



2016 Lenoir Christmas Parade

Friday, December 2nd at 6:30 PM



We are so glad that you will be joining us this year for the annual Lenoir Christmas Parade on Friday, December 2nd at 6:30 PM! Please take a moment to read these instructions to help make the parade a good experience for everyone. The theme this year is: **"It's a Wonderful Life."** In an effort to provide a safe and enjoyable event, the City of Lenoir requires that the following guidelines be observed by **ALL** entries in the parade.

PLEASE REVIEW THE GUIDELINES, AS SOME POINTS MAY HAVE CHANGED!

General Requirements:

- In order to participate in the parade, you (and/or your organization) are required to complete the form(s) accompanied with these policies, pay the appropriate fees, and return the entry form to Lenoir City Hall with by the **deadline of 5:00 p.m. Monday, November 28th.**
- **With a completed application on file, when you arrive at check-in you will be given a registered vehicle parade permit to display on the driver's side dash board of your registered vehicle during the parade visible to police and parade workers. Without a dash-board permit you will not be allowed to line-up. Walkers must accompany a registered vehicle.**
- Every motorized vehicle in the parade must have an application on file. Due to insurance regulations, only licensed drivers are permitted to drive any type of vehicle in the parade. All vehicles must be street legal and have a valid NC license tag. A copy of the license for each driver must be provided with each application.
- Entries that are "a group of individuals" are required to assemble the entire group prior to the line-up time and report to the line-up area as one complete, entire group. No exceptions!
- All motorcycle riders must wear a helmet which meets NCDOT standards and approval. All riders must abide by NC traffic regulations. Careless and reckless operation will not be tolerated and riders will be removed from the parade.

Line-up Instructions:

- Come to the Parade Lineup and Staging Area which begins at 4:30 P.M. Parade line-up forms on College Avenue by way of Light Street (between Lenoir Ice & Fuel and Fairfield Chair).
- Check-in with Lenoir Police and/or Parade Line-up Workers in the Orange or Yellow safety vests.
- You will be given your Parade Permit by the Lenoir Police and/or Parade Line-up Workers during check-in
- Parade Line-up workers will direct you to your line-up position.

Group Entry Instructions:

- **Group entries (more than one vehicle/person) need to arrive at Parade Staging Area together or otherwise may not be in the parade together.**
- All group members will be positioned in line-up when every group member arrives.
- When group is positioned in line-up, absent members will not be allowed to join group.
- Drivers are responsible for every group member on the float/trailer of vehicle.
- Group Leaders are responsible for making sure every group member is dropped-off and picked-up before and after the parade – All group members should be aware of drop-off and pick-up points.

Points to Remember:

- **ABSOLUTELY NO ALCOHOL OR OTHER ILLEGAL DRUG CONSUMPTION BEFORE OR DURING THE PARADE. ANYONE SUSPECTED OF BEING UNDER THE INFLUENCE WILL NOT BE ALLOWED TO PARTICIPATE.**
- **For the safety of our children and all participants, throwing items from the floats is absolutely prohibited.**

Distribution of printed material is absolutely prohibited.

- All children participating in parade must be supervised at all times by a responsible adult. Report lost children to Emergency Contact Persons listed below – lost child pick-up will be at City Hall.
- The parade will be held rain or shine and will begin promptly at 6:30 PM.
- Vehicles with sirens and loud horns should be courteous to participants in front of them, especially children.
- Portable PA systems will not be allowed, other than for recorded music as appropriate.
- Horses are not permitted in the parade because of liability issues.
- No Santas please! We will provide the one and only Santa for the parade!

Parade entry fee schedule and terms:

- Entry fees are non-refundable. Inclement weather will not be grounds for refund.
- Business and commercial entries: \$50.00 for 1 vehicle; \$15.00 for each additional vehicle.
- Community-based, nonprofit groups, churches, and individual entries: \$10.00 for 1 vehicle; \$5.00 for each additional vehicle.
- The City of Lenoir reserves the right to revoke or refuse an entry at any time without recourse by the entrant and shall not be liable to anyone for this action.

Entry placement in the parade will be at the sole discretion of the City of Lenoir Parks & Recreation Dept.

EMERGENCY CONTACT NUMBER FOR PARADE POLICE DISPATCH 828-757-2100



CITY OF LENOIR PARADE ENTRY FORM

(Must be completed by person(s) 18 years old or older. Please print legibly.)



Name of Organization or Title of entry:	
Contact Person :	
Mailing Address :	
City/State/Zip :	
E-mail Address:	
Mobile phone :	
Day& Evening phone :	

COMMERCIAL / BUSINESS ENTRY	NONPROFIT ENTRY		
		\$50.00 for 1 (one) vehicle (first entry)	\$10.00 for 1 (one) vehicle (first entry)
_____	_____	X \$15.00 for each additional vehicle entered (enter number of vehicles)	X \$5.00 for each additional vehicle entered (enter number of vehicles)

Description of vehicles (indicate the type of vehicle(s) that make up total entry - cars, truck, large truck, float, etc. and indicate approximate length and size of each vehicles :

Name of person (s) driving float entry/entries and their Valid Driver's License Number and attach copy(ies) of each to this application :

Name:	DL #	Name:	DL #

I/We, the undersigned hereby certify that each person whose signature appears below is 18 years old or older and do hereby acknowledge and accept the terms of this application and release all sponsors, co-sponsors, organizations or individuals involved in the 2016 Lenoir Christmas Parade from any and all liability resulting from participation in the parade in Historic Downtown Lenoir on the 2nd day of December 2016. My signature below indicates that my organization and I have read and understood and will abide by the guidelines and terms provided with this application.

This, the ____ day of _____, 2016. Signature(s) _____

APPLICATION CHECK LIST :			
<input type="checkbox"/>	Completed and Signed Entry Form	<input type="checkbox"/>	Payment for entry fee(s)
<input type="checkbox"/>		<input type="checkbox"/>	Copy(ies) of all driver's licenses

Make checks payable to CITY OF LENOIR. Detach and return with your entry fee to the Collections Department at Lenoir City Hall at 801 West Avenue or mail to City of Lenoir Christmas Parade, PO Box 958, Lenoir NC 28645. **RETURN COMPLETED APPLICATION BY 5:00PM 11/28/2016**