



HARTSVILLE for the HOLIDAYS

2020 HARTSVILLE CHRISTMAS PARADE ENTRY APPLICATION

This application and the applicable fee(s) must be submitted by **Friday, November 20, 2020 at 5:00 PM.** Late applications will not be accepted as there are a limited amount of spots this year due to COVID-19 restrictions. All fees are non-refundable. Entry fees will be returned only if the applicant is not accepted for participation. The 2020 Hartsville Christmas Parade is scheduled for Dec. 12, 2020, 3:00 p.m. with a rain date of December 13, 2020, 3:00 p.m. Visit 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? _____

* Please note: Due to COVID-19 restrictions, we will not allow anyone to hand out or throw out any materials including, but not limited to: candy, marketing materials, business cards, coupons, etc. There will be no exceptions.

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)= \$ _____)

Return form to:

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

samantha.altman@hartsvillesc.gov



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).
- Please use an insurance agency of your choosing or go to the website below. Our City code is: 0501-668.

<https://www.onebeaconentertainment.com/Entertainment/pages/industry-solutions/tulip-event-insurance.page?>



Applications without accompanying insurance will be considered incomplete and will not be juried for entry into the 2020 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.
- All floats and entries must follow rules set forth by the City of Hartsville related to COVID-19 precautions.
- Everyone affiliated with this parade including staff, all volunteers, and others associated with this parade are not responsible for any illness, 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 and not allowed entry in the 2021 Hartsville Christmas 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 20, 2020***

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