effort to incorporate the theme. This may be done through a combined use of music, colorful decorations and displays, theatrical props and human resources.

Special Attraction - These entries offer an entertainment value to those watching the parade. While they bring colour, sound and excitement to the parade, they may not meet all theme guidelines. These entries will be allowed admission into the parade at the Parade Committee's discretion. Those entering the parade in this category will be contacted by the Parade Committee to determine eligibility.

Category: (check one) 1) Theme Float _____ 2) Special Attraction _____

2. *****PLEASE FULLY DESCRIBE YOUR ENTRY. THIS INFORMATION IS NECESSARY FOR THE TELEVISION BROADCAST** (Attach a separate page if necessary.)

Number of vehicle(s) _____ number of adults walking _____ music Y___/N___
Length of vehicle(s) _____ number of children walking _____ handout candy Y___/N___

3. All entries must meet and comply with the Safety Guidelines as outlined on the attached.
4. Two safety people per entry must attend the Safety Training meeting as per the date and time outlined on the attached.

5. ***** Please provide information about your organization that will be useful during the televised broadcast.** (Attach a separate page if necessary.)

6. Parade entrants will be judged in **only one** of the listed categories. Each category will be awarded first and second place certificates. Judging is based on decoration, music, spirit and theme. Please check the category you wish to enter:

- | | | | |
|------------------------------------|-----|----------------------------------|-----|
| 1) Financial Institution | { } | 7) Hospitality Industry | { } |
| 2) Retail Outlet | { } | 8) Commercial / Industrial Group | { } |
| 3) Service Group or Organization | { } | 9) Non-Profit Group | { } |
| 4) Elementary School | { } | 10) Secondary School | { } |
| 5) Post Secondary School | { } | 11) Choir / Singing Group | { } |
| 6) Band (includes marching & rock) | { } | 12) Sports Team | { } |

7. Parade entry groups will not distribute coupons, flyers or leaflets along the parade route.

ON BEHALF OF THE ABOVE MENTIONED ORGANIZATION, I UNDERSTAND AND ACCEPT ALL GUIDELINES AS OUTLINED ABOVE. THIS INFORMATION IS BEING OBTAINED FOR THE PURPOSE OF REGISTRATION. THE APPLICANT HEREBY CONSENTS TO PUBLIC ACCESS BEING PROVIDED THIS INFORMATION UPON REQUEST.

ORGANIZATION REPRESENTATIVE **DATE**

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the Santa Claus Parade.
Questions about this collection or personal information should be directed to the City Clerk, 200 McIntyre Street East, North Bay (705) 474-0626, ext. 2510.