



OFFICIAL GENERAL ENTRY FORM
55th ANNUAL CHILDREN'S CHRISTMAS/HOLIDAYS PARADE
SATURDAY, DECEMBER 3, 2011 AT 11:00 A.M.

Sponsored by

LOS GATOS LIONS CLUB & LGS RECREATION
 IN COOPERATION WITH THE TOWN OF LOS GATOS AND LOS GATOS HIGH SCHOOL

ENTRY DEADLINE: Monday, October 17, 2011 not later than 4:00 P.M.
 Entries received after the deadline will be put on a waiting list and accommodated only if there is a cancellation.
 SEND ENTRIES TO: Holiday Parade, 123 E. MAIN ST., LOS GATOS, CA 95030 or Fax to 408-395-3828
 Entries may be emailed to: michelle@lgsrecreation.org - Note: The Hold Harmless Agreement of emailed entries MUST be signed to be accepted.

INSTRUCTIONS

1. Complete this two-sided entry form and sign the "**Hold Harmless Agreement**" section below.
2. Refer to "Parade Policies and Procedures" attached.
3. Questions, please call Michelle Varno at LGS Recreation 408/354-8700 ext. 226, email: michelle@lgsrecreation.org.

SECTION I (Please type or print CLEARLY)

Name of Group:		Date:	
Contact Person:		Phone – Home:	
Address:		Phone – Cell:	
City:	Zip:	Email:	

CHECK HERE IF COMMERCIAL ENTRY. COMMERCIAL ENTRY FEE IS \$50.
 Payment must accompany entry form. Make check payable to Los Gatos Christmas Foundation.

The Los Gatos Children's Christmas/Holidays Parade Committee has the right to deny entry to any individual or group including those that do not conform to the theme of the parade, are not of interest to children, or violate parade policies and procedures. Please note: This is a children's event. Please honor the spirit of the event by keeping it alcohol-free.

HOLD HARMLESS AGREEMENT

I/We, the undersigned, do hold harmless and release from liability the TOWN OF LOS GATOS, its OFFICERS, AGENTS, AND EMPLOYEES, Los Gatos-Saratoga Community Education & Recreation and the Los Gatos Lions, from any and all claims arising out of, or related to the LOS GATOS CHILDREN'S CHRISTMAS/HOLIDAYS PARADE, and agree to indemnify the above for any and all damages, claims, causes of action, losses, liability, judgments, costs, cost of collections, and attorney's fees arising out of or related to the above activity. **I HAVE READ THIS HOLD HARMLESS AGREEMENT AND UNDERSTAND ITS TERMS. (If unsigned, entry form will not be processed.)**

Signature of Adult (over 18) Responsible for Entry	Print Responsible Adult's Name

MASTER OF CEREMONIES INFORMATION: Please type the information to be read by our emcees for your entry (also available for TV & Press coverage). You may attach a separate sheet or email your information: michelle@lgsrecreation.org - **NOT LATER THAN October 17th! (Same deadline as entry form! Info received after deadline will NOT be announced/made available for TV & Press coverage.) Information is restricted to 100 words or less for each entry.**

SPECIAL REQUESTS:

IMPORTANT ENTRY INFORMATION:
 Each entry is permitted only **ONE** vehicle due to space limitations in the staging area. Total vehicle length is not to exceed forty (40) feet.

OFFICE USE ONLY

Record #: _____ ID Code #: _____
 Commercial Fee Check # _____ Dt _____
 Chk Name if other: _____

SECTION II GENERAL ENTRY

IMPORTANT: To allow enough space in the staging area for your entry, it is very important we receive an accurate description of your entry in this section.

Number of persons: Walking Marching in Unit Riding in Vehicle

Describe vehicle/trailer:

Note Entry Restrictions (reference Parade Policies and Procedures):

- 1) Each entry is permitted only ONE vehicle. Total vehicle length is not to exceed forty (40) feet.**
- 2) Limousines (all types and lengths) and Car Clubs are not permitted in the parade.
- 3) All people riding in or on the vehicle must be visible.
- 4) Each entry is responsible for their animals, including cleaning up after them. Animals must be controlled and/or restrained at all times.**

Indicate entry's TOTAL vehicle/trailer length and width: Length: Width:

Describe any music/noise associated with your entry:

Circle all that apply: Musical Instruments, Speakers, Amplifier, Stereo System, Car Stereo, Boombbox, Megaphone, Microphones, Singing, Bells, Whistle, Horn, Siren, Other: specify _____

PLEASE NOTE:

For larger organizations such as **YMCA, Family of Freemasonry, GSA Service Units, etc.**, please check here if you are having more than one entry - i.e. for expeditions, units, troops, etc. of your organization. You will be contacted by the Parade Administrator for further information about your organization's entries.

Beginning in 2011, General Entries will no longer be judged. Only School Marching Bands and Equestrian entries will be judged by the respective official judges.

All entries must still have a Christmas or Holiday theme to be able to participate in the parade. Although General Entries will no longer be judged, entries are encouraged to continue to have their group's participants dress up and decorate their vehicle (if applicable)!

If you have any further questions, please call Michelle Varno at 408-354-8700 ext. 226. You may also send an email: michelle@lgsrecreation.org.



55th ANNUAL CHILDREN'S CHRISTMAS/HOLIDAYS PARADE

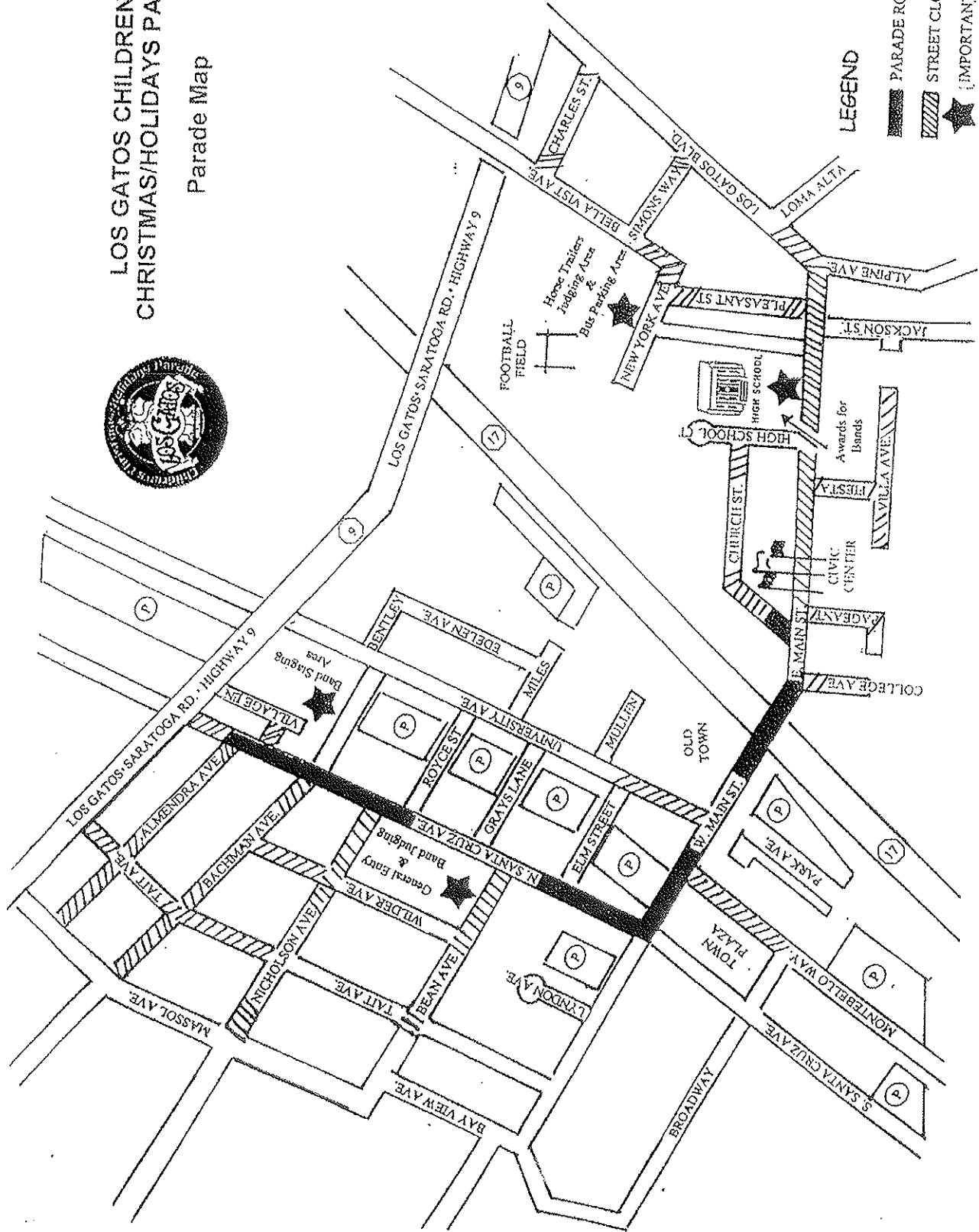
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Parade Policies and Procedures




- DATE:** Saturday, DECEMBER 3, 2011 (RAIN OR SHINE)
- TIME:** Parade begins promptly at 11:00 A.M. Please be in place by 9:00 A.M. to avoid losing your assigned position and being placed at the end of the parade. Access streets will be closed by 9:00 A.M. **Large vehicles (trucks, vans and floats) must be in place in the staging area by 7:30 A.M.**
- LOCATION:** Parade begins at the corner of Alameda Ave. and North Santa Cruz Ave., proceeding south along North Santa Cruz Ave. to Main St., east on Main Street, ending at Church St.
- ENTRY FORM DEADLINE:** Deadline to submit an "OFFICIAL ENTRY FORM" is **Monday, October 17, 2011 – not later than 4:00 P.M.** Entries received after the deadline will be put on a waiting list and accommodated only if there is a cancellation.
- ENTRY RESTRICTIONS:** **Each entry is permitted only ONE vehicle due to space limitations in the staging area. TOTAL vehicle length is not to exceed forty (40) feet.**
Limousines (all types and lengths) and Car Clubs are not permitted in the parade.
For any entries with a vehicle, all people riding in or on the vehicle must be visible. All motor vehicles must be driven by a licensed driver.
The Parade Committee has the right to deny entry to any individual or group including those that do not conform to the theme of the parade, are not of interest to children, or violate parade policies and procedures.
- ENTRY NUMBERS:** Your assigned position entry number and additional important information will be mailed Thanksgiving Week to your entry's contact individual. Please do not call for your entry number unless you have not received it by November 28, 2011. You will pick up your Official Entry Number the day of the parade.
- SAFETY:** To avoid any safety hazard, no toys, candy or other materials can be handed out or thrown from your entry. Any entry handing out or throwing items will be removed from the parade.
All entries must conform to the Santa Clara County Fire Marshal Code. Note: Entries may be inspected the morning of the parade, and if they do not conform to the Fire Code, they will be removed from the parade. According to the 1998 California Fire Code, Section 1104 regarding Parade Floats: Decorative material on parade floats shall be noncombustible or flame retardant. Motorized parade floats and towing apparatus shall be provided with a minimum 2-A, 10-B:C-rated portable fire extinguisher readily accessible to the operator. For more information about Fire Code regulations, you may contact the Santa Clara County Fire Department.
Each entry is responsible for their animals, including cleaning up after them. Animals must be controlled and/or restrained at all times.
Each entry is responsible for keeping the staging area clean; anything brought into the staging area must be removed from the staging area. All trash must be disposed of properly in designated containers and/or removed from the staging area.
- NO PARKING & CLOSED STREETS:** There is NO PARKING in the staging area or along the parade route. A map of the staging area and parade route will be sent with your assigned position Entry Number, along with information about street closures.
- JUDGING:** Beginning in 2011, only School Marching Bands and Equestrian Entries will be judged. Representatives of the Pacific Coast Judging Association (PCJA) will judge all Bands. A CSHA Equestrian Parade judge will judge Equestrian Entries. Judging takes place at the judging stand - location to be determined. A parade marshal will indicate the judging area location. PLEASE DO NOT STOP AT THE JUDGING STAND.
- AWARDS:** Information about the awards will be mailed to you with your assigned position Entry Number.
- PARADE THEME:** **Each entry must have a Christmas or Holiday theme to be able to participate in the parade.**
- SANTA:** Only the OFFICIAL PARADE SANTA will be permitted in the parade. PLEASE DO NOT dress anyone in your entry as Santa.
- SPECIAL INSTRUCTIONS/NOTES:** An adult responsible for the entry participating in the parade must sign the Hold Harmless Agreement section of the Official Entry Form.
Your assigned position Entry Number, a map of the staging area and parade route, along with other special instructions will be mailed to you Thanksgiving week.
This is a Parade in motion! **There is NO STOPPING once the parade has begun.** This means that all entries must keep up with the entry ahead of them. If you start to lag, expect a Parade Route Marshal to ask you to keep up.
For Disability Parking and Disability Parade Viewing information call Michelle Varno 408-354-8700 ext. 226. Please note: This is a children's event. Please honor the spirit of the event by keeping it alcohol-free.
- QUESTIONS:** Call Michelle Varno at LGS Recreation 408-354-8700 ext. 226, email: michelle@lgsrecreation.org.

LOS GATOS CHILDREN'S CHRISTMAS/HOLIDAYS PARADE

Parade Map



LEGEND

-  PARADE ROUTE
-  STREET CLOSURES
-  IMPORTANT SITES