



The Port Colborne Reverse Lighted Santa Claus Parade coordinating team would like to thank you for your interest in participating in our parade this year. Community groups, schools, sport groups, businesses, and volunteer organizations are invited to submit applications to enter floats for the parade. Each float in the parade will be judged by a panel of members of the Port Colborne Community. Prizes will be given to the winners in each category.

Outlined throughout the application are rules, regulations, and other important information pertaining to the parade. Please read these carefully to ensure that you can abide by all the regulations before you complete and return your application.

Parade Date: Saturday, December 4, 2021

Application Deadline Date: Wednesday, November 24, 2021

General Information

1. No entry may depict Santa Claus and/or Mrs. Claus or Santa's sleigh.
2. No entry may depict anything political, controversial, or otherwise offensive within the sole discretion of the Port Colborne Santa Claus Parade coordinating team.
3. For an entry to be accepted into the 2021 Port Colborne reverse lighted Santa Claus Parade, it must conform to the Parade's rules and regulations; it must have its application form into the parade office on, or before, the deadline date of November 24, 2021 and have the final approval of the Port Colborne Santa Claus Parade Coordinating team.
4. There will be no premature exiting from the Parade Route, except for an emergency. It is mandatory that all entries will remain in their parade location for the duration of the event.
5. All entries must be entertaining and appropriate for a family audience.
6. All entries must be responsible for ensuring that the design and operation of their float/entry is safe and reliable.
7. All entries must be lighted and/or decorated in a festive manner.

Safety Information

1. No material may be thrown from any entry; or be distributed by hand along the parade route. No entry may distribute candy, literature, pamphlets, leaflets, brochures, flyers or any other written or printed material to the spectators of the Port Colborne Santa Claus Parade. We are looking into a system where all candy is distributed at the end of the parade route.
2. If animals are a part of the group, entrants must provide their own clean-up crew and ensure animals are leashed.
3. Any entrant considered to be under the influence of alcohol or drugs will be removed from the parade.
4. All entrants shall refrain from smoking during their participation in the parade.
5. When travelling to the event location participants must not ride on the float.
6. Only certain and limited locations will have access to hydro, it is preferred that all participants provide their own source of power. If special arrangements need to be made, please let the event coordinator know.
7. All motorized vehicles must carry a fire extinguisher that has been approved, charged, and sealed, and tagged to indicate the last date of service (within 180 days of the parade date). The extinguisher must be accessible and the operator familiar with its operation.

Staging, Parade Route, and De-staging

1. It is recommended that no riders be on their float or entry in transit to the registration staging area.
2. Parade marshals will be located at main intersections throughout the staging area, Sugarloaf at Elm Street; Sugarloaf at Fielden Avenue. They will direct and provide the information you need.
3. Each participant will be given a designated area for set-up and each float will remain in this location for the duration of the parade. Locations will be numbered, and participants will be informed of their number before hand.
4. Road Closures for staging, will include the roadways inside H.H. Knoll Park, will be in effect at 5:00 p.m. Road closure barricades will be installed at Sugarloaf at Elm Street, Sugarloaf at Fielden Avenue, and Sugarloaf at Steele Street. The parade will begin at the Elm Street entrance to H.H. Knoll Park and vehicles will begin to travel through the roadways at H.H. Knoll Park until they exit at the Fielden Avenue exit.
5. All float/entry riders should make arrangements beforehand to have someone pick them up in the vicinity of the de-staging area. At the conclusion of the parade, the parade route will be closed off and can be used as a de-staging area.

PLEASE NOTE:

1. All instructions from the parade marshals and officials must be followed. Failure to do so may result in removal from the parade route and may jeopardize participation in future Port Colborne Santa Claus Parades.
2. Parade marshals and officials reserve the right to remove any entry, at any time, whether because of concerns for safety, interference with the parades progress, or not meeting all of the requirements referenced above.

City of Port Colborne
Reverse Light Santa Claus Parade
Saturday, December 4, 2021
6:30 p.m. Start time/Staging 5-6 p.m.

PORT COLBORNE'S REVERSE SANTA CLAUS PARADE DECEMBER 4, 2021

Please print or type clearly

Business or Group: _____

Contact Name: _____ E-mail: _____

Mailing Address: _____ City: _____

Postal/ZIP Code: _____ Telephone: _____ Cell Phone: _____

Social Media Accounts (For us to potentially include in posts): _____

Total Number of Participants: _____ **Standing:** _____ **Sitting:** _____

Type of Unit:

Total Length of Float (Including vehicle): _____ Provide a brief description of your float: _____

DO YOU HAVE YOUR OWN BANNER Yes () No ()

Please provide any other details: _____

General Information:

Will you have music playing? Yes () No () Will the music be: Live () Pre-Recorded ()

Will you be providing peanut free candy for the parade committee to hand out at the end of the parade? Yes () No ()

Float Category for Judging:

Business () Community Group/School () Other ()

Crowd Favourite/Voters Choice () **Voting done online following the Parade**

I have read and agree to the rules and regulations listed above

Name: _____ Signature: _____ Date: _____

Mail: City of Port Colborne – Recreation Department

Attn: Event Services, 66 Charlotte Street, Port Colborne, Ontario, L3K 3C8 or **Fax:** 905-834-2939 or **E-mail**
eventservices@portcolborne.ca

Questions: call 905-835-2900 ext. 566 or e-mail eventservices@portcolborne.ca