



2023 Town of Dundee Christmas Parade

The Town of Dundee Christmas Parade will be held on **Saturday, December 9, 2023 at 6:00p.m.**

We hope that you will consider participating in this holiday tradition that attracts hundreds to the Town of Dundee annually, with this year's theme being ***"Christmas Around the World."*** The parade promises to be a fun evening for our Community and participants. Participants are encouraged to incorporate this theme into the presentation of their entries.

Entry is easy. Just complete and sign where indicated, on the attached application. Your signature acknowledges that you have read and agree to adhere to all guidelines put forth by the Town of Dundee Christmas Parade Committee. It is strongly suggested that you keep a copy of the entire packet as it summarizes the important guidelines you will need to adhere to in order to participate.

Date of Parade:	Saturday, December 9, 2023
Time Parade Begins:	6:00p.m.
Check-in:	Winn Dixie Plaza (28047 Hwy 27-Overflow parking area)
Check-in begins:	3:00p.m.
Must be in assigned space by:	4:30p.m.

Deadline for entries is Wednesday, November 22, 2023 by close of business-5:00p.m. Parade application packets will be available via email or pick-up at Dundee Town Hall & Dundee Public Library (202 E. Main Street) and Dundee Development Services Building (124 Dundee Road) on Monday, October 9, 2023 between 8:00a.m-5:00p.m.

The Parade route will again run from the Winn Dixie Plaza, 28047 Hwy 27 to the Dundee Community Center, 603 Lk Marie Blvd. The parade will end at the Dundee Community Center, only walking entries will be allowed to continue onto Lake Marie Blvd in front of the Community Center. All floats will continue on to The Church on the Hill at 1111 Scenic Highway to unload and disassemble if need be. Road closures will be highlighted in the parade packet and must be strictly adhered to, to prevent congestion and avoidable mishaps. You should refer to your packet for road closures.

Parade check-in begins at 3:00p.m. and all entries must be in place no later than 4:30p.m. Parade Entries that are not in place by 4:30p.m. may not be able to participate, unless you have received written special permission prior to parade day.

You must check-in at the registration table, where you will receive your color-coded line-up number for the staging area and any other information required to proceed in the parade. **Once you have completed registration you are required to head to your designated spot in the staging area behind Winn Dixie – NO EXCEPTIONS**, where you can finish decorating your entry if needed. Each group **MUST** have their color-coded number in order to proceed once the parade begins. Any parade representative may remove your entries from the line-up if you do not display your assigned number.

We are looking forward to a wonderful and festive Christmas Parade 2023 and your participation will make it even more merry and bright as it's starting to feel a lot like Christmas!!! If you have any questions please contact

Melissa Glogowski at mglogowski@townofdundee.com or (863) 438-8330 ext. 238.

Thank you for being the best part of our holiday tradition this year!



2023 TOWN OF DUNDEE CHRISTMAS PARADE APPLICATION

Please complete the entry form, read and sign in all places applicable (2) and return all pages to:

(Please keep a copy for your records)

**Town of Dundee
c/o Melissa Glogowski
P.O. Box 1000
Dundee, FL 33838**

****Please refer to the guideline on the following page(s) that corresponds with your entry type.**

**Type of entry:

_____ Float(s) _____ Number of Floats*

Float Length(s): _____

***** Length must include length of float and tow vehicle*****

_____ Band _____ Horses
_____ Marching/Walking Entry _____ Dignitary
_____ Vehicle _____ Number of Vehicles* _____ Length of Vehicles

Provide a brief description of entry to be used for media (TV, Social Media, Radio) purposes:

Will your entry Have any type of Music or Sound? _____ If Yes, specify: _____

PLEASE NOTE – ALL MUSIC MUST BE CHRISTMAS RELATED – NO EXCEPTIONS

Name of Entry/Organization: _____

PRIMARY CONTACT NAME: _____

PRIMARY PHONE: _____ ALTERNATE PHONE: _____

EMAIL ADDRESS: _____

ALTERNATE CONTACT NAME: _____

PRIMARY PHONE: _____ ALTERNATE PHONE: _____

EMAIL ADDRESS: _____

Please notify the Town of Dundee Parade Committee of any changes to your entry as soon as possible.



2023 TOWN OF DUNDEE CHRISTMAS PARADE APPLICATION

PLEASE READ THE CLAUSE BELOW IN ITS ENTIRETY BEFORE SIGNING. SIGNING ACKNOWLEDGES THAT YOU HAVE READ AND WILL COMPLY AS WRITTEN.

Hold Harmless Clause:

The Town of Dundee Christmas Parade Entrant shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damages or injury, of whatever kind or nature, to persons or property, directly or indirectly arising out of or in connection with the Town of Dundee Christmas Parade or the conduct of entrant's operation. The entrant hereby expressly agrees to defend and save the Town of Dundee and governing body, harmless from any penalties for violation of law, ordinance or regulation affecting its activity and from any and all claims, suits, losses, damages, injuries, costs and expenses, including, without limitation, reasonable attorney fees and other litigation expenses, directly or indirectly arising out of or in connection with the Town of Dundee Parade or conduct of its operation or resulting from the negligence or intentional acts or omissions of entrant or its officers, agents and employees.

If the entrant agrees to operate a vehicle in connection with the Town of Dundee Christmas Parade he/she shall have a valid license to drive such vehicle and be responsible for complying with all laws that apply as a driver of a vehicle.

Entrant also agrees to obey the guidelines put forth by the Town of Dundee Christmas Parade, including (but not limited to) abstaining from throwing candy and other items from parade entries and the consumption of alcohol during the lineup, on a parade entry, or along the parade route.

Photography, video recording, and audio recording will occur at this event. By attending, you consent to photography, audio recording, video recording and their release, publication, exhibition, or reproduction for any purpose(s) that the Town of Dundee deems appropriate. You release the Town of Dundee and each and all persons involved from any liability connected. By entering the event premises, you waive all rights you may have to any claims for payment or royalties in connection with any use of these materials. You also waive any right to inspect or approve any photo, video recording, or audio recording taken by the Town of Dundee or the person(s) or entity designated to do so by the Town of Dundee Christmas Committee.

Signature of Person in Charge of Parade Entry

Date

Printed Name of Person in Charge of Parade Entry

Contact #



2023 TOWN OF DUNDEE CHRISTMAS PARADE

PARADE GUIDELINES

Please read these guidelines carefully before submitting your parade participation application. By signing you acknowledge that you understand and agree to adhere to as written. Keep a copy of these guidelines for your reference.

- 1) The Parade Committee has secured a Santa Claus and Mrs. Claus, you are not permitted to dress as either or have them on your entry.
- 2) All Signed and Dated Applications must be received, by the deadline: Wednesday, November 22, 2023 at 5:00p.m. (Parade entries will not be allowed to participate if their application has not been received by the cut-off time.
- 3) All entries MUST be decorated with a Christmas/Holiday theme. Entries are encouraged to make their entries fire and rain resistant. Floats must be equipped with a working fire extinguisher. Entries that are not decorated may be removed from the parade line-up.
- 4) You are responsible for providing a vehicle for your dignitaries.
- 5) Signage for all entries should be professionally printed and/or in good taste, acceptable to the Parade Committee and at the discretion of any parade committee member.
- 6) **ABSOLUTELY** No candy, samples, political materials or other materials of any kind are to be **thrown or tossed from** a float, car or specialty entry along the parade route. This is in direct violation of the rules and regulations and the Town of Dundee reserves the right to remove entries from the parade at any point if they do not abide by this rule. Entry members however, who are walking near the crowd line may **hand out** items to the crowds on the sidewalks.
- 7) Individuals and organizations participating in the parade are expected to perform courteously, in good taste and with safety in mind at all times during the assembly, execution and procession of the parade.
- 8) Drivers of all vehicles in the parade and those entering the parade line-up area must have a valid driver's license, proof of current insurance as required by state law, and be at least 18 years old. Proof of validity may be requested and must be presented at check-in if requested. Any parade committee member may request proof to operate at any time during the assembly and/or procession of the parade.
- 9) Vehicles towing floats should also be decorated to accent and compliment the entry.
- 10) The consumption of any alcoholic beverage by any participant is strictly prohibited. The police will strictly enforce all Town, County and State statutes concerning the consumption of alcoholic beverages before, during and after the parade. If this policy is broken, the entry will be pulled and towed from the parade, the operator is subject to arrest, and the entry will not be asked back by the Christmas Parade Committee.
- 11) Marching Bands will be allowed 45 seconds to stop and perform in front of the judges located at the intersection of Center and Main Streets. If your entry is not a Marching Band, continue moving with the flow of the procession throughout the entire parade route.



12) The Christmas Parade Committee plans to proceed with the parade, rain or shine. We request that you make provisions for inclement weather.

13) Each parade entry will be provided with a line-up number during check-in that must be displayed on the entry. Each entry must be in their assigned space by 4:30pm. Entries that are not in place by 4:30p.m. may not be allowed to participate.

14) There will be road closures and detours strictly enforced by the Town of Dundee and Polk County Sheriff's Department. Please note that Dundee Road/SR 542, from Winn Dixie to the Dundee Community Center & the US Hwy 27 Eastbound Turn lanes will be closed between 4:00p.m. to 8:00p.m. All side roads in town leading to Dundee Road/SR 542 will be blocked off during this same time period. Please ensure you know the best place to enter the Winn Dixie plaza depending on your parade entry.

15) Once your entry has reached the Dundee Community Center, all floats and vehicles are required to continue down Dundee Rd/Scenic Hwy to The Church on the Hill where you will be able to unload your passengers and dismantle your float if needed. ONLY participants that are walkers will be allowed to continue to the Community Center for the Mayor's Toy Give away.

16) All Music must be Holiday/Christmas Themed. Please give appropriate description of music on application. If you are unsure please check with the parade committee prior to the parade.

17) All dogs in a public place must be effectively restrained by chain or leash not exceeding eight (8) feet in length and any person having the custody or control of any dog shall have the responsibility for cleaning up any feces of the animal and disposing of such feces in a sanitary manner.

18) Car/Motorcycle Club - All vehicle entrants are required to be decorated for Christmas and play Christmas music when appropriate, including while in the staging area. There is a strict 15 vehicle limit per club. Any additional vehicles may be subject to an additional fee, on site.

19) All children, whether walking or riding on a entry, must have adult supervision.

20) Judging for the Parade will begin promptly at 5:00 pm, in the parade line-up behind the Winn Dixie Plaza, where the judging committee award First, Second and Third Place and will be placed on the winning entry before the parade begins. Judges will determine the winner for Most Festive & Most Creative, winners will be notified at a later date.

All entries will be judged and awarded for exemplary parade entries in one of the following categories:

- Most Creative – Awarded to the Most Original float or parade entry
- Most Festive – Awarded to the band that Hypes the Crowd the most.
- First Place
- Second Place
- Third Place



By signing below, I acknowledge that I have read, understand and agree to the guidelines of the Town of Dundee 2023 Christmas Parade as described above. I further acknowledge that any violation of the rules and regulations will result in our entry being removed from the parade.

Signature of Person in Charge of Parade Entry

Date

Printed Name of Person in Charge of Parade Entry

Parade Entry Name

