



**Saturday, Dec 7th
6:30pm
In Downtown**

Christmas Parade Application

Thank you for your interest in the Town of Monterey 68th Annual Christmas Parade.

2024 Town of Monterey 68th Annual Christmas Parade Theme: Christmas

2024 Schedule:

- **Thursday, November 30: Application Deadline (late applications will not be accepted)**
- **Saturday, December 7: Parade Date**
 - 5:00PM – 6:15PM: Parade Line-up Time
 - 6:30PM: Parade Start Time
- **Rain or Shine Event**

Updates will be available on the exploremontereytn.com website.

Please read this document carefully before submitting your application. Each section will require initials acknowledging they have been read and the rules of the Town of Monterey Christmas Parade have been understood.

Completed applications should be submitted to Monterey Depot Museum

If you have questions or comments, please call (931) 839-2111 or email

depotadm@montereydepot.net

-Please Keep this information page-

Town of Monterey 68th Annual Christmas Parade Application
(please print or type)

Name of Organization/Business/Group/Individual/Church:

Description of Float/Entry:

Describe your Christmas-themed entry and list any music that will be played during the parade:

Float category (CIRCLE ONE):

1. Religious
2. Civic/Schools
3. Commercial
4. Industrial

Length of Float (In feet): _____

MAX Length is 50' x MAX height is 15.'

(total length must include entry, vehicle pulling entry and walking participants)

Contact Person Name:

Mailing Address:

Phone Number:

Email:

Signature _____ **Date** _____

PLEASE RETURN THIS FORM ALONG WITH A SIGNED RULES, LIABILITY WAIVER.

GENERAL RULES—PLEASE READ CAREFULLY

ENTRY APPEARANCE

- Applicants must provide a detailed description of entry.
- All Christmas music (e.g., song titles & artist) must be submitted in advance to be reviewed by the parade committee. Any entry playing inappropriate or unapproved music will be asked to stop playing their music and may be removed from the parade.
- All parade entries and participants should be based on announced Christmas parade theme. Parade theme costuming and/or decoration of all entries is required.
- This parade is not to be a platform for drugs, alcohol, political campaigns, blatant advertising, or targeted special groups.
- **THIS IS A FAMILY FRIENDLY EVENT**, and such participants must behave appropriately for children.
- The Parade Committee reserves the right to accept or reject any entry.

Initial here recognizing the participant has read and understands the above rules: _____

CODE OF CONDUCT

- Individuals and organizations participating in The Town of Monterey 68th Annual Christmas parade are expected to perform courteously, in good taste, and with safety in mind during the assembly, execution and dispersal of the parade.
- The safety of all attendees is of utmost importance.
- Participants should not engage in any actions that can harm others.
- No flairs or merchandise can be thrown or handed out.
- Candy is **NOT** allowed to be thrown from vehicles or entries due to the increased risk of attendees being injured.
- Candy may be handed out by individuals walking alongside the float. Violation of the rule may result in non-acceptance in future parades and/or disqualification of prize money.
- No profanity, verbal or otherwise, by participants/entries in the lineup area or on parade route, will be tolerated.
- No live fires are permitted on entries. Fire extinguishers are **HIGHLY** recommended.
- No excessive horn blowing, or sirens are allowed by any entry.
- Parade officials' instructions in the staging area, on parade route, and in the dispersal area, must be followed.
- The Parade Committee has the right to eliminate any entry from the parade if instructions are not followed or if any entry is considered unsafe to proceed down the parade route.
- **SEE SOMETHING/SAY SOMETHING-** We want everyone to enjoy the parade safely. If you see something out of the ordinary, please notify uniformed officers or parade staff.

Initial here recognizing the participant has read and understands the above rules: _____

VEHICLES & PARTICIPANTS

- No person can dress as Santa Claus other than the official Santa float designated by the parade committee.
- Parade entries are limited to a max of 5 motorized vehicles per application.
- All drivers must be licensed and adequately trained to drive their entry.
- Entries may not exceed the height of 15' or length of 50'.
- The number of passengers in the vehicle must not exceed the number of seat belts in the vehicle (except on an approved float).
- All children 16 & under must be accompanied by an adult throughout the parade.
- All unsafe or disabled units will be removed from the parade route and not allowed to re-enter.
- Animal handlers must ensure their animals are well behaved and do not pose a risk to attendees.
- Animal handlers are also required to clean up after their animals.
- All horses, donkeys, and mules are required to have a manure bag.
- Parade participants are required to clean trash and debris from their line up area prior to the beginning of the parade.

Initial here recognizing the participant has read and understands the above rules: _____

ALCOHOLIC BEVERAGES & ILLEGAL SUBSTANCE USE

- NO alcoholic beverages or illegal substances of any kind will be allowed on or with the entry.
- The consumption of any alcoholic beverage or illegal substances by any participant prior to or during the parade is prohibited.
- Violators will not be allowed to participate in future Town of Monterey Christmas parades.
- Any person who possesses or is under the influence of alcohol or drugs will be violating a Town of Monterey ordinance and will be removed from the lineup area and the parade itself.
- Town of Monterey Police and Putnam County Sheriff's Departments will be patrolling the lineup area and parade route for violators.

Initial here recognizing the participant has read and understands the above rules: _____

PACING & SPACING

- Straggling behind or advancing ahead into other entries is unacceptable.
- During the parade, entries are to maintain a safe distance of at least 10' from each curb and at least 40' from the entry in front of them.
- Vehicles must be in good mechanical and braking condition and must have an adequate supply of gas to run the engine before the parade and the entire length of the parade route.
- Pacing of parade is critical to avoid gaps in viewing.
- Keep parade in motion; stay with the unit ahead of you.
- Do not slow or halt vehicles to allow for walking members of unit to catch up. It is the walking participant's responsibility to keep up with the unit, even if that means skipping distribution to some parade viewers.
- NO stopping on the parade route, except in emergency situations.
- Failure to comply could result in removal and/or exclusion from future parades.

Initial here recognizing the participant has read and understands the above rules: _____

DECORATIONS & SIGNAGE

- All entries, except for antique vehicles, should be decorated in the holiday spirit.
- Any banners used on entry should have a holiday message, name of the organization, or business logo. They SHOULD NOT contain a sales message.

Initial here recognizing the participant has read and understands the above rules: _____

ASSEMBLY/STAGING AREA

- Parade entries (especially floats) may arrive after 5 p.m. in the staging area for final decorating.
- Due to space availability and safety for participants, there will not be any additional vehicles allowed into the staging area for each parade entry.
- Support vehicles must unload and proceed outside of the parade area to find a parking spot.
- If you are lined up/or dropping off participants on a residential street, please be respectful of the residence property and do not park or walk through their yards or driveways.
- Vehicles are not allowed to leave, and riders may not be removed from any entry once the parade has started.
- All units and participants must be in position for the lineup and parade ready by 6:15 p.m.

Initial here recognizing the participant has read and understands the above rules: _____

DISPERSAL AREA

- Floats unloading passengers must continue to their chosen dispersal area.
- For everyone's safety do not unload passengers at the end of the parade route.

Initial here recognizing the participant has read and understands the above rules: _____

THESE RULES WILL BE STRICTLY ENFORCED BY PARADE OFFICIALS AND/OR LAW ENFORCEMENT PERSONNEL

- Law Enforcement and parade committee officials will be monitoring the entries behavior and actions throughout the parade, including assembly, route, and dispersal areas.
- Parade rules as listed above have been developed for the safety and enjoyment of participants and attendees.
- All violations will be recorded.
- Please advise everyone in the group of the rules and ensure they comply with them, making the parade enjoyable for the audience.
- Town of Monterey 68th Annual Christmas Parade will not issue donation refunds if your unit is removed from the parade.

Initial here recognizing the participant has read and understands the above rules: _____

Name: (Print) _____

Organization: _____

Signature: _____

Date: _____

Parade Liability Waiver

By checking this box, I acknowledge and agree with all rules and regulations of the Christmas Parade: YES

***REMINDER: A COMPLETED Town of Monterey 68th Annual Christmas PARADE LIABILITY FORM MUST BE INCLUDED WITH APPLICATION. PARADE LIABILITY WAIVER Town of Monterey, Monterey Depot Historical Society, and Christmas Parade Committee does not provide liability insurance for the protection of individuals, groups, organizations, businesses, spectators, or others who may participate in the 2024 parade. In consideration for your participation in said Christmas Parade, the individual, group, organization, business, spectator or other does hereby release and forever discharge the Town of Monterey, Monterey Depot Historical Society, and Christmas Parade Committee and its officers, board, and employees, jointly and severally from any and all actions, causes of actions, claims and for upon or by reason of any damage, loss or injury, which hereafter may be sustained by participating in the 2024 Christmas Parade. This release extends and applies to and also covers and includes, all unknown, unanticipated and unsuspected injuries, damages, loss and liability, and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, or local law or statute providing those releases shall not extend to claims, demands, injuries, or damages which are known or unsuspected to exist at this time, to the person executing such release, are hereby expressly waived. I hereby agree on behalf of my heirs, executor, administrators, and assigns, to indemnify the Town of Monterey, Monterey Depot Historical Society, and the Christmas Parade Committee and its officers, board, and employees, jointly and severally from any and all actions, causes of actions, claims and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by participating in the 2024 Christmas Parade. It is further understood and agreed that said participation in the Town of Monterey 68th Annual 2024 Christmas Parade is not to be construed as an admission of any liability and acceptance of assumption of responsibility by the Town of Monterey, Monterey Depot Historical Society, and the Christmas Parade Committee, its officers, board and employees jointly and severally, and the participant shall indemnify the Town of Monterey, Monterey Depot Historical Society, and the Christmas Parade Committee, its officers, board and employees, jointly and severally, for all damages and expenses for which the Town of Monterey, Monterey Depot Historical Society, and the Christmas Parade Committee, its officers, board and employees, become liable as a result of any alleged act of the parade participant.**

Name of Organization/Business/Group/Individual

Address _____

Phone: _____ **Email:** _____

Name of Individual Responsible (PRINT): _____

Signature _____ **Date** _____

All participants must complete the 2024 Liability Disclaimer to be eligible to participate in the parade. Return completed form, and parade entry form to Monterey Depot Museum at 1 East Depot St, Monterey, TN 98574.

