



61st ANNUAL CHILDREN'S CHRISTMAS/HOLIDAYS PARADE

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

Policies and Procedures / Hold Harmless Agreement

- DATE:** Saturday, DECEMBER 2, 2017 (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 "ONLINE OFFICIAL ENTRY FORM" is Friday, October 27, 2017– 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 & REGISTRATION NOTES:**
- 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, width not to exceed ten (10) feet and height not to exceed twelve (12) feet.
 - Indicate unit's TOTAL vehicle/trailer length, width, height (in feet) in the "Unit Mode Note" box.
 - Limousines (all types and lengths) and Car Clubs are not permitted in the parade.
 - No advertising on a vehicle other than unit entry co. name. Additional solicitations/fundraising not permitted.
 - 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.
 - Specify the total number of participants, the number walking/marching and the number riding in a vehicle in the "Unit Mode Note" box.
 - Limit "What do you want an announcer to say about your unit" text to approx. 250 characters. *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 Parade day information will be available on the LGS Recreation Web Site by Friday, November 17, 2017. 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.
No parade float riders past Church Street.
- Each entry is responsible for keeping the staging area clean; all trash must be disposed of properly in designated containers and/or removed from the staging area, and anything brought into the staging area must be removed from the staging area by 1:00 p.m. on the day of the parade.**
- NO ALCOHOL:** There is NO alcoholic beverages allowed in the parade, staging area or streets. Participants may NOT have alcohol on their float/vehicle during the parade procession. We want to keep the parade a safe one for all. This is for all Parade participants and the public viewing the Parade. **Town of Los Gatos Muni Code 18.10.015 Sec. 18.10.015.** - Alcoholic beverage; drinking and open container in public.
- 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 is available on the LGS Recreation Web Site, along with information about street closures.
- JUDGING/AWARDS:** **Only School Marching Bands will be judged.** Representatives of the Pacific Coast Judging Association (PCJA) will judge all Bands. 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. Information about the awards is on the LGS Recreation Web Site in the Parade Day Special Instructions.
- 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. Your assigned position Entry Number, along with other Parade day special instructions will be available on the LGS Recreation Web Site by Friday, November 17, 2017.
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 LGS Recreation 408-354-8700.
Please note: This is a children's event. Please honor the spirit of the event by keeping it alcohol-free.
Call LGS Recreation 408-354-8700, email: parade@lgsrecreation.org.

QUESTIONS:



HOLD HARMLESS AGREEMENT

61st ANNUAL

CHILDREN'S CHRISTMAS/HOLIDAYS PARADE

SATURDAY, DECEMBER 2, 2017

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

Return this form no later than 4:00 PM, Friday, October 27

All Groups Must Sign!

Participation will not be confirmed without this form completed and on file.

Liability Release- Read Below Before Signing

The undersigned, in consideration of participation in this program agrees to indemnify and hold the Los Gatos-Saratoga Community Education & Recreation, Los Gatos Lions Club, the Town of Los Gatos and Los Gatos High School, its contractors, employees and volunteers harmless and release the Los Gatos-Saratoga Community Education, Los Gatos Lions Club, Town of Los Gatos and Los Gatos High School, its contractors, employees and volunteers from any and all liability for any injury which may be suffered by the named individual in this program, arising out of, or in any way connected with participation in this program. I have read, and fully understand that I assume all risks for any injuries received. Model Release: I release the photographer, the Los Gatos-Saratoga Community Education, Los Gatos Lions Club, Town of Los Gatos and Los Gatos High School from liability for any violation of any personal or proprietary right I have in connection with any reproduction of or use of photographs in which I appear. I consent to the reproduction or use of photographs with or without my name (or other participants) taken of me while participating in this event.

Unit Name _____

Unit Type _____

Unit Representative Signature (Required) _____

Contact Name (Print) _____

Email: _____ **Phone:** _____

I have read and comply with the Parade Policies and Procedures and the Liability Release terms.

Signature _____ **Date** _____

Return to: Deliver: LGS Recreation, 123 E. Main Street, Los Gatos, Ca. 95030
Email: Parade@lgsrecreation.org
Fax: 408-395-3828

Questions: LGS Recreation Office: 408-354-8700 Parade Administrator: Emily Sprugasci

Internal Use Only

No. _____

Today's
DATE: _____