



Waitomo District Christmas Parade

Friday 8 December 2023, 6pm

Rules of Entry

CONDITIONS OF ENTRY

- All completed registration forms/entries must be received by **5pm Friday 1 December 2023**.
- Waitomo District Council reserves the right to accept or decline any entry
- Waitomo District Council reserves the right to remove an entry as a result of concerns for safety or in the event that it is identified the float does not meet requirements referred to herein.
- Each organisation's float representative as identified on the registration form must be available within the assembly area to meet with the parade organisers between 5:00pm – 5:45pm (they should position themselves next to the driver's door)
- The representative will be responsible for informing the rules to the drivers and all other participants.
- Prizes will be awarded to the best three floats overall.

VEHICLES AND TRAILERS

- All vehicles must be in good mechanical condition. Special attention must be paid to the cooling and exhaust systems, brakes, steering and tyres.
- All vehicles must be road registered with a current warrant of fitness.
- Automatic vehicles are preferred as a slow constant speed will need to be maintained.
- All designated drivers of the float must hold and be able to present for verification, a full and current New Zealand Drivers Licence appropriate to the vehicle being driven.
- Road rules are to be adhered to at all times.
- All people on board the float must have something to hold on to in case of sudden stops.
- The maximum float width of 2.5 metres and the maximum height of 3 metres as indicated on the registration form, must not be exceeded.

ANIMALS IN THE PARADE

- Animals are prohibited from taking part in the parade.



CANCELLATION OF THE PARADE



- Cancellation of the parade may occur as a result of extreme weather conditions.
- Any specific costs incurred by participants will be the full responsibility of the float organisation/representative.

DECORATION OF THE FLOAT

- All floats must be decorated to an acceptable standard.
- Waitomo District Council reserves the right not to accept any application or allow participation where it considers the float is not suitably decorated or safe.
- Floats must not contain anything of a sensitive or offensive nature and must depict a theme suitable for young children.
- All props on board floats must be securely fastened.
- No decorative work can be done on the float once it enters the assembly point.
- Santa or Mrs Clause **must not** appear or be depicted on any of the floats. This will be left for the last float being the Santa Float.

ASSEMBLY POINT

- All floats and participants will assemble on Rora Street outside the Supervalve building
- Upon your arrival at the assembly area, a parade marshal will direct you into position.
- Entry to the assembly point will open at 4.30pm all floats must be in position by 5.30pm.
- There will be no movement of the floats once they are in position at 5.30pm.
- All floats will undergo a safety check.
- The consumption of alcohol and/or drugs is not acceptable.
- The float must have suitable edging to ensure participants cannot fall from the sides or the back of the float.
- It is a requirement that participants are not near the edge of the vehicle and that limbs are kept away from the float edge e.g No dangling legs over the edge.
- All children on floats must be accompanied by an adult that will be able to assist the child should the need arise.
- People not participating on the float must vacate the area by 5.30pm. Please keep all non-essential people to an absolute minimum.
- A map showing the assembly area and parade route is attached.



IMPORTANT: The main representative for the float (indicated on the registration form) is required to stay with the float, next to the driver's door, at the assembly area. This person will need to assist the Event Team to undertake the safety check.

LOLLIES AND PROMOTIONAL MATERIAL

- No items are to be thrown from the float. This includes but is not limited to promotional items, lollies, balloons or water (no water pistols).
- Promotional materials will need to be indicated on the registration form and items will be subject to approval.
- All items to be consumed must be wrapped e.g. pebbles in boxes
- Each float may have nominated people over the age of 16 (as indicated on the registration form) to walk the entire length of the parade handing out wrapped lollies or promotional material.
- Any items given out will be at the expense of the float organisation and/or representative – no monies will be exchanged for these items.
- Any nominated persons distributing goods to the crowd must maintain a safe distance from the side of the moving float (not less than 1.5 meters) and will not walk in front of the moving vehicle.

Waitomo District Council encourages waste minimisation at all its events and discourages the use of promotional materials containing plastic.

PARADE PROCESSION

- The parade will start south bound down Rora Street at 6pm.
- Please instruct your driver to be seated in the vehicle by 5.50pm ready to depart at 6pm.
- Drivers are to maintain a slow walking pace of 5km per hour.
- Drivers should maintain a clearing of 8-10 metres between floats to ensure there are no large gaps created.
- Participants must not attempt to get on and/or off the float once the parade has started.
- No float may exit the parade progression prior to the completion of the route, with the exception of an emergency.
- It is expected that all entrants complete the parade route from start to finish.
- All participants are required to stay in the precession order upon return to the dispersal point (assembly area) at the North of Rora Street until a parade marshal releases your float.
- Vehicles will be instructed to disperse from this point and leave the area to avoid congestion.



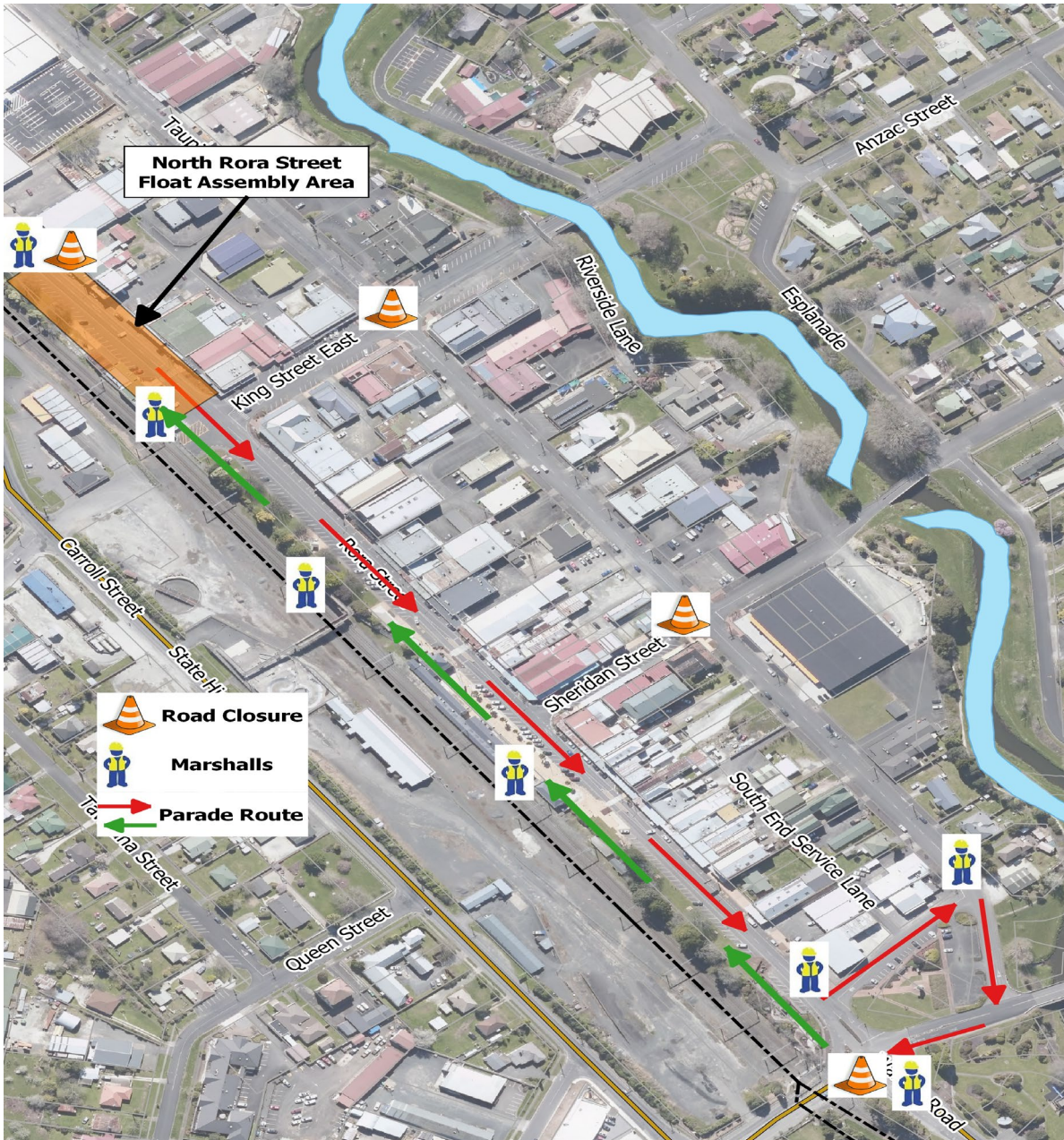
INSURANCE

- Any insurance cover for the loss or damage to a participant's goods or property is the full responsibility of the float organisation/representative.
- Any damage and or defacement of property caused by a float which results in repair and/or replacement being required and costs incurred will be the full responsibility of the float organisation/ representative.

If you have any concerns, please call the parade co-ordinator Sarah McElroy on 021 369 543

Thank you for your participation in the Waitomo District Christmas Parade

Parade Route Map



- Floats will leave from North Rora Street,
- Travel south down Rora Street,
- Left into South End Loop,
- Right into Taupiri Street,
- Right into Lawrence Street,
- Right back into Rora Street,
- Floats will then head back to the North of Rora Street to the dispersal point (assembly area) and stay in parade procession order until the marshal releases the floats to avoid congestion.

Please follow marshal instructions at all times



Please keep the parade together to ensure no gaps

