



# Official Parade Entry Packet

Sat., December 4<sup>th</sup>, 2021 • 4:30 p.m.

Phone: (650) 304-2618

Presented by the Redwood City Downtown Business Group

Parade Organizers: Casa Circulo Cultural

The goal of this free event is to help promote and highlight your youth group or organization and any activities you will have during the holiday season. This packet contains all you need to enter your organization in the Hometown Holidays Children's Parade.

## **Parade Theme: Christmas In Toyland**

You must complete both pages (entry form and hold harmless release). Return it via email to [rwchometownholidays@gmail.com](mailto:rwchometownholidays@gmail.com) or mail to:

Casa Circulo Cultural  
RE: Hometown Holidays Parade  
3090 Middlefield Rd.  
Redwood City, CA 94063

You will receive written/e-mail confirmation for your entry once packet is received.

Deadline for entries is November 15<sup>th</sup> (or when the maximum number of entries is reached. Entries are on a first-come, first-served basis). *Parade staff reserves the right to reject any entry on the basis of appropriateness or space availability.*

**All entries that are going to perform with music will need to submit the following:**

**90 second music piece**  
**Submitted in a USB Drive only**  
**And,**  
**All performance music must be received 10 days prior to event**  
**And**  
**We control all music**

Your contact for questions on the materials in this packet:

Iris Lezama,  
Casa Circulo Cultural  
3090 Middlefield Road  
Redwood City, CA 94063 / (650) 304-2618



# Annual Children's Parade Official Parade Entry Form



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I/our organization would like to participate in the Redwood City Hometown Holidays Children's Parade.

Organization Name: \_\_\_\_\_

Contact Name (Person in charge of parade entry): \_\_\_\_\_

Street Address/City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Organization (A brief script that will be ready by parade announcers):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Entry (check all that apply):

Walking Group: \_\_\_\_\_ Push Float: \_\_\_\_\_ Vehicle Towed Float: \_\_\_\_\_ Band: \_\_\_\_\_

Number of Participants in entry: \_\_\_\_\_

**IMPORTANT: All floats will be inspected day of event. All materials must be fire retardant and have a current fire extinguisher on board. No entry will be allowed without.**

Will music be included in your entry? Yes \_\_\_\_\_ No \_\_\_\_\_ **If Yes:** Live \_\_\_\_\_ Recorded \_\_\_\_\_

**If your music is recorded, you must submit it in a USB Drive \*Only\* (you may get this back parade day) – 90 second music selection, to the parade director due 10 Days prior to the event. (This is to assure that they work on our system)**

Will your group stop at announcing stations to perform? Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE: Performances are limited to a MAXIMUM of ninety seconds (1.5 minutes) at each announcing station. We ask that you respect this time limit. If your performance goes over ninety seconds, we will stop your performance and ask you to move on.**

I have read and agree with the conditions set forth in the Parade Rules and the Hold Harmless Release:

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Phone # of Contact Person

Please write clearly. Please send this completed application to:

**Casa Circulo Cultural • RE: Hometown Holidays Parade  
3090 Middlefield Rd Redwood City, CA 94063**



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## **HOLD HARMLESS RELEASE FORM**

In consideration of the acceptance of my/our organization’s application for entry in the Hometown Holiday’s Parade, I/we hereby waive, release, and discharge any and all claims for damages, for death, personal injury or property damage which I/we may have or which may hereafter occur to me/us as a result of my/our participation in said event. This release is intended to discharge in advance the Downtown Business Group as the lead member of the parade staff, other parade staff members, officials, and any involved public entities (and their respective agents and employees from or against any and all liability arising out of or connected in any way with my/our participation in said event, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above.

I/We further understand that accidents occasionally occur during parades and that participants in parades occasionally sustain personal injuries or property damage, and as a consequence thereof. Knowing the risks, nevertheless, I/we hereby agree to assume those risks and to release and hold harmless all of the persons or entities mentioned above who (through negligence or carelessness) might otherwise be liable to me/us (or my heirs or assigns) for damages.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please send this form and your completed application to:

Casa Circulo Cultural  
RE: Hometown Holidays Parade  
3090 Middlefield Rd  
Redwood City, CA 94063

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## OFFICIAL PARADE INFORMATION/RULES

The following information must be copied, distributed, and read by all participants.  
This is required for everyone's safety.

### **Parade Theme: Christmas In Toyland**

#### **Judging Criteria:**

Participants will be judged on: OVERALL authenticity, detail, presentation, and how enthusiastically the THEME is incorporated  
There will be TWO winners— a trophy and a cash prize will be awarded to each winner

#### **Participation: Youth**

Schools (public and private) • Sports Bands • Church Groups • Clubs • Performing Arts Groups • Gymnastic and Dance Groups. \* Please prepare a banner or sign with the name of your organization for the parade.

#### **Parade Timing:**

The parade will begin promptly at 4:30 pm and will be completed approximately at 5:30 pm. Parking will be limited. We do not have designated parking for parade participants. For safety, please park and then take children to the staging area rather than trying to "drop off".

#### **Check-In:**

Parade check in will start at **3:00 PM** in the area near Arguello and Marshall. Early check-in is most important for groups that have to accommodate floats/vehicles, music, lots of equipment as part of their group, or first timers that may not know the area well. Walking groups with just a banner or something simple is easier to assemble closer to the parade start time.

Please have at least ONE representative of the group arrive earlier than the rest of the group to receive their number and find their spot in line, parents can drop off children later if wait time is too long.

#### **Route:**

The parade will start on Broadway & Marshall; continue west on Broadway to Main Street. Children should be picked up at the "de-staging" area near Broadway & Jefferson. (A route map will be sent 2 weeks prior to parade event)

#### **Weather:**

Parade is held rain or shine. Dress warm and layer clothing. Umbrellas may be used if necessary.

#### **General Parade Rules:**

- **ABSOLUTELY NO SANTAS will be represented in your group.** If you have a "Santa" in your group – you will be asked to remove him.
- AN ADULT REPRESENTATIVE IS REQUIRED TO CHECK-IN AT 2:30 PM, DAY OF PARADE. **THIS IS MANDATORY.**
- PLEASE meet with your children before the fireworks.

- Safety is critical.
- Wear appropriate walking shoes.
- Don't wear or carry anything that will interfere or impair with walking or vision.
- Two adults from your organization must walk the parade route with the group; one on each side.
- Adults from your organization must stay with children until parents or guardians pick them up.
- Bicycle participants must wear protective gear.
- Children must behave in an appropriate manner or they will be removed from the parade.
- Organizations displaying inappropriate behavior will be removed from the parade.
- Inappropriate actions or removal from the parade could result in non-participation in the future.
- We reserve the right to determine inappropriate behavior.
- **Nothing will be allowed to be thrown or distributed to spectators at any time.** Parade staff reserves the right to approve any distribution of materials (flyers) to pass out to spectators behind the parade route. Submission for approval at least one week in advance of parade.
- Parade participants are prohibited from using alcohol or drugs before or during the event.

No smoking is permitted anywhere near parade participants or floats.

### **Floats:**

- ◇ Tag-A-Long Floats - Maximum size - 20x8 feet; Small size - 6x8 feet; Wheel size - 12 inches diameter;
- ◇ Maximum height is 15 feet from ground to highest point.
- ◇ Pushed - One adult must be in control of the float at all times.
- ◇ Powered - A motor vehicle must be operated by a licensed driver with appropriate automobile liability insurance. Safety: Speed limited to 5.5 mph. No weaving or swerving toward the crowd.

Your organization is responsible for getting float to & from parade and making sure that it is properly staffed during the parade.

**All floats must carry a fire extinguisher. All floats that transport people must have secure handrails. All floats must be approved by the Redwood City Fire Department the Day of event.**

Your contact for questions or concerns:

**Iris Merle,**  
**Casa Circulo Cultural**  
 3090 Middlefield Road,  
 Redwood City, CA 94063  
 Phone: (650) 304-2618  
 Email: rwchometownholidays@gmail.com