

Colorado Springs Original
St. Patrick's Day Parade



711 S. Tejon Street Colorado Springs, CO 80903
Suite, 201

719/635.8803
(fax) 719/635.8104

January 2012

Thank you for your interest in the 29th Annual St. Patrick's Day Parade!

The parade will be held on **Saturday, March 17, 2012, at 12:00 Noon** in Downtown Colorado Springs. The Parade Route starts at Tejon & St. Vrain Streets, marching south on Tejon Street to Vermijo Street where we will disband.

Immediately before the parade the "5K on St. Patrick's Day" Race will be held at 10:00 a.m., followed by a Wee Leprechaun Fun Run at 11:00 a.m. Both races start at Acacia Park. With the Races and Parade, we have a full day of fun ahead of us!

Enclosed you will find the Application Form and the Rules & Regulation Form. New Rule this year: **ALL ANIMAL GROUPS** are required to have a "pooper scooper" as part of the unit. Both forms must be completed, signed, and returned by February 22, 2012 to:

St. Patrick's Day Parade Committee
711 S. Tejon Street, Suite 201
Colorado Springs, CO 80903

Entry numbers for placement in the parade will be determined the first week of March and the final staging information will be emailed to you that week. Don't forget to include your email on the Application form! If you have any questions or need more information, please call us at (719) 635-8803.

Remember: ***The Deadline for Entries is February 22, 2012. Entries are Limited!!***
The Rules & Regulations Form must be signed and returned to us!

Erin go bragh!
Carol, John, & Sally



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29th Annual St. Patrick's Day Parade Entry Application Form

Saturday, March 17th, 2012.12:00 Noon
DOWNTOWN COLORADO SPRINGS, COLORADO

Complete this Page, sign the Rules & Reg Form, and return to us before the deadline! For more information or any questions, please call (719) 635-8803. Placement in the parade is at the discretion of the Organizing Committee. All decisions of the Organizing Committee are final.

ORGANIZATION NAME: _____

(Must be the Name of the Group who intends to be in the Parade. May not enter for another group. Only one group per entry.)

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ E-mail (Required) _____

Staging information is sent via email!

TYPE OF ENTRY: (Please Circle each item that applies):

Band Car Club Equestrian Float Honor/Color Guard Marchers/Dancers Vehicle(s)

Please refer to the Rules & Regulations for all Requirements of Entry Types

1. What does Entry consist of (i.e. float on 14' flatbed; marching band; vehicle; honor guard, etc.): _____

2. What is the estimated length of your parade entry? _____ (This helps us in the staging area)

3. Does the entry have music? _____ If yes, please describe: _____

4. Description for Announcer's Script—What would you like us to announce **(Required)**: _____

please continue on the reverse side if needed!

DEADLINE FOR ENTRIES: FEBRUARY 22! (Application submission does not guarantee your Entry.)

Entry Fees:

Make checks payable to "St. Patrick's Day Parade"

Businesses & Corporations - \$250.00

Non-Profits*, Service Clubs, Community Groups - \$70.00

Elected Officials & Candidates (No Exceptions!) - \$100.00

Late Fee (Entries received after Feb. 22) - \$25.00

* Must submit copy of 501C-3.

To offset the parade expenses, we ask all of our Entries to pay an entry fee.

Please send your completed Application Form, Signed Rules, Entry fee, 501C-3, & Certificate of Insurance (for vehicles and livestock only) by February 22nd. Final Staging information will be sent to the above contact the first week of March (pending acceptance of application).

Entire Application Package should be sent to:

ST. PATRICK'S DAY PARADE
711 S. TEJON STREET, SUITE 201
COLORADO SPRINGS, CO 80903

Be Sure to Include:

- Completed and signed Entry Application Form
- Signed Rules and Regulations Form
- Entry Fee
- 501C-3 verification, if applicable
- Certificate of Insurance (For vehicles and livestock only)

St. Patrick's Day Parade Rules and Regulations

MUST SIGN AND RETURN COPY WITH YOUR ENTRY. — Entry is not complete without this!!

EVERYONE in your unit must know & abide by these rules!

PARTICIPATION

1. The number of entries allowed in the Parade is limited. All decisions of the Organizing committee are final.
2. Bands/Marching Units. Units other than official Marching Bands are limited to 35 marchers. Children 5 & under may not march but may ride. It's too far for the wee ones to march!
3. Car, Motorcycle & ATV Clubs: Due to space limitations, each club is limited to no more than **eight (8)** vehicles. All drivers must be 16 or older & licensed. **There is a limit of ten car clubs & two motorcycle clubs in the Parade—we rotate groups each year.**
4. Floats. Unit may not be taller than 13'4", wider than 8'6", length limit is 65 feet.
5. Animal Units. Each unit is required to have a Pooper Scooper.
6. Political Entries. Continuing the tradition of the Parade, political candidates are allowed. **ONE Candidate per Entry!** Candidates must ride in a vehicle to eliminate gaps in the parade. Parade is a "Hand-wave" event. Pioneer's Park is a good spot to have a meet & greet as you finish the parade. Signage limited to 1 lead banner and 2 campaign signs no larger than 3' x 3'.
7. Banners & Signage. Each Unit is limited to one "lead" banner and two "Sponsor" signs. Paper handouts are discouraged.
8. No throwing of candy or other items into the crowd. Someone may walk along side the unit & hand out such items. However, no one may jump on & off of moving vehicles to hand out candy. Drivers who allow throwing of objects & riders jumping on & off will be ticketed by CSPD.
9. Insurance Certificate. Entries with motorized vehicles and/or livestock must submit a Certificate of Insurance showing that they have liability insurance as provided by Colorado law.
10. Decoration of Entry: **ALL** entries must be decorated and pertain to "St. Patrick's Day" — lots of green, shamrocks, leprechauns, 4-leaf clovers, more green, pots of gold, rainbows, more green, etc. *(Commercial Vehicles included!)*
11. Music. Music on your unit is encouraged! Note it in the description to help with placement of your unit!
12. Commercial Entries. Commercial advertising should be done tastefully & in theme with the Parade. **ALL Vehicles must be decorated in theme!** (See #9 above.)

SAFETY

1. Units are not allowed to stop & perform anywhere along the parade route. Units must insure they are keeping pace with the unit ahead of them as directed by Parade Officials & there are no unreasonable gaps!
2. Move in a forward direction only. "Drill" actions are not permitted. Do not stop along the route. Disabled entries should move to the side of the pavement immediately.
3. Drivers of motor vehicles **MUST** remain with the vehicle at all times; including prior to the start of the parade.
4. Use Caution Around Animal Groups! Waving pompoms & other objects, sudden movements, loud and strange noises may startle

horses, which can result in injuries to the rider, the horse, spectators, or YOU. Anything taller than a horse tends to scare the horse too.

5. Alcohol is **NOT** allowed.

6. Discharging of firearms containing blank or live ammunition & other loud noises is not allowed without prior knowledge & consent of the Parade Committee.

7. Access to staging area is limited to participants and driver only. Participants must be dropped off at the perimeter and walk into their assigned area. Parking within the staging area is limited to the entry only.

LIABILITY

Liability: In consideration of the acceptance of the right to participate in the St. Patrick's Day Parade, by execution of this Entry Form & Rules, I, my organization & all participants (hereinafter referred to collectively as ENTRANT) hereby release & discharge O'Donnell & O'Donnell, LLP; the St. Patrick's Day Parade Committee, their officers, directors, employees, & representatives; the City of Colorado Springs; all Governmental Agencies whose property and/or personnel are used, & anyone else connected with management of the St. Patrick's Day Parade from any & all known or unknown damages, injuries, losses, judgment and/or claims from any cause whatsoever that may be suffered by an Entrant to his/her person or property. Further, each Entrant and/or each member or participant of the Unit expressly agrees to indemnify & hold harmless O'Donnell & O'Donnell, LLP; the St. Patrick's Day Parade Committee, their directors, employees, representatives & anyone else connected with management or presentation of the St. Patrick's Day Parade, from any & all liability including attorney fees & cost occasioned or resulting from the actions or conduct of Entrant's guests, Entrant's Unit, whether it be motor powered, animal or animal drawn or otherwise, or any participant assisting or cooperating with Entrant, whether at the direction or control of Entrant or not under said control or direction.

Entry & Advertising Release: In consideration of acceptance of this entry, Entrant agrees to permit the Parade Committee to use Entrant's names and/or photographs, films, or tapes of the unit for publicity, advertising & commercial promoting, before, during & after the event, & gives permission to publish or sell or otherwise dispose of said photographs, films or tapes.

Proof of Insurance: Each Entrant will certify that all authorized vehicles are covered by liability insurance as provided by Colorado law, & will be in full force & effect on the day of the parade. Proof of insurance must be in each vehicle. Equestrian units must submit to the Parade Committee the required Certificate of Insurance.

Non-profit Groups: Non-profit groups must submit a copy of 501C-3 form with Entry.

Parade Units violating any of the rules contained herein may, at the discretion of the St. Patrick's Day Parade Committee, be removed from the Parade, disqualified from Awards, and denied entry into future Parades.

I, as a duly authorized agent & representative of Entrant, hereby acknowledge I have reviewed the rules & regulations which are a prerequisite of participation in the St. Patrick's Day Parade & agree that Entrant & all participants & others assisting or otherwise connected with Entrant's unit will abide by said Rules & Regulations before, during & after the parade.

Organization: (Please print): _____

Authorized Agent: (Please print): _____

Signed: _____ **Date:** _____