

**City of Penticton 2024 Santa Parade Entry Form**  
**Sunday December 1<sup>st</sup>, 2024 at 4:45pm**

**Entry Fee of \$50 plus GST (\$52.50), this signed agreement and Certificate of Insurance must accompany your application.**

Name of Applicant: \_\_\_\_\_ Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Entry:  Float  Vehicle with Walkers  Walkers/ Bikes etc.  Animals

Length of Entry: \_\_\_\_\_ Number of Vehicles (Max 2 per entry): \_\_\_\_\_ Number of People: \_\_\_\_\_

Please provide a short blurb for our parade announcer: \_\_\_\_\_

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All parade entry fees will be awarded to the Charity of Choice of the winner of "Best Float".

Please nominate your charity of choice: \_\_\_\_\_

**Insurance:**

A Certificate of Insurance must be submitted with the parade application and meet the following requirements:

- The City of Penticton shall be included as an "Additional Insured" on a Commercial General Liability policy.
- The policy shall be written on a comprehensive basis with inclusive limits of not less than \$3 million per occurrence and up to \$5 million aggregate at the discretion of the City's Risk Manager, Chief Financial Officer or their designate.
- The policy shall contain a clause providing that the insurer will give the City thirty (30) days prior written notice in the event of cancellation or material change.
- The parade entrant shall provide the City with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance upon application to participate in the Santa Parade.

**Santa Parade Rules and Regulations:**

The City of Penticton's priority is to ensure the safety of all participants and spectators. The following rules apply to ALL entries:

1. Santa has requested he be the **ONLY** Santa in the parade – please do not bring Santa impersonators.
2. Your completed and signed application form is your acceptance, on behalf of your entry and all your entry's participants, of all Santa Parade rules and regulations.
3. All participants in the Santa Parade must sign the event **Release of Liability and Waiver of Claims**.
4. The City of Penticton assumes no responsibility in connection with and makes no representation as to safety of any parade entry, in whole or in part, solely by reason of compliance with Santa Parade rules and regulations.
5. The responsibility for safety lies with each individual entry. Entries must comply with all Parade rules and regulations, government regulations, safety codes, manufacturer's recommendations, and similar standards.
6. All entries are required to be in place at their designated arrival time. A representative for each group is required to **attend the pre-parade meeting at 4:00pm** in the Pen Hi Lot. Parade starts at 4:45pm.
7. Participants must follow instructions of Parade Officials and maintain their parade position as directed. Officials can remove an entry, due to safety concerns, interference with the parade's progress or other appropriate reason.
8. All vehicle entries must be clean and decorated. Music, decoration, attire and behavior must be appropriate.
9. Blowing of horns, sirens and playing loud music is only allowed during the parade and must be at a reasonable level.
10. All floats must be pre-approved. Large, oversized or articulated vehicles may not be allowed.
11. Santa Parade encourages entries to include mascots. Mascots must have a handler with them.

12. Throwing items, including candy or promotional items, from floats is not allowed. Individuals may walk alongside the float to distribute these items to people.
13. Groups using animals in the parade are required to have a clean-up crew. Animal waste is to be disposed of properly. Animals must be on a leash, have proper shelter from weather and food/water.
14. Alcohol and other controlled substances are forbidden on any float, vehicle or on any parade participant. Use of alcohol or other controlled substances will result in removal from the parade.
15. Participants shall not mount/dismount from entries unless the entry has come to a complete stop.
16. In case of an emergency, please follow the directions of the on-site safety personnel.
17. When operated outside of the designated parade route, all entries must comply with all regulations governing operation of a vehicle on public roads.

**Regulations for Motorized Entries:**

18. The driver of each vehicle must have a valid driver's license and remain with the vehicle at all times.
19. Vehicle insurance is mandatory and is the responsibility of the parade participant.
20. Floats must be capable of clearing all obstacles. Inflatable items must not be inflated while outside of the parade route.
21. Float Mechanical Requirements and Restrictions:
  - a. Towing vehicles must be in good mechanical order and have safety chains between the pulling unit and the float
  - b. Tires must have the proper amount of air and be in good condition
  - c. Brakes and pulling capacity must be checked prior to the parade
  - d. Brakes, steering and headlights must be in good working order
22. Safety Requirements and Restrictions:
  - a. Nothing which might cause injury should be used as a prop or in the construction of any float entry.
  - b. Drivers and riders on all entries must have a means of quick and safe escape in case of an emergency.
  - c. Each float rider must have appropriate body support, seatbelts, hand holds bolted to the float and/ or railings around the perimeter of the deck. Railings must be of solid construction.
  - d. All floats must have a minimum of two safety walkers to walk alongside both sides of the float and ensure that spectators do not approach the vehicle. Walkers must wear approved safety vests.
  - e. No flammable gas, flammable liquids or open flame may be carried on the float.
  - f. Generators on floats are permitted if placed a safe distance from flammable materials.
  - g. All units are required to have a first aid kit and fire extinguisher on board.
  - h. Each vehicle must have a spotter to ride with the driver and assist parking their float.

**Note:** By signing this form you are acknowledging that you understand and accept the City of Penticton is not liable in any way for claims made by any individual or organization, related to participation in the 2024 Santa Parade and that you also understand and accept the conditions of entry and Santa Parade rules and Regulations described in this document.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Signature of Applicant \_\_\_\_\_ Print Name of Applicant \_\_\_\_\_

Completed applications forms, entry fee and Certificate of Insurance can be dropped off at the Penticton Community Centre, 325 Power St Penticton or by email to [events@penticton.ca](mailto:events@penticton.ca). Please make cheques payable to: **City of Penticton**.

Deadline for applications is **Friday November 22<sup>nd</sup>, 2024**. Contact: [events@penticton.ca](mailto:events@penticton.ca) or call 250 276 2165.

The City of Penticton respects your privacy and is committed to protecting your personal information. Your personal information is collected in accordance with Section 26(c) of The Freedom of Information and Protection of Privacy Act for the purpose of parade entry and will only be used for this purpose. If you have any questions about the collection access, use, or disclosure of your personal information, please contact: Angie Collison, Corporate Officer/Head of FOIPPA at [foi@penticton.ca](mailto:foi@penticton.ca).