

2 25 ST. CHARLES st. patrick's parade



St. Patrick's Parade Entry Form Saturday, March 15, 2025

2:00 p.m. - Main Street from 6th Street to 4th Avenue

All entries must have a **St. Patrick's theme** and **Music is Encouraged**. All entries must include each of the following documents and **must be received by Friday, February 15th**:

- A completed **Entry Application**.
- A **Certificate of Insurance** naming the St. Charles Business Alliance and The City of St. Charles as additional insureds.
- A signed copy of the St. Patrick's Parade **Rules and Safety Guidelines**.
- Please make all checks payable to: **St. Charles Business Alliance** on or before Friday, February 14, 2025.

If you will have more than **20 walkers**, please reach out to the St. Charles Business Alliance at 630-443-3967 or info@stcalliance.org for **special permission** and **guidelines**.

Please Circle One: Business Entry: \$300 Political Entry: \$325 Non-Profit Entry: \$50

Business/Organization Name _____

Contact Person _____ **Title** _____

Main Contact E-mail: _____ **Optional 2nd E-mail:** _____

All correspondence will go to the above E-mails.

Contact Phone Number: _____ **Day of Contact Number (IF DIFFERENT):** _____

Social Media Handle(s) (For Tagging on Event Photos): _____

DESCRIPTION OF UNIT (REQUIRED: Approximate length of vehicle)

THREE SENTENCE DESCRIPTION OF ORGANIZATION and/or THEME (REQUIRED; If nothing is written, the emcee will simply read your Business/Organization name.) Ex: The St. Charles Park District has been enriching the quality of life of residents and visitors since 1911 through excellence in programs, parks, and facilities. Here today with us is the St. Charles Park District Dance Academy.

Music is encouraged. Will your unit have music? Yes____ No____

St. Patrick's Parade, March 15, 2025 – RULES AND SAFETY GUIDELINES

This is a judged parade. Entries will be judged by category and winners will be notified and presented with Awards at a subsequent City Council meeting.

PARADE CHECK-IN AND STAGING AREA

Line up information will be E-mailed 7–10 Days prior to the parade date. Please plan on arriving at 12:30PM. All registered parade entries must report to the parade staging area designated for their entry prior to the designated arrival time. Refunds will not be issued to late arrivals. Vehicles are not permitted to move from their line-up area unless specifically asked to do so by a Parade Marshal or a police officer. Due to space limitations, only parade vehicles, floats and animals will be allowed in the staging area. Please have someone drop-off persons riding on entries at the designated drop-off location. Arrival time and drop-off location will be communicated closer to the date of the parade. Late arrivals may not be allowed to participate, and refunds will not be issued. Only those vehicles registered as entries in the parade will be permitted in the staging area.

DISTRIBUTION OF MATERIALS

All parade participants are PROHIBITED FROM THROWING anything from their unit, (i.e. candy, toys, etc.) due to physical injury, danger, insurance and littering problems. This is a police order. You MAY have a walker distribute (HAND OUT) items along the parade route NEXT TO YOUR ENTRY.

BEHAVIOR

No profanity or offensive behavior will be tolerated before, during, or after the parade while on the parade route. No alcoholic beverages will be allowed. No drugs or weapons will be permitted in the parade assembly area, on floats or tow vehicles or on the parade route.

GENERATORS AND FIRE EXTINGUISHERS

Wire and electric devices must have sufficient capability for the use intended on the float/entry. Wiring should be properly secured to the float. Portable generators used in conjunction with float electricity must be securely mounted on a vehicle or other base. A minimum of 12 inches clearance should separate any part of the generator from combustible materials, including decorations. At least one fire extinguisher should be placed within easy reach of a responsible adult. **Class (A,B,C) Fire Extinguishers are required for floats using generators.**

COSTUMED CHARACTERS

Costumed characters are encouraged on floats. All floats must reflect St. Patrick's theme.

ANIMALS

Dogs only are allowed to **walk** in the parade and must be on a leash. No animals (including dogs) are allowed on floats. You are solely responsible for picking up after animal/s. If you do not pick up after that animal/s you will be subject to a clean up fee and may be asked not to participate in future parades. Please include information on animals if they are part of your entry.

VEHICLE, FLOAT, AND YOUNG PARTICIPANT REQUIREMENTS

All children must have adult supervision. NO PERSONS OR ARTICLES ARE PERMITTED TO HANG OVER THE SIDES OF FLOATS OR VEHICLES. No persons will be allowed to ride on the outside of a vehicle or hang over the edge of a float. Float riders must be secure on the float with handholds or chairs. All decorations must be non-flammable. ALL vehicles must be properly registered and insured. **ANY motorized vehicles must only be driven by properly licensed adults over the age of 21.** Floats more than 30 inches off the ground, that are also transporting children, are strongly encouraged to have side rails. Maximum height for entries is 15 feet. All entries should be properly identified with signs or banners with the organization's name on the entry so spectators know who you are. Floats/vehicles shall be brought to a complete stop before participants climb on or off the vehicle. **Any unit requesting over 20 walkers must obtain special permission.** Each walker under the age of 12 must be supervised by an adult.

Parade Marshals have the authority to remove any entrant from the parade for failure to comply with these rules.

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Business/Organization Name: _____

Contact Person: _____ Phone/Cell: _____

- Entry fees are non-refundable. The St. Charles Business Alliance (ALLIANCE) reserves the right to use photographs taken at this event for future promotions.
- All entries must provide a certificate of insurance naming the ALLIANCE and the City of St. Charles as additional insured no later than one week prior to parade day. Please call your insurance company to request this document.
- The ALLIANCE reserves the right to accept or reject any application.

I have read and accept that the ALLIANCE and the City of St. Charles will not be held liable for any injuries or damage to any person(s) or personal property while participating in the St. Patrick's Parade. I acknowledge that I am responsible for everyone participating in/on my entry. In addition, I will be responsible for each person in/on my entry receiving a copy of the Parade Rules and Safety Guidelines and agreeing to the terms set forth. I understand that disregarding any of the rules and guidelines will result in my entry being eliminated from the parade and not eligible for judging.

Signature

Date

How to Enter

Mail or email this form by February 14, 2025

St. Charles Business Alliance

Attn: Parade Entry Form

2 E. Main Street, St. Charles, IL 60174

Phone: 630.443.3967

Email: info@stcalliance.org