



DOYLESTOWN MEMORIAL DAY PARADE

57 West Court Street
Doylestown, PA 18901
Phone 215-345-4140 ~ Fax 215-345-8351
www.doylestownborough.net

ENTRY REGISTRATION FORM

WELCOME to the Doylestown 2018 Memorial Day Parade. Your interest in participating in our parade is sincerely appreciated by our community. You should read all information contained in this application before signing and returning to us. Please print or type all information requested.

Organization Name: _____

(Note: this should be the official name of your organization and that by which you will be known for the parade.)

Organization Mailing Address: _____

Organization Point of Contact: _____

Title: _____

Phone: _____

E-Mail: _____

Is this a walking unit? _____ Number of participants? _____

Does your unit have an identification banner? _____

(Note: maximum size is 3 feet high by 8 feet wide)

Banner text: _____

Are you requesting to have a vehicle(s) in the parade? _____
(Driver's license and proof of registration and insurance are required, and must be provided if requested.)

Number of vehicles: _____ (Subject to Parade Marshal approval)

Vehicle and/or float size: _____
(The length (in feet) of the vehicle or float is required. If you don't know, measure it.)

Will your organization's entry have an animal? _____

If yes, what type of animal? _____
(See Parade Rules and Guidelines concerning vaccinations and behavior)

I certify that I am the responsible person for the organization named above and I have read, understand, and will comply with the Parade Rules and Guidelines. I further understand that if my organization does not comply with the Parade Rules and Guidelines, it may be prohibited from participation in future parades.

Printed name: _____

Signature: _____

Title: _____

Date: _____

This completed form must be mailed to: Doylestown Memorial Day Parade Marshal
57 West Court Street
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HOLD HARMLESS AGREEMENT

In consideration for being allowed to participate in the Memorial Day Parade"), the _____ (the "Organization") covenants to save and defend, hold harmless and indemnify Doylestown Borough and all of its agents, volunteers, employees, officers, directors, and elected officials from and against any and all claims, losses, damages, liabilities, injuries, actions, judgements, awards, penalties, costs (including court costs and attorney's fees), charges or exposures, however caused resulting from or arising out of or in any way connected with the Memorial Day Parade. The undersigned asserts that he/she is authorized to act on behalf of the represented Organization.

Organization: _____

Name of Organization Official: _____

Title: _____

Organization Address: _____

Contact phone number: _____

Contact e-mail address: _____

Signature: _____

Date: _____

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RULES AND GUIDELINES

Purpose:

- The Doylestown Memorial Day Parade is conducted annually for the sole purpose of honoring those American veterans whose sacrifices in the defense of our nation and its democratic ideals are responsible for the freedoms we enjoy today.

Organization and Administration:

- Compliance with the Doylestown Memorial Day Parade Rules and Guidelines is mandatory.
- Parade entry registration shall only be accepted in writing via a completed official Parade Entry Registration Form.
 - The entry deadline is 5:00 p.m., May 4, 2018.
 - There will be a maximum of 80 parade units.
 - Approved entries will be on a first come basis.
 - Each unit must name one coordinator as the point of contact between the Parade Marshal and your organization.
 - The coordinator shall be responsible for the conduct of all its participants and agrees to notify all its participants of these Rules and Guidelines.
 - There will be a **mandatory meeting** for all organizations' coordinators on Thursday, May 17, 2018, at 7:00 p.m. The meeting will be held at Doylestown Borough Hall, 57 West Court Street, Doylestown, Pa.
 - Final instructions and the unit positions in the parade will be distributed at the mandatory meeting.
- Parade line-up and staging will begin at 8:00 a.m., May 28, 2018, at the intersection of Memorial Drive and McFarlane Lane. All entries must be in position by 9:45 a.m. The only entry to the staging area is from the intersection of Memorial Drive and McFarlane Lane.
- All entries must check in upon arrival with the Parade Marshal and be directed to their assigned staging area. All entries must keep a representative with the entry at all times within the assigned staging area.
- The parade will begin promptly at 10:00 a.m.
- Parade participants are expected to conduct themselves in a courteous manner.
- All entries shall be in good taste and suitable for a family entertainment event.
- The Parade Marshall has the authority to remove any entry causing a delay, violating official parade rules, failing to cooperate, or deemed inappropriate of this community celebration.
- The Parade Marshall's decisions are final and binding.

- The use prior to and/or possession during the parade of any alcoholic beverage, by any unit/entry member, is strictly forbidden.
- Participants riding in vehicles or trailers must provide their own vehicles and drivers. Insurance and liability are required and are the sole responsibility of participants.
- Failure to follow the Parade Rules and Guidelines may result in your entry not being permitted to participate in this parade and your entry/group not being permitted to participate in the future.

Execution:

- The Parade will be held dependent upon the participation of the Central Bucks School District bands.
- The following safety precautions shall be adhered to:
 - There shall be no contact between moving vehicles, persons on moving vehicles, or parade participants and spectators.
 - There shall be no collection of donations by any unit during the parade.
 - There shall be no throwing of candy or other items from any parade entry to the spectators.
 - Riding participants shall not jump off and back on units/entries while the parade is in progress.
 - At least one adult must accompany all minors in a parade unit.
- The Parade Marshal will assign the position of each unit in the parade. Positions may be revised on the day of the parade at the discretion of the Parade Marshal. Under no circumstances shall any participant, unit or entry move to a different position within the parade line-up, before or during the parade, except under the direction of the Parade Marshal.
- The parade will be forward motion only. There shall be no stopping (for performances, demonstrations, exercises, etc.) or backward movement by any person or unit in the parade.
- All parade units shall maintain a distance of approximately 50 feet from the preceding unit. All units shall maintain their speed and position throughout the parade.
- All members of a parade unit must stay with that unit. There shall be no commingling or interfering with another unit in the parade.
- Animals in the parade must be listed on the application. All animals must have updated vaccinations and be in good medical health and be able to cope with crowds and other animals. The Borough of Doylestown will not be responsible for cleaning up after the animal. The participant will be responsible for the immediate clean up after the animal.
- For those entries that are permitted to play music, the sound level must not exceed a reasonable level. Your organization's music must not be so loud that it interferes with other parade entries.
- Smoking in the parade is prohibited.

Banners/Signs/Placards/Etc.:

- Walking units shall be limited to one identification banner to be carried at the unit's front.
- Banners shall be no larger than three (3) feet high and eight (8) feet wide.
- There shall be no advertising of any type.

Vehicles:

- All vehicles in the parade must have insurance as required by the Commonwealth of Pennsylvania.
- Each driver must possess a valid driver's license and valid registration for the operation of the vehicle.
- All vehicles must have valid state inspections.
- Unsafe driving, including, but not limited to, speeds in excess of 10 m.p.h., swerving, or tire squealing is prohibited.
- All floats and trailers must use safety chains.
- All props on floats and trailers must be properly secured, braced, or tied down to prevent movement.
- All floats and trailers must provide adequate safety measures for all riders.

Questions on these Rules and Guidelines should be directed to the Doylestown Memorial Day Parade Marshal, Chris Suessenguth, at 267.408.0011, or email, parademarshal@doylestownborough.net.

Suggestions for A Successful Memorial Day Parade

The purpose of this document is to help ensure that all participants in the Memorial Day Parade have a positive experience that is respectful of those being honored. We offer these suggestions based on feedback from others in prior years.

- Read the document entitled “Parade Rules and Guidelines” and ensure that all members of your group follow the rules.
- Remember that the purpose of the parade is to honor those American veterans whose sacrifices in the defense of our nation and its democratic ideals are responsible for the freedoms we enjoy today.
- Remember that many participants and spectators view the parade as a solemn event.
- Do not do anything that someone might view as disrespectful toward those who have lost their lives in service to our nation.
- Conduct, attire, signs and other displays should be in good taste, suitable for all ages, and respectful of those being honored.
- Avoid signs, displays and all other promotional materials that do anything other than identify your group and communicate messages related to Memorial Day.
- Remember that many spectators and other participants view commercial and political advertising, messages and campaigning as inconsistent with the purpose of the event and as disrespectful toward those being honored.
- Follow all safety instructions.
- Do not throw anything or hand out anything to spectators.
- Clean up after your group.
- Music and other sound should not exceed a reasonable level and should not interfere with any other parade units.
- Be courteous to parade officials and other participants. Remember that everyone involved is a volunteer and is trying to ensure a successful event.

We ask all group coordinators to share these suggestions with their participants. Thank you.