LEXINGTON PARKS & RECREATION
2016 THRILLER & HALLOWEEN PARADE
ENTRY FORM

Please return this form with your entry fee no later than Monday, October 17, 2016.
Any entries received after this date must include a $25 late fee.
Late registration deadline is October 21; there will be no exceptions.

PLEASE PRINT IN INK OR TYPE, WRITING MUST BE LEGIBLE.

Name of Applicant/Organization: _____

Contact Name: _____

Mailing Address: _____

Phone Numbers – Daytime: _____ **Evening:** _____

Cell Phone: _____ **Email:** _____

Entry Fee enclosed:

- ☐ **$0 No charge for Bands/Teams, Veterans, LFUCG groups, or Costumed Pedestrians (individuals or groups of characters)**
- ☐ **$25 Non-profit organization (must provide non-profit status)**
- ☐ **$50 Standard (non-commercial, non-501c(3) association or organization)**
- ☐ **$100 Business/Commercial**
- ☐ **$150 Political**

Entry Title/Theme: _____

Please provide a detailed description of your Halloween parade entry concept/theme:

_____

_____

Please check all that apply:

☐ Band ☐ Float ☐ Vehicle(s): # of vehicle(s) _____

☐ Pedestrians - Walking/Dancing/Marching (non-band): # of pedestrians _____

☐ Horses/Animals: # of animals _____ Indicate # of Clean-up crew: _____

Please indicate if amplified music or sound will be part of your entry. ☐ Yes ☐ No

INDEMNIFICATION: The Applicant agrees to indemnify, defend and hold harmless the Lexington Fayette Urban County Government, employees and agents, from all claims, liabilities, losses, damages, expenses, accidents and occurrences (including attorney fees) arising out of, or in connection with, the performance of this agreement, activities associated with the event or arising out of Applicant's use of the facility, excepting however, all such claims, liabilities, losses, damages, expenses, accidents and occurrences caused by LFUCG's sole negligence or willful misconduct. In addition I agree that I have read this complete application and guidelines and will abide by all rules and regulations.

_____ _____

Signature **Date**

LEXINGTON PARKS & RECREATION
2016 THRILLER & HALLOWEEN PARADE
PARADE GUIDELINES

PLEASE READ EACH AND EVERY ITEM – ALL INFORMATION IS PERTINENT!

Saturday, October 29, 8:00 PM
(Raindate: Sunday, October 30)
Downtown Lexington, Main Street - Quality Street to Mill Street

All presentations are expected to focus entirely on Halloween.
Pedestrians must be in costume and all physical entries must be decorated with a theme.
No commercial/marketing only entries will be permitted.

Everyone, and we mean EVERYONE is invited! As you consider your theme and costumes remember that there will be young people in attendance. Have fun with it, but reasonable standards of public decency and decorum still apply.

While the Parade applauds all forms of free expression, it is not a political rally or a commercial opportunity. The focus here is Halloween fun; expect the pressing of outside agendas to be frowned upon, unless deployed with humor, ingenuity, and within the spirit of the event.

1. **ENTRIES**
   All entries must be returned with **COMPLETED ENTRY FORM, ENTRY FEE AND WAIVER FORM SIGNED BY ALL PARTICIPANTS BY Monday, OCTOBER 17, 2016** to:

Lexington Parks & Recreation
Attention: Sarah Flora/Halloween Parade
522 Patterson St
Lexington, KY 40508

- **Entry fees: Regular entry $50; Commercial/Business entry $100; Political entry $150.**
- **Non-profit organizations are $25 per entry (must show proof of non-profit status).**
- **Veterans Groups are excluded from this fee.**
- **Bands are excluded from this fee.**
- **Fee is non-refundable.**
- **Entries of more than 50 persons will be charged an additional $25.**
- **Check should be made payable to Lexington Parks & Recreation.**
- **Entries received after the Friday, October 16 deadline will be charged a $25 late fee.**

ALL ENTRIES MUST BE REGISTERED IN ADVANCE.

THE EVENT COMMITTEE RESERVES THE RIGHT TO REJECT ANY ENTRY AT ANY TIME PRIOR TO OR DURING THE PARADE.

The staging area will be on Quality and Water Street.

One representative from each entry should report to parade registration (located at Main and Quality) **between 6:30 PM and 7:30 PM, Saturday, October 29.** You will be given your parade position number at this time. **THERE WILL BE NO CHECK-IN BEFORE 6:30 PM.** Parade representatives will NOT be available until that time.

2. SAFETY REQUIREMENTS

- Decorations around driver and prime mover should not impede driver's field of vision in any maneuver along the parade route.
- At least one 4-lb. dry chemical fire extinguisher must be provided by the builder of each float, and shall be stowed in an accessible location.
- Decorations of the prime mover should permit full ventilation of exhaust fumes, and substantial ventilation of engine heat.
- To ensure the safety of both the participants and spectators, parade participants must make every effort to discourage spectators from coming on to the street and getting close to the parade vehicles.
- Each person participating in the parade must sign a waiver form, with a parent/guardian signing for participants under the age of 18.
- Drivers of your entry must have the appropriate driver's license and necessary insurance.
- All temporary seating should be at least 18 inches from all edges of the unit.
- It is requested that each entry must have an *adult* spotter, other than the driver, to watch for any problems with participants/riders.
- Nothing may be thrown from the parade unit. If you have items to give out (i.e. candy. literature, etc.), participants walking with the unit, must move to the crowd to hand out these items. Spectators must be discouraged from entering the parade route for the safety of all.
- Consumption of alcohol and/or possession of firearms is prohibited during parade participation.

3. SPECIAL FLOAT PROTECTION

THE EVENT COMMITTEE WILL NOT GURANTEE PROTECTION OF ANY FLOAT. It is recommended that any group or organization provide their own maintenance and custody personnel and plastic or tarp covering in the event of rain. No float or other entry may be brought to the parade line-up area until the day of the parade.

4. FLOAT STRUCTURE

The bed on which the float is constructed shall be sturdy and capable of carrying the loads imposed. Converted rubber-tired farm wagons are acceptable, but builders must be responsible for keeping tires up and quick maintenance throughout the parade. Motor power shall be jeep, van, pick-up truck, and, if approved, small garden tractors or golf carts for some units. Note that motor power must be approved with specifications for floats. All vehicles used must have power sufficient to meet speeds high enough to comply with Lexington Festival instructions and signals.

5. DECORATIONS

The use of creative decorations is required. Remember, our goal is not only to celebrate Halloween, but also to entertain!

6. DIMENSIONS

- The maximum length towed by a single prime mover shall not exceed 55 feet. Floats may be in multiple units with each unit decorated to be an integral part of the same theme.
- No more than 6 vehicles per unit.
- No more than 50 persons may accompany a unit.
- The maximum height shall not exceed 12 feet.

7. PUBLIC ADDRESS SYSTEM

A public address system may be used for amplification of music or sound effects. Use for commercial messages is prohibited.

8. LETTERING

Lettering of any height is acceptable, if part of the float theme. Signs identifying sponsors may be a maximum of eighteen inches high with length proportional. Advertising slogans or messages prohibited. Corporate logos are acceptable but may not be the dominant theme.

9. FLOAT RIDERS

All float participants shall take all reasonable and prudent safety precautions in the construction and operation of a float, including precautions regarding the number of persons who may safely ride on the float. Persons riding on a float do so at their own risk. Children under the age of eighteen (18) who wish to ride on a float must have the waiver form signed by their parent or guardian for them.

Drivers and all persons riding on the float should have available a means of quick exit.

Handholds or other support should be provided for all persons who are required to ride the float in a standing position.

THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT, THE SPECIALS EVENTS COMMISSION, AND THE EVENT COMMITTEE ASSUME NO RESPONSIBILITY FOR THE SAFETY OF ANYONE RIDING ON FLOATS.

10. PARADE CONTROL

The Event Committee will have supervision over the parade to ensure prompt and efficient dispersal of the floats. The builder is responsible for having the float ready to go. If any float fails to meet any of the specifications, or in any way impedes the prompt and orderly movement of the parade, the Event Committee in its sole discretion and without liability to the builder or the sponsor may order such float to be removed from the parade. Such discretion on the part of the Committee will not be unreasonably and arbitrarily exercised. **The Event Committee may, at any time, require anyone whose behavior they deem inappropriate for the public to cease participation in the parade.**

The Participant recognizes that the Lexington Halloween Parade is a public event whose participants and viewers include persons of all ages. The broadcast of any music or message or any visual display containing obscene language from any float, vehicle, or participant in the parade is inappropriate for this sort of public event. Therefore, the Event Committee will require any float, vehicle, and/or participant broadcasting or displaying such music or messages containing obscene language to immediately cease such broadcast or remove such display or immediately cease participation in the parade. Any parade participant excluded from participating for this reason shall not be entitled to a refund of any portion of the parade entry fee.

For more information please contact:
Lexington Parks & Recreation
Sarah Flora, Cultural Arts Assistant
859-425-2057 or sflora@lexingtonky.gov

LEXINGTON PARKS & RECREATION
2016 THRILLER & HALLOWEEN PARADE
PARTICIPANT WAIVER

INDEMNIFICATION: In consideration of being permitted to take part in the Thriller and Halloween Parade, agrees to indemnify, defend and hold harmless the Lexington-Fayette Urban County Government, employees and agents, from all claims, liabilities, losses, damages, expenses, accidents and occurrences (including attorney fees) arising out of, or in connection with, the performance of this agreement, activities associated with the event, excepting however, all such claims, liabilities, losses, damages, expenses, accidents and occurrences caused by LFUCG's sole negligence or willful misconduct.

All adults must sign below, printing their names in the left column and signing their names on the corresponding line in the right column.

Parents or Guardians must sign for any child under the age of 18 by printing the child's name in the left column and by signing the parent/guardian's name on the corresponding line in the right column. Please check the "minor" box if the participant is under the age of 18.

PRINT NAME	MINOR	SIGNATURE OR PARENT'S NAME
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