

Parade Unit Terms and Conditions

MUST BE SHARED WITH ALL UNIT PARTICIPANTS

- **All forms and payments (if applicable) are due by June 2, 2024.**
- 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.
- We ask that all groups refrain from using megaphones (unless approved by the parade coordinator), and music sound levels need to be kept so that they do not impede on another group. We space groups out accordingly.
- **The lineup begins at 11 am. Units must be ready to go by 12 pm** in the event an early step-off is needed.
- If the Unit arrives after 12 pm, the assigned lineup position may change or entry may be denied; if the Unit arrives after the parade has stepped off entry may be denied.
- The 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 maximum allowed on parade day, the Unit will be asked to adjust their numbers; a 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 1 pm; Waukegan Park District has the right to step off the parade any time after 12 pm 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 the 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.
- Unit is responsible for any clean up, including animal clean up, associated with their float activities. The unit will be notified and given the opportunity to clean up post-event if they do not comply as they are participating.
- If you have any type of animal as part of your unit, make sure to bring water for them and clean up behind them in the lineup area, on the parade route, and at the end of the parade route.

- Units must consent to all city and park ordinances and are responsible for any fines or costs that may result. <http://waukeganparks.org/regulating-ordinances>
- 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 comply with all federal and state laws.
- Parade Units that receive payment for service understand that: No payment will be made if the district gives 24-hours notice prior to the scheduled step-off which will be given by 1:00 pm on Saturday. Fifty percent (50%) payment if District cancels prior to the scheduled staging start time which will be given by 10:00 am on Sunday. Full payment if the unit arrives at staging prior to District cancelation on or after 11am on Sunday.
- No refunds will be given to political groups after submission of application.
- **Waukegan Park District reserves the right to remove and/or deny current or future year entry to any unit and/or any participant from the parade at any time for any reason, including, but not limited to, noncompliance with the rules listed above. 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.**

I acknowledge that I have received and read these terms and conditions and will provide them to all participants joining my unit's application. I also acknowledge that my electronic signature is considered a legal signature on this document.

Signature

Date