



2019 Memorial Day Parade Entry Form Completed Forms Due: 5 p.m. May 10, 2019

The City of Commerce City's 55th Annual Memorial Day Parade begins at **9:30 a.m.** on Monday, May 27, 2019. Parade participation and admission along the 1.5-mile parade route is free.

The annual Memorial Day Parade honors veterans for their service to our country. It is designed to appeal to veterans and families throughout the Commerce City community and metro region.

HOW TO APPLY:

Parade entry forms are available at the Commerce City Civic Center located at 7887 E. 60th Avenue or online at www.c3gov.com/parade.

1. Complete ALL required information on the entry form
2. Read and sign the participant rules and regulations
3. Submit your completed entry form by **5 p.m. on May 10, 2019**, including a signed copy of the participant rules and regulations:
 - a. Online at www.c3gov.com/parade
 - b. U.S. Mail or Hand-Deliver:
Commerce City Memorial Day Parade
c/o Glenys Trost, parade coordinator
7887 E. 60th Avenue
Commerce City, CO 80022

Entry forms received after 5 p.m. May 10, 2019 will not be accommodated.

For more information on the Memorial Day Parade, contact 303-289-3728.



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ENTRY FORM

Print legibly or type. If submitting multiple entries, submit one form per entry.

1. Name of Organization: _____

2. Contact Person: _____

Address: _____

3. Phone (daytime) _____ Phone (cell) _____ email: _____

4. Preferred method of communication: Email U.S. Mail

All information is held in confidence and will only be used to provide updates on the Memorial Day parade.

5. Type of Entry (please check appropriate category)

Car club entries are limited to 20 vehicles (unless prior approval is received from the parade coordinator).

- | | | |
|---|--------------------------|--------------------------------------|
| 1. Antique Cars (over 40 years old) | <input type="checkbox"/> | Approximate number of vehicles _____ |
| 2. Classic Cars (under 40 years old) | <input type="checkbox"/> | Approximate number of vehicles _____ |
| 3. Motorized Unit (including motorcycles) | <input type="checkbox"/> | Approximate number of units _____ |
| 5. Horse Category | <input type="checkbox"/> | Approximate number of horses _____ |
| 4. Float Category | <input type="checkbox"/> | |
| 6. Walking/Marching Category | <input type="checkbox"/> | |
| 7. Unique Category* | <input type="checkbox"/> | |

*Explain unique category entry:

6. Detailed description of entry (to be announced by the Master of Ceremony):



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7. Detailed description of how entry honors those who serve our country. The *purpose* of the Memorial Day Parade is to honor veterans for their service to our country. It is *designed* to appeal to veterans and families throughout the Commerce City community and metro region. **All parade entrants are required to recognize and observe the parade’s purpose and design.**

Mail or fax completed forms to:

Memorial Day Parade
c/o Glenys Trost, parade coordinator
7887 E. 60th Avenue
Commerce City, CO 80022

PHONE: 303-289-3728
FAX: 303-289-3688
EMAIL: gtrost@c3gov.com



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PARTICIPANT RULES AND REGULATIONS

The *purpose* of the Memorial Day Parade is to honor veterans for their service to our country. It is *designed* to appeal to veterans and families throughout the Commerce City community and metro region.

All parade entrants are required to recognize and observe the parade's purpose and design.

1. Each applicant must fill out and submit a complete entry form, including an acknowledgment of these rules, by the stated deadline.
2. Parade Entrant will provide the City with required documents before participating in the event:
 - a. **Driver's License and Vehicle Registration:** Parade Entrant should provide valid driver's license, proof of auto insurance coverage and current vehicle registration on vehicles participating in the parade.
 - b. **Automobile Liability Insurance:** A policy of comprehensive automobile liability insurance insuring against any liability for personal injury, bodily injury or death arising out of the use of motor vehicles and covering operations whether the motor vehicles are owned, non-owned or hired, with a combined single limit of at least One Million Dollars (\$1,000,000). All parade participants are required to provide evidence of financial responsibility to operate a motor vehicle. Note that the vehicle owners participating in a parade can be held personally liable for injuries or damage to property as a result of their actions.
 - c. **Comprehensive General Liability Insurance:** Parade participants can be held personally liable for injuries or damage to property as a result of their actions. A policy of comprehensive general liability insurance insuring against any liability for personal injury, bodily injury or death arising out of the performance of the Services with at least One Million Dollars (\$1,000,000) per occurrence. This coverage can be obtained thru K&K Insurance (<https://www.kandkinsurance.com/sites/Events/Pages/Home.aspx>).
3. All participants must prominently display patriotic style decorations to meet the parade purpose.



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4. Entrants that do not observe the parade purpose or adhere to all the rules and regulations will not be allowed to participate in the parade or future events and is determined by the discretion of the parade committee. **ALL** rules and regulations will be enforced.
5. Parade entrants will obey all traffic safety laws before and during participation in the Memorial Day Parade.
6. The content and decoration of all units and participants must be appropriate for a family audience and in honor of our veterans.
7. Entrants will be assigned a staging number and location. Check-in with the staging coordinator located at the 64th Avenue and Olive Street intersection to confirm arrival.
8. Parade entrants shall not perform movements or drills that impede the movement of the parade for longer than one minute.
9. No amplified advertising is allowed, including air or vehicle horns. Hand delivered advertising is acceptable provided it does not impede the movement of the parade.
10. Car club entries are limited to 20 vehicles (unless prior approval is received from the parade coordinator) and should travel the parade route **side by side in two columns**. Car club entries may be limited or capped at the discretion of the parade committee.
11. Nothing (including candy, water, gifts, etc.) may be thrown from any parade unit.
12. Parade entries must be no higher than 12'6" and no wider than 12'.
13. Parade entries are strongly encouraged to display a professional looking banner in front of their entry, proudly announcing the name and number of the entry for spectators and judges. We recommend the banner size be not less than 2' tall x 6' wide with clearly legible lettering recommended to be no less than 3" in height.
14. Parade entries that advertise an individual (i.e. candidates for elections), organization, group or business are welcome in the parade provided they meet the purpose and design of the parade as stated in the first paragraph. The advertising content of the entry however, cannot be most prominent element of the display or entry.



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15. Any animals that are a part of a parade entry must be well trained and can be safely controlled under parade conditions.
16. Units with horses, dogs or other animals are asked to provide their own sanitation helpers to follow the unit and provide clean up along the route as well as in the staging area.
17. Awards are given to entries representing the following “Best of” classifications: grand marshals’ choice, best of parade, most creative, most patriotic, and community spirit. Award winners are posted on the city website, with “Best of” winners invited to attend a city council meeting in June 2019 to receive their awards.
18. All sections of entry form must be completely filled out.
19. Cancellations should be reported no later than 3 business days prior to the parade.

I have read the parade rules and regulations and recognize that our participation in the Commerce City Memorial Day Parade is based upon adherence to these rules. I agree that my group will adhere to all rules and regulations as stated above. By signing this application, the Parade Entrant will indemnify and hold harmless the City, its elected and appointed officials and its employees, agents and representatives (“Indemnified Parties”), from any and all liability, claims, demands, actions, damages, losses, judgments, costs or expenses (including attorney fees) which may be made or brought or which may result against any of the Indemnified Parties as a result of the negligent, grossly negligent, willful and wanton, or intentional actions or omissions of Parade Entrant or persons acting under their direction or control.

Signature

Date

Organization

Title



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ENTRANT REMINDERS

Parade Route

The 1.5-mile parade route starts at 64th Ave. and Quebec St., proceeds west on 64th Ave. to Holly St., then south to 62nd Ave. west on Parkway Drive, ending at State Highway 2.

Parade Staging/Line-up Numbers

An information packet with the parade route, staging location and pre-assigned line-up numbers will be sent to participants via mail or email **no later than May 24, 2019**. Display the number on the banner of your entry for identification by the Master of Ceremony and judges located at the reviewing stand.

Parade Check-In

One person from your group must check in with the Parade Staging Coordinator located at the intersection of 64th Avenue and Holly Street by 9 a.m. to verify your attendance.

Horse Trailer Parking

Horse trailer parking is located at the Parkway Market Center, behind Wells Fargo Bank, 6025 E. Parkway Dr., 80022. Staging members will be at that location to assist in getting the horses to the beginning of the parade route. Water will be provided in both the parking and staging locations.

Finishing the Parade Route

After completing the parade, the preferred route back to parked vehicles is to proceed to the end of Parkway Drive, turn right into the far right lane of Hwy 85. **DO NOT** stop on Parkway Drive.

Car Clubs

Car club entries are limited to 20 vehicles (unless prior approval is received from the parade coordinator) and should travel the parade route **side by side in two columns**. Car club entries may be limited or capped at the discretion of the parade committee.

Candy Distribution

No candy is to be thrown to the crowd from moving vehicles or floats due to safety concerns and past experience. If you wish to distribute candy, you may have people walking near the curbs to toss candy to the crowd. **THERE WILL BE NO EXCEPTIONS!!** If an infraction to this rule occurs, your units may not be allowed to participate in future parades.

Contact Glenys Trost, parade coordinator at 303-289-3728 or gtrost@c3gov.com with questions.