



Wellsford Plus

bringing the
Community together for the



Wellsford Santa Parade

Saturday 24 November 2018

Entry Form

Entries close 5:00pm Monday 19th November 2018
email to wellsfordplus@gmail.com or drop entry forms into Woodys Winners

Contact name:	Business Name:
Mailing address:	Town:
Postal Code:	Email:
Business phone:	Mobile Phone:

<u>Entry Type - Please circle appropriate category</u>		
Business	Community	School/Preschool
<u>Float Type - Please circle appropriate category</u>		
Truck/Flatbed	Motor vehicle with trailer	Motor vehicle without trailer
Bus	Motorcycle with trailer	Motorcycle without trailer
Walking group	Marching Band	
Other _____		
Vehicle Type:	Length of Entry:	Height of Entry:
<u>Number of participants involved in your float?</u>		Music played or sung?
DESCRIPTION OF ENTRY (What will it look like? How will you follow the parade theme?)		

I/We have read and agree to the Wellsford Santa Parade Rules and Health & Safety Plan.

I have signed the agreement and attach it to this entry form.

Signed _____ Date _____



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Rules and Health & Safety Plan (Form of indemnity)

I/we have read the Rules and Health & Safety Plan for the Wellsford Santa Parade 2018 and hereby agree to adhere to them.

Printed Name: _____ Signature: _____

Group Name: _____ Date: _____

Please return to Wellsford Plus by 5:00pm Monday 19th November 2018.

Email: wellsfordplus@gmail.com
or deliver to Woodys Winners

Funded by Wellsford Plus and a Grant from Auckland Council





Wellsford Plus

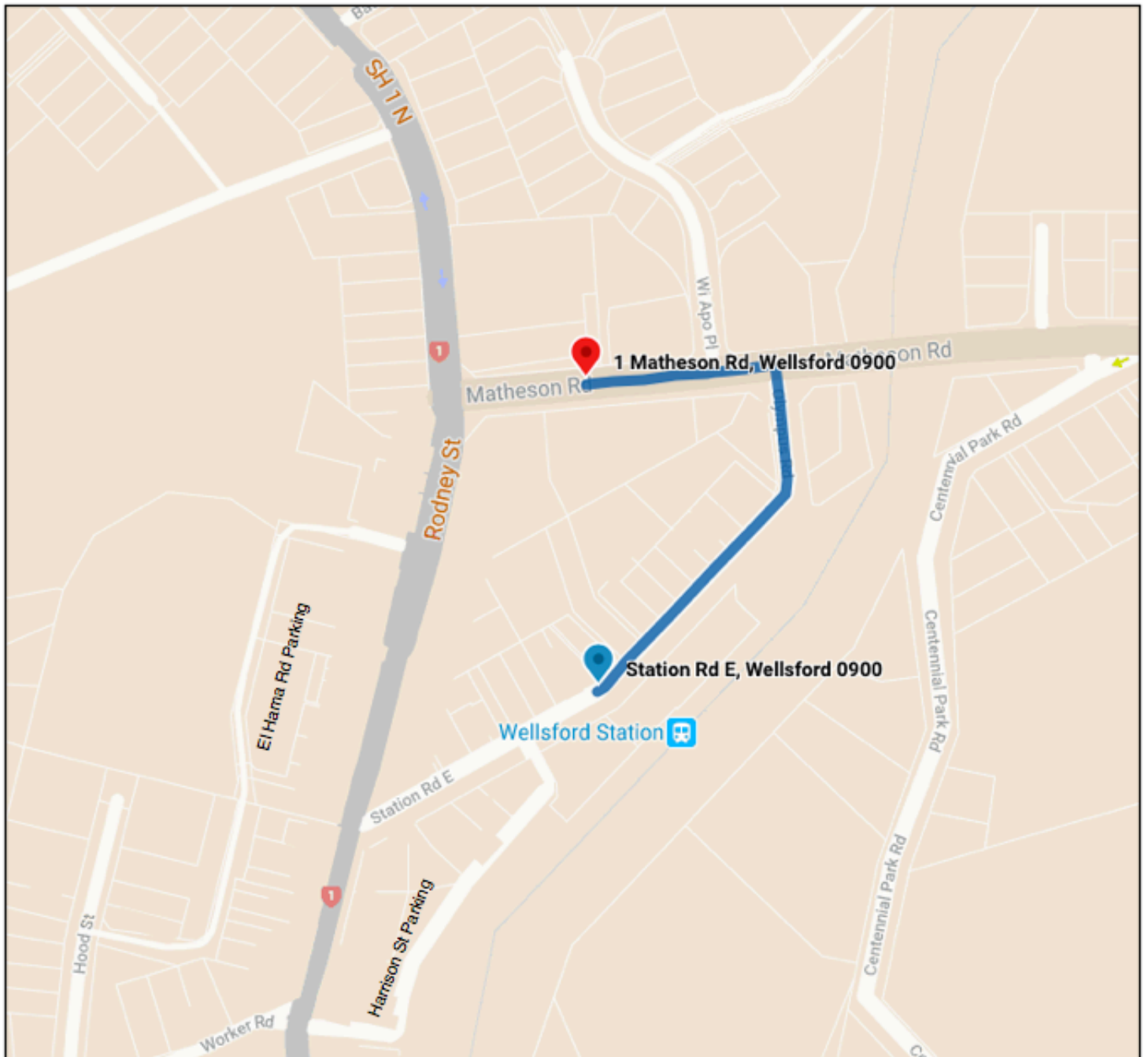
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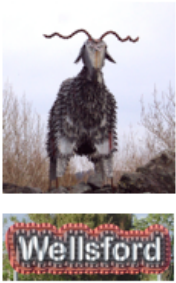


Wellsford Santa Parade

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Parade Route





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Wellsford Santa Parade

Rules and Health & Safety Plan

All entries are required to submit a completed entry form by Monday 19th November to secure a spot in the Parade. At this time, there is no entry fee to participate.

Attached is a form of indemnity which must be completed and returned prior to the parade. If this is not received, your vehicle may be excluded from the parade. A copy of this document must be given to the driver of your float/vehicle.

The Parade Marshall and Parade Committee reserve the right to refuse any entry in the parade for safety reasons or should an entry not meet a rule or regulation.

Parade times

Please arrange for your float to arrive at the Old Railway Station on Station Rd to be marshalled into the lineup by 9.45am. The parade will be judged at 10:00am and leave from Station Road at 10.30am. The parade will do one circuit and return to the Old Railway Station on Station Rd. Please see the route on the attached map.

Protect yourselves and others

You are required to take all steps to ensure that anything you do with respect to the Wellsford Santa Parade does not harm or injure yourself or others (either parade participants or the general public.)

Participating Vehicles and Floats

All float operators must ensure vehicles and floats are safe and in good operating order. All floats must be constructed with safety in mind. All props should be fastened securely. Young children should not be positioned close to the edge of a moving float without a safety rail or sides. Young children (especially children under 5) on floats must be supervised at all times by an adult. Where necessary, floats should include a safety barrier or a rail for standing passengers to hold on to in the event of sudden stopping.

All vehicles/floats must drive at a steady walking pace in the parade. All parade vehicles must be registered, have a current WOF certificate and insurance and be driven by a fully licensed driver.

All floats using power or generators must use isolating transformers in case of wet weather. The risk of electrical shock from any equipment due to adverse weather (or other factors) will be minimised by the normal practice of using isolating transformers and through the protection of leads and points with RDCs and circuit breakers. These are your responsibility!

Please note: the maximum width a float can be is three metres.

Hazards

All participants and parade marshals should be advised verbally, prior to the parades commencement, of any hazards associated with your floats/trucks or the surrounding environment.

Float Theme

Entries must reflect the Christmas theme for the parade and cannot only be used for advertising your business. Please identify your entry on both sides so that spectators can easily see who you are.

Floats must not include a live Santa figure, as Santa Clause will be the last float in the parade.

Participants

All children participating in the parade must be under the direct supervision of an adult at all times. Large walking groups of children must be supervised by adults at a ratio of at least 12:2. Walking groups with small children should station persons along the route to assist tired marchers/walkers. No children are to be lifted onto or off moving floats.

Prior to the parade all participants, especially children, should be instructed where to meet by a leader of your group.

Children must be supervised in the float assembly area at all times. This is a very busy area with lots of moving vehicles and equipment. Vehicles manoeuvring must be done with a spotter or marshal in place.

Giveaways

Absolutely no give-away items are to be thrown from vehicles or floats during the parade. This includes balloons and sweets. Give-away items may be handed to spectators during the parade but this must be done by persons on foot and well clear of any moving vehicle or float.

Accident/incident reporting

A St John vehicle will be in attendance at the event. If medical assistance is required please approach the St John Officer or ask a marshal to notify them to assist you. In an emergency phone 111.

Photography/Video release

Please be aware that by taking part in the Wellsford Santa Parade, participants consent to photographs and or video footage being used in any media for any purpose, such as editorial, advertising, promotion and marketing, at any time in the future, without compensation.

Crowd Control

Parade spectators are asked to stand well back on the footpaths along the path of the parade. Parade Marshals may ask you to move back for safety reasons. Participants must obey the directions of the parade marshals and volunteers at all times.

Lost children

Any lost children or misplaced parents are to go directly to the MC for the day. If you are collecting a lost child please be prepared to present photo ID to identify yourself if requested to do so.

Floats/vehicles assembly and dispersal

Marshals will position the floats/parade participants at the assembly area and disperse the floats at the end of the parade. All participants must be assembled and ready for judging by 10:00am and be ready to move when the parade starts at 10.30am.

Please arrange for your participants to be picked up after the parade at the old Railway Station, located on Station Road.

Parking

Suggested parking sites are Harrison St Car Park, RSA car park, Wellsford and District Community Centre and Bowling Club car parks, and the 50 odd car parks on El Hama Rd behind the shops on the East side of town.

Rubbish/Toilets

Rubbish Bins and Toilet facilities will be available at the Old Railway Station, RSA Wellsford, Wellsford and District Community Centre and the Public toilets beside the Old Wellsford Library across from the Caltex Petrol Station.

Funding

The Wellsford Santa Parade is funded by Wellsford Plus and a Grant from Auckland Council.



This is an important document. Please ensure everyone in your group reads this, and then a representative is to sign the attached form, take a copy and return it by 5:00pm on Monday 19th November 2018.

Melissa Wallace
Secretary
email: wellsfordplus@gmail.com