



## Town of Parker Christmas Carriage Parade – Entry Details and Instruction

Thank you for your interest in being more than a spectator at this great event! Please read carefully the following details before submitting an application. If you have participated in this parade before, there have been changes to the application process. **The below section is part of the application and you will be asked to acknowledge that you have read and understand the information.** This year we would also ask that you have the driver of your entry read and sign the final page acknowledging they have read and understand the rules and regulations.

### Who:

- Any equestrian entries (not-for-profit groups no charge/commercial entries \$100)
  - If you are a mounted group or individual rider with no wagon, carriage or other vehicle attached, you will fill out the Mounted Entry Application and will be entered into the Mounted Entry Judging
  - If you have a rig (carriage, wagon or other vehicle) being pulled by a mini, pony or horse, you will fill out a Driven Entry Application and will be entered into the Driven Entry Judging.
  - If you have both mounted and driven entries, you will fill out both applications and will be entered into the Combined Mounted and Driven Entry Judging.
- Parker area High School Marching Bands
- NO motorized vehicles or walking groups.
  - Walkers are limited to Safety out walkers and a maximum of four non-safety walkers per entry.

### Date:

- Saturday, December 9, 2017

### Time:

- Staging/Setup: 8 to 11 a.m. (No earlier than 8 a.m. and all entries should arrive by 11 a.m.)

\*\*We know we have some early risers that are excited to get moving but we ask that you sleep in just a little bit more and honor our request to not arrive earlier than 8 a.m. Should you arrive before 8 a.m., you will be turned away or asked to move

- Judging: 11:15 a.m. (all entries who wish to be judged must be in the lineup area at 11:15 a.m. or will not be eligible to be judged).
- Lineup: 11:45 a.m. (all entries must be lined up at this time and have already passed safety check or they will not be allowed to participate)
- Parade Start: Noon

**Insurance:**

The Town of Parker strives to host a safe parade for participants, volunteers and spectators. It is required that all entries cover themselves in case of an accident. **If you or your group belong to Colorado Driving Society or the Colorado Horse Council, your membership includes parade insurance coverage. If you are not a member of either of these groups, you will need to provide a certificate of insurance required for general liability in the amounts of \$1 mil each occurrence and \$2 mil general aggregate. The policy must be endorsed to include the Town of Parker as additional insured and be reflected in the certificate.** If you would like information about joining one of these groups, please email Brooke Spain at [bspain@parkeronline.org](mailto:bspain@parkeronline.org)

**Theme:**

New this year, the Parker Christmas Carriage Parade is opening the theme up to individual entries. What is your vision of a holiday themed entry? Be creative and unique. Only your imagination limits you. The only themes/characters you cannot use are Santa and Mrs. Claus as the Town of Parker will be ushering them in as the final carriage in the parade and we all know there is only one Santa and Mrs. Claus!

**Judging:**

We are bringing back the time honored tradition of our Winners Banners and will do judging at 11:15 am in the parade lineup area. This year's judging categories have been simplified.

- Best Themed Mounted Entry
- Best Themed Driven Entry
- Best Themed Combined Mounted and Driven Entry
- Celebrity Judge's Favorite

**Any entries that would like to be considered for judging will need to be in the lineup at 11:15 a.m. If an entry is not lined up at the time of judging, the entry will not be judged and will be excluded from the competition.** Once judged, if there is time, entries may leave the lineup area as long as they are back in line by 11:45 a.m. for the final parade check in.

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Parade space is limited and all entries will be taken on a first-come first served basis. **All applications are due Nov. 17.** For questions please contact Brooke Spain at [bspain@parkeronline.org](mailto:bspain@parkeronline.org) or 303.841.0353.

Please make sure to initial the appropriate boxes throughout the application highlighted in yellow.

By signing my name below, I acknowledge that I have read through and understand the above information.

\_\_\_\_\_  
Entry Contact Signature



# TOWN OF PARKER CHRISTMAS CARRIAGE PARADE

SATURDAY, DEC. 9, 2017; NOON

DRIVEN ENTRY APPLICATION

Parade Applications due by Nov. 17

[www.ParkerOnline.org/CarriageParade](http://www.ParkerOnline.org/CarriageParade)



**PARKER**  
C O L O R A D O

## Entry Contact Information

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

Name of Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Parade Day Phone: \_\_\_\_\_

Entry Theme: \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**By initialing this, I acknowledge that all updates, final packets and announcements regarding the parade will be done via email and it is my responsibility to reach out to parade organizer should I not receive a final packet with event day entry number and instructions by Tuesday, December 5, 2017.**

## Entry Information

Please Indicate Entry Type:  Horse Carriage  Mini/Cart

List the parades which your horse and/or group have recently appeared, if any:

Years of riding/driving experience: \_\_\_\_\_

## Entry Layout

Length of Carriage/Wagon (s) with horse(s) hitched: \_\_\_\_\_

Number of horses pulling Carriage/Wagon: \_\_\_\_\_

Number of people riding in the horse-drawn Carriage/Wagon/Mini: \_\_\_\_\_ (Including driver)

Number of Safety Outwalkers: \_\_\_\_\_ **(One safety outwalker per pair of horses required for each entry. Entries with one horse/mini must also have one outwalker.)**

**Safety Outwalkers must be 18 years of age or older and must have experience with horses.**

Number of non-safety walkers in entry **(Maximum of 4)** \_\_\_\_\_

**By initialing this, I acknowledge that I understand that I must have one safety outwalker per pair of horses with a minimum of one safety outwalker. All safety outwalkers must be 18 years of age or older and must have experience with horses. I also acknowledge that I can not have more than 4 non-safety walkers in our entry.**



**Announcer Script**

Please describe your entry for the announcer’s script. Please limit the script to 100 words. **Longer scripts will be cut.** Please introduce your entry name in the script and give any other information you would like the audience to know about you, your horses, your wagon and your group or entry.

Please type, print clearly or **email your script to Brooke Spain at [bspain@parkeronline.org](mailto:bspain@parkeronline.org)**

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**Judging**

All entries who would like to be considered for judging must be ready **in the parade lineup** at 11:15 a.m. and must line-up after judging by 11:45 a.m.

Do you plan to be entered in for judging? (Please choose one response)  Yes!  No, thanks.

**By initialing this, I acknowledge and understand that if my entry is not at the designated parade lineup area at 11:15 a.m. for judging, the entry will not be eligible to be judged.**

**Vehicle Information for Parking Planning**

Describe the primary rig(s) (trailer/flatbed) carrying your entry horses and rigs: \_\_\_\_\_

\_\_\_\_\_

Please indicate the length (ft) of your rig, including towing vehicle: \_\_\_\_\_

How many other vehicles will be in your group? Please state if they are cars, trucks, trailers, etc. \_\_\_\_\_

\_\_\_\_\_

**By initialing this, I acknowledge and understand that parking space is limited in the staging area and if I have more vehicles than it states on this application, they may be asked to park somewhere else.**

**Questions? Contact Brooke Spain at 303.805.3253 or [bspain@parkeronline.org](mailto:bspain@parkeronline.org)**

## **REQUIRED INSURANCE COVERAGE**

If you or your group belong to the **Colorado Driving Society, or the Colorado Horse Council**, your membership includes insurance coverage. **Please attach your proof of membership or certificate of insurance with this application.** If you would like information about joining one of these groups, please email Brooke at [bspain@parkeronline.org](mailto:bspain@parkeronline.org).

**If you are not a member of either of these groups, you will need to provide a certificate of insurance required for general liability in the amounts of \$1 mil each occurrence and \$2 mil general aggregate. The policy must be endorsed to include the Town of Parker as additional insured and be reflected in the certificate. Please attach this to your application.**

**By initialing this, I acknowledge and understand that insurance is required and if don't provide proof of one of the above qualifiers by December 1, my entry will not be allowed to participate in the parade.**

### **Requirements**

1. ALL ENTRIES MUST ATTACH PROOF OF INSURANCE (or CDS/CHC membership) TO ENTRY FORM.
2. THERE IS A \$100 ENTRY FEE FOR ALL COMMERCIAL ENTRIES
3. EACH ENTRY MUST HAVE ONE OUTWALKER FOR EVERY TWO HORSES. SINGLE HORSE ENTRIES ALSO REQUIRE AN OUTWALKER.
4. ALL OUTWALKERS MUST BE OVER 18 YEARS OF AGE.
5. **PARKER CHRISTMAS CARRIAGE PARADE STAFF RESERVES THE RIGHT TO PULL ANY CARRIAGE OR RIDER FROM THE PARADE FOR ANY REASON.**
6. ALL RIDERS MUST BE A MINIMUM OF 16 YEARS OF AGE AND HAVE AN OUTWALKER ACCOMPANY THEM. CARRIAGE DRIVERS MUST BE AT LEAST 18 YEARS OF AGE.
7. ALL HORSES HOOKED TO A VEHICLE MUST EITHER HAVE THE DRIVER AT THE SEAT WITH REINS IN HAND OR SOMEONE MUST BE AT THE HEAD OF THE HORSE(S).
8. NO PASSENGERS ARE ALLOWED IN THE CARRIAGE UNLESS A DRIVER IS ON THEIR SEAT WITH REINS IN HAND.
9. NO BRIDLE WILL BE REMOVED WHILE HITCHED TO A CARRIAGE.
10. THE LAST HORSE-DRAWN VEHICLE IN THE PARADE WILL CARRY SANTA. THE TOWN OF PARKER PROVIDES SANTA. NO SANTAS WILL BE ALLOWED IN ANY PARADE ENTRIES.

### **RELEASE**

In consideration of the acceptance of the right to participate in the Parker Christmas Carriage Parade, by execution of this entry form, I (my organization) and any related participants, hereby release and discharge the following: Parade Committee, the Colorado Driving Society, the Colorado Horse Council, the Parker Trail Riders, the Town of Parker and any other property owner; (this includes the officers, employees, representatives and management of presentation of the Parker Christmas Carriage Parade) of any and all known and unknown damages, injuries, losses, judgments and/or claims from any course whatsoever that may be suffered by any entrant, member or participant of the entrant's organization and agrees to indemnify and hold harmless all of the above in addition to any others involved in this event. In addition, I, my organization and participants, release all of the above, plus other volunteers from any and all liability resulting from the actions or conduct of entrants, entrants' guests, entrants' entry or unit, whether it be animal or animal drawn or otherwise, or any participant assisting or cooperating with entrant, whether under the direction or control of entrant, or not under said control or direction. I certify my entry, equipment, vehicle and animals as safe and "parade ready." **The undersigned has read and agrees with the Parade Rules and acknowledges that they have read and understand all the rules and regulations of this application.**

**Contact Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Driver Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Additional Details**

Once your application has been received, accepted and processed, you will be added to 2017 Parade email list and will receive communication including parade updates, judging categories, etc. **A week prior to the parade you will receive your parade line-up number and instruction/parking booklet via email.**

Thank you for your entry and we look forward to seeing you Dec. 9 at the 2017 Christmas Carriage Parade!

**SUBMIT APPLICATIONS TO:** Brooke Spain; Town of Parker; 20120 E. Mainstreet; Parker, CO 80138.  
You may also fax applications to 303.805.3153; Attn: Brooke Spain. Or, scan/email to [bspain@parkeronline.org](mailto:bspain@parkeronline.org)

**Questions? Contact Brooke Spain at 303.805.3253 or [bspain@parkeronline.org](mailto:bspain@parkeronline.org)**