



Richmond Hill is proud to carry on a community tradition, the 2013 Richmond Hill Santa Claus Parade which is scheduled for Sunday, November 24 at 1:30 p.m. This year's theme is **Once Upon A Christmas**. Parade participants are encouraged to incorporate the parade theme into their entry's design.

Name of Entry: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Entry - please check all that apply

Cheque payments payable to: The Town of Richmond Hill

<input type="checkbox"/> Not for Profit	<input type="checkbox"/> Float	<input type="checkbox"/> Bus	Fees: <input type="checkbox"/> Not For Profit Groups – Free ○ After October 31 - \$50 <input type="checkbox"/> Commercial - \$175 ○ After October 31 - \$225
<input type="checkbox"/> Private Resident	<input type="checkbox"/> Band	<input type="checkbox"/> Playing Music	
<input type="checkbox"/> Government	<input type="checkbox"/> Car/Truck	<input type="checkbox"/> Marching/Banner	
<input type="checkbox"/> School	<input type="checkbox"/> Go Carts	Number of participants _____	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Horses	<input type="checkbox"/> Other _____	

Completed copies of the following documents must be received for consideration of participation in the parade:

<input type="checkbox"/> Parade Entry Form	<input type="checkbox"/> Assumption of Risks, Release of Liability and Indemnity Agreement
<input type="checkbox"/> Background Information Sheet	or Each participant must have a separate signed agreement
<input type="checkbox"/> Cheque or Credit Card Payment	<input type="checkbox"/> Certificate of Insurance - on Town form

**Please submit by mail, email, fax or in person to:**

Richmond Hill  
Community Services Dept., 8<sup>th</sup> Floor  
Attention: Kevin Coutu

Phone: 905-771-5508  
Email: kevin.coutu@RichmondHill.ca  
Fax: 905-771-2481

For additional information, please contact Kevin Coutu at 905-771-5508 or visit [RichmondHill.ca/Santa](http://RichmondHill.ca/Santa).

PLEASE NOTE: **Dropping off participants within the parade set-up areas is not allowed. Everyone must walk** in from Yonge & Industrial. All vehicles with equipment or floats must be in by 11:30 a.m.. Vehicles will not be allowed in the parade set-up area after that time.

For office use only

Date Received:

Payment Received:

Confirmation Sent:

Authorizing Signature



## 2013 RICHMOND HILL SANTA CLAUS PARADE ENTRY RULES & GENERAL INFORMATION

### INSURANCE

- **All participants must submit the Town of Richmond Hill General Liability Certificate of Insurance form for each float or motorized vehicle participating in the parade.** The official Certificate of Insurance form has been included in this package and must be submitted along with your Parade Entry Form and Entry Fees no later than **Thursday, October 31, 2013 at 4:30 p.m.**, and must provide evidence of the following insurance coverage:
  - Automobile Liability Insurance with a limit of not less than \$1,000,000 per occurrence, and must include Legal Liability for Damage to Non-owned Automobiles coverage and/or Cargo Insurance. This policy must provide:
    - ✓ Bodily injury or property damage arising out of the ownership, use or operation of all owned and/or leased automobiles
    - ✓ 30 days notice of cancellation or material change
- This Certificate of Insurance submitted must be an original using the form provided by the Town of Richmond Hill, signed by the insuring company, and must **clearly identify coverage for the float or vehicle being used on November 24, 2013** in the 2013 Richmond Hill Santa Claus Parade.

### GENERAL INFORMATION

- All entries, regardless if they are floats, vehicles or walkers, should follow the theme for this year, which is **Once Upon A Christmas**. Exceptions to this rule will be made at the discretion of the Town of Richmond Hill. **Commercial vehicles must be decorated as a float.**
- Entries must be entertaining to a family audience primarily made up of children between the ages of two (2) and eleven (11).
- The Richmond Hill Santa Claus Parade Committee asks that all entries give considerable time and thought to the creativity and design of their float/entry.
- **No entry may depict Santa Claus and/or Mrs. Claus.**
- No entry or costume may depict anything political, controversial or otherwise offensive within the sole discretion of the Town of Richmond Hill.
- **Participants are not allowed to solicit, distribute coupons/novelties or food/beverages. Candies will be distributed by official Parade clowns only, unless otherwise authorized by the Santa Claus Parade Committee.**
- All floats must have skirts to cover the tires.
- All entries must be of safe and reliable design.
- All vehicles must be in good mechanical condition and properly serviced prior to the Parade. Special attention must be paid to cooling and exhaust systems, brakes, steering and tires.
- Provisions for emergency towing must be available on all motorized entries (e.g. tow hook, tow chain).
- The name of the participating organization may appear on the sides, back or front of the float. The name of a commercial business may appear on a sign in the following manner (if commercial entry fee paid), "Sponsored by..."
- All entries should arrive at the Control Area no later than 11:30 a.m. to set up. You will be notified of your position on Industrial or Enford Road the week prior to the Parade.
- Judging will take place at 12:30 p.m. **SHARP!** To be eligible for the competition, your float must be in perfect working order with all participants on the float. Many excellent floats have missed out in the past because they were late, not ready or the participants were not on the float. Don't miss your chance to be a trophy winner!

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## **2013 RICHMOND HILL SANTA CLAUS PARADE ENTRY RULES & GENERAL INFORMATION (continued)**

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- Judges' decisions are final and cannot be reversed by any members of the Parade Steering Committee.
- The Parade begins at 1:30 p.m. **SHARP** and will end at approximately 3:30 p.m.
- All participants must abide by the Parade Marshal's instructions (See Parade Marshal Information).
- The cutoff date for all parade entries is Friday, November 8, 2013 at 4:30 p.m.. **NO EXCEPTIONS**

### **SAFETY INFORMATION**

- All floats must be deemed safe. Guardrails or other objects such as hay bales must be used to prohibit participants from hanging off the sides of the float. Items must be fastened down, and children participating on the float must be accompanied by adults.
- Under no circumstances can anything be thrown from a float into the crowd. This includes candies, coupons, etc. This activity only encourages children to run into the street and possibly under the wheels of a vehicle. Marshals will escort any participants caught throwing things into the crowd off the Parade route immediately.
- There will be no stopping or starting, mounting or dismounting of floats once the Parade has started. Walkers must walk the entire length of the Parade, and riders must stay on their float once in motion. This precaution protects participants and prevents unnecessary holdups during the Parade.
- Any alcohol or illegal drug consumption or possession is forbidden before, during and after the Parade festivities. Any individuals that are caught will be dismissed from the Parade immediately and the proper authorities will be notified.
- All entries with decorative materials must be fire retardant.
- All entries' fuel tanks should be topped off just prior to the Parade. Any type of fuel storage receptacle will not be allowed on any Parade entry.
- Parade organizers suggest all motorized vehicles carry a fire extinguisher that has been approved, charged, sealed and tagged to indicate last date of service (within 180 days of the Parade date). The extinguisher must be accessible and the operator familiar with its operation.

### **STAGING, PARADE ROUTE AND DE-STAGING**

- Riders cannot be on their float or entry in transit to the registration staging area.
- Riders will only be allowed to ride on their float/entry from the staging area, along the Parade route to the de-staging area. All participants and individuals shall not mount or dismount from floats or other entries along the Parade route (with the exception of an emergency situation). Drivers and other persons on all entries must have a means of rapid escape in the event of an emergency.
- All participants must dismount the float once it reaches the de-staging area.
- All float/entry riders should make arrangements for someone pick them up in the vicinity of the de-staging area at the end of the Parade. Only Parade entries will be allowed in the de-staging area so pick-ups must be arranged for outside the de-staging area.

### **PARADE MARSHALL INFORMATION**

- All instructions of the Parade Marshals and their officials must be obeyed. Failure to do so may result in removal from the Parade and may jeopardize participation in future Richmond Hill Santa Claus Parades.
- Parade Marshals and their officials reserve the right to remove any entry, at any time, whether as a result of concerns for safety, interference with the Parade's progress or does not meet all of the requirements referenced above.



## Theme

### Once Upon A Christmas

Once Upon A Christmas was chosen as it will allow participants to design their float/marching entries with a creative design that speaks to their specific idea of Christmas. The theme name was chosen as the main title of all of your stories and the stories that have been told over the centuries expressing the Christmas spirit in a variety of ways. You can take your cue for design from any book that has been written that tells a Christmas story. Here are some ideas, this is not a comprehensive list and feel free to find others that tell your story better.

The Bible  
A Christmas Carol  
Twas The Night Before Christmas  
The Polar Express  
The Elf on the Shelf  
Christmas on 42<sup>nd</sup> Street  
How the Grinch Stole Christmas  
The Christmas Shoes

## Float Supply Resources

<http://www.victorycorps.com/>

<http://www.astroparade.com/>

<http://www.partywares.ca/EventDecor/pc/viewCategories.asp?idCategory=52>

<http://www.paradefloatstuff.com/>

<http://www.spiritline.com/spirit-supplies/parade-floats/11598>



## 2013 Santa Claus Parade "Once Upon A Christmas"

### BACKGROUND INFORMATION FORM

(The purpose of this form is to provide us information that we can use when crafting the script for Rogers TV. Unfortunately, Rogers TV will not allow this to serve as a commercial spot for your product or service as it may conflict with contracts they have in place with their advertisers.)

What is your commercial business, non-commercial business, community group or school's formal name?

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Briefly describe your entry in this year's Richmond Hill Santa Claus Parade and how it relates to this year's theme, "Once Upon A Christmas" (if applicable).

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How long has your business/group/school been in the community?

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Briefly describe any outstanding achievements your business/group/school has accomplished during the past year.

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How many years has your business/group/school been involved with the Richmond Hill Santa Claus Parade?

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What is your "Holiday Wish" for the community in 2013/2014?

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\*\*\*\*\* This form must be completed and signed by the Insurance Company. \*\*\*\*\*

**Note: 1. Proof of insurance will be accepted ON THIS FORM ONLY (with no amendments).**

2. Insurance Company must be licensed to operate in Canada and form must be signed by the UNDERWRITER

Name Insured:		Address of Insured:				
Town of Richmond Hill Reference - RFP, RFQ, Contract and or file Number:		Description of the Service/Work/Activity/Contract Agreement to which this Certificate applies:				
TYPE OF INSURANCE		POLICY NO.	EFFECTIVE dd/mm/yyyy	EXPIRY dd/mm/yyyy	LIMIT OF LIABILITY	DEDUCTIBLE(S)
<b>Commercial General Liability</b> <ul style="list-style-type: none"> <li>• Products and Completed Operations</li> <li>• Property Damage</li> <li>• Bodily Injury</li> <li>• Personal Injury</li> <li>• Broad Form Contractual Liability</li> <li>• Owners and Contractors Protective</li> <li>• Occurrence Form</li> <li>• Employees, volunteers, automatically added as Additional Insureds</li> <li>• Contingent Employers Liability</li> <li>• Employers Liability</li> <li>• Cross Liability and Severability of Interest</li> <li>• Non Owned Automobile including SEF 94 – Limit \$</li> <li>• Tenants Legal Liability</li> <li>• Pollution Liability - Sudden and Accidental Clean-up</li> </ul>					<b>Per Occurrence:</b> \$  <b>Employers Liability</b> <b>Per Occurrence:</b> \$ <b>Aggregate:</b> \$  <b>Pollution Liability</b> <b>Per Occurrence:</b> \$ <b>Aggregate:</b> \$  <b>Non-owned Auto</b> <b>Total Limit:</b> \$  <b>Tenants Legal</b> <b>Per Occurrence:</b> \$ <b>Aggregate:</b> \$  <b>General Annual</b> <b>Aggregate:</b> \$	\$                    \$                    \$                    \$                    \$                    \$
OTHER:					Limit    \$	\$
<b>Umbrella or Excess Liability</b> - Follow Form   Yes <input type="checkbox"/> or   No <input type="checkbox"/>					<b>Per Occurrence:</b> \$ <b>Annual Aggregate:</b> \$	\$

## Provisions of amendments or endorsements of listed Policy(ies):

1. It is understood and agreed that **THE CORPORATION OF THE TOWN OF RICHMOND HILL** is added as an **Additional Insured** to the above listed Policies with respect to liability arising out of the operations of the Named Insured in connection with the above mentioned project/service.
2. The following are also added as **Additional Insureds**:
  3. It is agreed and understood that any deductible or self-insured retention (SIR) arranged between the Named Insured and the Insurer must be declared herein. It is further understood and agreed that losses and/or claims arising out of the above referenced operations that fall within the deductible or SIR limit are the sole responsibility of the Named Insured.
  4. If the insurance provided under the said policy(ies) is cancelled or materially changed to reduce coverage or limits as set out in this certificate during the period of coverage stated in this Certificate, the Insuring Company will give thirty (30) days prior written notice by registered mail of such a cancellation or change to:

**The Corporation of The Town of Richmond Hill, Attention: Risk Management, 225 East Beaver Creek Road, Richmond Hill, ON L4B 3P4**
5. The policy(ies) identified above shall protect each insured in the same manner and to the same extent as though a separate policy has been issued to each, but nothing shall operate to increase the Limits of Liability as identified above beyond the amount or amounts for which the Insurer would be liable if there had been only one Insured.
6. The policy(ies) identified above shall apply as primary insurance and not excess to any other insurance available to the Additional Insured noted in Item 1 and 2 above.

## CERTIFICATION

I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s). This certificate is valid until the expiration date(s) shown unless notice is given in writing in accordance with item 4.

INSURANCE BROKER NAME, ADDRESS AND TELEPHONE NO.		NAME, ADDRESS AND TELEPHONE NO. OF INSURANCE COMPANY  Tel:	
Tel:		ORIGINAL SIGNATURE AND STAMP OF AUTHORIZED OFFICIAL  Signature _____ Date _____, 20____ Name of above: _____ Title: _____	



## The Corporation of Town of Richmond Hill



### ASSUMPTION OF RISKS, RELEASE OF LIABILITY, AND INDEMNITY AGREEMENT

#### BY SIGNING THIS DOCUMENT YOU ARE WAIVING CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE - PLEASE READ CAREFULLY

**TO:** The Corporation of the Town of Richmond Hill, its officers, employees, directors, volunteers, agents or representatives (hereinafter called the "Releasees")

#### ASSUMPTION OF RISK

I acknowledge that I wish to participate in the 2013 Richmond Hill Santa Claus Parade on November 24, 2013. I am aware that doing so may expose me to risks associated to or contributed by natural and manmade terrain, climatic conditions, my own physical condition, actions of the "Releasees" and other third parties, vehicular traffic, tools and equipment and other hazards associated with a Town Parade. I am aware that such risks may result in personal injury, illness, loss of life or property damage, and I freely assume these risks.

#### RELEASE and WAIVER

In consideration of my participation in the 2013 Richmond Hill Santa Claus Parade, I hereby for myself, my heirs, executors, administrators, or any others who may claim on my behalf, covenant not to sue, and hereby waive, release and discharge the Releasees from any and all claims of liability for personal injury, illness, loss of life or property damage of any kind or nature, arising out of or sustained in the course of my participation. This Release and Waiver applies to all claims, foreseen and unforeseen, including negligence and breach of statutory or other duty of care, including that owed under the *Ontario Municipal Act* and the *Occupiers Liability Act*.

#### INDEMNITY AGREEMENT

In consideration of my participation in the 2013 Richmond Hill Santa Claus Parade, I agree to hold harmless and indemnify the Releasees from any and all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, due to any personal injury or property damage to any third party arising from my actions.

**I recognize that by signing this document I am waiving certain legal rights, including the right to sue.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Witness Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date