



RAD Parade 2023 Entry Application

The City of Agoura Hills Department of Community Services welcomes your participation in the Reyes Adobe Days 2023 Parade on October 7, 2023.

Type of Organization (check all that apply):

- Non-Profit/Church
- Invited Entertainment
- Elected Official (non-election year)
- Business located in [Agency Name]
- Event Partner
- For-Profit Business
- Musical Entry/Group/Performers
- Election Year Candidate
- Other _____

Name of Group, Organization, or Business: _____

Primary Contact Name: _____

Primary Phone No: _____ Alternate Phone No. _____

Email: _____

Secondary Contact Name: _____

Primary Phone No: _____ Alternate Phone No. _____

Email: _____

Mailing Address: _____

Number of Motorized vehicles in parade entry: _____

Insurance Carrier (company name): _____

Full Name of Vehicle Owner: _____

Driver's License Number: _____

Insurance Policy Number: _____ Policy Term: _____

Please provide a detailed description of your parade entry: _____

Please provide a detailed description of any items that your entry intend to distribute along the parade route. _____

Specify if you will be providing live or amplified music: ▪ Live ▪ Amplified ▪ None

Nature of amplification: _____ Number of musicians, if any: _____

Type of instruments, if any: _____

By signing this application, I hereby state that I have read and understood the City of Agoura Hills Parade Rule Guidelines, and agree to abide by the terms and conditions as defined therein and agree to be responsible for the compliance of the same by all participants in my entry.

Signature

Date

REYES ADOBE DAYS PARADE ANNOUNCEMENT

Please write a brief parade announcement for your entry in the parade. The announcement should be no longer than 40-50 words. The announcement is mandatory to participate in the parade and is to be turned in at the same time as your Parade Application.

Information for Parade Announcer:

RAD Parade Rules and Guidelines

Please note that all guidelines will be enforced for the safety and enjoyment of everyone. Agency Parade Monitors will be placed throughout parade route. Those in violation of rules and regulations or that risk the safety of others will be escorted off parade route and may be prohibited from participating in future parades. The direction of Parade Officials should be followed. The Agency, Agency Fire Department, Agency Police Department, and any other authority having jurisdiction over the parade, reserve the right to issue a warning to the Parade Applicant or its Participants, to order correction of non-compliance at any time before or during parade, or to remove from the parade any person, float, or vehicle from the parade that fails to comply with parade rules and guidelines. Questions about these rules and guidelines should be directed to Nick Newkirk, Recreation Manager at (818) 597-7325.

Parade Information and Line Up:

- Pre-registration is required for participation in the parade. Parade entry applications will only be considered if submitted by **Friday, September 22, 2023**. You will be notified by email when your entry has been approved.
- Parade Route: approximately one mile and begins at the intersection of Reyes Adobe Rd. and Lake Lindero Rd. and proceeds to the Historic Reyes Adobe and park.
- The person completing the parade entry application must check-in their parade entry the day of the parade. Check-in area will be located at **Yerba Buena Elementary School** on **Saturday, October 7, 2023**.
- All parade entries must arrive at the staging area located at Yerba Buena Elementary School no later than 9:30 a.m. **Please note, only vehicles that are physically in the parade will be allowed in the staging area.**
- Parade participants enter the staging area by traveling north on Lindero Canyon Blvd. from the 101 Freeway. Once past Thousand Oaks Blvd., you will be turning into the Yerba Buena Elementary School parking lot on your right side. Please note, only vehicles that are physically in the parade, will be allowed in the staging area. There will be a drop off area immediately after parking lot for all other participants. When directed by Parade Officials, all participants will travel to entrance of Yerba Buena Elementary School and line-up. Parade Officials will then direct your party into parade route.
- A representative of vehicle/float entry must remain with the vehicle/float once in parade lineup, in the event it needs to be moved or repositioned.
- It is at the sole discretion of Agency Parade Officials to deny participation in the parade to any entrant, apparatus, vehicle, or attire/costume, etc. deemed unsuitable and unsafe to participants and spectators. Participants' registration fee is non-refundable. (if applicable)

Parade Participants:

- Parade entry applicant is responsible for ensuring that all entry participants read and comply with all Parade Rules and Guidelines.
- Every participant in an entry must sign a Parade WAIVER, RELEASE, HOLD HARMLESS AGREEMENT. In the case of minor participants (under 18 years of age), a parent or legal guardian must sign the waiver. Please make copies of the waiver and assign someone from

your organization to collect and turn in the waivers at check-in, if you do not enclose them with your parade entry application.

- For the protection of spectators and parade participants, throwing of items along the parade route and towards spectators (ex: candy, toys) is prohibited. Any giveaways must be handed directly to parade attendees by walkers along the route. Distribution of giveaways must be approved by Parade Officials.
- Parade participants are not permitted to ride on floats as they are being transported to and from the parade site.
- Children are not permitted to ride on a float without adult supervision.
- Children age 13 and under, must be accompanied by an adult (18 years or older) when riding in a vehicle. Children must be properly secured in a car seat or with a seatbelt.
- Entries with minor participants are required to have at least one adult for every ten children, unless otherwise waived by Parade Officials. Adults shall supervise children during the parade.
- Participants are not allowed to ride on any section of a vehicle, including fire vehicles, which are not designated for the safe transportation of riders.
- Participants must remain on their float or vehicle during the entire parade, regardless of whether the float or vehicle is in motion or has temporarily stopped.
- All passengers standing or sitting on a float should wear a safety belt, have handholds, or other support while the float is moving.
- Participants shall not cling to or ride on the outside of a float or vehicle at any time, regardless of whether or not the float or vehicle is in motion.
- Participants are not allowed to ride on the edge of floats.
- Any participant riding a bicycle, scooter, or other wheeled apparatus must wear a helmet.
- Participants shall keep up with the pace of the parade and vehicles in the parade. Performers shall not perform in any matter that causes a temporary or permanent stopping or slowing of vehicles in the parade. Parade entries must continue moving until reaching the disband area.
- Starter pistols, fireworks, and cannons are prohibited. The level of amplified music and sound effects will be moderated to avoid startling animals and/or drivers in the parade.
- Consumption of alcoholic beverages and illegal substances are prohibited.
- Parade participants and spectators are subjected to photographing/videotaping that may be used for future advertising and/or social media.

Float Vehicles (if applicable):

- Open flame devices are not allowed on parade floats. Use of fuel fired torches, candles, or other similar devices are prohibited.
- Smoking is prohibited on or near any float.
- All decorative material used on floats must be flame resistant.
- A portable fire extinguisher should be available on each float.
- Float vehicles should be properly serviced prior to entry into the parade. No extra gasoline (other than in the vehicle's tank) should be carried on the float vehicle.
- Decorative material should be kept clear of the exhaust system of a motorized float.
- Any portable generators should be secured to the parade float. Refueling of generators along parade route is prohibited.

- Any electrical systems used during the parade are required to be in good condition and in complete legal working order. Bare wires or exposed electrical connections are not permitted.
- Float beds should be structurally sound and safely designed, capable of carrying the weight of equipment and participants. Floats must include emergency exits for all riders and sufficient ventilation for the removal of vehicle power and exhaust.
- The length, height, and width of floats to dimensions that accommodate the parade route's street widths, turns, overhanging branches, and bridge clearances.
- The driver of the float vehicle should have a wide, unobstructed field of view.
- All trailer hitches and connections to a vehicle shall be in good condition and in complete legal working order on the date of the parade, and shall comply with all applicable laws and standards. Primary and secondary connections shall be appropriate for the normal and anticipated loads.

Vehicle Entries/Drivers:

- Vehicle operators are not permitted to perform special maneuvers such as "burnouts," "doughnuts," weaving along parade route or towards spectators, or racing between points. Any such action will warrant immediate removal from parade and law enforcement will be notified.
- The speed of motorized units shall be limited to **5 or 10 mph**.
- Drivers shall minimize abrupt starts and stops.
- Drivers must maintain a distance of **50 feet** from the preceding unit. Special attention shall be given to maintain a safe distance from all walkers and performers.
- A 180 degree unrestricted view is required for all drivers. If a 180 degree view cannot be provided to the driver, one or more spotters with a clear vision of all obstructed areas shall be in or on the vehicle or trailer at all times during the parade, and shall act as a guide for the driver.
- Appropriate driver communication should be maintained at all times throughout the parade.
- All motor vehicles in the parade must be inspected by the fire/police department prior to the start of the parade.

Animals in Parade:

- All animals included in the parade must be listed on the parade application. Any approved animals are required to have updated vaccinations, be in good health, and capable of coping with other animals and large crowds.
- Adequate space will be placed between participants that generate noise (ex: emergency vehicles, marching bands, etc.) and animals participating in the parade.
- Horses, mules, or dog entries must provide clean up units to follow directly behind entry.

Disbanding

There will be a traffic pattern at the end of the parade for the disbanding process, this ensures the safety of the parade participants and people entering the park.

If you are driving in the parade, you will need to continue to go straight down the road and exit the parade. If you would like to park and attend the event, you can make a right and circle back to the regular event parking.

If you are on foot in the parade, once you have gotten to the end of the parade, (At Reyes Adobe Park), you will need to walk straight into the park. This ensures that there are no people on the road and helps keep everyone safe. If you are leaving the event and are walking, you will still need to walk directly to the park and be picked up in a safe location such as the areas where we have event parking.



Reyes Adobe Days Parade

WAIVER, RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE

Bring one, signed original for each participant to the Parade Check-In.

I, _____ (FULL NAME), fully understand that my participation in the Reyes Adobe Days Parade (hereinafter "event") exposes me to the risk of personal injury, death or property damage. I hereby acknowledge that I am voluntarily participating in this event and agree to assume any such risks.

I have read the City of Agoura Hills Department of Community Services Parade Rules and Guidelines and hereby agree to abide by them.

I hereby release, discharge and agree not to sue City of Agoura Hills Department of Community Services for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event from whatever cause, including the active or passive negligence of City of Agoura Hills Parks and Recreation Department or any other participants in the event. The parties to this agreement understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision.

In consideration for being permitted to participate in the event, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify, defend, and hold harmless City of Agoura Hills Parks and Recreation Department from any and all claims, demands actions or suits arising out of or in connection with my participation in the event.

_____ (**Initial if applicable**) If I intend to operate a motor vehicle, I declare that the vehicle is registered and in safe operating condition, that I am a licensed driver, and that I assume full responsibility for the use of my vehicle in the event. I agree to indemnify, defend, and hold harmless City of Agoura Hills Parks and Recreation Department and its officers, officials, employees, and agents, and volunteers from any loss, liability, damage, cost or expense, which they may incur as the result of the operation of my motor vehicle in the event.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

Signature/Parent or Guardian
(If under age 18)

Date

DECLARATION

I, _____, declare under penalty of perjury under the laws of the State of California that I am the parent or legal guardian of Minor. I further declare that I shall indemnify, defend, and hold harmless the Indemnified Parties from and against any and all Claims resulting from, incident to, or arising out of Minor's participation in the Event, any and all risks assumed by Minor and me above, and/or the breach of any promises, covenants, and/or representations made by me herein and/or in the above Release.

By: _____
Signature of Parent/Legal Guardian

Name: _____