



## OFFICIAL ENTRY FORM HOLIDAY LIGHTED PARADE

City of Kerrville Parks and Recreation Department

Saturday, November 20, 2021

6:00 p.m.

Please answer each question and be specific. Entries will not be accepted until all information is complete. **All entries must be received by Friday, November 5, 2021 at 5:00 p.m.** – a \$15 late fee will be assessed and accepted until noon on November 12. A separate entry form must be completed for each entry. Due to size and timing of the event, parade spots are limited to the first 100 entries.

**IMPORTANT: You will receive a parade confirmation and further instructions regarding check-in time and parade number / position the week of the parade. Our primary method of communication will be via e-mail.**

Name of Entry: \_\_\_\_\_

Name of Business or Organization: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

### ENTRY DESCRIPTION (please fill out completely)

Select ONE type of entry from the list below. A separate entry form must be completed for each entry (ex: if you are registering two separate cars, each must be listed on separate forms). **ABSOLUTELY NO 18 WHEELERS WILL BE ALLOWED. 40' maximum length per entry.**

If your entry is a **FLOAT**:

- Is the float built on a tow vehicle & trailer:  Yes  No  Other: \_\_\_\_\_
- Total length, including tow vehicle: \_\_\_\_\_
- Estimated number of riders: \_\_\_\_\_

If your entry is a **VEHICLE**:

- Make and model: \_\_\_\_\_

If your entry is a **MARCHING / WALKING GROUP**:

- Estimated number of participants: \_\_\_\_\_

Select a Category:  Commercial  Non-Profit  Marching (walking)  Youth

Does your entry include music?  Yes  No If yes, what kind (band, radio, etc.)? \_\_\_\_\_

Does your entry have pets?  Yes  No If yes, what kind? \_\_\_\_\_

## **ENTRY THEME DESCRIPTION**

Please provide a brief description of the theme of your entry / how it will be decorated. Please remember that decorations and illumination (lights other than headlights) are required.

## **COMMENTS FOR PARADE ANNOUNCER**

Provide comments to be read as your entry approaches the Star. Please be as specific as possible. The information provided below will be read by the parade announcer. Please write legibly. You may attach a typed description if you like, but please keep it under 75 words. We reserve the right to modify comments.

## **WAIVER**

The undersigned agrees to participate in the Holiday Lighted Parade to be held Saturday, November 20, 2021, at 6:00 p.m. in downtown Kerrville. We agree to cooperate in every way possible and to abide by the established rules in order to ensure the safety and success of the parade. The undersigned also agrees to have the listed cell number and email address added to the City's Notify Me system to receive updates on the Holiday Lighted Parade.

The City of Kerrville shall not be responsible or held liable for damages to or loss of property resulting from theft, fire, water, collision, or any other cause, including the negligence of the City of Kerrville or its officers, employees, volunteers, sponsors, or agents, or arising from any premises defect on the property where the Holiday Lighted Parade is conducted. It is hereby understood and agreed that the above organization, business, corporation, and/or individual(s) shall release or hold harmless the City of Kerrville and its officers, agents, volunteers, sponsors, and employees from any and all claims, damages, liability, causes of action, losses, costs, and expenses, arising out of or in connection with the Holiday Lighted Parade, including, without limitation, any death, personal injuries or loss of or damage to property.

The City of Kerrville reserves the right, and may give permission to the media, to photograph participants at any of the City's sponsored activities, including the Holiday Lighted Parade. Please be aware that these photos are for promotional purposes and may be used in future publications and media communications in any format. If you do not wish to be photographed, please inform staff, and we will make reasonable efforts to honor your request. If you see staff taking pictures, and you do not wish to be photographed, please let us know. If you see a photo of yourself or a family member that causes you concern, please notify us. As a courtesy, we will make every reasonable effort to dispose of the image and will not use it in future publications. However, we will not be able to retrieve, destroy or discontinue existing printed publications in which the photograph may have been included.

### **COVID-19 Disclaimer:**

The novel coronavirus (COVID-19) has been declared a worldwide pandemic. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. The City of Kerrville, and where applicable its operators and licensees, are following protocols and have put in place preventative measures to reduce the spread of COVID-19; however, no one, and certainly not the City, can guarantee that you or your child(ren) will not become infected with COVID-19 by visiting City property or facilities or attending City activities. Further, by attending any City program or event, you may increase your and/or your child(ren)'s risk of contracting COVID-19.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# REGISTRATION / PAYMENT

Entry Fees: \$30 per entry (\$15 late fee will be assessed after Nov. 5, and accepted until noon on Nov. 12.)  
(cash, check, or credit card)

Make checks payable to: City of Kerrville

Register at: City of Kerrville  
Parks and Recreation Department  
2385 Bandera Highway  
(Kerrville-Schreiner Park)  
Kerrville, Texas 78028

OR

E-mail entry form to: [recreation@kerrvilletx.gov](mailto:recreation@kerrvilletx.gov)

Questions: Rosa Ledesma  
Parks and Recreation Specialist  
(830) 257-7300

**\*\*\*Return by 5:00 p.m. Friday, November 5, 2021\*\*\***

*Please Print Clearly*

I will be paying by:

Cash  Check  Credit Card\*

*\*For Credit Cards, please fill out the following:*

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

I hereby authorize the City of Kerrville to charge \$30 per entry for payment of the Holiday Lighted Parade entry fee. I understand that a \$15 late fee per entry will be assessed after the registration deadline.

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

*For Internal Use Only*

Entry Received: \_\_\_\_\_

RecTrac: \_\_\_\_\_



**GET OUTDOORS. BE ACTIVE. PLAY.**

**PLEASE RETURN PAGES 1 – 3 AND KEEP PAGES 4 – 6 FOR YOUR RECORDS**

## PARADE RULES AND REGULATIONS

Parade Date: **Saturday, November 20, 2021**

Time: **6:00 p.m.**



### SANTA

The City of Kerrville will host Santa Claus for the Parade; **please do not have any additional Santa's on your float (Blue Santa's are still considered additional Santa's and will not be allowed)**. Thank you for understanding the sensitivity of this matter.

### ILLUMINATION

**All parade entries must be thoroughly illuminated and decorated.** Illumination consists of Christmas lights and other forms of lighting where your ENTIRE entry is illuminated. Entries that show up with only the headlights on their vehicles turned on will be disqualified. Entries will not be accepted without lighting. All holiday themes are welcome – Thanksgiving, Christmas, Hanukkah, New Year's, etc.

### PARADE ASSEMBLY & DISBURSEMENT

Check in for **floats, trailers, large vehicles, cars, etc.**, will begin at 4:00 p.m. at the corner of Westminster and East Main and the lineup will form along East Main Street and Clearwater Paseo. The drop off points for float riders will be at the check in point at the corner of Westminster and East Main, KPUB, and Meadowview and East Main. **VEHICLES DROPPING OFF FLOAT PARTICIPANTS WILL NOT BE ALLOWED IN THE LINEUP AREA AS THERE IS NOT SUFFICIENT ROOM FOR SAFETY WITH VEHICLES AND PEDESTRIANS.**

We will have a staggered lineup every 30 minutes along East Main and Clearwater Paseo and will be grouping you into 3 groups: A, B, and C. Group A will line up at 4:00 p.m., Group B will line up at 4:30 p.m. and Group C will line up at 5:00 p.m. The parade procession will then leave Clearwater Paseo at 5:30 p.m. and travel up SH 27. The parade will take a left onto Water Street and will then start at the corner of the G Street Bridge and Water Street. The City of Kerrville works with the Texas Department of Transportation on certain lane closures throughout the route to provide a safe parade environment.

Check in for **marching bands, walking groups, horse and rider clubs, etc.**, will be at 4:30 p.m. at CarQuest Auto Parts located at 1805 Water Street. You will remain at this location and be fed into the parade once it hits this location.

The parade will then travel the normal route going west on Water Street to the Downtown Star and then north to the courthouse. All registered entries will receive detailed information regarding the parade assembly location, check-in times, and disbursement rules one week prior to the event. The contact person listed on the entry form is responsible for notifying all float riders and drivers about the assembly and disbursement rules.

### HORSES

All horses must have a negative EIA (Coggins) within the past 12 months. All horses must provide own street cleaners; littering ordinance strictly enforced.

### LIABILITY

All entries must be registered with liability waivers on file with the City of Kerrville (located on application).

### FLOAT RIDERS

No one is permitted to ride on car top, fender, hood, etc.

### FLOAT & VEHICLE DRIVERS

All drivers must be licensed and adequately trained to drive their float. The driver should have perfect visibility of the road ahead. Once the float is in position in the line-up area, the driver must be in attendance at all times and available to move the unit as necessary. Entries must remain in position assigned, unless directed by a parade official.

### DISTRIBUTION OF MATERIALS

Candy, samples or other materials of any kind may NOT be thrown or otherwise distributed from the float while on the parade route (city ordinance). Units in violation of this rule will be removed from the parade.

### **MARCHING UNITS**

All bands and marching units shall be uniformly dressed and accompanied by an adult leader. An adult responsible for following all parade rules shall accompany youth organizations or groups.

### **ALCOHOLIC BEVERAGES**

No alcoholic beverages of any kinds will be allowed in or on the float or tow vehicle. The consumption of any alcoholic beverage is strictly prohibited and violators will be prosecuted.

### **POLITICAL CAMPAIGNS**

No political campaigning activities are permitted in or during the parade. The City of Kerrville does not endorse any political candidate, political party or political issue. Existing officeholders are invited to march or participate in the parade to represent the office that they hold, but they cannot promote themselves as candidates as part of that or any other unit. Candidates for public office who are not currently officeholders can participate in the parade but cannot mention or reference their candidacy for public office. No political information of any kind may be handed out, promoted or displayed as part of any unit including political signs or shirts, political campaign advertising, literature, balloons, stickers, posters, handouts, or flyers.

### **RELIGION**

Religious imagery and expression are permitted, but proselytizing is prohibited. Please be sensitive to other's beliefs.

### **FIRE EXTINGUISHER**

At least one five-pound dry chemical or 10-pound carbon dioxide fire extinguisher should be placed within easy reach of the float driver. There should be at least one fire extinguisher near each generator. EACH FLOAT WILL REQUIRE A FIRE EXTINGUISHER.

### **INCLEMENT WEATHER**

The parade will be held on the day scheduled unless there is severe inclement weather. Weather updates and announcements will be made available on the City's website at [www.kerrvilletx.gov](http://www.kerrvilletx.gov), and on the City's Facebook page.

### **ENTRY FEES**

Entry fees are as follows: \$30 for floats, trailers, large vehicles, cars, royalty, marching bands, walking groups, and horse & rider clubs. A late fee of \$15 will be assessed to anyone registering past the registration deadline.

### **PRIZES**

Awards will be given for first place in each of the four categories including Marching, Youth, Non-Profit and Commercial. First place is \$150.00 and will be paid the week after the parade via check. All winners will be announced at the Courthouse Lighting Ceremony following the Holiday Lighted Parade. An announcement will be released to area media. Entries are judged on the following criteria: aesthetic quality, originality, creativity, use of animation and / or humor and use of illumination.

### **DISCLAIMER**

The City of Kerrville reserves the right to refuse any entries not conforming to family oriented quality and high standards of the parade. Failure to comply with rules may result in removal from parade and will affect future invitations to participate. All decisions are final.

### **QUESTIONS?**

City of Kerrville – Parks and Recreation Department  
[recreation@kerrvilletx.gov](mailto:recreation@kerrvilletx.gov) | (830) 257-7300 | 2385 Bandera Highway

