

Townsend Christmas Parade Manual-Application

**PLEASE CAREFULLY REVIEW ALL OF THE
INFORMATION IN THIS PACKET BEFORE YOU
SUBMIT AN APPLICATION**



**By submitting an application, you acknowledge that you have read and agree to the
policies set forth within**

Parade Date

Sunday, December 3rd 2023

Parade Check-in Time

12:00 PM

Check-in Location

Visitors Center Property – 7906 E Lamar Alexander Parkway, Townsend TN

Parade Start Time

2:30 PM

Parade End Location

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PLEASE fill out the Application Form below and submit along with the appropriate Application Fee to the City of Townsend City Hall front office or mail to:

City of Townsend

P.O. Box 307

Townsend, TN 37882

Cash or check only please, no debit or credit cards will be accepted.

Please make checks payable to *The City of Townsend*

Parade Application Fee

\$15 Application Fee is required for **EACH** entry. Floats, vehicles, motorcycles, team of horses (2 horses), tractors, golf carts, etc. – Various **Clubs** are limited to **20 participants** (see below for more info).

Upon completion of the application, signed waiver, and application fee, you will be given a number for the check in process for the day of the parade. You must have your designated number to be checked in properly and determine your place in the lineup.

Parade Application Fee Deadline

Noon – Wednesday, November 29th, 2023

None accepted after this date

Parade Application Fee Distribution

The Application Fee will go towards the Float Awards prize money, with the remaining collections going to Townsend Elementary School.

2023 Christmas Parade Theme

This year's theme is “**Your Favorite Christmas Movie**”

It is encouraged that parade float participants decorate and dress with the selected theme in mind, however, it is not a requirement.

2023 Christmas Parade Marshal

TBD

Parade Rescheduling

The parade will take place regardless of the weather conditions (rain or shine) unless you are otherwise notified.

Awards

1st, 2nd and 3rd place awards will be given for the **Float Category only**

1st Place – \$200

2nd Place – \$100

3rd Place – \$50

The City of Townsend Board of Commissioners will be judging the floats before the parade. Please be sure to clarify on your application if you are entering a float for the contest. **Floats need to be checked in no later than 1 o'clock.**

Award Winners

The Float award winners will be announced before the start of the parade with magnets to put on your unit to show during the parade. Magnets must be returned to Townsend City Hall in order to receive your prize money.

Parade Decorating Guidelines

- All parade entries must use Christmas themes and decorations

- **No** “Santa” or “Santa Claus” costumes are allowed in your entry. Anyone that has “Santa” on their entry will not be allowed in the parade. The “*Parade Santa*” will be making an appearance at the end of the parade and we do not want to confuse the children in attendance
- All entries should decorate so that viewing is equally appealing from both sides
- The City of Townsend is a family-friendly event for all ages, and every entry is expected to respect this. All decorations, costumes, etc. must be appropriate for a young audience
- No real fire, bullhorns or air horns
- If portable generators are used, they must be securely mounted on a vehicle and located away from any combustible materials
- No political messages are permitted in the parade
- All entries are subject to a safety inspection

Parade Rules and Restrictions

Time

Check-in time is at 12:00 PM. Please do not show up to check-in at the last second. Parade workers need time to check you in and get your entry staged properly.

Participant Spacing

No entries will be allowed to stop during the parade, except when necessary. You must keep the parade moving at all times. Stopping and socializing with parade spectators is not allowed. Each entry shall maintain a safe distance from the entry in front of them, while at the same time not allowing gaps to form between them.

Code of Conduct

Participating in the parade in no way releases anyone from observing all laws and regulations. Please keep in mind that this is a family-friendly event. Individuals and organizations are expected to be courteous to parade officials, attendees, and all other participants. Bad language and fighting will NOT be tolerated. **Smoking or drinking alcohol is not permitted in the parade line-up or at any time during the parade.**

Motor Vehicle (Car, motorcycle, four-wheeler, go kart, etc.) Drivers

All participants driving motor vehicles, motorcycles, four-wheelers, golf carts, tractors, **MUST** sign the entry form as a waiver, and provide proof of driver's license when applying.

Horse Riders

All participants riding horses **MUST** sign the entry form as a waiver.

Horses are allowed, but they are **REQUIRED** to wear an equine diaper. The expectation is that you clean up after your horse. If you do not have your horse in an equine diaper, you must have someone picking up after them before, during and after the parade. **If you do not pick up after them, you will be asked to not participate in our parade.**

Horses are **not allowed** on the bike trail.

Club Members (Motor Vehicle Participants)

If you are part of a club (cars, motorcycles, four-wheelers, golf carts, tractors, etc.) please have your **top 20 participants** entered in the parade. This is in an attempt to reduce the parade length and resulting road closure time.

Please note that **each entrant** will still need to pay their own \$15 application fee.

Distribution of Materials

Candy, samples, or materials may be distributed as a participant travels the parade route. Participants are responsible for purchasing their own candy, the City of Townsend will not be providing items to distribute.

Please ensure that when throwing out candy and other items, it is done in a smart and safe manner as to not allow children to be put in harms way while they are picking up items off the roadway.

Music and Band Units

Music should be complementary to the entry and not disruptive. Parade officials have the right to control the volume level coming from each entry.

We ask that if you are placed close to the band in the parade line-up, please let them play their music and do not disrupt their performance.

Dogs

Dogs are allowed. They may be placed on a float or inside a vehicle.

If walking as part of the parade, dogs shall be on a leash and walk with the designated dog group.

Please keep animals in control, otherwise they will be asked to be removed.

All Vaccinations need to be up to date for your dog.

Vendors

Any vendor must follow the regular permit rules in place and have the approval of the City of Townsend Board of Commissioners prior to the parade.

In Case of Emergency

In the event of an emergency, please follow the direction of your closest police officer/parade official.

2023 Townsend Christmas Parade Application

Sunday, December 3rd

Organization Name: _____

Contact Person: _____

Email: _____ Phone: _____

Address: _____

Please describe your parade unit (float, vehicle, horse, golf cart, twirlers, band, tractor, etc)

Will your entry be a float for the float contest? _____

How many people total will be a part of your unit (walking, driving, riding) _____

If walking, how many? _____ If driving, who? _____

If driving, please show proof of valid drivers license with application

Will your unit include music? _____ If yes, will it be live or recorded _____

Will your unit include a vehicle? _____ If yes, what kind? _____

Will your unit include a float or trailer? _____ If yes, how many feet? _____

Will your unit include animals? _____ If yes, what kind and how many? _____

If you have a horse in your entry, who will be cleaning up after the horse? We require horses to wear equine diapers or you must tell us who is responsible for the horse's cleanup before, during and after the parade.

Will your unit include any other elements that we need to be aware of? _____

*Note: A parent or legal guardian must sign an entry form if participants are under 18 years old
Each driver of a motorized vehicle or horse must sign RELEASE form*

For mailing of applications and entry fees, please send to The City of Townsend at PO Box 307, Townsend TN, 37882
FAX: 865-448-9286

Email: cityoftownsend@gmail.com

Office phone: 865-448-6886 PLEASE CALL IF YOU HAVE ANY QUESTIONS

**ALL PARTICIPANTS IN YOUR UNIT MUST SIGN THE RELEASE FORM AND
RETURN TO CITY HALL BY NOVEMBER 29th**

ENTRY FEE HAS BEEN PAID: YES NO (CIRCLE ONE) CASH? CHECK? _____

RELEASE

I hereby release the City of Townsend, the State of Tennessee, and all participants in the annual Townsend Christmas Parade, of any liability before, during, and after the event. I understand the only Santa and Mrs. Claus in the parade will be arranged by the City of Townsend and that all participants will be operating in accordance with parade officials and Tennessee State and Townsend local laws. I acknowledge that I have read and agree to abide by all guidelines and rules set forth in the 2023 Townsend Christmas Parade Manual.

NAME/ORGANIZATION: _____

DRIVER SIGNATURE: _____

HORSE RIDER(S): _____

DATE: _____ **PHONE:** _____

PARTICIPANT(S) SIGNATURES: _____

