Lynchburg Christmas Parade Application 2019

**DUE BY: 5 PM NOVEMBER 18, 2019**

**NO EXCEPTIONS!!!!!!!!!**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CONTACT INFORMATION** | | | | |
| Name of Organization: | | | | |
| Primary Contact, First Name | | Last Name: | | Title: |
| Address: | | | | |
| City: | | State: | | ZIP Code: |
| Website: | | | | |
| City: | State: | | Cell Phone (Text Updates) | |
| Zip | Office Phone: | | Email: | |
| **PARADE REPRESENTATIVE’S NAME:** | | | | |
| provide contact number & email ( ) | | | | |
| **PARADE DETAIL** | | | | |
| Name of Entry as it will be displayed Best estimate of number of  participants in group: | | | | |
| Describe your business or organization (ex. Product, Service, Real Estate) | | | | |
| **MEDIA INFORMATION: Please provide a short description \*\*MANDATORY\*\*** | | | | |
| Please provide a brief description of your entry. Access to the parade entry based on adherence to the parade theme.  **MARCHING BANDS -** Provide brief description of your organization, including music selections, competitions your organization has recently participated in, and awards won. Information will be shared with the crowd at the judge’s review stand. (Add sheet, if needed.) PLEASE NOTE THIS IS READ BY THE ANNOUNCERS AS YOU PASS THE JUDGES! | | | | |
| **Vehicle(s) type you will be using: Circle all that apply & put length of vehicle beside (required) CLUBS ONLY # of Vehicles** TRUCK VAN CAR MOTORCYCLE TRAILER | | | | |
| We will have (circle all that apply): LIVE MUSIC CD MUSIC LOUD SPEAKERS CAR STEREO NO MUSIC | | | | |
| **CATEGORY SELECTION (please check one)**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Antique/Classic Vehicle Club - $150  (limit 6 vehicles per entry) |  | Motorcycle Club - $150 (limit 6 per entry) |  | Marching Unit (Scouts, Cheerleaders, Drill Teams, etc.) - $75 | |  | Antique Vehicle (one vehicle)  Individual - $50 Business - $100 |  | Mounted Units - $100 |  | Marching Band – Class A (up to 35 playing members) | |  | \*Float, Commercial Business - $200 \*See Requirements in General Information |  | Civic/Non-Profit Vehicle or  Marching Unit - $75 |  | Marching Band – Class AA (36-50 playing members) | |  | Civic/Non-Profit Float - $75 |  | Dignitaries – Donation Requested |  | Marching Band – Class AAA (51+ playing members) | | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| *I am the official representative of the organization named above. On behalf of the organization, I acknowledge that I have read and accept our responsibilities as set out in the General Information and the Waiver and Indemnity Agreement.*  Signature: Print Name:  Dated and Signed: , 2019 | | | | |
|  | | | | |

TO PAY WITH CREDIT CARD:

Check here to pay by credit card. Provide email address and we will   
 email an invoice with a secure link.

Email:

(Receipt will be emailed to address above.)

If paying by check, mail payment and form to:   
Central Virginia Business Coalition   
147 Mill Ridge Rd., Suite 209   
Lynchburg, VA 24502

\*\*If you would like **to pay by credit card**

**GENERAL INFORMATION Page 2**

**(Signature on Parade Application attests to the fact that this information has been read and that you agree with the contents.)**

**Kickoff:** Parade will step off on Sunday, December 08, at 4:00 pm. Entries will be date stamped and numbered to retain order of receipt, with the exception of grand marshal, sponsors, and special guests. Parade order, Entry Number, staging setup location, time to arrive, and other information will be emailed to all registered entrants on **November 26, 2019.**

**Parade Representatives:** The Parade Committee of the Central Virginia Business Coalition is requesting that each group designate one person as their “parade representative,” who will help with coordination of vehicle/group setup and controlling the flow of their float/group during the parade. Parade representatives will report to parade check-in for entry verification on December 08, 2019. **Parade representative and at least one other person associated with the parade entry must attend ONE mandatory parade information session to be held in the meeting room at the Central Virginia Business Coalition (147 Mill Ridge Road, Lynchburg, VA 24502) Scheduled meetings are November 20th, 8 am – 9 am, 12 noon – 1 pm OR 5:30 – 6:30 pm. Failure to attend will result in the loss of the parade entry without refund.**

Signs/ Banners/Logos: Entries must have a clear, professional sign, either attached to or carried, that reflects the application as filed with CVABC. No other group or business may be promoted on sign without written permission from CVABC. The CVABC reserves the right to remove any entry that represents any for-profit endeavor other than what is listed on the participant’s application. Parade spaces may not be sold or “sublet” without written permission by CVABC.

Vehicles: Any person operating a vehicle in the Parade whether powered, self-powered, or non-powered does so at his/her own risk, bearing all liability for any and all damages or loss of personal property and/or any personal injuries sustained to themselves or other person(s). Vehicle operator hereby waives any and all claims and or defenses it may have against the Central Virginia Business Coalition of whatever kind or nature as a result of his or her independent use of such vehicle. Further, it shall be required of the person operating such vehicle to maintain, and hereby acknowledge adequate and sufficient insurance coverage to indemnify himself and the Central Virginia Business Coalition from any and all damages and/or loss to property in addition to any and all personal injuries, of whatever kind or severity, to the vehicle operator or any other person who is injured as a result of the use of such vehicle. All vehicles must have a minimum clearance of 8” (eight inches) from the ground. All Vehicles participating in the Christmas Parade MUST be decorated to some degree. IF your vehicle or float is entering the Float Contest for a share of the $1500 Cash Prize, your float MUST use the Theme of the Parade incorporated with the Float Sponsor which for 2019 will be L’Oppleman Pawn Shop. A copy of driver’s license and vehicle proof of insurance MUST be presented by November 20, 2019 @ 5 pm.

Marchers: Groups wishing to walk in the parade are limited to 50 members per group, and must be registered to be included in the line-up. Minor children MUST be accompanied by an adult. Children age 6 and younger MUST be in/on a vehicle and not part of a marching unit.

Etiquette: The Parade is for the entire community, so remember there are children on the parade route. Please limit musical selections to omit vulgar, potentially racial or sexual content, and keep volume at an appropriate noise level. In addition, keep all costumes and clothing choices suitable for family viewing. Do not stop on the parade route, and please listen to all information and follow directions of the volunteers during set-up, parade execution, and disassembly. Parade volunteers are there for your safety and security. Keep a safe distance between your group and others, but not so far as to slow the progress of the Parade. No articles of any kind may be thrown, however you may have walkers directly hand out items limited to individually wrapped candy, beads, plastic cups, etc. No glass or sharp items are permitted.

Disclaimer: The Central Virginia Business Coalition hereby absolves any liability arising from use of floats in the Lynchburg Christmas and Holiday Parade or any activities in association with CVABC. In accordance with City, State, and Federal laws, no alcoholic beverages are allowed during any portion of the Parade. In addition, no person under the influence of alcohol or drugs shall be allowed to operate a motor vehicle during the Lynchburg Christmas and Holiday Parade. The CVABC reserves the right to remove, including but not limited to, any person, motorized or un-motorized vehicle, conveyance, float, or participant(s) for any activity deemed unsafe, violation of any rules contained herein, or action or inaction that may cause any delay to the progress of the parade. The CVABC attempts to accommodate all requests for parade placement; however, parade placement is at the sole discretion of the CVABC and the Parade Committee, and such placements are final.

Security: The Lynchburg Police Department is responsible for enforcing applicable state laws and local ordinances during the Lynchburg Christmas and Holiday Parade. Such statutes may include, but are not limited to public decency, alcohol, controlled substances, public safety, and standard vehicle insurance requirements.

Floats: The Central Virginia Business Coalition, would like to encourage groups to highlight their organization/business through a float. It is the one time of the year you can promote yourselves in front of the entire community. You may be surprised at the interest and excitement an entry in the Lynchburg Christmas and Holiday Parade can give to your organization. A vehicle pulling a float is considered one (1) float. More information about floats is listed below.

#### Float Information:

* **ABSOULTELY NO** articles of any kind may be thrown from the float, including candy.
* No one may enter or exit the float once the float is in motion on the parade route.
* Riders must keep arms and legs inside the float at all times.
* Trailers must be towed by an accompanying vehicle and have a turning radius of not less than 90º.
* Float Dimensions may not exceed: 12’ wide X 30’ long X 12’ high (street to highest point).
* A fire extinguisher must be on board each float/vehicle.
* Names of the sponsoring business or organization may appear on the float for judging and promotion.
* Each organization must provide a copy of applicable insurance for each float/vehicle entered.
* Failure to comply with these rules will result in the disqualification of the float and possible removal from the parade.
* All motorcycle and bicycle riders **MUST** wear a helmet.

**COMMERCIAL ENTRIES:** Businesses participating need to add to the entertainment value of the parade, and adhere to the parade theme and/or overall objective of this event, which is to entertain the public. Company trucks must be decorated appropriately or pulling a float to be considered as an entry. \*Call with questions or concerns.

Cancellations / Refund Policy: The 2019 Christmas Parade will be a Rain, Shine, or Snow event, no refunds or credits will be issued due to inclement weather. Should the Parade be cancelled due to extreme inclement weather, it will NOT be rescheduled!

**Waiver and Indemnity Agreement**

In consideration of the approval by the Central Virginia Business Coalition of the undersigned’s application to be an authorized participant (either paid or volunteer) in the public celebration and festivities of the 2018 Lynchburg Christmas & Holiday Parade to be held Sunday, **December 8, 2019,** on or in various public streets, parts, and other personal owned and/or controlled by the City of Lynchburg, Virginia and/or the Commonwealth of Virginia, the undersigned does hereby elect to participate in the said activities and the preparations therefore, and recognizes and voluntarily assumes any and all risks attendant to being present as a spectator, entertainer and/or participant in all such activities, including the public parade and the vehicular and pedestrian traffic and crowds of persons likely to attend such outdoor public entertainment, and recognizing such risks and also recognizing that the said event is a civic endeavor organized by unpaid volunteers who donate their time and efforts as a public service to the citizens and visitors of Lynchburg; therefore, claims or causes of action of every kind in nature that may now or hereafter exist or arise in favor of the undersigned (or any members of the undersigned’s group or organization) against the CVABC., it officers, director and/or members, that result or in any manner are connected with the undersigned’s participation in (including all time spent in preparation for) the aforesaid parade, and the undersigned (including a group or organization, as aforesaid) does hereby agree to hold the said corporation, its officers, directors, and/or members harmless, and to indemnify and hold harmless and defend them from and against any and all suits, demands, or claims and all costs, losses, liabilities settlements (whether voluntary otherwise) and judgments incurred in connection therewith, including attorney’s fees and court costs, including without limitation all claims, demands and suits for damages or injuries, including death, to any and all persons or property, whether real or asserted and whether arising in equity, at common law, or by statute, or under the laws of contracts, torts (including without limitation, negligence, and strict liability without regard to fault) or property, of every kind or character, and whether or not due in whole or in part to lessor’s sole or concurrent negligence or other fault, breach of contract or warranty, violation or statute, or strict liability without regard to fault, based upon, in connection with, resulting from or arising out of the undersigns voluntary or paid participation in (including all time spent in preparation for) the said civic celebration.

As the official representative of the organization stated on the Parade Application Form, you have signed and acknowledged receipt of the General Information and the Waiver and Indemnity Agreement, and I further attest that I have read and agree to the contents.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By submitting your Parade Application, you are confirming receipt of this information and that you agree with the terms as specified in the General Information and the Waiver and Indemnity Agreement.