



LE MARS PARADE PERMIT APPLICATION

(submitted to City of Le Mars for approval of parade)

Application is hereby made to the City of Le Mars for permission to have the following parade:

Date: _____ Time: _____

Parade name/type: _____

The following parade route and staging area is requested: _____

Date submitted (must be within 30 days of event): _____

Parade Representative/supervisor: _____

Phone number(s): _____

Email address: _____

Other requests or parade information: _____

Do you agree with parade rules attached to this form? YES _____ NO _____

Signature of applicant: _____

Administrative Section

Application approved: YES _____ NO _____ **Date:** _____

City of Le Mars Mayor Signature: _____

Railroad Contact needs to be at least 30 days prior to event. Phone number for parades is 888-877-7267. DOT #307639H. Railroad contacted: YES: _____ NO: _____

Copy of the approved application shall be forwarded to: City Administrator, Le Mars Chamber of Commerce, the Le Mars Fire Rescue Chief, and the Le Mars Police Chief.

Safety meeting date: _____

CITY OF LE MARS PARADE RULES

(To be given to all organizers, participants and parade entries)

Thank you for your interest in participating in a Le Mars Parade! It is vital that you read all of the rules and instructions carefully before applying to participate in the parade. Parade safety is a top priority for the event to be successful, and the rules included in this form will assist you in having a better understanding of parade procedures.

APPLICATION

All parade applications shall be submitted with at least 30 days advance notice. Only adults (18 years old) can apply for a parade permit. Each parade must have a Parade Representative (Supervisor) who will provide training and support to the parade organizers, volunteers, participants, and entries. A parade organization team of at least 8 (EIGHT) volunteers will be required to ensure the oversight of the parade. The Parade Representative must meet with city/chamber officials prior to the parade date to review parade safety and procedures. Each parade permit application shall specify the date, time, route, and staging area desired. If "no parking" areas will be requested, the Parade Representative shall make that request and organize the posting of no parking in the specified areas.

PARADE STAGING

The Parade Representative shall be in the starting location of the parade and shall supervise the staging of participants and be in charge of directing them into the parade route. At the start time of the parade, all participants shall be in place, on their floats and ready to advance onto the parade route.

PARADE ROUTE

To avoid gaps in the parade, there should be three car lengths of distance between each parade entry. No entry is allowed to stop and perform without permission from Parade Representative. All performances and entries should be strategically set along the parade route to ensure proper flow of the parade. Buckets and handout items must be preloaded with all candy prior to the start of the parade. Floats **MAY NOT** stop along the route to refill the buckets with candy and/or materials. Parade routes are not allowed to extend 10 city blocks or longer without prior approval.

SAFETY

All parade entries must be operated in a safe and legal manner. There will be **NO** candy, gifts, or materials of any kind thrown from parade vehicles or floats. All candy, gifts, or materials must be handed out curbside by parade entrants. If a parade entrant wants to distribute candy, gifts, or materials, a minimum of 2 (TWO) volunteers must walk alongside each parade entry to distribute said materials at the curbside. Use of golf carts is discouraged outside of the parade route. Gaps in the parade create serious safety concerns. **Parade participants shall keep a 3 car length distance between themselves and the other participants at all times during the parade.**

PARADE REPRESENTATIVE DUTIES

Parade participation forms shall be managed by the Parade Representative and do not need to be submitted with the permit application. The Parade Representative shall meet with the Chief of Police or his designee within five (5) working days of the event to discuss parade safety and procedures. At the safety meeting the Parade Representative shall provide a list of parade participants and a list of parade volunteers, including their contact information. The City of Le Mars shall supply reflective safety vests to each parade volunteer.

VIOLATION OF RULES

Any violation of the rules outlined in this application may result in removal from the parade and/or denial of future parade participation.

LE MARS PARADE ENTRY APPLICATION

(Presented to parade Representative)

Entry Fee Information:

ICD Lighted Christmas Homecoming Memorial Day 4th of July Other _____

Fees: (only applicable for Ice Cream Days Parade-call the Le Mars Chamber with ICD parade questions 712-546-8821)

_____ \$25 Chamber Member _____ \$35 Non-Chamber Member _____ \$10 Nonprofit

_____ **\$50 Entry Fee if received on or after May 30 (ICD entry fees are used to enhance the quality of the parade)**

Business/Organization Name: _____

Contact: _____ Cell Phone: _____

Address: _____ City/State/Zip: _____

E-mail: _____

Entry Type and Size: (entry size may be limited due to space requirements)

Check all that apply

_____ Float _____ Car _____ Pickup _____ Tractor _____ Semi _____ Bicycle

_____ Marching _____ Walking _____ Other (describe): _____

Does your entry include animals? Yes or No If Yes, list: _____

Approximate overall length: _____

(Whatever feet listed is what you are allowed during line-up, example car – 25'/pickup + float = 50')

Will you be playing music? Yes or No Will you be handing out candy/other materials? Yes or No

Description of your entry – for use by announcers: _____

***** SAFETY REMINDER *****

- ✓ Drive cautiously and watch for children
- ✓ No candy or materials may be thrown from vehicles
- ✓ Be prepared to exit staging area when directed into the parade route
- ✓ Parade entries should not stop on parade route
- ✓ Avoid gaps by maintaining a distance of three car lengths or 75 feet between each parade entry.

Do you agree with parade rules attached to this form? YES _____ NO _____

Signature of parade entry applicant: _____

Please return this completed form along with the appropriate entry fee, if applicable, by the time designated above to: Le Mars Area Chamber of Commerce, 50 Central Avenue S.E., Le Mars, IA 51031 or to the parade Representative.