

CITY OF LANCASTER

Christmas Parade

READ ALL INFORMATION AND FILL OUT PAGE 3 AND 4.

Now is the time to make your plans to be part of the 2023 Lancaster Christmas Parade. The Parade will be held on Saturday, December 2nd at 5 pm in Downtown Lancaster. The parade begins on Main Street, at Springs Street, and continues through historic downtown, then exiting onto Williams Street.

Due to the parade being an 'evening parade', lighting and/or reflective materials are required, for safety and show, on your unit. ALL units will be inspected during staging time. Please be aware that those who do not follow the parade guidelines will be subject to rejection from the parade without a refund.

This year's Theme is **"Hometown Christmas."** Try to use this theme when decorating your unit to try to win one of the city's awards! The Lancaster Christmas Parade is becoming widely known for its lit parade -- from lighting the largest float to the smallest child, everyone comes together to make this event a bright success.

Each entry will be announced at the judges' stage on Main Street at Arch. Lancaster High School's Learn TV will be located at Main and Arch Street filming the parade. When completing your application please complete the Learn TV form so that the anchor will introduce you correctly, this information is required for this year. Please call or e-mail with any questions or concerns that you may have!

We look forward to seeing you on **Saturday, December 2!** The application deadline is **November 20th by 5 PM.** Placement in the parade is based on application submission and type of entry.

HAPPY HOLIDAYS,

Lisa Roddey
Events and Promotions Manager
City of Lancaster
201 W Gay St
Lancaster, SC 29720
LRoddey@lancastercitysc.com

Dates to Remember

November 20th by 5pm
Professional Float Choice and
Entries due in City Hall!

December 2nd
Staging begins at 2 pm at
Providence, Covenant, and
Springs Streets.

PARADE RULES & REGULATIONS

Entries participating in this theme will be eligible for judging. It is very important to the success of the parade and the full enjoyment and safety of all participants and spectators that you know your responsibilities. Please review these guidelines with your participants.

PARADE UNITS

All Parade Units will be parked in Black or Orange Parking Lots at Lancaster High, people riding the floats, or dropping people off for the parade use the Green Parking Lot. NO ONE will be dropped off at Black or Orange Parking Lots.

- STAGING begins at 3 pm on Dec. 2 and ends at 4:30 pm in the Lancaster High School Parking lots. No admittance in the staging area after 4:30 pm.
- Please do not bring a Santa. There is one Santa and he will close the parade.
- NO THROWING OF GUM, CANDY, AND/OR OTHER MATERIALS from units.
- Walkers may hand out candy.
- Alcoholic beverages are forbidden
- No smoking on or around units
- FLOATS: Floats transporting people, must be more than 30 inches from the ground must have side rails. Rails should measure a minimum of three feet from the floor of the unit.
- Participants are not allowed on or off of the parade unit once in motion
- All motorized units must be operated by a licensed driver with current auto insurance. **ALL PARTICIPANTS MUST PRESENT DRIVERS LICENSE AND INSURANCE (General Automotive Insurance) AT STEP-OFF**
- Only street legal vehicles are allowed with general liability insurance shown at line up. If insurance is not present you will be asked to leave the lineup.
- Motorcycles/Automobiles/and Any other parade applicants that do any of the following (but not limited to): “racing”, “figure eights,” “Wheelines,” or anything considered “stunting” or “reckless behavior” will be ticketed or banned from participating in future events with the City of Lancaster.
- Motorcycles will be idling frequently.

ALL PARADE ENTRIES

- A space of no more than 30 feet for each entries will be enforced.
- All performances must be in good taste. This is a family event, therefore routines and or expressions that are lewd, obscene are expressly prohibited and likewise actions portraying violent, abusive and/or offensive behavior are not permitted and will be grounds for removal.
- Adult 18 years or older must accompany children at all times.
- The signing applicant must have rules in their possession and be present at time of entry inspection.

ENTRY NUMBERS/SIGNAGE

- Entry Numbers, will be provided by the City of Lancaster Parade staff and distributed during parade line-up.
- Signage: Participants are responsible for sign or placard stating the name of the entry and sponsor. Signs must be on the first vehicle on the RIGHT front windshield or held by the person at the front on the RIGHT.
- PARADE JUDGING (Please use Theme **“Hometown Christmas”** BRIGHTEST, BEST OVERALL, USE OF THEME, MOST ORIGINAL, MOST HOLIDAY SPIRIT

PARADE RULES & REGULATIONS CONTINUED

Entries participating in this theme will be eligible for judging. It is very important to the success of the parade and the full enjoyment and safety of all participants and spectators that you know your responsibilities. Please review these guidelines with your participants.

NO ON-DAY PARADE ENTREES

- SAFETY IS FIRST! We also reserve the right to remove any entry or participant from the parade when the actions of that entry, or its participants, present a danger to spectators or other parade entries. Decisions of The City of Lancaster and Parade Committee are final. If any automobiles, motorcycles, or Any parade applicants that do any of the following (but not limited to): “racing”, “figure eights,” “Wheelies,” or anything considered “stunting” or “reckless behavior” will be ticketed or banned from participating in future events with the City of Lancaster.

The primary focus of the Lancaster Christmas Parade is to provide a safe, enjoyable and quality parade in and on the streets of Downtown Lancaster in celebration of the holidays. If at any time, leading up to or on parade day, the weather/street conditions are deemed unsafe, the parade will be cancelled and rescheduled per Lancaster City. Please check the City of Lancaster website www.lancastercitysc.com

HAPPY CREATING HOLIDAY MAGIC!

CONTACT INFORMATION

LISA RODDEY

Events and Promotions Manager

City of Lancaster

201 W Gay St

Lancaster, SC 29720

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Office: 803.289.1498

Work: 980.328.1897

Christmas Parade

APPLICATION



Organization:

Contact Person:

Address:

City:

Zip:

State:

Primary Phone:

Secondary Phone:

*Email:

*(Communication will be through e-mail unless otherwise noted)

ENTRY TYPE

Please complete all entry information... Each form represents ONE entry

Theme: "Hometown Christmas " No addition of vehicles the day of if you put two vehicles that is all you can have.

___ PROFESSIONAL FLOATS:

- With Walking Group? Yes No

___ SELF-BUILT FLOAT: (1 Float)

- With Walking Group? Yes No

● Make/Model of vehicle pulling float _____

● Type of trailer used as the float and size _____

● Overall length and full measurements are important for positioning in staging area

___ MOTORIZED UNIT: (up to 2 motorized units ONLY)

- With Walking Group? Yes No

● Make/Model of vehicle pulling float _____

___ WALKING UNIT: NO VEHICLE

● Type of Walking Group (stepping group, marching band, Church group) etc _____

___ WILL MUSIC/SOUND BE ADDED? ___ Yes ___ No

● If yes, please explain (ie. singing, sound system) _____

Christmas Parade

APPLICATION



ENTRY FEE STRUCTURE: \$10 NON-PROFITS, \$25
COMMERCIAL/BUSINESSES,
CHECKS SHOULD BE MADE TO 'THE CITY OF LANCASTER'

DEADLINE IS **NOVEMBER 20, 2023** MAIL TO CHRISTMAS PARADE
PO BOX 1149, LANCASTER, SC 29721

INDEMNITY AND HOLD HARMLESS AGREEMENT

I/we further agree to defend, and hold harmless the City of Lancaster, SC, The Lancaster Christmas parade committee and its employees or agents against loss or expense, including attorney's fees for loss or expense because of bodily injury, death or property damage sustained by any person or persons. It is further agreed that I/we, as participants, will provide proof of general liability and auto insurance for the parade entry naming the City as an additional insured.

Participant further agrees to have received, read, understood, and will fully comply with all of the City of Lancaster parade Rules and Regulations.

Name of Organization _____

Organization Representative _____

City _____ Date _____

Participant's Signature _____

Participant's Parent or
Guardian _____

*****REQUIRED*****

2022 PARADE UNIT **INFORMATION**

Please complete for our hosts to use on the parade. Use additional pages if necessary

Parade Number
(Office Use Only)

Organization:

Contact Person:

Primary Phone:

What does your float and/or vehicle look like :

Organization Leader/President:

Number of members in your organization:

When your organization was founded:

When your organization meets/number of hours it practices OR if business, hours of operation

Your activities during the year or services you provide

Information about your unit: (How it was built, hours spent building it, special features, etc.

Any unusual stories about building the float or about your organization that you want to share

Other information you would like us to share on TV.