
2016 Centreville Christmas Parade Entry Application

DATE: Friday, December 2, 2016 – 6:30 p.m.
RAIN/SNOW DATE: Friday, December 9, 2016 – 6:30 p.m.
THEME: Stories of Christmas (from books, movies, songs, etc.)
APPLICATIONS DUE: Monday, November 7, 2016

COMPLETE ALL INFORMATION • TYPE OR PRINT LEGIBLY

Person in charge of entry: *All contact will be with this person and all correspondence sent to this address. It is your responsibility to ensure your application has been received. Please complete in full. Incomplete applications will not be accepted.*

Group Name: _____

Entry Title: _____

Contact Person: _____

Address: _____

City _____ State _____ Zip _____

Email Address _____

Phone (Day): _____ Phone (Evening): _____

Please mark the appropriate box:

Float Band Equestrian Vehicle Marching Walking

****To help with supervision, safety, and gaps in the parade the committee encourages no walking groups.****

Will music be a part of your entry? Yes No

Organization Non-Profit Organization

Yes, we want our parade **Float** unit judged. (**Floats are the only entries judged.**)

No, we do not want our parade **Float** unit judged.

PLEASE INDICATE TOTAL LENGTH OF ENTRY _____
(vehicle + float)

Description of Entry: This is very important as it will be read by the announcer while you are passing the reviewing stand – please be brief. Descriptions **MUST** be returned with the entry form, and may not be given to the announcer or other organizers the night of the parade.

Description of Entry: _____

Continued on next page...

Parade Entry Information

Please place a ✓ mark on ALL that apply to your parade unit.

Example: If you have a dance group, please ✓ mark on the appropriate line and circle "Dance."

- Float pulled by a vehicle (no longer than 65 feet total, 10 feet wide, and 14 feet in height)
- Float pulled by Semi (no longer than 65 feet total, 10 feet wide, and 14 feet in height)
- Float **no** towing vehicle (pulling vehicle is located under float)
- Float unit on flatbed truck
- Decorated Vehicle Only
- Dance/Gymnastic/Twirling Group
- Boy Scout Troop
- Girl Scout Troop
- Fire Company (limited to 1 unit per company)
- Walkers (**To help with supervision, safety, and gaps in the parade, the committee encourages no walking groups.**)
- Marching Band (**No performances will be permitted in front of the judge's stand.**)
- Drill Team (**No performances will be permitted in front of the judge's stand.**)
- Motorcycles (limited to 5 per group)
- Vehicles (limited to 5 per group)
- Horses (must provide a clean-up person on the parade route and at the staging area)

Proud sponsor of:



**PLEASE INDICATE TOTAL LENGTH OF ENTRY _____
(vehicle + float)**

**PLEASE BE SURE TO READ ALL RULES AND REGULATIONS
ATTACHED.**

Mail this application to: Christmas Parade Committee, c/o Town of Centreville, 101 Lawyers Row, Centreville, MD 21617. You may also drop off at this location between 9:00 a.m. and 4:30 p.m. – a drop box is also available in the front door for your convenience after business hours.

Email this application to: CBrinkley@TownofCentreville.org

Fax this application to: 410-758-4741

For Questions Call: 410-758-1180

Rain Date: December 9, 2016 at 6:30 p.m.

Thank you for participating in the 2016 Centreville Christmas Parade. We look forward to seeing you on December 2nd!!

Centreville Christmas Parade Committee

APPLICATIONS DUE: MONDAY, NOVEMBER 7, 2016

2016 Centreville Christmas Parade Route
Friday, December 2, 2016
6:30 p.m.
PARADE ROUTE

Rain date: Friday, December 9th



TENTATIVE PARADE ROUTE

Leave Queen Anne's County High School at 6:30 p.m.
Proceed down Ruthsburg Road/Railroad Avenue and take a RIGHT onto Banjo Lane.
Banjo Lane and turn LEFT onto Turpins Lane.
Turpins Lane and turn LEFT onto Commerce Street.
Commerce Street and turn LEFT on Kidwell Avenue.
Kidwell Avenue and turn RIGHT on Ruthsburg Road.
The parade will continue on Ruthsburg Road and return and disband
at the Queen Anne's County High School.

Centreville Christmas Parade Parade Rules & Regulations

PLEASE READ ALL INFORMATION

The theme for the 2016 Centreville Christmas Parade is ***Stories of Christmas (from books, movies, songs, etc.)***. The parade will be held on Friday, December 2, 2016, starting at 6:30 p.m.

RAIN/SNOW DATE: Friday, December 9, 2016.

This is a family-oriented parade. It is not an appropriate venue for political ideology, campaigns or social statements!

All members of your group will be expected to obey all instructions from parade officials. Failure to do so may result in the disqualification of your entry.

GENERAL INFORMATION

ENTRY: Application period begins: Friday, September 2, 2016 – A maximum of 90 entries and only one unit per entry will be permitted.

DEADLINE: Application period ends: Monday, November 7, 2016 at 4:30 p.m.

Applications must be received no later than the above date and time. You may email, fax, mail, or hand deliver the application. No applications will be accepted after November 16th. Any applications received after November 16th may be able to participate, at the discretion of the Parade Committee, however, those entries will be placed at the end of the line.

Delivery information:

Christmas Parade Committee
c/o Town of Centreville
101 Lawyers Row
Centreville, MD 21617
Phone: 410-758-1180
Fax: 410-758-4741
Email: cbrinkley@townofcentreville.org

**A door slot is also available for use after office hours.

PARADE SCHEDULE: Monday, November 21, 2016

The final parade line-up with line-up numbers and assembly area map will be available on the Town's website on or about Monday, November 21, 2016. www.townofcentreville.org

PARADE THEME: This year's theme is ***Stories of Christmas (from books, movies, songs, etc.)***. Entries must be decorated to parade standards in keeping with the Christmas spirit and theme of the parade. This includes all participants except band entries, dignitaries, and guests invited by the Centreville Christmas Parade Committee. **REMEMBER: No Santa or Mrs. Claus allowed in entries.**

SANTA: Replicas of Santa or persons dressed as Santa will not be allowed in the parade. The only entry that is allowed to have a live Santa Claus will be the "Official Santa Float". Any group failing to adhere to this will be removed from the lineup (it can be quite disturbing to small children when they see more than one Santa.) *Santa hats and Elf hats are allowed and encouraged!*

MRS. CLAUS: Replicas of Mrs. Claus or persons dressed as Mrs. Claus are not allowed in the parade.

PARADE OBJECTIVE: It is the intent of the parade committee to make this parade, float oriented. Trophies are awarded to floats only. Trophies will be awarded at the January 5, 2017 Town Council Meeting. Trophy categories are: Most Original (1st, 2nd, 3rd); Keeping with the Theme (1st, 2nd, 3rd); and Best Overall.

The Centreville Christmas Parade Committee is asking for participants of the parade and spectators to donate toys for **TOYS FOR TOTS**. Boxes will be available for the drop off of items.

APPLICATION: Due to the volume of applications received it is possible that not all applicants will be selected to participate in the parade. Comments from past parades indicate that the parade is too long therefore we are limiting the parade to two hours and limited to 90 entries.

ARRIVAL TIME: Arrival time for line-up is no earlier than 4:00 p.m. and no later than 5:30 p.m. Please be staged and ready to pull out (everyone in place on float, vehicle, etc.) no later than 6:15 p.m.

STOPPING: No stopping is permitted unless directed to do so by parade officials. Entries must start/restart immediately when directed by the officials. In order to keep the parade moving and eliminate gaps within the parade, no performances in front of the judge's stand will be permitted.

SAFETY: All mechanical equipment must be in a sound and safe condition, equipped with a tow bar and/or chain mounted on the front of each vehicle and a portable fire extinguisher. *At least one fire extinguisher should be placed within easy reach of a responsible adult. Class ABC fire extinguishers are required for floats using generators. No open flames are allowed.*

All participants (especially children) on floats MUST be secured, supervised and remain on the float at all times.

PARADE MARSHAL: The movement of the parade is very important. Personnel will be located along the parade route to direct entries and ensure this continuity.

UNIT SIZE: An entry is defined as a unit which is motorized, walking or powered in any manner. Marching units (except bands) are limited to a maximum of thirty people, including total number of riding or walking participants. **(To help with supervision, safety, and gaps in the parade, the committee encourages no walking groups.) Children riding on a float must be supervised by an adult at all times.**

PARTICIPANTS: All participants must be in Christmas colors, costumes, or at the very least, wearing a Santa/Elf hat.

CANDY: No candy or objects of any kind may be thrown to the parade spectators from any parade unit. This is for the safety of our spectators.

BUSINESSES: Businesses are encouraged to participate but **must** be in compliance with the theme of the parade with a decorated vehicle.

STAGING AREA: It is the responsibility of each parade unit to keep your staging area clean of any trash. Remember this area is a school zone area, and all complaints fall onto the Parade Committee. Port-a-potties are available on the front right-hand corner of the Queen Anne's County High School parking lot.

PARADE NUMBER: Line up numbers are assigned by the parade committee and will be available on the Town's website on or about Monday, November 21, 2016. Please visit www.townofcentreville.org to find your line up number.

ENTRY HEIGHT: No entry may be over 16 feet in height from the street to the highest point.

CANCELLATION: If you must withdraw from the parade, notify us at (410) 758-1180 or by e-mail cbrinkley@townofcentreville.org. If the parade is cancelled or rescheduled due to weather, this decision will be announced on the Town's website at www.townofcentreville.org by 2:00 p.m. A rain/snow date is scheduled for Friday, December 9, 2016.

SELECTION: All applications must be turned in to the parade office on or before the deadline date and time to be considered. We highly encourage organizations to submit entries which involve a festive theme with motion, sound, and/or traditional Christmas music.

CONDUCT: All participants must conduct themselves in a respectful, civil and orderly fashion. *The Christmas Parade Committee has a zero-tolerance policy toward dangerous/reckless driving at any time!*

PUBLIC MAP: Each entry must obtain a copy of the public information map. This map will identify the beginning and ending parade locations. To avoid confusion, please identify drop-off and pick-up locations for your participants before parade night. **The parade will begin and end at the Queen Anne's County High School.**

SECURITY: *Security is the sole responsibility of each participant.* The Centreville Christmas Parade Committee, its agents, or the Town of Centreville are not responsible for the security of any entry, at any time, for any reason.

VEHICLES: All street vehicles must comply with Maryland laws regarding registration. Proof of insurance must be held for each motorized vehicle. Entries using non-street vehicles must hold proof of blanket insurance coverage for all vehicles and participants in the entry. *All units must be driven by a licensed and insured driver.*

TRAILER SIZE: Entries may not be wider than a standard flatbed trailer or longer than a standard flatbed trailer and tractor combination, approximately sixty five feet with no extensions. The length of the float must allow for a normal turning radius along streets taken by the parade route and within the lineup area.

UNIT SOUND: Very loud music or noise will not be allowed within the line-up area. Sound systems may be tested, but only for a few seconds. Music may be turned on only on the parade route. The only music allowed to be played along the parade route is Christmas music. The style of music and the volume at which it is played must be pleasant, tolerable, and acceptable for all listeners, especially children. Please indicate the use of music on your entry application to ensure proper placement in the line-up.

FIRE DEPARTMENT APPARATUS: Fire department apparatus will not be allowed to use sirens (federals, electronic, or air horn) in parade route. Failure to follow these rules will compromise your company's participation in the future. Only one unit per fire department is permitted. Additional units arriving the night of the parade will be turned away.

GENERATOR: We encourage all parade entries to have illuminated items and *lots of them!* All electrical devices must have sufficient capacity for the use intended on the float/entry. Wiring should be properly secured to the float. Portable generators used in conjunction with float lighting must be securely mounted on a vehicle or other base. A minimum of 12 inches of clearance should separate any part of the generator from light and combustible materials, including decorations.

DECORATION: All floats must be 100% decorated.

SKIRTING BANNER: A banner with the name of the organization and message appropriate to the theme/category may be displayed on three sides of the float.

SKIRTING LENGTH: Flatbeds must have their sides covered with decorative skirting down to the axle height.

MASCOT: Personalities or company mascots, except school band mascots, will be allowed only if they are on a float or in a vehicle and if they are in compliance with the theme/category of the parade.

CAR POOL: Carpool to the parade if at all possible to cut down on downtown traffic congestion. Please plan to be dropped off and walk into the assembly area to meet your group.

ALCOHOL: Consumption of alcoholic beverages in the assembly area or parade route is strictly prohibited.

DISCLAIMER: The Centreville Christmas Parade Committee reserves the right to limit or exclude any entry for non-compliance.

NO UNITS WILL BE PERMITTED TO ENTER THE STAGING AREA (QACHS) IF AN APPLICATION WAS NEVER RECEIVED. IT IS YOUR RESPONSIBILITY TO ENSURE YOUR APPLICATION WAS RECEIVED.

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