



# Holiday Parade of Lights

## Application Form



**ENTRY DEADLINE:** Monday, Nov. 27, 2023 at 5 p.m.

**EVENT DATE:** Saturday, Dec. 9, 2023 from 4:30–5:30 p.m.

**WHERE:** Parade stages and leaves from Park Lodge Elementary School, 6300 100<sup>th</sup> Street SW, then travels down Gravelly Lake Drive SW to Main Street SW, and ends just past the roundabout in front of Lakewood City Hall City Hall, 6000 Main Street SW.

**CONTACT:** Parks and Recreation Coordinator, Sally Martinez, 253-983-7758,  
[smartinez@cityoflakewood.us](mailto:smartinez@cityoflakewood.us)

**WHAT:** Help **LIGHT UP** Lakewood by joining the Lakewood Parade of Lights! Businesses, service clubs, organizations, and individuals are invited to join this holiday parade by walking or with a decorated vehicle. Show your community spirit! **Blue** lights are recommended, however lights are optional.

- Each entry is encouraged to 'go all out' in decorating their vehicle and wearing festive clothing, making it fun and exciting for participants and spectators alike.
- The parade is both a motorized vehicle parade and walking parade. Trailers and floats are encouraged, but riders must be secured, per the rules.
- Businesses, clubs, and organizations can have signage on their vehicle, but lighting and decorations should reflect the holiday season.

**To be considered for participation, your entry form must be received prior to Monday, Nov. 27, 2023 at 5 p.m. at Lakewood City Hall, 6000 Main St. SW, or emailed to Sally Martinez: [smartinez@cityoflakewood.us](mailto:smartinez@cityoflakewood.us).**

A complete listing of event participation rules is in the packet. Please read the **attached parade instruction sheet, route map and safety plan**, established to ensure safety of all participants. *Applications received after November 27 will be considered only if space is available.*

# PARADE INSTRUCTION SHEET

**Date:** Saturday, Dec. 9, 2023

**Parade start:** 4:30 p.m.

**Check in/staging:** 10 a.m.–3:30 p.m.

**Parade ends/tree lighting:** 5:30pm City Hall

**CHECK IN STATION:** All entries must stop at the check in station located at the entrance to the staging area. There you will receive your parade entry number and any other instructions. **Important:** To reduce congestion, please appoint one member of your group to check in your entire group.

**STAGING AREA:** The main staging area is at Park Lodge Elementary School, 6300 100<sup>th</sup> Street SW.

**JUDGING:** Parade entries are eligible for award recognition by judges. Categories include:

- Most Original
- Most Spirited
- Best Overall Appearance

**RESTROOMS:** On site.

**PARADE ROUTE:** Public viewing begins at the intersection of Alfaretta and Gravelly Lake Drive. The parade continues down Gravelly Lake Drive, turns left onto Main Street, and goes straight to Lakewood City Hall, ending just behind the roundabout in front of City Hall. Entries may slow down or pause slightly **(without stopping)** for the cameras and announcement of their entry. See maps at bottom of form.

**Lakewood Parade of Lights Rules**

***Keep this Page***

This is a City of Lakewood community parade. Our goal is to provide an event that is safe and enjoyable for participants and spectators. 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 into the crowd. *(This is a safety requirement.)*
- Riding on the top of or outside of vehicles without belts or harnesses to secure riders is prohibited.
- **SANTA CLAUS:** Only the official parade Santa is allowed, no other vehicles/floats can have a Santa on board.
- The Parade is held regardless of inclement weather, please dress appropriately.
- 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 for the vehicle being operated. This must accompany your parade application.
- Drivers shall have 180 ° forward vision.
- Exhaust system shall extend beyond any and all decorations so that drivers or riders are not exposed to carbon monoxide fumes. Generator exhaust must be such that it does not pose a hazard to participants.
- Decorative lighting must be UL approved and rated for outdoor use.
- No candles allowed on floats. Fire or open flame on any entry is prohibited.
- All parade entries must remain in **forward** motion (no reverse motion) while on the parade route. Entries that stop along the parade route make the parade less enjoyable for the spectators and create problems for those behind them.
- No excessive speeds, burn-outs, tricks, two-wheel driving, or dangerous maneuvers.
- Maintain an interval of 20 feet behind the preceding entry.
- Marching entries must keep up with the parade.
- Smoking is prohibited on any float or parade entry.
- Alcoholic beverages are prohibited on any float or vehicle or on the person of any participant.
- All entrants must conform to the description stated in their application.
- All amplification systems must be noted on application.
- Entries depicting violence, drugs, and illegal activities or other materials deemed inappropriate will not be allowed in this family-friendly parade.
- All entrants must clean up after their entry (animal waste, garbage in staging, horse loading areas, decorations, etc.)

The City of Lakewood reserves the right to bar from the parade at any time any entrant refusing to follow the instructions of parade officials or police. Contact parade officials immediately should you encounter any difficulties. Contact information will be provided with confirmation and final instructions.

**Staging area rules:**

- Entries will line 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.)
- Vehicles not in the parade must park in the designated area.

**Lakewood Parade Entry Form**

**Name of Entry** (Group/Organization):

**Contact Person:**

**Mailing Address:**

**Best Contact Phone:**

**Cell Phone:**

**Email Address\*:**

\*By providing your email address, you give the City of Lakewood permission to email you regarding not only the parade, but also upcoming special events, classes, activities, etc.

If you would only like to receive parade information please indicate by checking here:

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

**Approximate Space Required in Staging Area: \_\_\_\_\_ feet. This includes vehicles and people.**

**Will you be playing music either live or with a sound system?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Please Select Category:**

- Animal entries (pets / livestock)
- Campaign / Political
- Classic cars\*
- Color Guard / Military / Veterans
- Comic (clowns / fun entries)
- Community (local agencies or businesses)
- Community Youth (scout troops, etc.)
- Dance / Drill Teams
- Emergency Response Units\* (Fire / Police)
- Parade Float\*
- Motorized Drill Team (motorcycles, ATVs)
- Music in Motion (bands, musical entries)
- Trucks / Equipment\* (includes tractors /decommissioned fire trucks, etc.)
- Other:

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

What would you like the announcers to say about your entry as it passes the viewing stand? Please provide a short description (100 words or less), "legibly" written. Emailed descriptions are welcome: [smartinez@cityoflakewood.us](mailto:smartinez@cityoflakewood.us). **(write in space below)**

Parade entry number will be provided at check-in.

By signing at the bottom of this form, I verify that I have read the Parade Information and Instruction Sheets, route map, safety plan and completed the required Hold Harmless and Indemnification form, and agree to abide by the terms.

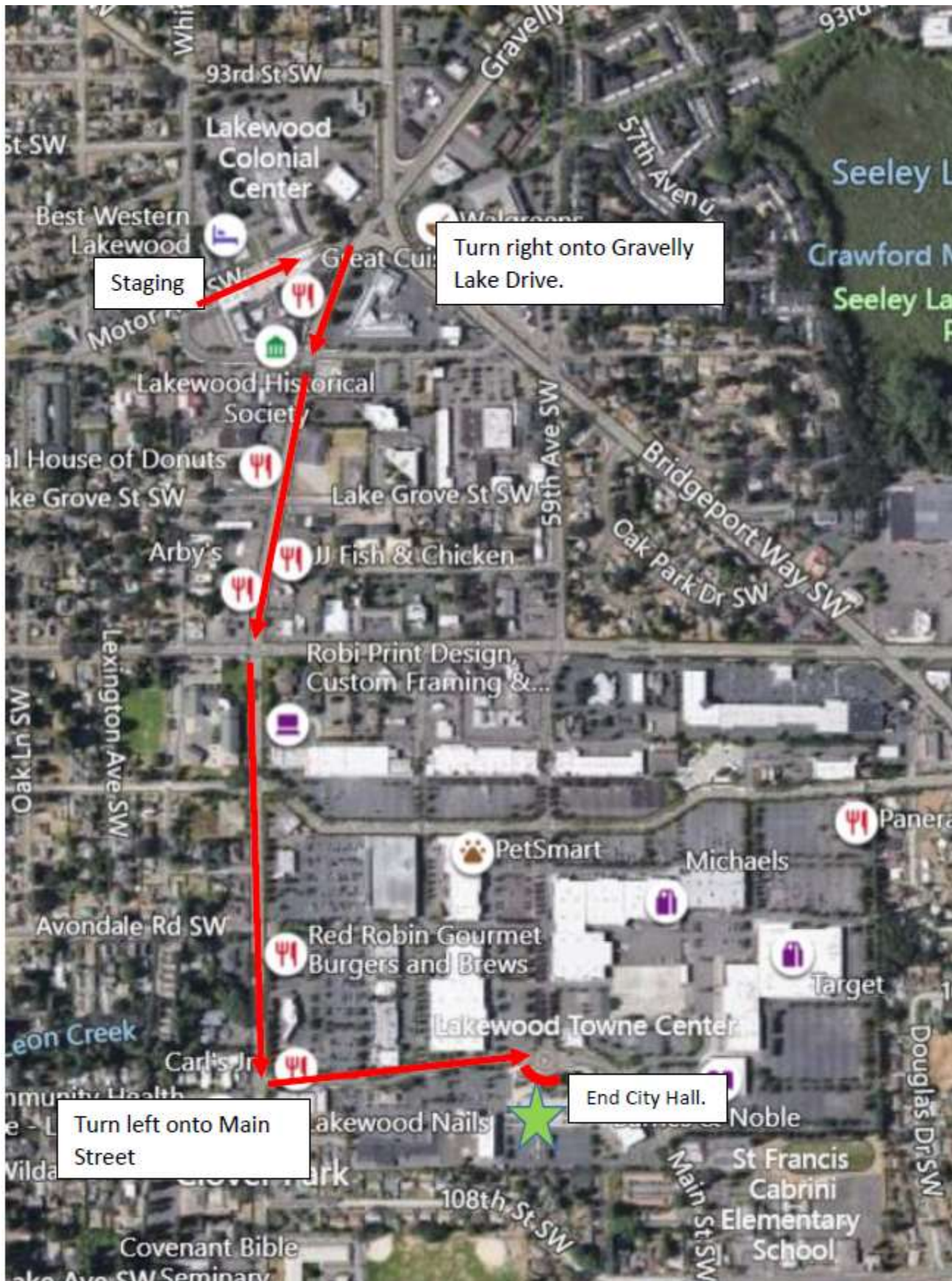
**Participant/Group Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parade Route Participants  
Walkers/Vehicles**



## Parade Route



Staging

Turn right onto Gravelly Lake Drive.

Turn left onto Main Street

End City Hall.



## **Parade Entrant Hold Harmless & Indemnification Release**

We understand that this is difficult to get all of the members of your group to sign the release waivers. This is required for participation. This year we have two options.

There is Parade Entrant Hold Harmless & Indemnification Release that you are to bring with you the day of the event.

As the members of your group arrive you will have the individual (if over 18) print their name and sign.

If the participant is under 18, their parent or guardian will need to print their name, their child's name, and sign.

*If you have more than 20 participants in your group, please make additional copies of the sign in sheet.*

If for a parent or guardian will not be dropping the child off they can sign the "day of" waiver in advance or they may fill out individual waiver (last page).

## Parade Entrant Hold Harmless & Indemnification Release

Bring this with you on the day of the event

**Parade Entry Name:**

**Day of Event Contact Number in case of emergency:**

The undersigned applicant is eighteen years of age or older or I (we) am/are the parent(s) or legal guardian(s) of child listed below and desire entry into the City of Lakewood Parade and am fully aware of the fact that 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 that may arise or result directly or indirectly to the company, group, or organization listed above or as a private individual entry from participation in this activity. Being fully informed as to these risks and in consideration of being allowed to participate in City of Lakewood sponsored activities, I/we hereby assume all risk of injury, damage and harm to any participant arising from such activities or use. I/we also hereby individually and on behalf of my/our heirs, executors and assigns, release, indemnify, defend and hold harmless the Member, its officials, employees, volunteers and agents and waive any right of recovery that I/we might have to bring a claim or a lawsuit against Member for any personal injury, death or other consequences occurring out of my/our voluntary participation in this activity.

*Pictures taken during the parade and Christmas Tree lighting festivities may be used for future promotional purposes on the city's website, social media or printed publication.*

### Participant Hold Harmless & Indemnification Release

Name	Child Name	Signature of Individual
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## **Parade Entrant Parent/Legal Guardian Waiver Hold Harmless & Indemnification**

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 from the City of Lakewood.

**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 is a participant in the City of Lakewood Holiday 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 Member 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 Member, its officials, employees, volunteers and agents, and agree to waive any right of recovery that I(we) may have to bring a claim or lawsuit for damages against Member 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 City of Lakewood Parade.

*Pictures taken during the parade and Christmas Tree lighting festivities may be used for future promotional purposes on the city's website, social media or printed publication.*

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**(PLEASE PRINT)**

Child's Name:

Child's Address:

Parent/Legal Guardian Name(s):

Parent/Legal Guardian Signature(s):

Parent/Legal Guardian Address:

Phone:

Email

Date: .