

# 2017 St. Patrick's Parade



## St. Patrick's Parade Entry Application

The St. Patrick's Parade is Saturday, March 11, 2017 at 2:00 p.m. on Main Street from Sixth Street to Fourth Avenue in downtown St. Charles. All entries **must include** each of the following documents and must be received by February 11th:

- A completed **Entry Application**.
- A **Certificate of Insurance** naming the Downtown St. Charles Partnership and The City of St. Charles as additional insured.
- A signed copy of the St. Patrick's Parade **Rules and Safety Guidelines**.
- For-profit business entries: Please make payable to the **Downtown St. Charles Partnership** on or before February 11, 2017.

Please Circle One:

Business Entry: \$250

DSCP Member Entry: \$125

Non-Profit: Waived

Business/Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

E-mail Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Preferred Phone Number \_\_\_\_\_

DESCRIPTION OF UNIT (REQUIRED: Approximate length of vehicle) \_\_\_\_\_

THREE SENTENCE DESCRIPTION OF ORGANIZATION and/or THEME (REQUIRED; If nothing is written, the emcee will

simply read your Business/Organization name.) Ex: Fox Valley Auto Group is heading this way with a 2016 Buick Cada and a 2016 GMC Sierra from Fox Valley Buick GMC. Fox Valley Buick GMC is located at 1421 E. Main Street in St. Charles and Fox Valley Volkswagen is located at 4050 E Main st. in St. Charles. Visit them today!

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Please return all required application documents to:  
Downtown St. Charles Partnership, 2 E. Main St, St. Charles, IL 60174  
E-MAIL: info@DowntownStCharles.org  
Parade line-up information will be sent by March 6, 2017.  
Questions? Please call the Partnership office at 630-443-3969.



## St. Patrick's Parade, March 11, 2017 – RULES AND SAFETY GUIDELINES

Business/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

- Entry fees are non-refundable. The Downtown St. Charles Partnership (DSCP) reserves the right to use photographs taken at this event for future promotions.
- All entries must provide a certificate of insurance naming the DSCP and the City of St. Charles as additional insured no later than one week prior to parade day. Please call your insurance company to request this document.
- The DSCP reserves the right to accept or reject any application.

I have read and accept that the DSCP and the City of St. Charles will not be held liable for any injuries or damage to any person(s) or personal property while participating in the St. Patrick's Parade. I acknowledge that I am responsible for everyone participating in/on my entry. In addition, I will be responsible for each person in/on my entry receiving a copy of the Parade Rules and Safety Guidelines, and agree to the terms set forth. I understand that disregarding any of the rules and guidelines will result in my entry being eliminated from the parade and not eligible for judging.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **PARADE CHECK-IN AND STAGING AREA**

All registered parade entries must report to the parade staging area designated for their entry prior to the designated arrival time. Refunds will not be issued to late arrivals. Vehicles are not permitted to move from their line-up area unless specifically asked to do so by a Parade Marshal or a police officer. Due to space limitations, only parade vehicles, floats and animals will be allowed in the staging area. Please have someone drop-off persons riding on entries at the designated drop-off location. Arrival time and drop-off location will be communicated closer to the date of the parade. Late arrivals may not be allowed to participate and refunds will not be issued. Only those vehicles registered as entries in the parade will be permitted in the staging area.

### **Animals**

If your entry will be bringing any animal/s (i.e. dogs or horses) you are solely responsible for picking up after animal/s. If you do not pick up after that animal/s you will be subject to a clean up fee and may be asked not to participate in future parades.

### **DISTRIBUTION OF MATERIALS**

All parade participants are prohibited from **throwing** anything from their unit, (i.e. candy, toys, etc.) due to the physical injury, danger, insurance and littering problems. This is a police order and the St. Charles Police Department will cite violators. You **may** have a walker distribute (or hand out) items along the parade route next to your entry.

### **BEHAVIOR**

No profanity or offensive behavior will be tolerated before, during, or after the parade while on the parade route. No alcoholic beverages will be allowed. No drugs or weapons will be permitted in the parade assembly area, on floats or tow vehicles or on the parade route.

### **LIGHTING, GENERATORS AND FIRE EXTINGUISHERS**

Wire and lighting devices must have sufficient capability 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 clearance should separate any part of the generator from light and combustible materials, including decorations. At least one fire extinguisher should be placed within easy reach of a responsible adult. **Class (A,B,C) Fire Extinguishers are required for floats using generators.**

### **COSTUMED CHARACTERS**

Costumed characters are encouraged on floats. All floats must reflect St. Patrick's theme.

### **VEHICLE, FLOAT, AND YOUNG PARTICIPANT REQUIREMENTS**

All children must have adult supervision. NO PERSONS OR ARTICLES ARE PERMITTED TO HANGOVER THE SIDES OF FLOATS OR VEHICLES.

**Parade Marshals have the authority to remove any entrant from the parade for failure to comply with these rules.**