

September 6, 2023

To Whom It May Concern,

Christmas is the season to spread joy, kindness, and warmth to everyone around. With these things in mind the Hardeeville Christmas Parade Committee would like to extend an invitation to your organization to be a part of the City of Hardeeville Christmas Parade. We want to invite you to participate as a community partner. The parade will take place on Saturday, December 2nd, 2023 at 3:00 PM through downtown Hardeeville. The theme for the parade is “Merry and Bright”. This will be a great opportunity to market your organization and be seen by many in our community and surrounding areas.

Here in Hardeeville, our goal is to always put our community first and give our residents and guests alike the best that we have to offer. We look to put a smile on the faces of those in our community and provide fun, safe, and inclusive events and recreation for all those we serve.

We cannot do this alone! Your support and participation are vital and it will take all of us to make this event a success. If you would like to participate, please complete the attached application including the required documents by e-mail to recre8@hardeevillesc.gov or mail to:

**City of Hardeeville Parks, Recreations, and Tourism Department
ATTN: Christmas Parade
PO Box 609
Hardeeville, SC 29927**

**Theme: Merry and Bright
Deadline for application and fees: Friday, November 17, 2023**

We would like to thank you in advance! We look forward to hearing back from you soon.

Wishing you a warm and bright holiday season,

Hardeeville Christmas Parade Committee





SATURDAY, DECEMBER 2, 2023 | PARADE AT 3PM (LINE-UP 2-2:30PM)

Theme: Merry and Bright

Christmas Parade Registration Form and Information

The City of Hardeeville and the Hardeeville Parks, Recreation, and Tourism Department cordially invite your organization to participate in the 2023 City of Hardeeville Christmas Parade on Saturday, December 2, 2023, from 3:00 PM - 4:00PM. Any participant who is feeling ill should not attend or participate in any way. Please send an email to recre8@hardeeville.gov or call (843) 227-4089 to notify staff of absence or delays.

The Christmas Parade will take place in downtown Hardeeville. Line-up will take place from 2:00 PM - 2:30 PM. **Do not be late!** Your location in the line-up zone may be inaccessible and your participation in the parade can be denied.

We anticipate the parade ending between 3:30 PM- 4:00PM. This will allow participants plenty of time to get to the Richard Gray Recreation Complex to enjoy the rest of the Hardeeville Holly Days, which will continue until 6:00 PM. Please refer to the map on the back of this letter.

Entries will be accepted on a first come, first served basis and SPACE IS LIMITED to 75 entries. This should be a 30 min. parade.

The City of Hardeeville Christmas Parade will be held rain or shine. The parade will continue as scheduled unless the City of Hardeeville cancels due to safety reasons or inclement weather prohibiting safe passage. In the event of cancellation, the parade will not be rescheduled due to the complex logistics and personnel required to host this event. Each entrant can decide to attend or cancel at his or her discretion due to inclement weather.

How to register:

1. Complete the following entry form and sign the acceptance of Parade Rules and Liability Waiver.
2. Return your entry form, waiver, and \$25 processing fee (checks/money orders payable to City of Hardeeville) **NO LATER THAN 5:00 PM FRIDAY, NOVEMBER 17, 2023**
to: E-mail: recre8@hardeevillesc.gov
Mail: **Hardeeville Parks, Recreations, and Tourism Department**

ATTN: Christmas Parade

PO Box 609

Hardeeville, SC 29927

Fee payments via credit card may be processed in person or online via a secured link or by visiting the Hardeeville Recreation Center (285 John Smith Rd. Hardeeville, SC). We cannot process credit card payments over the phone. An e-mail will be sent confirming your participation in the parade on November 17, 2023. (KEEP THIS PAGE FOR YOUR RECORDS)

Christmas Parade Route



Starting Point



HPD Vehicles



City Hall



Unloading Point



Holly Days



Route



CHRISTMAS PARADE ENTRY FORM

NOTE: Application must be completed in full with entry fee to be allocated a space. Any business or organization who will be represented in/on your entry or float must be included in the information you provide. Failure to abide is cause for removal from the parade line-up prior to the event.

Contact Information: (Please Print Clearly & Fill Out Form Completely)

Name of Organization / Group:

Name of Org. / Group Leader:

Phone: Email:

Address:

City: State: Zip:

Category: (Check One)

Business/Corporate Community Org or Non-profit Pre-School Church
 School or Marching Band Cheer or Dance Group Media

Music: (this helps us space folks out accordingly!)

Live Singing (solo) Live Singing (group/choir) Band Recorded Music

Marching Units or Walking Groups:

Approximate number of youths under age 18 in marching unit or group _____

Number of adults _____

Full description of unit or group _____

We must know what type of vehicle(s) you are entering in the parade.

NOTE: Limit of two vehicles per entry (unless otherwise noted)

Example: 1 truck + 1 boat = two vehicles or 1 small/large pickup truck + 1 trailer = two vehicles

Small Pickup Truck Large Pickup Truck Car Convertible SUV
 Van Trailer (trailer is _____ feet long) Boat on a trailer (boat is _____ feet long)
 Motorcycle Club (limit 8 bikes) Car Club (limit 5 cars)
 Other: _____

(Examples: emergency vehicle, fire truck, golf cart, or antique car)

Payment: (Make payable to City of Hardeeville)

Check # _____ Money order # _____ Credit Card _____

If paying by cash you may pay in person by visiting the Hardeeville Recreation Center
 (285 John Smith Rd. Hardeeville, SC 29927 or via invoice or credit card)

Fee Paid	Receipt Number	For Office Use Only	Received By (Please Print)

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NAMES OF PARTICIPANTS:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____



PARADE RULES

City of Hardeeville Christmas Parade

1. There will be only one Santa Claus in our parade, and he rides on our City Fire Truck. Do not dress up as Santa Claus as it confuses the children.
2. The consumption of alcohol will not be tolerated. Consumption of alcoholic beverages or public disorderly conduct will be cause for immediate removal and disqualification from parade activities and automatic exclusion from participation in the next year's parade.
3. Each entry is allowed a MAXIMUM OF TWO VEHICLES (with the exception of motorcycle and car club entries). If you arrive with more than what is indicated on your entry form, you will be turned away.
4. All entries, including golf carts and cars, must be decorated.
5. All vehicles in the parade must be fully registered, insured, and operated by a licensed individual (21 years or older).
6. All music played, sung, or performed must be holiday themed.
7. All participants must enter the parade line up area from the designated area. Refer to map provided. Call 843-227-4089 PRIOR TO PARADE DAY if you need directions.
8. Groups may not purposefully stop to perform along the route. All participants must keep the parade moving. Gaps in the parade line make onlookers think the parade is over and then they start to walk in the street - this is not safe! We repeat: KEEP MOVING!
9. No giveaways or candy may be thrown from moving vehicles. Any candy or promotional items must be handed out by walkers.
10. Participants cannot join or leave during the parade at any time. Getting on/off floats and vehicles while the parade is in progress is strictly prohibited.
11. All entries with children must have adults walking/riding with them throughout the entire event.
12. Use of fire or open flames is not allowed.
13. No participant will be allowed to ride on the hood or roof of any vehicle.
14. No political campaigning is allowed by any entrants in the parade.
15. All animals, except horses, must be leashed.
16. No animals may be mistreated or hit in any fashion and no spurs may be used on horses.
17. Participants with animals must provide and carry containers for removing animal waste. Animal waste must be cleaned up immediately and before the next parade participant reaches the waste.
18. No animal shall be permitted to get within ten feet of any spectator or any parade participant other than a participant in the same parade entry as the animal.
19. No one may step on or off a vehicle or any motorized entry while the entry is in the parade route or en route to the unloading zone. Children shall not be placed on or removed from any float or vehicle while the float/vehicle is moving, except for an emergency.
20. The undersigned agrees that all participants may be photographed or videotaped and that these images may be published in an outlet used to promote or publicize the event.

Entrants must observe all applicable rules and regulations and follow all instructions from police and parade officials. The City of Hardeeville reserves the right to remove any entrant from the parade at any time if the entrant fails to follow parade rules.



LIABILITY WAIVER

For consideration of this application, the undersigned irrevocably grants the City of Hardeeville the exclusive right to use in any media our name, likeness, photos, or reproduction of our performance for any purpose including promotion, advertising or otherwise. In consideration of your accepting my entry, I hereby, for myself, my child and all participants of my entry, my heirs, executors and administrators, waive and release any and all rights and claims for damages I, my child or entry participants may have against the City of Hardeeville and its representatives, successors and assigns for any and all injuries suffered by myself or my child or any entry participants at any activity sponsored by these groups. I have read, in its entirety, the general rules of the entry guidelines for participating in the City of Hardeeville Christmas Parade and agree to accept full responsibility of the compliance of this entry and all participants associated therewith, and for any liability inherent with this entry's participation in the City of Hardeeville Christmas parade. I understand that if I fail to comply with all the guidelines and rules for participation that my entry will be removed from the parade line-up.

Name of Group or Participant: _____

Date: _____

Authorized Representative Signature: _____

Print: _____

Submit \$25 fee, signed waiver, and completed entry form to:

City of Hardeeville Parks, Recreation and Tourism

ATTN: Christmas Parade

PO Box 609

Hardeeville, SC 29927

Email: recre8@hardeevillesc.gov

Phone: 843-227-4334

** Spots will not be considered reserved until payment is received.



VEHICLE APPLICATION

Parade Entry Applicant	Vehicle Owner	Authorized Driver
Name as on Application	Name as on Title	Name as on License
Vehicle Registration Number	Street Address	Street Address
License Plate Number	City State Zip Code	City State Zip Code
Year Make Model	Telephone Number	Telephone Number
Vehicle Color	Alternative Phone Number	Alternative Phone Number

The applicant, owner and driver request the City of Hardeeville (the City) to permit the vehicle, described above, to be used as part of the entry as fully described in the Parade Entry Application.

The applicant will take all reasonable measures to ensure that all participants in this entry, including the owner and the driver, will observe all laws, ordinances, rules of the road and rules of the City. The applicant will not allow any other vehicle or driver other than the vehicle and driver approved and listed above to be a part of this parade entry or to operate this vehicle. The owner warrants that he/she is the owner of the vehicle, described above, and that the vehicle is in sound mechanical condition with no known defects or safety concerns. The owner will not allow the vehicle to be used in the parade with any known mechanical problems, defects, or unsafe condition. Owner warrants that the vehicle follows all laws and rules of the road and that he/she maintains liability insurance covering operation of the vehicle with limits of at least \$100,000 per person and \$300,000 per occurrence, as evidenced by the attached copy of the declarations page of the policy. The owner will immediately notify the City of any adverse change in the condition of the vehicle and of any change or cancellation in the insurance coverage prior to the parade.

The driver warrants that he/she holds a valid driver's license, a copy of which is attached hereto, and that he/she is not suffering from any condition that would make driving the vehicle in the parade unsafe. The driver shall observe all laws, ordinances, rules of the road and City rules while driving the vehicle in the parade. The driver shall always operate the vehicle in a safe manner during the parade. The driver shall not operate the vehicle while intoxicated and shall not use drugs or alcohol during or immediately prior to the parade. The driver shall not operate the vehicle in the parade with any known mechanical problem, defect or unsafe condition. The driver shall immediately notify the City of any suspension, loss or adverse change in his driving privileges, any condition raising concerns about his ability to drive safely, and any adverse change in the condition of the vehicle prior to or during the parade.

In consideration of the approval to use this vehicle in the parade, applicant, owner and driver hereby indemnify and hold harmless the City, its officers, agents and members from and against any and all claims, causes of action, costs, expenses and liabilities, including legal expenses, of any kind whatsoever, including bodily injury, death, property damage and any other loss, arising out of or related to the use of this vehicle in the parade, whether or not caused by their negligence.

Signature of Owner and Date

PLEASE ATTACH: Proof of Insurance Copy of Driver's License Copy of Vehicle Registration