

2023 GUELPH COMMUNITY SANTA PARADE
SATURDAY DECEMBER 2ND, 2023
5.30PM

NEW DATE, NEW TIME

INFORMATION, RULES AND REGULATIONS

Your Safety is Our Priority

APPLICATION CLOSING DATE: The Guelph Community Santa Claus Parade Committee must receive all applications with full description by **Friday November 17TH, 2023** and applications will not be accepted after this date. Successful applicants must then provide a suitable Certificate of Insurance.

INSURANCE: All entries approved for the Guelph Community Santa Claus Parade **MUST** provide a Certificate of Insurance as evidence that insurance is maintained for your entry and all your entry's participants. This includes: (1) Comprehensive General Liability (CGL) insurance with a minimum limit of \$2,000,000 for each occurrence and (2) if vehicles are used in your entry, Automobile Liability Insurance with a minimum of \$2,000,000. **Your certificate of insurance must be provided by Friday November 17th, 2023.** Your insurance must name the **Downtown Guelph Business Association, the Guelph Community Santa Claus Parade and the City of Guelph** as "additional insured".

SAFETY: All participants are responsible for ensuring that the design and operation of their entry is safe and reliable.

HANDOUTS: Except for candy canes or other small candies, all entries are prohibited from throwing or otherwise distributing materials along the Parade route, before, during or at the conclusion of the Guelph Community Santa Claus Parade.

AUTOMOBILES: these are not permitted as an entry. Should you wish to provide an antique automobile for parade committee consideration please contact santa@downtownguelph.com.

SANTA: There is only one Santa.

SPONSORSHIP: Recognition of commercial sponsors is through the DGBA's own parade sponsorship agreements. Please contact santa@downtownguelph.com for more information.

COMMERCIALISM: Entries are only permitted to use their branding on the 6' x 2' banner that leads their entry (or attached to their entry if no lead banner is used). No logos of any other kind are permitted to appear on their entry. Schools and sports teams are excluded from this rule. The Guelph Community Santa Claus Parade Committee reserves the right to reject entries on parade day that do not adhere to this rule.

FINAL DECISION: The Guelph Community Santa Claus Parade Committee will make the final decision on the acceptance or rejection of all entry applications and may limit the number of entries in one category.

These rules apply to ALL entries

1. Your completed signed and/or electronically submitted Application Form is your **ACCEPTANCE**, on behalf of your entry and all your entry's participants, of all Guelph Community Santa Claus Parade Rules and Regulations.
2. The Guelph Community Santa Claus Parade assumes no responsibility in connection with, and makes no representation as to safety of any parade entry, in whole or in part, solely by reason of compliance with Guelph Community Santa Claus Parade Rules and Regulations.
3. The ultimate responsibility for safety lies with each individual entry. Entries must comply with all Guelph Community Santa Claus Parade Rules and Regulations as well as comply with all Government Regulations, safety codes, manufacturer's recommendations and similar standards.
4. The Guelph Community Santa Claus Parade Committee determines the location of all entries in the parade and the entry must maintain that position throughout the parade unless otherwise directed by a Guelph Community Santa Claus Parade Official.
5. All entries including personnel must be in position by 5.15pm on parade day.
6. **Guelph Community Santa Claus Parade Officials will reject any entry on parade day that does not meet the regulations or conform to the description on their Parade Application.** Exceptions are only made to those who arrive better in appearance than their description.
7. **Parade participants must be 9 years of age or older.** Younger participants will be ejected from the parade – please don't make us do this.
8. **Parade Pace:** All entries (including walkers, mascots, marching bands, dancers) must be willing and sufficiently physically fit to maintain both the parade pace (approximately 3kph = 165ft/min) and maintain safe distance between entries (approximately 15m=50ft). Entries unable or refusing to maintain parade walking pace and/or spacing (as Guelph Community Santa Claus Parade officials direct) may be removed from the parade route.
9. **All participants within an entry must be an integral part of the entry and be fully dressed/costumed to match the entry.**
10. All instructions of Guelph Community Santa Claus Parade Officials must be obeyed. Failure to do so will result in removal from the parade and may jeopardise participation in future Guelph Community Santa Claus Parades. **SAFETY** is our first priority.

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11. The Guelph Community Santa Claus Parade reserve the right to remove any entry, at any time, whether as a result of safety concerns, interference with the parade's progress or any other reason that parade officials deem appropriate.
12. The Guelph Community Santa Claus Parade has a **ZERO TOLERANCE** policy for those choosing to abuse our volunteers or our entries. Please promptly report violators to Parade Officials on route (or afterwards to the Parade Committee).
13. Inappropriate music (profanity/swearing/degrading etc.) or attire unsuitable for viewing by our family audience is not acceptable. The firing of a firearm is not permitted (live or blank).
14. **All entries are prohibited from throwing or otherwise distributing candies and/or materials along the Parade route, before, during or at the conclusion of the Guelph Community Santa Claus Parade.**
15. The use of noisemakers or band practice is forbidden near animals.
16. All sound systems must have the prior approval of the Guelph Community Santa Claus Parade Committee.
17. All decorative materials must be fire retardant. The use of open flames on any entry is strongly discouraged.
18. All motorized tow units and self-propelled floats **MUST** have a valid 10lbs ABC Dry Chemical fire extinguisher minimum. Where secondary control areas are incorporated into the float design, an additional Dry Chemical fire extinguisher (10lb ABC Dry Chemical minimum) **MUST** be located in this area. ALL fire extinguishers must be readily accessible to float operators. Operators should be familiar with the proper operation of the fire extinguishers.
19. Fuel tanks should be topped up just prior to the parade. Containers **MUST NOT** be carried on any parade entry.
20. All vehicles must be in good mechanical condition and properly serviced prior to the parade. Special attention must be paid to cooling systems, exhaust systems, brakes, steering and tires.
21. Provision for emergency towing must be available on all motorized units (e.g. tow hook, tow chain or other such device).
22. Hitches on tow vehicles, wagons and carriages must be in good repair and equipped with safety chains.
23. Drivers and other persons on all entries must have a means of **RAPID** escape in an emergency.

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24. **ALCOHOLIC BEVERAGES AND PROHIBITED DRUGS ARE FORBIDDEN.** Participants whom Guelph Community Santa Claus Parade officials believe have consumed alcohol or prohibited drugs prior to or during the parade will be ejected from the parade.
25. For safety reasons, participants shall not mount/dismount from entries unless the entry has come to a complete stop.
26. **PERFORMING FOR MEDIA:** Entries must not slow from the parade pace along the 'on-camera' areas nor stop for media interviews.
27. The use of handheld communication devices are not acceptable while on route or during the parade operations. Safe operations of our entries are very important to the safety of you and everyone around you. The parade is held for the spectators along the parade route and TV audiences who all look forward to your attention and enthusiasm.

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SPECIAL REGULATIONS FOR FLOATS

1. The Parade Committee encourages entrants to decorate their vehicle as much as possible. However, decorations must not impede the safe operation of the vehicle.
2. All self-propelled and towing units must be equipped with an operational braking system capable of stopping the unit in an emergency. Towing units must have sufficient power to pull the unit around the parade route.
3. Towing vehicles and self-propelled units must be in good mechanical condition and properly serviced prior to the parade with special attention to cooling systems, brakes, steering and tires.
4. Drivers require a clear 180-degree field of vision to the front – or said entry requires a walker just off of each front corner.
5. Exhaust pipes must extend well beyond the decorations and must be vented to the side of the unit to ensure proper ventilation for the driver and following entries. Auxiliary generators, if not exhausted to the side, should be mounted in a ventilated container at the rear of the float.
6. In addition to the standard provision for emergency towing (e.g. tow hook, tow chain or other such device) all floats must be equipped with a suitable and quickly accessible connect point for a tow strap hook up (both motorised and horse drawn units). Your key contact must be able to immediately point out the towing point on your entry. A centrally located hard point at the front of each float is recommended. Entries without such provisions for tow straps will not be towed down the route under any circumstances.
7. Maximum Entry Dimensions:
 - **Height:** 12' maximum height above the ground.
 - **Length:** 48' maximum single piece length, exclusive of articulated towing unit.
 - **Ground Clearance:** The frame must be high enough off the ground to clear surfaces and obstacles (e.g. not less than 6" off the ground **when fully decorated and loaded**).
 - **Width:** For movement to the staging area, entries must comply with Provincial Regulations (2.6m or 8' 6") unless the entrant arranges special permits/permission well in advance.
8. Containers of fuel **MUST NOT** be carried on entries. Fuel tanks must be topped off just prior to the parade. Fuel tanks must be securely fastened, located well away from exhaust pipes, generators and must be equipped with an approved cap.

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SPECIAL REGULATIONS FOR WALKING/WHEELCHAIR ENTRIES

1. All entries must be willing and sufficiently physically fit to maintain both the parade pace (approximately 3kph = 165ft/min) and maintain safe distance between entries (approximately 15m=50ft). Entries unable or refusing to maintain parade walking pace and/or spacing (as Guelph Community Santa Claus Parade officials direct) may be removed from the parade route.
2. Entries are permitted one banner except where more than one business/organisation is responsible for the entry, held by participants, ahead of the entry or on display on the side of the entry. Banner holders will be responsible for maintaining the safe distance between entries (approximately 15m=50ft).
3. Each banner must not be more than 6' x 2".
4. **Parade participants must be 9 years of age or older.** Younger participants will be ejected from the parade – please don't make us do this.
5. All walkers/wheelchair users, excluding sport's teams, **must be in costume.** A Santa hat is not enough ! You can make and/or source your own costumes, or you can refer to our Preferred Suppliers List for details of a local costume supplier offering discounts to parade participants.
6. Sport's teams are permitted to wear their team uniform and be consistent in it's colour. All participants will be expected to wear the uniform with **no exceptions.**
7. All walking/wheelchair entries must be themed i.e all elves, all clowns, all Superheroes etc. A Christmas theme is desirable but not necessary. Entertaining the crowds is the ultimate goal.
8. Walking/wheelchair entries must form rows of at least 3 and a maximum of 5 people. Where possible, the key contact will lead each formation.
9. All parade participants are expected to interact with the crowd at all times. Waving, high fives and shouting greetings makes for a very happy and entertained audience.