

## Mount Gambier Christmas Parade



# GUIDELINES & ENTRY FORM



City of  
Mount Gambier

**Entries Close 18th October 2023**



Parade Day 11am Saturday 18th November 2023



## KEY DATES AND TIMES

### **Deadline for Entries: 18th October 2023**

**Late entries are not guaranteed acceptance.**

### **Float & Driver briefing:**

A representative & the driver of each entry must attend the briefing night. Positions in the Parade, marshalling instructions and passes to Vansittart Park Oval will be given out at this meeting.

### **Float Assembly:**

All entries must be present at the marshalling area by 10:00am to line up in parade order. If you need to park your vehicle before 8:30am, please park on Anthony Street until Commercial Street is closed. If you need assistance with your float/float numbers please seek out the Head Marshall (wearing Hi-Vis) for assistance.

### **Parade Day:**

The Mount Gambier Christmas Parade will begin promptly at 11:00am, departing from the marshalling area on the corner of Crouch Street and Commercial Street East, known as the Federal Hotel corner.

### **Awards Presentation Night:**

Award winners will be advised via email and invited to attend. Please be prepared to make a short 2 minute speech.

### **Council Sponsored Floats**

Council Sponsored Floats are to be collected from the Depot, White Avenue entrance between 7:00am and 7:45am the morning of the parade. Float Drivers must attend Float Briefing night to be provided details of route and parking pre parade.





## JUDGING CRITERIA

Entries will be judged on the following criteria;



Energy and Engagement



Effort



Recycle Focus



Visual Appeal



Creativity

Council sponsored floats are not eligible.

## AWARDS

AWARD	PRIZE MONEY
Most Outstanding Entry	\$750
Best Christmas Theme	\$500
Best School Entry	\$500
Best Club or Community Organisation	\$250
Open Category	\$250
Best Themed Band	\$250
Encouragement Award	\$250
Best Non-City Entry	\$250
Best Utilising Recycled Resources Entry	\$250

**All of the above prize money is donated by  
AAM Timber**

AWARD	PRIZE MONEY
Best Brass Band	\$250

**Prize money donated by  
Mount Gambier Lions Club**



Entrants are eligible for any award. Only one award will be allocated per entry. Award allocation is completely at the judges' discretion.



## ENTRY CRITERIA AND RULES

All entrants are asked NOT to stop the flow of the parade unless absolutely necessary. So please no demonstrations for the benefit of cameras etc.

All entrants must relate to or be in keeping with the Christmas Festive Season, Christmas Theme or Community Celebration. The idea of the Parade is to have fun, and for the community to engage in the event.

All entries to maintain a 20-metre distance between each float at all times during the Parade. Set at the beginning of Parade.

Entries are not to be used as an advertisement or promotional opportunity of a commercial nature .

Each float to provide a person to carry float number (must be able to walk at a consistent pace).

There is only ONE Father Christmas – no other Parade participants including band members are permitted to wear Father Christmas costumes.

Please consider whether your entry really requires the use of a vehicle. Remember that amazing displays can be achieved with walking groups, allowing participants greater interaction with the crowd.

The Parade Advisory Group retain the right to modify any aspect of the float/presentation, and the right to position entrants in the parade as they see fit, considering content, theme, and impact on other participants.

The Parade Advisory Group is continually striving to improve the standard and quality of entries and encourages groups to consider the use of lower floats or smaller trucks (in lieu of higher semi-trailers) with more walking participants to offer younger members of the audience better viewing.

All floats have been allocated an assembly area as per Parade Running Order. Floats may take their position in the assembly area from 8:30am on Parade Day. Someone must be back at the float at 10:00am.

Driver briefing is **a must** for all Drivers at the Federal Corner at 10:45am on Parade Day.



## ENTRY CRITERIA AND RULES

- ▶ No alcohol is to be consumed by any participants in the Christmas Parade, as the city centre is a designated Dry Zone. No alcoholic beverage containers are to be featured in float displays or vehicles.
- ▶ No smoking permitted on or near Parade entries. Or during the Parade.
- ▶ In the event of an emergency, the City of Mount Gambier, in liaison with the South Australian Police will ensure that immediate public advice is given to the relevant areas regarding evacuation and locations.
- ▶ The City of Mount Gambier requires entrants to be covered by their own public liability insurance to the value of \$20 Million on the day of the Parade. If groups or individuals do not have public liability insurance, then they are required to inform organisers when submitting their entry form.
- ▶ By entering in the Parade, you agree to the City of Mount Gambier taking photographs and video footage of your entry, including individuals involved. You further acknowledge that the City of Mount Gambier have the authority to publish and use this material for subsequent advertising and marketing purposes.
- ▶ All vehicles travelling to and from the Parade must be road registered and obey all road rules.  
A limited registration permit for the day may be obtained from Service SA at 11 Helen Street if needed.
- ▶ Throwing of any item from a float is prohibited, as it may encourage young people to run out in front of moving vehicles. This includes the discharge of water from water pistols.
- ▶ If young children are aboard vehicles, please make sure they receive adequate adult supervision and that reasonable safety measures are in place, i.e., a rope barrier, straps, hay bales or decorated fence.
- ▶ The movement of the Parade will be controlled by the Marshals spaced along Commercial Street wearing high-vis vests. Participants must adhere to their directions at all times.
- ▶ Each float to have a fire extinguisher and first aid kit.



# PARADE MAP



## VANSITTART PARK PARKING & PARADE

Vansittart Park will be open from 9:30am to 10:00am on Parade day, Saturday 18 November 2023

for the parking of vehicles who need to assist in the unpacking of a Parade float once that float has arrived after the Parade.

Each Parade entry will be issued with two (2) parking permits. Permits are issued on Parade Briefing Night. No vehicles will be permitted to enter Vansittart Park after 10:00am. All vehicles are to arrive and depart from Vansittart Park via the Victoria Terrace gate.

Vehicles **MUST** park in the extreme North West corner, Western side of the oval surrounds.

The Parade Advisory Group is working to achieve continuous improvement in respect of children being collected from floats after participation in the Parade. No vehicles will be permitted to enter Vansittart Park after the Parade commences and parents are encouraged to park off site and walk into the oval to collect their children via the pedestrian gateways as marked.

Children are not permitted to be removed from floats until the float is parked in the designated area and stopped. Parents or teachers are not permitted past the barrier zone to collect participants or children from their float.

Parade float participants, especially children are required to be escorted by a responsible adult off each float to the main oval area (near grandstand) for collection by parents or schoolteachers. Marshals in high-vis vests will direct and inform the public at the collection point.



## VANSITTART PARK



## VANSITTART PARK EXIT INSTRUCTIONS

All Parade entries will travel along Commercial Street West and then turn right onto Wehl Street North before turning left through Federation Arch and into Vansittart Park.

All foot traffic must either continue straight onto the Oval via the Pedestrian gate or turn left upon entering Vansittart Park Oval. For safety reasons, pedestrians must NOT turn right when entering Vansittart Park Oval due to moving vehicles.



All vehicle entries must go right when entering Vansittart Park Oval and park their vehicles according to the direction given by marshals before allowing participants to disembark on the right-hand side of the float. Participants can then EXIT to the eastern side of the oval through the gate marked (near the scoreboard – NOT via Federation Arch). Participants must be aware of moving vehicles at all times.

All vehicles must EXIT Vansittart Park Oval through the Victoria Terrace gate and must turn RIGHT onto Victoria Terrace and turn LEFT onto Jubilee Highway West.  
No left turn will be permitted onto Victoria Terrace from Vansittart Park.



## Mount Gambier Christmas Parade Entry Form

### INDEMNITY

In addition to the inherent risks, I am aware that participating in the Mount Gambier Christmas Parade may involve a significant degree of risk of physical harm to me and/or entrants I represent. Dangers include, but are not limited to: Injury from falling, Injury from collision, Physical exertion and/or Weather extremes, which may be subject to sudden or unexpected change.

### MEDIA CONSENT

The City of Mount Gambier acquires photos, video footage and other forms of media for the use of promotional purposes and activities to be used at the discretion of the City of Mount Gambier. This media may also be used by the City of Mount Gambier for other promotional material/publications or social media for alternative purposes.

By signing this consent form, you acknowledge all participants appear voluntarily and of their own free will and agree that all images/ footage obtained throughout the Mount Gambier Christmas Parade may be used by the City of Mount Gambier.

### MEDICAL CONSENT

As an individual/parent/guardian, I further authorise the employees, volunteers, agents, and other servants of the City of Mount Gambier to obtain such medical assistance and/or treatment, as may be required that is deemed necessary, including medical, ambulance and hospital services. I further agree to pay the costs of such treatment.

I have sought the appropriate approval from entrants under my supervision and/or their parent/guardian (if under 18) entering in the Mount Gambier Christmas Parade, including obtaining the appropriate medical consent and consent to obtain such medical assistance and/or treatment, as may be required that is deemed necessary, including medical, ambulance and hospital services.

I agree to hold harmless the City of Mount Gambier, its employees, volunteers, servants and agents from all claims resulting from damage, loss, death or injury whatsoever which I, and/or entrants I represent may suffer and/or sustain in any way as a result of participating in the Mount Gambier Christmas Parade.

In addition, I hereby agree to indemnify the City of Mount Gambier, its employees, volunteers, servants and agents from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought, made or claimed against them, or any of them, arising from an activity directly related to my, and/or the entrants I represent acts, errors or omissions.

### PUBLIC LIABILITY

A copy of your Certificate of Currency showing Public Liability Insurance to the value of \$20 Million must be attached to your entry form. If groups or individuals do not have public liability insurance then you are required to inform organisers when submitting your entry form. If you have another organisation involved with your entry, we also require their proof of Public Liability Insurance.



## Mount Gambier Christmas Parade Entry Form

### ENTRY DETAILS

**Name of Organisation/ Group/ Individual:**

*(this will be printed in the program)*

**Name of Float/Entry:**

eg. Santas wonderland

*(this will be printed in the program)*

**Contact Person:**

**Contact Number**

**Address:**

**Email:**

**Contact Person:**

*If different on the day*

**Contact Number:**

*If different on the day*

### MODE OF TRANSPORT

### APPROX. LENGTH

**Large Truck - (Semi Trailer - 3 axles or more)**

**meters**

**Small Truck - (2 axle vehicle)**

**meters**

**Car with towed float/trailer**

**meters**

**Single Car**

**meters**

**Bicycle**

**meters**

**Walking / Marching**

**meters**

**Other**

**meters**

All bike, scooter, skateboard and roller blade riders are required to wear an Australian Standards approved helmet during the Parade.

### PARTICIPANTS

**Number of Children Participating:**

**Number of Adults Participating:**

**Number / Type of Animals:** *If applicable*

**Will your entry include noise/music:**

**How will music be played?**

*eg. band, singing, speaker, CD Player*

**Does your entry have another group/ club/ organisation as participants?**

**Yes**

**No**

**If yes, what is the name of the other club/organisation?**

**Do you have Public Liability Insurance?**

**Yes**

**No**

**If yes, have you attached a copy to your entry form?**

**Yes**

**No**

**Please note: If your organisation has Public Liability Insurance, proof of such is required. If you have another organisation involved with your entry, we also require their proof of Public Liability Insurance.**

## Mount Gambier Christmas Parade Broadcast Details

### DESCRIPTION OF YOUR FLOATS

*(to be used as introduction of your float for the commentating of the livestream PLEASE BE CREATIVE)*

**REMINDER - Each float to provide  
a person to carry float number  
(must be able to walk at a  
consistence pace)**

### DESCRIPTION OF ORGANISATION / BUSINESS / INDIVIDUAL

*(to be used as introduction of your float for the commentating of the livestream)*