

# PARADE PACKET





PARADE PACKET 2019



951.413.3280 www.movalparks.org April 16, 2019

Dear Friend and Parade Lover:

The City's Parks & Community Services Department (PCSD) is coordinating the annual 4<sup>th</sup> of July Parade, filled with fun, excitement, and the spirit of patriotism revolving around the theme, "Stars, Stripes and Fireworks." The parade will be held on Thursday, July 4 at 9:30 a.m.

The PCSD is inviting members of our community, businesses, churches, non-profit organizations, athletic groups, school districts, and other organizations to participate in the parade. The enclosed information contains the application, required forms and parade details.

The application, release forms and payment must be completed and returned to the Conference and Recreation Center at 14075 Frederick Street or mailed to the Moreno Valley Parks & Community Services Department, Attention: Parade, P.O. Box 88005, Moreno Valley, CA 92552-0805.

The parade entry fee is \$30 (resident)/\$39 (non-resident) if processed on or before June 6, or \$35 (resident)/\$46 (non-resident) if processed after June 6.

Parade entries will not be accepted after Thursday, June 20.

The City of Moreno Valley <u>reserves the right to refuse any parade entry which may not be in the best interest</u> of the community. Such determination will be made at the sole discretion of the Parade Coordinators.

PCSD hopes you will be able to participate in the 2019 4th of July Parade!

After review of this packet, should you have any additional questions, please contact Yessenia Hinshaw at 951-413-3789 or email <a href="mailto:yesseniah@moval.org">yesseniah@moval.org</a>.

Sincerely,

Patti Solano

Parks & Community Services Director

**Enclosures** 

#### PARADE ENTRY GUIDELINES/SCHEDULE

#### PLEASE READ INFORMATION THOROUGHLY

The 2019 4<sup>th</sup> of July parade theme is "*Stars, Stripes and Fireworks*." Entries must be designed around this official theme.

#### **TIMES**

Check-in is held **7:30 - 8:15 a.m.** Entries checked-in after 8:15 a.m. are placed at the end of the parade line up. All floats and vehicles must be in their assigned staging locations by 8:30 a.m. for inspection by the fire marshal and prejudging.

The parade commences **promptly at 9:30 a.m.** It should take 1 - 1.5 hours to travel the parade route, arriving at the de-staging area between 11 - 11:30 a.m. The de-staging area is located at the Towngate Center parking lot off of Heritage Way (the last entrance to the right).

#### **CHECK-IN PROCEDURES AND ROUTE**

The parade is staged on Calle San Juan de Los Lagos Blvd. (near City Hall). Participants can approach the staging area via Alessandro Blvd. and Elsworth St. or Cactus Ave. and Veterans Way (see attached map). These are the only entrances to the staging area.

#### VIP, Parade Vehicle, and Handicapped ONLY

Access to the parade is via Cactus Ave. proceeding north on Veterans Way. Be advised that there are two stops before the start of the parade. The first at Veterans Way and Goldencrest Dr. to ensure correct order of entry and the second for check in at Veterans Way and Calle San Juan de Los Lagos Blvd.

#### VIP's and Parade Vehicle/Float Entries please note the following:

- VIP and VIP Parade Vehicles: VIP's receive 2 parking passes for both the parade vehicle and non-parade vehicle. All other vehicles/participants are required to park in the general parking area, located at Elsworth St. and Newhope St.
- Parade vehicles and floats: Only vehicle or float traveling the parade route is allowed to the staging area on Calle San Juan de Los Lagos. All other vehicles/participants are required to park and/or be dropped off in the general parking area, located on Elsworth St. and Newhope St.

#### Parade Parking/Participant Drop Off ONLY

Access to parade parking and participant drop off is available heading eastbound (*only*) on Alessandro Blvd. and southbound on Elsworth St. or from any direction on Cactus Ave. and northbound on Elsworth St. (*please see attached map*). From either access, head east on Newhope St. to access the parking lot and drop off area. Parade participants are permitted to walk from the parking area to Calle San Juan de Los Lagos Blvd. via Veterans Way. A check-in tent will be located at this intersection. (*Signs are posted identifying the staging area.*) One representative from each parade entry must check in, verifying that all the entry participants and equipment are present and that liability forms for all participants have been submitted. At the time of check in, the representative is given a large card with a number that identifies the entry. The card must be visible on the left side of the entry throughout the parade. Judges and announcers along the parade route use this number to identify each entry.

The parade route goes northbound on Frederick St., from the corner of Alessandro Blvd. and Frederick St., then westbound on Towngate Blvd. to the de-staging area. Staff assists you with de-staging upon arrival.

Buses and trucks dropping off parade participants or equipment at the staging area should proceed to the de-staging area to park and await the arrival of parade entries. Smaller vehicles dropping off participants at the staging area park at a nearby parking lot to the de-staging area. The parking lot designated for de-staging must remain clear for large vehicles, marching units, and equestrian entries (see attached map).

#### LIABILITY RELEASE FORMS

A signed liability release form is required for each individual marching or riding in the parade as part of the entry, regardless of age. THIS IS MANDATORY. One blank form is included in this packet. Please copy as needed for all members of the entry group (IF IN DOUBT, FILL ONE OUT). Additional blank forms are available online at <a href="https://www.MoVal.org/fourth">www.MoVal.org/fourth</a>. All completed liability release forms must be submitted to the Parks & Community Services Department on or before June 20.

#### **CHILDREN**

Parade officials are not responsible for youth in the parade and adequate supervision is required. At the destaging area, ensure everyone from the entry group is picked up. Provide ample water for youth marching or riding in the parade entry. Water stations are available along parade route.

#### **EQUESTRIAN ENTRIES**

All equestrian entries check in at Veterans Way and Cactus Ave. The Equestrian staging area is located on Brodiaea Ave, between Frederick St. and Graham St. As the entries begin, equestrian entries are merged into the line-up. **Equestrian entries must provide "pooper scoopers" to follow behind throughout the parade route.** "Pooper scoopers" can dress up to enhance the overall entry if desired.

#### **FLOATS AND VEHICLES**

All parade entries must comply with basic safety and fire regulations. Decorative material on parade floats shall be noncombustible or flame retardant. Motorized parade floats shall be provided with a minimum 2A10BC rated portable fire extinguisher readily accessible to the operator. THIS WILL BE STRICTLY ENFORCED - NO ENTRY WILL BE ALLOWED TO PARTICIPATE IN THE PARADE IF THESE FIRE REGULATIONS ARE NOT OBSERVED.

All vehicles participating in the parade must have a valid DMV registration permit. All parade vehicles shall comply with the 5 MPH speed limit while driving the parade route. No race type vehicles shall be permitted to drive the parade route. Race vehicles wishing to participate in the parade may do so by transporting their race vehicles on a flatbed truck. All race vehicles must keep their engines off at all times throughout the course of this event.

#### **PARADE CONDUCT**

The use of profane language, disorderly conduct or behavior which incites public disorder will not be permitted. Any parade entry participating in unsafe conduct or conduct posing a danger to spectators or parade participants is subject to being removed from the parade. **There is no distribution of paper goods including flyers, business cards, or advertising materials** of any sort along the parade route or during this event. Participants may distribute flags, pins or any item that is relative to the July 4<sup>th</sup> celebration theme.

#### MARCHING AND PERFORMING ENTRIES

The judges' stand is located at the Cottonwood Golf Center located just south of Cottonwood Ave., on the west side of Frederick St. Entries may stop and perform for the judges for a maximum of 45 seconds to avoid disruption of the parade timing. This rule is strictly enforced and entries are deducted points if the time limit is exceeded.

The following categories are judged before the parade begins, and the winners are preceded along the parade route by a banner announcing their awards:

Sweepstakes - Best Overall Entry
Theme Trophy - Best Depiction of Parade Theme
Mayor and Council Trophy - Best Non-Marching Youth Entry
Chamber of Commerce Trophy - Best Commercial Entry Depicting the Theme

The following categories are judged during the parade:

Most Humorous

Outstanding Vehicle

Outstanding Commercial Entry

Outstanding Non-Commercial Entry

Outstanding Musical Unit (Marching)

Outstanding Musical Unit (Stationary)

Outstanding Musical Unit (Youth and Corps)

Outstanding Marching/Drill Unit (17 Years and Younger)

Outstanding Marching/Drill Unit (18 Years and Above)

Outstanding Equestrian Entry

**Outstanding Cultural Entry** 

#### **FLAG REGULATIONS**

The American flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or if there is a line of other flags, in front of the center of that line. The American flag should not be displayed on a float in a parade except from a staff. The American flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the American flag is displayed on a motorcar, the staff should be fixed firmly to the chassis or clamped to the right fender. No other flag or pennant should be placed over or above or, if on the same level, to the right of flag of the United States of America.

#### **OTHER INFORMATION**

Do not de-stage before reaching the de-staging area at the end of the parade. Keep proper distances and follow instructions provided by marshals and parade officials.

Should the entry vehicle or float have a mechanical failure, move to the side of the road as soon as possible and wait for parade marshal assistance.

The Moreno Valley Police Department has authority along the route. Marshals and communicators assist and work directly with the entries.

Winners of the judged marching and performing categories are awarded/recognized at the next City Council Meeting scheduled after July 4.

Parade DVD's are available and are sold at City Hall on/after Monday, July 8.

If you have further questions, contact the Parks and Community Services Department at 951.413.3280 or by email at recreation@moval.org.

**REMEMBER:** After the parade, the Fun Fest begins at 2 p.m. at Mountain View Middle School/Morrison Park, 13130 Morrison Street. This years' entertainment includes multiple live bands, food vendors, and Kids' Fun Zone. The aerial fireworks display simulcast by KOLA 99.9, begins promptly at 9 p.m.

#### PARADE ENTRY REGULATIONS

#### **JULY 4, 2019**

The following are the parade regulations for parade entries:

- 1. A signed liability release form is required for every individual marching or riding in the parade as part of the entry, regardless of age.
- 2. There is **no** passing out of flyers, business cards, or advertising materials of any sort along the parade route or during the event.
- 3. The parade speed limit is 5 MPH. Any entry exceeding this speed limit shall be removed from the parade line up.
- 4. No race type vehicle is permitted to drive the parade route. Race vehicles wishing to participate in the parade may do so by transporting their race vehicle on a flatbed truck. All race type vehicles must keep their engines off at all times during the course of the event. All vehicles must have a current DMV vehicle registration permit.
- 5. Check-in is held **7:30 8:15 a.m.** After **8:15 a.m.**, entries are placed at the end of the parade line up.
- 6. All equestrian entries check in at Veterans Way and Cactus Ave. **Provide "pooper scoopers" to follow behind** the entry.
- 7. All floats and vehicles must be in their assigned staging locations by **8:30 a.m.** for inspection by the fire marshal.
- 8. All parade entries must comply with fire regulations. These requirements are included in the Parade Entry Packet.

  NO ENTRY IS ALLOWED TO PARTICIPATE IN THE PARADE IF THE FIRE REGULATIONS ARE NOT OBSERVED.
- 9. All parade entries must comply with the flag regulations or be asked to remove any flags from being displayed.
- 10. Prejudging begins at the staging area at approximately **8:30 a.m.**
- 11. The parade begins **promptly at 9:30 a.m.** Entries reach the de-staging area at approximately **11 11:30 a.m.**
- 12. The use of profane language, disorderly conduct or behavior which incites public disorder is not permitted. Any parade participant exhibiting unsafe conduct or conduct posing a danger to spectators or parade participants is subject to being removed from the parade.
- 13. Any participant not complying with these regulations are not permitted to participate in the parade and is subject for removal.
- 14. All required forms (parade application form 1A, parade entry bio form 1B, parade entry regulations form 2, signed entry/vehicle/float conditions form 3, and signed waiver for all participants' form 4) must be received by June 20.

(Applicant Copy)

#### PARADE ENTRY REGULATIONS

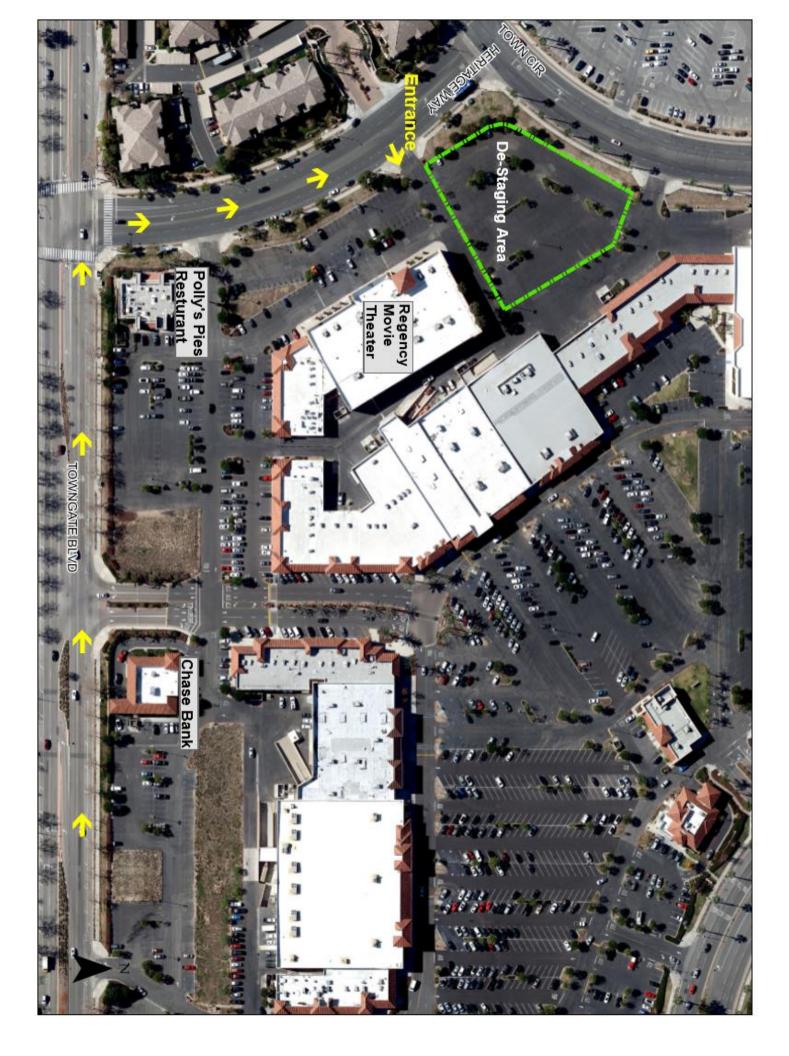
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- 18. All equestrian entries check in at Veterans Way and Cactus Ave. **Provide "pooper scoopers" to follow behind** the entry.
- 19. All floats and vehicles must be in their assigned staging locations by **8:30 a.m.** for inspection by the fire marshal.
- 20. All parade entries must comply with fire regulations. These requirements are included in the Parade Entry Packet.

  NO ENTRY IS ALLOWED TO PARTICIPATE IN THE PARADE IF THE FIRE REGULATIONS ARE NOT OBSERVED.
- 21. All parade entries must comply with the flag regulations or be asked to remove any flags from being displayed.
- 22. Prejudging begins at the staging area at approximately **8:30 a.m.**
- 23. The parade begins promptly at 9:30 a.m. Entries reach the de-staging area at approximately 11 11:30 a.m.
- 24. The use of profane language, disorderly conduct or behavior which incites public disorder is not permitted. Any parade participant exhibiting unsafe conduct or conduct posing a danger to spectators or parade participants is subject to being removed from the parade.
- 15. Any participant not complying with these regulations are not permitted to participate in the parade and is subject for removal.
- 16. All required forms (parade application form 1A, parade entry bio form 1B, parade entry regulations form 2, signed entry/vehicle/float conditions form 3, and signed waiver for all participants' form 4) must be received by June 20.

I have carefully read and understand the Parade Entry Regulations detailed above for the parade on July 4. I am aware that if my organization does not comply with these regulations, my organization will not be permitted to participate as an entry in the parade and is subject to being pulled out of the parade line-up.

Signature:         Printed Name:	Dated: ————————————————————————————————————	Organization:
	Signature:	Printed Name:
Day Telephone: Evening Telephone:	~	Address:
	Day Telephone:	Evening Telephone:



#### **PARADE APPLICATION JULY 4, 2019**

Please type or print in **ink** and return to the City of Moreno Valley Parks & Community Services Department (14075 Frederick St.) along with payment and signed liability release forms for each entry participant.

Mail to Parks & Community Services, P.O. Box 88005, Moreno Valley, CA 92552-0805. The entry fee is \$30 (resident)/\$39 (non-resident) if received on or before June 6 and \$35 for residents/\$46 for non-residents if received after June 6. Please make checks payable to the City of Moreno Valley. NO APPLICATIONS ACCEPTED AFTER JUNE 20.

Entry Title (if any):		O	rganization Name	:		
Contact:	Orga	nization Mailing Addres	ss:			
City:	State	:Zip Code:_	Σ	Oay Time Phone #		<u>—</u>
Email:		Please check he	ere if you included	l the Bio for your entr	y on page 1B.	
Please check	here if interested	in donating the parade	entrance fee of \$	:35 for a non-profit o	rganization.	
		ease check <b>one</b> categ	ory per entry. If	no classification is m	narked, the entry	is ineligible
for judging and cann	ot win a trophy.					
Give approximate in the lineup for the		ople/vehicles or le	ngth of float to	o estimate the an	nount of space	e to allow
in the inleup for th	ie paraue entr	y.		✓ Al	I that apply	
BANDS	# of people	MARCHING/DRILL UNITS	# of people	VEHICLES	APX. LENGTH	
Civic/Service		Civic/Service	o. poop.o	Auto		
Commercial		Commercial		Truck		
Military		Military		Recreational		
Religious		Religious		Antique		
Youth	<del></del>	Youth		Classic	<del></del>	
High School		Clubs		Off Road**		
Community						
EQUESTRIAN					APX.	
BANDS	# of people	EQUESTRIAN	# of people	FLOATS	LENGTH	
Adult		Adult	·	Civic/Service		
Civic/Service	<del></del>	Civic/Service		Club		
Club		Commercial	<del></del>	Individual		
		Youth	<del></del>	Religious		
		Mounted	<del></del>	Individual		
		Team		Commercial		
		Military	<del></del>	Youth		
		Other		Cultural		

\*\*Must be transported on a flatbed truck with the engine off.

RETURN THIS FORM TO MORENO VALLEY PARKS AND COMMUNITY SERVICES DEPARTMENT NO LATER THAN JUNE 20.

### **PARADE APPLICATION JULY 4, 2019**

Provide a brief description of parade entry (minimum of 50 words and a maximum of 100 words) for use in the parade script. Please provide pronunciation of any potentially difficult words. The announcers utilize the description to introduce the entry along the parade route. If no description is provided, only the name of the entry is used (use reverse side if necessary).

Parade Entry Bio:	

#### MORENO VALLEY FIRE DEPARTMENT FIRE PREVENTION BUREAU PARADE ENTRY CONDITIONS

The following are the fire requirements pertaining to parade entries:

- 1. A parade float is a unit especially designed or constructed for use in conjunction with a parade or public gathering. **Exception**: Passenger vehicles not in tow
- 2. Decorative materials on parade entries shall be of noncombustible material(s) or flame retardant treated. Combustible decorative materials are materials used for decorative effects such as streamers, cloth, cotton batting, paper, plastic, vegetation, hay, straw, vine, leaves, moss, and materials that are readily combustible. A flame propagation performance test may be required.
- 3. Decorative materials obstructing the view of the operator/driver shall be prohibited.
- 4. Motorized parade entries and towing apparatus shall be provided with a minimum 2-A, 10-B: C rated portable extinguisher readily accessible to the operator.
- 5. Parade entries shall be equipped with vehicular passenger restraints to secure all passengers in or on the parade floats.

**Exception** - Passenger vehicles not in tow are exempt.

**Pick Up Trucks** – Passengers riding in the bed of a truck shall all have a chair to sit in. Chairs shall be restrained and secured to limit movement using rope, cargo straps, etc. Passengers shall remain seated in the chairs during the parade. *Railing/stake sides may be installed on the truck bed in lieu of restrained seating.* 

**Entries/Floats/Flat Bed Trailers** - Passengers riding on floats/flatbed trailers shall all have a chair to sit in. Chairs shall be restrained and secured to limit movement using rope, cargo straps, etc. Passengers shall remain seated in the chairs during the parade. Children shall be supervised by an adult to ensure they remain seated. *Railing/stake sides may be installed on the trailer/float in lieu of restrained seating.* 

Although not required, the Moreno Valley Fire Department strongly recommends the use of seatbelt type restraints for all passengers, especially small children.

- 6. All passengers on the parade entries shall have evacuation access readily accessible in the event of an emergency. An evacuation drill may be required.
- 7. Fire Prevention Bureau will conduct an inspection of your parade entry prior to the parade. Failure to comply with the above conditions will result in withdrawal from participation in the parade.
- 8. The Fire Prevention Bureau will begin conducting inspections at 8:30 a.m. Units not arriving for check-in by 8:45 a.m. will not be inspected and will be unable to participate.

If there are any questions concerning these fire-life safety requirements, please contact the Fire Prevention Bureau at (951) 413-3370.

I HAVE CAREFULLY READ AND UNDERSTAND THE FIRE REQUIREMENTS DETAILED ABOVE FOR THE PARADE. I AM AWARE THAT IF MY ORGANIZATION DOES NOT COMPLY WITH THESE PARADE FIRE-LIFE SAFETY REQUIREMENTS, MY ORGANIZATION WILL NOT BE PERMITTED TO PARTICIPATE AS AN ENTRY IN THE PARADE AND IS SUBJECT TO BEING PULLED OUT OF THE PARADE LINEUP. I UNDERSTAND THAT IF THIS HAPPENS, NO REFUNDS WILL BE GIVEN.

Printed Name	Title	
Organization		
Day Phone	Evening Phone	
Email Address		
Address		
Signature	Date	

## MORENO VALLEY FIRE DEPARTMENT FIRE PREVENTION BUREAU

#### PARADE ENTRY CONDITIONS

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#### WAIVER, RELEASE, AND HOLD HARMLESS AGREEMENT MORENO VALLEY 4<sup>th</sup> OF JULY PARADE

The UNDERSIGNED states, as follows:

I acknowledge that the activity of the 4<sup>th</sup> of July Parade sponsored by the City of Moreno Valley and held on July 4 may contain risk of injury and damage to me personally.

Knowing these facts, I hereby waive, release and discharge all claims for damages for death, personal injury or property damage which may occur as a result of my participation in the activity of the 4<sup>th</sup> of July Parade or any activity incident thereto. This release discharges in advance the City of Moreno Valley, Community Services District ("CSD"), Housing Authority, any other participating municipality or governmental agency, their officers, agents, servants, and employees, promoters, sponsors, officials and referees (hereinafter referred to collectively as ("CITY") from liability even though that liability may arise out of the CITY'S active or passive negligence or carelessness. I acknowledge that some recreational activities, including the parade, involve an element of risk or danger of accidents, injury and even death, and knowing those risks, I freely and voluntarily assume the risk of injury and/or death, and I promise not to sue or exercise any legal right to seek damages from CITY. By this Agreement, I also intend to waive, release and discharge all claims for personal injury, death or property damage caused by the condition of any public property or equipment any used in the parade or whereon the parade takes place.

FURTHER, I agree to abide by all applicable laws and regulations as well as the instructions outlined by the Parade Coordinators. In case of inclement weather, the Parade Coordinators will determine at 8:00 a.m., July 4, whether to delay, cancel or reschedule the parade. It is understood that I enter, invest in and/or plan for the parade at my own risk.

FURTHER, I affirm that I have achieved whatever physical conditioning necessary to participate in the activity specified above. I know of no medical or physical restrictions, which may seriously impair my ability to participate in the activity stated above.

FURTHER, I hereby grant to the City of Moreno Valley permission to make and use photographs, videotapes, motion pictures, and other recordings of my participation in this event without obligation to reimburse me in any way in connection therewith.

I do acknowledge that I have read the foregoing "Waiver, Release, and Hold Harmless Agreement" and know and understand the contents thereof.

Note: Each parade participant must have a completed and signed copy of this form on file with the City of Moreno Valley on or before June 20.

Participant's Signature	Date	Parent/Legal Guardian's Signature (If participant is under 18 years of age)	Date
Entry Organization Name		Parent, Legal Guardian Name and Phor	ne No.

Return to Parks and Community Services Department no later than June 20.

(Form 4)

