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# WAUKEGAN PARK DISTRICT

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February 28, 2022

Greetings!

The Waukegan Park District and City of Waukegan would like to invite you/ your organization/ your group to participate in the **2022 American Independence Parade** taking place on **Sunday, July 3, 2022**.

We would like to have many entries for this year's parade, so we are asking that you determine your participation early. All information regarding parade information is included in the enclosed Waukegan Park District American Independence Parade Packet. This parade packet includes important information about line up, staging, and step off. Included in this packet is information for all parade units, Waukegan Park District Independence Parade Unit Terms and Conditions; Parade Unit Agreement; and Parade Unit Application. ***The deadline for the Waukegan Park District American Independence Parade Packet is June 3, 2022. Priority consideration will be given to applications as they are received.*** Please complete the enclosed Waukegan Park District American Independence Parade Packet and return with any additional paperwork or payments if required in full for your application to be considered.

Your group description is essential to the announcers or anyone else when broadcasting information about your group. **All Special Units applicants are required to submit a photo/color-copy of their group in Parade attire photos and description before it will be considered for approval.** In addition, it will also be used as a factor when determining Parade/Performance fees.

Approved Parade Units will be contacted and information about the parade route, line-up information, and parade position will be available the week of June 30. Parade information will also be made available on our website at [waukeganparks.org](http://waukeganparks.org) once it becomes available.

If you have any questions, please feel free to contact me at any of the following:

- Mailing Address: Waukegan Park District  
Maria Owens  
1324 Golf Road  
Waukegan, IL 60087
- Office Telephone: (847)360-4764
- Fax: (847)662-2577
- Email: [mowens@waukeganparks.org](mailto:mowens@waukeganparks.org)

Thank you for your interest and we look forward to your group joining us.

Maria Owens  
Waukegan Park District  
Parade Coordinator

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# WAUKEGAN PARK DISTRICT

## AMERICAN INDEPENDENCE PARADE

PARADE THEME

GRAND MARSHAL



**Event Date: Sunday, July 3, 2022**

**Application Deadline: Friday, June 3, 2022**

**The Parade will step off at 1:00pm at Sheridan and Franklin and travel North on Sheridan Road, officially ending at Jack Benny Drive and Sheridan.**

The Waukegan Park District invites you to join us in this long-standing tradition, an American Independence Parade. Please fill out this application for your group. We encourage all groups to apply and join us: Organizations, businesses, teams, music groups, bands, drill teams and groups of friends. You can join us as: walking units, vehicles, floats, performance, or any other imaginative idea that will contribute excitement, pride, and community of this parade! All groups are strongly encouraged to decorate according to the theme.

All groups must submit a **Parade Unit Agreement** and a **Parade Unit Application**.

- Most units may participate for free
- Political Parties must pay a fee to participate and should include this payment with the parade application.
- Some entertainment units may be paid.
- All participants in a unit (paid, unpaid or fee) must abide by the stated Unit Terms and Conditions.

The deadline to apply is June 3, priority placement will be given to early applications! Please assume that you are an approved unit unless told otherwise, notice would come within 14 business days. A description or background of your group is important so our announcers can know who you are.

The parade line up will be emailed and posted on Facebook no later than June 30. Staging for the parade will take place from 11am-12pm on Sheridan Road, between Franklin and Washington Streets. **ALL units must be in their lineup position no later than 1 hour prior to step off.**

# Waukegan Park District Independence Parade

## Unit Terms and Condition

### MUST BE SHARED WITH ALL UNIT PARTICIPANTS



Parade starts at Sheridan and Frankline and travel North on Sheridan Road. It will end at Jack Benny Drive and Sheridan

A more complete map, with emergency shelters, will be sent to accepted Units.

- **All forms and payment (if applicable) are due by June 3, 2022**
- Each organization/group must fill out an application, **no joint applications are allowed.** This application represents one Unit.
- It is each parade entry's responsibility to have a foul weather contingency plan in place. Note severe weather shelter options on the route map.
- The unit coordinator shall be responsible for the conduct of all participants in their group and agrees to inform ALL participants of these rules and regulations.
- Waukegan Park District staff reserve the right to demand a float be modified for any reason; units must comply with the request or entry may be denied. No reason needs to be provided for a unit modification demand from the District.
- **No alcohol or glassware is allowed in the parade.** Plastic bottles or cans of nonalcoholic beverages are permitted.
- Units must NOT play loud/blaring music until step off. Vulgar lyrics will NOT be tolerated at any time and may result in entry being denied. Any injuries to participants in your group or damage to property along the parade caused by your group should be reported to a park district employee as soon as possible.
- **Line up begins at 11am. Units must be ready to go by 12pm** in the event early step off is needed.
- If Unit arrives after 12pm, assigned line up position may change or entry may be denied; if Unit arrives after the parade has stepped off entry may be denied.
- Number of participants and vehicles declared on the application by the unit coordinator is the maximum allowed on the day of the parade. Any additions must be approved prior to parade day. If over the max allowed on parade day, Unit will be asked to adjust their numbers; refusal may result in entry being denied.
- Parade entries must line up in the space they have been assigned.
- All Units must display their unit number, on the front left of the vehicle (first vehicle if multiple vehicles), float, or a person in the parade.
- **Scheduled Step Off is at 1pm; Waukegan Park District has the right to step off the parade any time after 12pm if weather or other situation warrants it.**
- **All units must maintain forward motion.** Stopping or reversing motion is not allowed. Participants should not stop unless the entire parade has stopped.
- Candy and other items being passed out must be **HANDED** to the crowd at the curb. **No throwing or launching of items from a float or further than 5 feet from the street curb is permitted.** Please hand distribute candy or other items by walking along the parade route next to the spectators. Throwing or launching of items may result in removal from parade and/or prohibition of handing out items.
- Participants may not stand on or in vehicles. If standing on floats, they must do so safely, at their own risk. Hanging off the side or edge of any moving vehicle or float is not allowed.
- All performances must take place while moving forward.
- Units must not disband until after turning in their number just past Jack Benny Drive.
- Units must consent with all city and park ordinances.  
<http://waukeganparks.org/regulating-ordinances>
- Units must comply with all federal and state laws.
- **Waukegan Park District reserves the right to remove and/or deny entry to any unit and/or any participant from the parade at any time for any reason. A removal or entry denial is made at the sole discretion of the District and is unappealable. No reasons shall be given for removal or denial. If a unit is unwilling to comply with a removal or denial decision, law enforcement will be called to assist.**

# Parade Unit Agreement

That the term Unit represents all individuals participating on behalf of the organization/group identified on the application. Applicant is the individual responsible for the Unit who is completing the Application and Agreement on the Unit's behalf.

Applicant agrees to communicate the Waukegan Park District Independence Parade Terms and Conditions. Applicant hereby warrants that all participants within the applicant's unit agree to abide by the terms and conditions listed herein, as well as by all City and Park District ordinances, any health department codes or any other local, state, and federal laws, rules, or regulations that may apply. Failure to comply with any stated law, rule or regulation may result in loss of fees paid, entry being denied this year and possibly any future years, at the sole discretion of the District. Applicant shall accept full responsibility for adherence to the items listed herein by all members of the applicant's unit.

The District reserves the right to cancel this agreement for any reason. Notice will be given as soon as reasonably possible. District is not responsible for any costs incurred by any Unit in preparation for their parade participation.

- Fees paid will only be refunded in the event the District cancels with less than 24 hours prior to scheduled step off or Unit cancels before June 6.
- Payment for service will be made using the following cancellation schedule unless:
  - No payment if Unit cancels or does not show.
  - No Payment if District gives 24 hour notice prior to scheduled step off.
  - Fifty percent (50%) payment if District cancels prior to scheduled staging start time.
  - Full payment if Unit arrives at staging prior to District cancellation.
  - No payment if Unit causes a breach of contract due to any non compliance with Terms and Conditions, laws, rules, regulations, or any other requirements set forth in this Agreement.
  - No payment if Unit is removed or denied entry by the District, as set forth in this Agreement.

This Agreement shall be interpreted, enforced, and construed in accordance with the laws of the State of Illinois. Venue for any litigation hereunder shall be in Lake County, Illinois; and should diversity jurisdiction apply, in the United States District Court for the Northern District of Illinois Eastern Division. By signing this agreement, Applicant and Unit expressly consent to personal jurisdiction in the State of Illinois. This paragraph will survive termination of this Agreement.

This Agreement constitutes the entire agreement between the Applicant and Unit and the District pertaining to the subject matter hereof and supersedes all prior or contemporaneous agreements and understandings either oral or written. No modifications of this Agreement shall be effective unless made in writing and signed by both the Unit and the District. If ever there are conflicts between signed documents, this contract prevails.

## **Insurance and Financial Responsibility**

The following describes the coverage that Unit is recommended to carry. Units receiving payment for their services must provide a Certificate of Insurance naming the Waukegan Park District and City of Waukegan as an additional Insured. The certificate holder shall be listed as Waukegan Park District, 1324 Golf Rd., Waukegan, IL 60087.

The lack of or deficiencies in insurance coverage shall not be construed as a waiver of Unit's obligation to financial responsibility for any claims, damages, losses, and expenses, including but not limited to legal fees, arising out of or resulting from the units activities as described in the Indemnification and Hold Harmless. The District will not in any way defend the Unit in matters of liability.

**General Liability Coverage** – for all Minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate; GL shall extend to volunteers when applicable. GL shall include Carriage insurance when applicable.

**Worker's Compensation Coverage** – for Units who have employees such that the state requires insurance; may be

exempt if the only employees are the owner or the owner's immediate family members.

**Auto Coverage** – for Units who need to bring automobiles on district property other than a passenger car or truck or cargo van. Is required for such vehicles as RVs, CDL vehicles, trailers, etc. Minimum limits of \$1,000,000 per accident.

## **Indemnification and Hold Harmless**

I, the undersigned, as an authorized person, officer, or director of the group/organization/ person applying to be a Unit in the Waukegan Park District's American Independence Parade, to the fullest extent permitted by law, shall indemnify and hold harmless the Waukegan Park District and the City of Waukegan, including each of their officers, officials, employees, volunteers, and agents, (hereafter called Parties) from and against any and all claims, damages, losses, and expenses, including but not limited to legal fees, arising out of or resulting from the Units activities in preparation for, during, and after the Parade, regardless of negligence, and regardless of whether or not it is caused in part by the Parties indemnified hereunder. Such obligation shall not be constructed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

I certify that the Unit possesses adequate financial responsibility so as to indemnify the named Parties and assume all expenses that may arise from any third party claim. Further, as the authorized representative I hereby waive any and all claims that the Unit or its participants may have against the Parties as a result of or relating to the Waukegan Park District Parade. Parties are not responsible for any lost, stolen or damaged property of Unit or caused by Unit.

I hereby warrant and represent that I have read and understand the above Unit Terms, Conditions, and Agreement; Insurance and Financial Responsibility; and Indemnification and Hold Harmless. I hereby warrant and represent that I am duly authorized to bind the Unit represented by this application.

**MUST Check one (1) of the following:**

I have the Insurance(s) listed on the middle of this page and I will submit a certificate of insurance with this form.

I will assume financial responsibility for any claim, loss, damage or expense despite any lack of insurance.  
(Paid Units can not choose this option)

**Acknowledgement**

As the Applicant I acknowledge the following:

- It is my responsibility to share and enforce with all Unit participants Parade Terms and Conditions, City and Park District ordinances, any health department codes or any other local, state, and federal laws, rules, or regulations that may apply
- Any lack or deficiencies in insurance coverage is not a waiver of Unit's obligation to financial responsibility
- The Distict is not responsible for assisting my Unit in the event of inclement weather or for making a decision for them to take shelter or not
- The application is completed truthfully and that any violation of the stated number of approved participants or vehicles included in the Unit may result in denied participation

**MUST Print, Sign and Date** (Application will be denied if this Agreement is not completed, signed and dated)

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Print Name of Applicant

Signature

Date

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Position in group

Group/organization

# Parade Unit Application—2022

Contact: Name and Birthday (mm/dd/yyyy)	
Name of Entry (35 characters suggested maximum):	
Address:	
City/State/Zip:	
Phone:	Day of Contact Number:
Email: - <i>Parade information will be distributed by Email:</i>	
When was Group/Organization Formed?	# of years participation in the American Independence Parade
Description/History of Group/Organization (this can be emailed to <a href="mailto:mowens@waukeganparks.org">mowens@waukeganparks.org</a> ) This information is used by the MC announcing Units during the Parade.	

Unit Entry Style Information			
Choose the ones that fits your group the best.			
TYPE:			
Select one by circleing your selection			
Individual	Organization or Group	Political Party ***	Paid Unit *
***\$100 fee required per political candidate			

TRAVEL METHOD:		
Select One		
Float	Riding Animal	Vehicle or Carriage
Walking	Speciality Vehicle/Other:	

ACTIVITY:		
Select all that apply		
Carry Props	Dance	Handing out Items
Drama	Music	Other:

SPACING INFORMATION:
Number of Participants in your group: _____ (max 50 without special permission*)
Number of Vehicles: _____ (max 4 without special permission*)
Lineup Space needed: _____ feet (a parking space is about 20 feet)
*For special permission call 847-360-4764

**If the above information is not accurate on the day of the parade your entry may be denied participation**

*Special Performance Units	
Requested Payment for Service: \$ _____	Office use— Date verified/initial
<ul style="list-style-type: none"> <li>Requested Payment for Service is not guaranteed.</li> <li>There will be an email sent that you will need to respond to verifying the amount to be paid.</li> <li>Upon verification you will need to <b>submit a W-9, Certificate of Insurance</b>, and any other requested paperwork.</li> <li>Checks will be mailed the week after the parade, providing all paperwork was completed more than two (2) weeks in advance and the Unit did not cause a breach in contract.</li> </ul>	

**All Units Must Sign and Date Agreement. Application will be denied if Agreement or Application is incomplete, fees not paid, or supporting documents are not submitted.**

Return this application, Signed Agreement and all supporting documents by **June 3, 2022**.  
 Submission Address:  
 Email: [mowens@waukeganparks.org](mailto:mowens@waukeganparks.org)  
 Waukegan Park District  
 Attn: Parade/ Maria Owens  
 1324 Golf Road  
 Waukegan, IL 60087