





**HAMPTON HOLLY DAYS PARADE
2023 APPLICATION**

"Celebrating the Holidays in Hampton, an All-America City!"

ORGANIZATION NAME:	
ORGANIZATION TYPE & OVERALL MISSION:	
CONTACT NAME:	
MAILING ADDRESS:	
PHONE(S):	
e-ADDRESS:	
EMERGENCY CONTACT NAME & PHONE(S):	
DETAILED DESCRIPTION OF PARADE UNIT (VISUAL ELEMENTS, NUMBER OF PEOPLE, COSTUMES, MUSIC, ETC.):	
WILL YOU USE AMPLIFIED MUSIC/SOUND?	
WILL YOU HAVE LIVE SINGERS/PERFORMERS?	
YOUR PRIZE CATEGORY (Circle One):	Commercial Float Non-Profit Float Drill Team Band Dance Group Vehicle
EMCEE SCRIPT (TO BE READ BY EMCEE TO DESCRIBE YOUR ORGANIZATION AND ENTRY):	
AGREEMENT	
<p>I have read and understand the rules and regulations for the 2023 Hampton Holly Days Parade as shown in the "Participant Guidelines", which are attached hereto and incorporated herein. The Organization assumes the entire responsibility and liability for any and all damages to persons or property by or resulting from or arising out of any act or omission on the part of the Organization, its agents, employees, or volunteers under or in connection with this Agreement. The Organization agrees to indemnify and hold harmless the City and its agents, volunteers, servants, employees, and officials from and against any and all claims, losses or expenses, including reasonable attorney's fees and suits arising out of or in connection with the Organization's performance under this Agreement. Upon written demand by the City, the Organization shall assume and defend at the Organization's sole expense any and all such suits or defense of claims made against the City. I further understand that I may be asked to leave the Special Event and/or lose future participation privileges for my organization if Special Event Staff deems I have misrepresented myself and/or my exhibit, or if I, or my assigns, do not abide by the Participant Guidelines and any other applicable local, state, or federal laws, ordinances, and regulations.</p>	
Signature:	Date:

SEND APPLICATION TO:

HAMPTON HOLLY DAYS PARADE
 2023 Participant Guidelines

DATE & TIME	The 2023 "Hampton Holly Days Parade" will be held Saturday, December 9, 2023; Step-Off is at 5:00 p.m. Line-up is no sooner than 3:00 p.m. and no later than 4:00 p.m. (all units must be in place by 4:00 p.m.).	
FLOATS	<ul style="list-style-type: none"> • Must have a minimum of 2000 miniature lights (or large bulb equivalent) • No more than 25 walkers may accompany entry • Walkers must be adults and wear (or carry) some form of illumination • Drivers of tow vehicles must be able to show proof of valid drivers' license and insurance • Maximum Dimensions 10' wide x 13' high x 50 feet long 	
BANDS	<ul style="list-style-type: none"> • Members should be illuminated in some way - lighted necklaces, hats, etc. • Must play the entire parade route; seasonal or theme music is encouraged 	
VEHICLES	 <ul style="list-style-type: none"> • Cars and Trucks should have a minimum of 800 miniature lights (or large bulb equivalent) • No multiple vehicles per entry (except for car clubs/motorcycles - maximum 12) • Name of sponsor/business may be displayed, but not so as to detract from theme • Bicycles must be illuminated (vehicle and/or rider) • By order of the Hampton Police Department, NO MOTORCYCLES ARE PERMITTED IN PARADE • Drivers of all vehicles must be able to show proof of valid drivers' license and insurance • For safety reasons, do NOT close generators in automobile trunk 	
MARCHING & WALKING	<ul style="list-style-type: none"> • With the exception of those in official uniform (military, police, ROTC, precision teams), all walkers must be illuminated in some manner—lighted hats, etc. • All walkers under the age of ten (10) must be accompanied and hold the hand of an adult • Please plan for limited performance stops of 30-45 seconds to avoid extended parade gaps 	
ANIMALS	<ul style="list-style-type: none"> • All animals must be under the control of a handler at all times • Treatment of animals must conform to ASPCA guidelines • Handlers of animals are responsible for cleaning up any waste • When possible, animals should have some form of holiday decoration 	
IDENTIFICATION	All units must be clearly identified by assigned parade number. Only those units approved and assigned a number are permitted to participate (no "sub-letting" to others).	
SET-UP/ARRIVAL	Units may begin arriving Saturday as early as 3:00 p.m., but must be in place no later than 4:00 p.m. for 5:00 p.m. step-off. Applicable street closures will take effect at 3:00 p.m. Detailed information will be sent to participants approximately two (2) weeks prior to the parade.	
WEATHER	The parade will be held rain or shine, unless weather is determined to be severe (snow or ice on roads, sleet, etc.). Any cancellation or postponement will be relayed first to the 311 Hampton Citizen Contact Center, (757) 727-8311, and participants will be called at the number provided on your application.	
SANTA CLAUS	The "real" Santa Claus will appear at the end of the parade; NO OTHER COSTUMED SANTAS ARE PERMITTED	
CROWD ITEMS/THROWING	<p>Units MAY Have walkers beside their unit to <u>distribute</u> items, but not to throw them. Absolutely NO materials are to be thrown to crowd by parade participants—this will be strictly enforced with NO exceptions. Violators will be removed from the parade immediately and will NOT be permitted to participate in future parades.</p>	
ALCOHOL/DRUGS	This is an alcohol-free and drug-free, family event. Violators will be immediately removed from the parade, along with entire parade entry, including all group members.	
PARADE MARSHALS	Marshals are stationed along the parade route to ensure the continuous flow and quality of the parade. Failure to comply with the instructions of marshals, staff, and other City officials could result in removal from parade.	
SELECTION	All applications will be reviewed by an independent panel, and Hampton Parks, Recreation & Leisure Services reserves the right to reject entries based on theme appropriateness, number and type of	

	entries, logistical concerns, and for overall programming purposes. Applicants will be notified of acceptance or rejection no later than October 6, 2023.
--	---