

**Organisation\***

**Contact Person\***

**Postal Address**

**Telephone/Mobile number\***

**Email\***

**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

**INSURANCE**

All entrants must have their own public liability insurance to the value of five million dollars or more. If you have any inquiries regarding this requirement please contact the Parade Manager on 0481 092 780

Copy attached\*

**I have read and accept the Terms and Conditions at the end of this document.**

YES

Signature \_\_\_\_\_

Number of people marching or walking

Number of people on vehicles

Number of vehicles

Type of vehicles

If vehicles are unregistered attach vehicle permit from VicRoads

Driver's Name

**Music**

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

Is music a part of your entry?  Yes  No

**Giveaways**

All promotional giveaways on the parade route must be passed on from person to person only.

Will you be offering giveaways  Yes  No

**Dogs**

All dogs 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.

Do you have dogs participating in your entry?

Yes  No

Please provide brief info about your group or parade entry that can be read out by the Parade announcers. Maximum 50 words

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 |

Email [preferred method] your entry form to: [procession@live.com](mailto: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 1st MARCH 2019**

**PLEASE ONLY RETURN PAGES 1 & 2  
TOGETHER WITH ANY OTHER ADDITIONAL  
INFORMATION REQUESTED.**

# TERMS AND CONDITIONS

## **GALA PARADE THEME**

Each year we have a 'theme' for our festival. We do encourage each entry to follow our theme, however we for your entry to celebrate who you are and your identity in the community. You are required to provide a brief description and details 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.

## **ELIGIBILITY**

- Parade entrants must be a school or community group, or a not for profit organisation.
- Parade entrants must be non-political.
- 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.

## **INSURANCE**

All entrants must have 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**

**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 allowed to take part 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 60 people.

Please notify the Eaglehawk Dahlia & Arts Festival Parade Manager prior to the parade, if you intend to have more than 60 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 relief carriers to assist the banner carriers throughout the 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.

Extreme weather is continuous and ongoing high winds, heat, thunder/lightning storms, torrential rain etc.

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 staff will contact individual parade entries by phone and/ or email.

The Parade Manager will instruct parade staff and Dragon City Marshals to assist with the delivery of the extreme weather plan.

**If temperature should reach 36 degrees or over, individual parade entry should assess their own situation and inform festival staff of their decision to continue or withdraw from the parade.**

### **ANIMALS**

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.

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**

The collection of donations whilst on the parade route is prohibited for the following reasons:

- Potential to slow down the parade.
- Potential risk to children running out to the street chasing a falling coin, and being hit by a parade vehicle etc.

### **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 VicRoads. Vehicles participate in the parade at their own risk

(Please enclose a copy of this permit with your entry form)

We encourage all vehicles to be decorated eg. With balloons etc.

#### **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.

#### **Drivers of vehicles**

The driver nominated in the parade submission form must be the experienced driver of the vehicle during the parade. Learner drivers are not eligible to drive a motor vehicle in the parade.

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 wheelers.

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

## **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.

## **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. 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**

A panel of independent judges will be appointed to judge the entries. Criteria that will be taken into account are creativity, colour, music, movement, relevance to the theme and nominated categories. The judge's decision is final. All winners will be notified by email or telephone.

## **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 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.