



HARTSVILLE for the HOLIDAYS

## 2019 HARTSVILLE CHRISTMAS PARADE ENTRY APPLICATION

This application and the applicable fee(s) must be submitted by **Friday, November 22, 2019 at 5:00 PM.** Late applications will be subject to an additional **\$50 late fee.** Late applications will only be accepted until **Friday, November 29, 2019 at 5:00 PM.** All fees are Non-Refundable. Entry fees will be returned only if the applicant is not accepted for participation. The 2019 Hartsville Christmas Parade is scheduled for Dec. 14, 2019, 3:00 p.m., rain or shine. Visit [www.hartsvillefortheholidays.com](http://www.hartsvillefortheholidays.com) for updates.

### APPLICANT INFORMATION

Organization Name \_\_\_\_\_

Primary Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Secondary Contact \_\_\_\_\_ Telephone \_\_\_\_\_

### TYPE OF ENTRY (Multiple entry units will be subject to individual participation fees)

\_\_\_ Float (please check one of the two choices listed below)

\_\_\_ We will provide our own float and tow vehicle \_\_\_ We are renting a decorated float

\_\_\_ Motorized Unit (please specify) \_\_\_\_\_

\_\_\_ Walking/Pedestrian Unit (please specify) \_\_\_\_\_

\_\_\_ Animals (please specify) \_\_\_\_\_

\_\_\_ Other (please specify) \_\_\_\_\_

### ENTRY INFORMATION

Name of entry (float theme, personality, costumed character, etc.) \_\_\_\_\_

Number of individuals participating in your entry \_\_\_\_\_ Number of vehicles participating \_\_\_\_\_

Does your entry have a performance or musical aspect? \_\_\_\_\_

Item(s) that you would like to hand out on both sides of the parade route (i.e. candy, coupons, literature)

\*Must be approved by City of Hartsville staff. Items may only be handed out, not thrown. You may be asked to stop giveaways if it interferes with the parade flow. \_\_\_\_\_

### CHECKLIST FOR REQUIRED ENCLOSURES Place a check by the items below that accompany the application

\_\_\_ Application Form

\_\_\_ Entry Design Information (basic description of unit and drawing or photo, if applicable, including costumes)

\_\_\_ Entry Fees for each unit

\_\_\_ Proof of Insurance (vehicular insurance and certificate of general liability) for the unit

### PARTICIPATION FEES Make checks payable to the City of Hartsville

\_\_\_ \$30.00 Entry Fee for each Non-profit Organization entry (\$30.00 x \_\_\_ entry(ies)= \$ \_\_\_\_\_)

\_\_\_ \$50.00 Entry Fee for each Business/Commercial entry (\$50.00 x \_\_\_ entry (ies)= \$ \_\_\_\_\_)

\_\_\_ Received after **November 22, 2019** - will be charged a \$50.00 late fee

Return form to:

City of Hartsville Attn: Samantha Altman · PO Drawer 2497 · Hartsville, SC 29551 · Phone 843.917.0583 ·

[samantha.altman@hartsvillesc.gov](mailto:samantha.altman@hartsvillesc.gov)



HARTSVILLE for the HOLIDAYS

### INSURANCE REQUIREMENTS

- All motorized units (i.e. cars, trucks, golf carts, etc.) participating **MUST** submit proof of valid insurance to the City of Hartsville.
- All entries are **REQUIRED** to provide a certificate of general liability insurance for one million (\$1,000,000) dollars, with the City of Hartsville named as an additional insured on applicable liability coverages. Please submit this information in an ACORD 25 form (see example).

**Applications without accompanying insurance will be considered incomplete and will not be juried for entry into the 2019 Hartsville Christmas Parade.**

#### Please read and sign below:

- All decisions made by staff concerning parade participation are final.
- Failure to comply with application requirements will forfeit entry into the parade.
- All fees are non-refundable.
- The parade will begin exactly at 3:00 p.m. and cannot be delayed.
- All floats and entries must be decorated in accordance to the Parade Guidelines.
- Everyone affiliated with this parade including staff, all volunteers, and others associated with this parade are not responsible for any injury, lost items, or damages occurring before, during, or after the parade. Therefore, they cannot be held liable for any of the above.

I have read the rules and understand them completely. With my signature I agree to comply to all herein. I further understand that if I fail to comply with all of the guidelines and rules for participation that my entry will be removed from the parade line-up as late as 12:00 p.m. on parade day.

I also understand and recognize the risk of physical injury inherent in participating in a parade, and I am willing to assume those risks. I agree not to hold the City of Hartsville, or any team member, volunteer, or sponsor of the event responsible for any accidents, losses, or illnesses sustained or contracted by my participants or myself while attending or participating in any activity associated with the Hartsville Christmas Parade.

I also understand that payment is due in full along with any other requirements set forth. I agree to follow all rules, regulations, and guidelines set by the City of Hartsville along with having a positive attitude and ethical behavior, so that the parade will run smoothly and professionally. I fully agree that by not adhering to any or all of the above will cause me, my participants, and/or our unit to be removed from the parade.

I also agree that I am fully responsible for my entire unit, including but not limited to animals, vehicles, props, and children. I am responsible for any action taken or caused by my unit.

Authorized Representative (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Applications are reviewed prior to acceptance.  
Entries not in full compliance with the policy and guidelines of the parade will not be accepted.  
Application/Entry Fee Deadline: Friday, November 22, 2019**

Return form to:  
City of Hartsville Attn: Samantha Altman • PO Drawer 2497 • Hartsville, SC 29551 • Phone 843.917.0583 •  
[samantha.altman@hartsvillesc.gov](mailto:samantha.altman@hartsvillesc.gov)

**ACORD** CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AFFECT, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

INSURED: \_\_\_\_\_

COVERAGES: \_\_\_\_\_

CERTIFICATE NUMBER: \_\_\_\_\_

REVISION NUMBER: \_\_\_\_\_

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. WITHIN THE SAME POLICY PERIOD, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR ANY PORTION, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN HAVE BEEN RECEIVED BY FILE CLERK.

NO.	TYPE OF INSURANCE	POLICY NUMBER	POLICY PERIOD	AMOUNT	COVERAGES	LIMITS
1	COMMERCIAL GENERAL LIABILITY					
	PRODUCT LIABILITY					
	COMPLETED OPERATIONS					
	NON-OWNED AUTOMOBILE LIABILITY					
	INSURANCE CONTRACTS					
	ADDITIONAL COVERAGES					

CERTIFICATE HOLDER: City of Hartsville, Attn: Sandra Strickland, 101 East Central Avenue, Hartsville, SC 29551

CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE OBTAINED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

ACORD 25 (2016/03) © 1988-2016 ACORD CORPORATION. All rights reserved.