

Organisation name _____

Please nominate the Categories you wish to be judged in: [each category has a prize value of \$100]

- | | |
|---|---|
| <input type="checkbox"/> Most Entertaining | <input type="checkbox"/> Best first time entry |
| <input type="checkbox"/> Best Theme entry | <input type="checkbox"/> Best Emergency Service entry |
| <input type="checkbox"/> Best Sporting entry | <input type="checkbox"/> Best Church entry |
| <input type="checkbox"/> Best Marching Group | <input type="checkbox"/> Best Brass Band |
| <input type="checkbox"/> Best Pipe Band | <input type="checkbox"/> Best Vintage Veteran Vehicle |
| <input type="checkbox"/> Best Motorised Vehicle | <input type="checkbox"/> Best School entry |
| <input type="checkbox"/> Best Tractor entry | <input type="checkbox"/> Best motorised mobility scooter/wheelchair |

Please email/post this form along with your signed entry form to:

Email [preferred method] your entry form to: procession@live.com

Or

POSTAL ADDRESS IS:

Ros Elsworth
Eaglehawk Dahlia & Arts Festival Gala Parade
PO Box 21
EAGLEHAWK 3556

For enquiries please call Ros on 0481 092 780.

ENTRIES CLOSE FRIDAY 6th MARCH 2020

Please read the terms and conditions of Parade entry and then fill out the entry form and make sure you read documents requested. Thanks and questions ring Ros

TERMS AND CONDITIONS OF PARADE ENTRY

GALA PARADE THEME

Each year we have a 'theme' for our festival. We do encourage each entry to follow our theme. You are invited to complete an entry form. You are required to provide a brief description and detailed diagram of your proposed entry in your application form. Please attach any photos or support materials if relevant.

ENTRY IS NOT AUTOMATIC

Entry applications are not automatically accepted into the parade.

The Eaglehawk Dahlia & Arts Festival reserves the right to select parade entries according to the cultural and artistic values of the parade entry application. We also reserve the right to ask you to leave the assembly area or parade route if you are not meeting parade rules / expectations.

ELIGIBILITY

- Parade entrants must be a school or community group, or a not for profit organisation.
- Parade entrants must be non-political and offensive behaviour will not be tolerated.
- If you are an individual or groups with no public liability, you are ineligible to apply.
- All parade entrants must be incorporated and/or have own public liability insurance. If your group is not incorporated you will require an auspicating body.
- If you are a Business / Commercial group, you must work with a school or community group to be eligible for consideration to participate in the Parade. We encourage partnerships between Business / Commercial groups to join with school groups and /or community groups and vice versa.

INSURANCE

All entrants must have their own public liability insurance to the value of five million dollars or more.

PARADE CONTENT

The Eaglehawk Dahlia & Arts Festival Parade is a community parade. This is an opportunity for community groups to showcase and express themselves.

Whilst we encourage and support individual expression of its diverse community, please be mindful that the Gala Parade is a family event, and we urge you to dress and behave responsibly for the enjoyment of all people.

If you are unsure of the content and representation of your entry please consult with the Festival Parade Manager prior to completing this form – phone: 0481 092 780.

SAFETY

To ensure the safety of parade entrants and the audience, **The Eaglehawk Dahlia & Arts Festival event personnel** will be present at the parade assembly to inspect all vehicles and parade entries for safety. The event personnel have the authority to request alteration and removal of dangerous or unsound components of any parade entry including vehicles.

Your entry will not be permitted in the parade if you fail to comply with the requests from the event personnel.

CHILDREN & ELDERLY

Due to the distance of the parade route, children **under twelve 12 years old** and **the elderly** are advised against walking the parade route, it would be advisable to sit them on a trailer or in a vehicle.

Children must be accompanied by an adult at all times (ratio of 7 children to 1 adult).

Please wear appropriate shoes for walking.

PARADE PARTICIPANTS

Each entry can have a maximum number of 40 people.

Please notify the Eaglehawk Dahlia & Arts Festival Parade Manager prior to the parade, if you intend to have more than 40 people in your entry.

All participants must be costumed appropriately – no nudity at all times.

BANNER CARRIERS

Due to the length of the parade route, the weather and wind factor on the day, please consider adults instead of children to carry your banners. We also suggest that you consider providing relieve carriers to assist the banner carriers throughout walk on the parade route.

HATS, SUNSCREEN & WATER

Please be responsible for your own hats, sunscreen and drinking water during parade assembly and while travelling on the parade route.

EXTREME WEATHER PLAN

The Eaglehawk Dahlia & Arts Festival monitors the weather leading up to the days of the festival.

In the event of extreme weather –

- All parade entrants should refer to their own parade risk assessment to determine whether to withdraw from the parade or not.
- The Eaglehawk Dahlia & Arts Festival President, along with the parade manager will undertake a risk assessment on the day prior to determine whether it should continue. If a decision is made, that the parade is to be cancelled or delayed will be posted on the festival website and media platforms.
- Extreme weather can be defined as including, but not limited to, continuous and ongoing high winds. Heat; thunder/lightening storms, torrential rain.

ANIMALS

Please firstly consult with the parade manager before entering animals in the parade.

Experienced persons must accompany their dogs and keep them under effective control at all times. Aggressive dogs will be removed from the parade. The owner of dogs must be responsible for the collection of animal waste along the parade route.

All parade entries featuring animals are responsible for providing their own water and waste collection along the parade route.

For safety reasons, it is not suitable to enter horses (with or without riders) in the Eaglehawk Dahlia & Arts Festival Parade due to the assortment of loud noises and music in the parade route.

GIVEAWAYS

Parade entrants are permitted to hand out giveaways, **from person to person only**, while on the parade route. Giveaways must not be thrown into the crowd from your float or vehicle. Failure to comply with this arrangement will result in immediate dismissal from the parade.

MUSIC

We encourage all non - instrumental entries to provide their own portable music, to help create atmosphere along the parade route.

All entries will be monitored at the parade assembly as to the appropriate level of sound of each float, parade staff have the authority to request very loud music to be turned down to an acceptable level.

Please note that while every care is taken in assembling the order of entries in the parade, sometimes it is not unusual for entries with noise to travel side by side.

NO COLLECTION OF DONATIONS ON THE PARADE ROUTE

BREAK DOWN OF PARADE ENTRY & EMERGENCY

At all times, parade entrants are to notify the Dragon City Marshals of any problems with vehicles or people in the parade. The Dragon City Marshals will assess the situation and take appropriate action to resolve the problem, while minimizing impact to the flow of the entire parade.

SIGNAGE

All parade entrants are responsible for providing your own signage; this is a crucial component of your entry to help identify your group on the parade route. Your signage must be at least – 60cm x 60cm (2ft x 2ft) or longer. Signage can be a hand painted, stencilled or professionally printed.

PHOTOGRAPHY

Please be informed that you and your group may be photographed during the Eaglehawk Dahlia & Arts Festival Parade, and these images may be used in future Eaglehawk Dahlia & Arts Festival promotional and marketing materials, including social media platforms.

If your group is taking photos along the parade route, you must not stop and hold up the parade whilst photo is being taken.

JUDGING

Parade entries are judged by independent judges and members of the Eaglehawk Dahlia & Arts committee. The criteria that will be taken into account are creativity, colour, music, movement and relevance to the theme and nominated categories. The judge's decision is final. All winners will be notified by email or telephone.

VEHICLES

Please note that all motor vehicles must be road registered. Those that are not must obtain and clearly display an unregistered vehicle permit from Vic Roads. (Please enclose a copy of this permit with your entry form)

Vehicles participate in the parade at their own risk

We encourage all vehicles to be decorated as a celebration of your entry.

Types of vehicles

For the safety of the audience along the parade route, only the following sizes of vehicles are permitted in the parade.

Each vehicle must be within the maximum dimensions –

Length **(12.50m)**, Width **(2.4m)**, and Height **(4.3m)**.

Motor car – including limousines, sedans and 4 wheel drives.

Ute and Trailer.

SES and Fire Brigade trucks.

Rigid tray truck only (No articulated vehicles)

Under no circumstances should any trucks be towing a trailer eg. Prime Mover with trailers.

TYPES OF VEHICLES – NO SEMI TRAILERS – RIGID VEHICLES ONLY – NO WASTE TRUCKS OR SERVICE VEHICLES.

Drivers of vehicles

Victoria Police may conduct a security check of drivers prior to the parade in the form of name and vehicle registration check. All drivers are to have ZERO alcohol and drug reading. (No consumption of alcohol at least 12 hours prior)

Victoria Police have the right to breathalyse parade entrants at random on the day. Only drivers, who registered in the Parade Entry form, are permitted to drive the vehicle during the parade.

Each entry must designate a primary driver and nominate a 'respondent driver'. These two drivers must travel in the same vehicle at all times, during the parade. Both the driver and the nominated 'respondent driver' are required to provide their drivers details when asked in the assembly area.

If there is a change to the nominated driver please inform the Parade Manager immediately.

All entries are to adopt all the appropriate safety measures and ensure that safety of the audience and the participants are maintained at all times.

Helmets must be worn at all times, when riding on roller skates, motor cycles, bicycles, and three wheeler motorbikes.

Seat belts must be worn at all times in vehicles.

No using mobile phones while driving on the road.

Additional fixtures on your entry such as decorative panels, flags, furniture, lighting or generators must be safe and properly secured.

When you are not in your vehicle the keys must be removed and the car locked whilst in the assembly area.

DISPERSAL

Procession entries are only allowed to disperse in designated areas, guided by the Dragon City Marshals and Parade Staff.

Failure to follow the above instructions will compromise future participation.

Dispersing while on the parade route is NOT allowed unless in an emergency.

When required, entries with students & passengers may park their vehicles in the designated dispersal area ...to ensure the safe drop off of passengers at the end of the parade.

If you do not require dropping off your passengers, please notify our Marshals and Parade staff, and we will direct you to continue leaving along Sailors Gully Road.

DRAGON CITY MARSHALS AND OTHER PARADE PERSONNEL

At all times, please follow the instructions of Dragon City Marshals and Parade Staff. Under any emergency situation, please follow instructions of Emergency Services.

Contact for Parade Manager is 0481 092 780 procession@live.com

Organisation Details

Contact Name*

Organisation*

Postal Address*

Business Phone

Home Phone

Mobile

Email*

Community Partner

Commercial and business groups must work with a school or community group to be eligible for consideration to participate in the Eaglehawk UFS Dispensary Gala Parade.

Name of Community Partner

Insurance

All entrants must have your own public liability insurance to the value of five million dollars or more. If you have any inquiries regarding this requirement please contact the Eaglehawk Dahlia & Arts Festival Parade Manager.

Please attach a copy of your current Public Liability Certificate of Currency*

Working with Children's Check (WWC)

Yes, I have a current WWC No, I will obtain the WWC prior to the festival

The applicant completing this form must hold a Working with Children's Check. Depending on the nature of each float, other key adults participants of your float may also be required to hold a WWC. The Parade Manager will be in contact to discuss this with you further. Please be aware the WWC must be sighted prior to the festival and must be carried during the festival also.

Parade Entry Proposal

Please refer to Terms and Conditions of Parade Entry for more details regarding your vehicle and driver requirements.

Each vehicle must be within the maximum dimensions –

Length **(12.50m)** Width **(2.5m)** and Height **(4.3m)** – (NO semi-trailers)

- Under no circumstances should any trucks be towing a trailer.

We encourage all non-instrumental entries to provide their own portable music which creates atmosphere along the parade route.

Where possible please face your speakers into the crowd, and not towards the parade entry in front or behind you.

In around 30 words, please describe your parade entry and summarise what you intend to do:*

How many vehicles are there in your entry?*

What types of vehicles do you have?*

Will you be tooting your car horn or sirens? *

Are people sitting or performing on your vehicles?*

Number of people marching or walking in your entry?*

Are people in costumes?*

Will you have handouts?

Is music part of your entry?*

Is your music taped or live?

Does your entry include animals? What type & how many?*

All animals must be on a lead or under effective control at all times. You must arrange to pick up your own animal waste along the parade route.

Detailed Diagram

Please provide a detailed diagram of your proposed parade entry (diagram to include where people are placed and dimensions of entry, photos can also be included)*



Team Leader Details

Please nominate a Team Leader for the day, this person will be responsible and be in charge of your entry.

Team Leader - Name*

Team Leader - Mobile Phone (for Parade Day)*

Team Leader - Email Address*

Vehicle Entry Information

Each vehicle must designate a primary driver and nominate a 'respondent driver'. These two drivers must travel in the same vehicle at all times, during the parade.

Vehicle No._____

Vehicle registration number

Type of vehicle

If vehicles are unregistered attach a copy of vehicle permit from VicRoads

Description of the entry (i.e. performance on the back truck)

Name of primary driver

License number of primary driver

Contact phone number of primary driver

Name of respondent driver

License number of respondent driver

Contact phone number of respondent driver

If there is more than one vehicle in your entry, please photocopy this page and fill out for each of the vehicles, numbering them in the order that they will be in, in your entry.

Signage

Signage is a crucial component of your entry to help identify your group on the parade route. You are responsible for providing your own signage. Your signage must be at least – 60cm x 60cm (2ft x 2ft) or longer. It can be hand painted, stencilled or professionally printed. The signage can be carried by parade participants or attached to your vehicle.

Please outline what you intend to put on your banner

Do you have any further requests regarding your parade entry?

Acceptance of Terms and Conditions

I have read and agree to terms and conditions of parade entry.

I agree

Signature*

Name of Signing Officer*

Date*