

Forest Lake American Legion Post 225
2023 4th of July Celebration
Date: Tuesday, July 4th, 2023
Line Up Time: 9 AM
Parade Start Time: 10 AM

PARADE ENTRY FORM

(Please print legibly, complete 1 form in its entirety for each unit)

NOTE: The parade line-up is based on a FIRST COME - FIRST SERVED basis. Please email any questions or comments to Forestlakeparade@gmail.com.

Unit/Entry/Organization Name: _____ Will
your unit have/provide music? _____ YES _____ NO

ENTRY FEES: _____ \$150 for business units & politicians
_____ \$ 50 for additional units, business & politicians – (entry form must be completed for each unit) _____
\$ 50 for non-profit organizations (include a copy of your non-profit form with entry)
\$ _____ **Total Enclosed** – No Refunds

Unit description:

_____ Float type unit – Approximate length in feet, including vehicle: _____
_____ Marching Musical unit – Estimated number: _____
_____ Walking unit (limit 20) – Estimated number: _____
_____ Multiple vehicles (see Entry Fees) – Describe number & types: _____
_____ Horses/animals – **Cleanup crew must be provided** – Number & type: _____
_____ Other – Please describe: _____

Float Contest Entry: _____ Class A (Amateur) _____ Class B (Professional/Permanent)

Contact Person(s) and Title(s): _____
Daytime Phone: () _____ Evening/Cell Phone: () _____ Email Address: _____
_____ Mailing Address for
Parade Information: Street _____ City
_____ State _____ Zip _____

Mail entry form, completed waiver, a short narrative for your entry, and payment payable to: American Legion Post 225 to: Forest Lake American Legion Post 225, 355 W Broadway Ave, Forest Lake, MN 55025, Attn: Parade Committee. Please email any inquiries to Forestlakeparade@gmail.com

Forest Lake American Legion Post 225, 355 W Broadway Ave, Forest Lake, MN 55025 ♦www.post225.com ♦ 651-464-2600

Office use only

Check # _____ Amount _____ PdP _____ Date Received _____ DED _____

Unit Entry:

Narrative Description: (Please keep brief to less than one minute)

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Forest Lake American Legion Post 225

2023 4th of July Celebration
WAIVER OF LIABILITY

() Attached is proof of general liability coverage for our unit/float/group.

OR

I, _____, as an authorized representative of the organization named below ("Organization"), and on behalf of the organization, its officers, employees, and agents, hereby release and hold harmless the City of Forest Lake, and the Forest Lake American Legion Post 225 from any liability for claims, injuries, deaths, or property damage sustained by the Organization, its officers, employees, and agents in conjunction with the Forest Lake American Legion Post 225 Fourth of July Parade, regardless of the cause of those claims, injuries, death, or damages.

Our entry **Will / Will Not** (circle one) feature candy or giveaways to be distributed to parade attendees.

Those units featuring candy or giveaways **must** comply with the following restrictions:

- 1) Any candy or giveaways must be done **from the ground level** by walkers;
- 2) **Nothing** may be thrown from any vehicle or float.

Our entry **Will / Will Not** (circle one) feature water use that may be squirted at or near parade attendees.

Those units featuring water **must** comply with the following restrictions:

- 1) To forewarn parade attendees – Unit should be preceded by a sign **clearly** indicating a water squirting float is forthcoming;
- 2) Water devices **may not** be anything more powerful than a **retail available squirt gun type** device, and must be used **from the float only**, meaning nothing within close range;
- 3) Water balloons are **prohibited**.

Miscellaneous Items.

- 1) No sirens or loud horns may be used during the parade by any unit.
- 2) No string confetti is allowed. This product damages uniforms, clothing and vehicle finishes.

We also hereby agree that all parade participants of below noted organization will be informed of the rules and restrictions for participation in above said parade and understand that failing to follow said rules and restrictions may restrict future participation in the parade by our organization.

Unit Name: _____

Organization: _____

Authorized Signer: _____

Authorized Signer (Please Print): _____ Title: _____

_____ Date: _____

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Have you marked the 4th on your calendars to join in the annual Forest Lake 4th of July parade? If not, please consider this your invitation to participate in a simply grand celebratory parade!

Here are some of the specifics you might want to know about the parade:

- 1) Completed entry forms must be **received by June 13th, 2023** There will be a maximum parade length of 135 units, please submit your forms early to ensure a spot.
- 2) Late registrations will be added to the end of the parade as space permits.
- 3) All units or groups should have a general liability policy covering activities. Proof of an existing general liability policy should be attached with the entry form. If your group/unit is not covered by a policy, please sign and include the "Waiver of Liability" form with your parade entry form.
- 4) This year's parade is on **Tuesday, July 4th, 2023**.
- 5) ALL vehicles/units need to be decorated with commemorative decorations, preferably decorated based on the parade theme.
- 6) Parade route is approximately 2.5 miles long.
- 7) Line up begins at 9:00 AM, you may arrive earlier if set-up preparation is needed. Step off is at 10:00 AM.
- 8) The entry fee for most units is \$150..
- 9) You may have more than one unit in the parade. Pay \$150 for the first entry and \$50 for each additional entry. A completed entry form for each unit must be provided.
- 10) The entry fee for Non-profit organizations is \$50.
- 11) Fire trucks and public safety units may enter free of charge. Please provide forms for all city fire trucks and EMS vehicles.
- 12) **All** animal entries must have their own cleanup crew as part of their unit that are walking behind your unit.
- 13) Each political candidate must register as their own unit, **not** as a political party or group.
- 14) Please make a copy of all parade documents for your records.
- 15) No refunds due to inclement weather, we have not canceled in the past due to light rain only delayed.

PLEASE NOTE: All entries must comply with the guidelines on the Waiver of Liability. These requirements are due to safety concerns. Please use common sense and some restraint. Any unit not complying with the above guidelines will not be allowed to participate in next year's parade. Not complying with these guidelines may also mean a fine or citation from the Forest Lake Police Department. It **is not** our desire to enact these rules, but it **is** our desire to have a safe and enjoyable parade for **all**.

Because we are now using paperless processing, be sure to check the website for line-up and other pertinent parade information. You can also email any questions or comments to Forestlakeparade@gmail.com. The parade Facebook site will also be updated with all lineup information prior to the parade and communicated the evening before the parade.

If you have questions, **be sure** to check the website for FAQs first, email also available for questions: Forestlakeparade@gmail.com. We

hope you will join us for our annual celebration. With your participation, we are sure to have a grand parade! Sincerely,

Forest Lake Parade Committee
Forestlakeparade@gmail.com

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