



## Christmas at the Collins House – Light Up Parade

Saturday, December 7, 2019 at 5:30pm

*(If inclement weather, all events will be held on Sunday, December 8 at 5:30pm)*

**Please read the enclosed materials.**

Your packet should include the following: (if you are missing any items stop by 10 Gateway Drive, download the form from our website [www.collinsvilleil.org](http://www.collinsvilleil.org) or contact [criley@collinsvilleil.org](mailto:criley@collinsvilleil.org))

1. Parade Entry Form
2. Copy of the Rules, Regulations and Policies.
3. Christmas at the Collins House Activity Indemnification Agreement

The following items **MUST** be returned with your application.

**Mail to: Cheryl Riley  
Christmas at the Collins House  
10 Gateway Drive  
Collinsville, IL 62234**

- Parade Entry Form
- Christmas at the Collins House Activity Indemnification Agreement
- Check for entry fee      Check No. \_\_\_\_\_      Amount \_\_\_\_\_
- Applicant has read and agrees to all the Parade Rules, Regulations and Policies
- Cover page completed and signed

This agreement made by and between the City of Collinsville and \_\_\_\_\_  
(hereinafter Indemnitor):

Indemnitor has made a request to participate in the Christmas at the Collins House (Parade and/or Event) and should the City of Collinsville desire to grant the request, the City of Collinsville desires that it be indemnified and held harmless from any and all liability, cost, and expense resulting or arising from such activity or activities.

Now therefore, it is agreed by and between the parties that in consideration of the Indemnitor being granted permission to participate in the Christmas at the Collins House, Indemnitor agrees to indemnify and hold harmless the City of Collinsville, their members, employees, agents and assigns from any and all claims, demands, losses, expenses, attorney's fees, liabilities, causes of action, and all other liabilities or responsibilities arising directly or indirectly from the activities of Indemnitor in connection with its participation in the Christmas at the Collins House which shall include, but not be limited to any negligent, willful, wanton, or intentional acts or omissions made by or on behalf of Indemnitor, its agents, employees, or assignees, or activities within its control or supervision.

\_\_\_\_\_  
Organization/Indemnitor – Signature Date

\_\_\_\_\_  
Organization/Indemnitor – Printed Name Date

Contact Information:  
Cheryl Riley  
City of Collinsville  
10 Gateway Drive  
Collinsville, IL 62234  
618-346-7529  
[criley@collinsvilleil.org](mailto:criley@collinsvilleil.org)

# Parade Entry Form

**PLEASE PRINT CLEARLY**

Organization, Group or Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Email: \_\_\_\_\_

TYPE OF ENTRY: Each entry is limited to one motor vehicle. Parade may be limited to the first 50 entries. Themed/decorated floats will be given priority with minimal cars permitted. All entries must have Christmas lights, light up décor, and/or Christmas themed display.

FLOAT Theme/Name: \_\_\_\_\_  
Length of vehicle and float \_\_\_\_\_

BAND Description: \_\_\_\_\_  
# of members in band \_\_\_\_\_

MARCHING GROUP Description: \_\_\_\_\_  
# of members in group \_\_\_\_\_

CLASSIC/UNIQUE CAR Description: \_\_\_\_\_  
(Please provide picture of vehicle)

OTHER Description: \_\_\_\_\_

## Entry Fees

Collinsville Chamber member	\$25
Non-Chamber member (commercial)	\$50
Neighborhood & Youth Group	\$25
Not for Profit	\$50 (waived with proof of 501(c)(3))

Each vehicle will be charged a fee. Make checks payable to City of Collinsville. Non-decorated entries are not allowed. Parade lineup is established according to protocol and public safety concerns.

Entry Fee \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Parade Rules Regulations and Policies

1. Completed and signed parade application must be received by **November 15, 2019**.
2. Indemnification forms must be signed by every participating organization and returned with your parade application.
3. The City of Collinsville Christmas in Collinsville/Christmas at the Collins House Committee adopts and amends the rules and regulations.
4. Parade may be limited to the first 50 entries. Themed/decorated floats will be given priority with minimal cars permitted. All entries must have Christmas lights, light up décor, and/or Christmas themed display. We asked that you do not have anyone dressed up like Santa on your float since we have the “real” Santa at the end of the parade (would not want to confuse the little kids with multiples).
5. Each entry is limited to one motor vehicle.
6. All participants in the parade must abide by all rules, regulations, and decisions set forth by the Committee.
7. The theme for the parade is Christmas in Collinsville – be creative.
8. Floats will be judged on appropriateness to the theme, appeal, originality, and overall effect. Float prizes for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners – TBD. Judging will take place during parade.
9. **Candy may not be thrown from the vehicles/floats.** However, parade walkers may hand out items to watchers.
10. The parade will start at Combs and Main Street (in front of the Collins House). It will go down Main Street to Center. It will turn left on Center and then left on Clay Street. The parade will end at Clay and Combs.
11. Parade lineup begins at 4:00 pm. You will receive a map and line up number in the mail. Staff will be onsite to assist you.
12. If your application is not accepted for the parade your entry fee will be returned to you.
13. Once you or your organization is accepted into the parade there are no refunds of entry fees. No refunds of entry fees will be given for units that fail to show up or ejected from the parade.
14. The parade begins promptly at 5:30 pm.
15. Once you are on the parade route keep your unit moving. Do not stop your unit during the parade unless you are instructed to do so by a member of the committee or Collinsville Police/Fire personnel.
16. All drivers of motorized vehicles must be 21 years of age or older, must have a valid driver’s license, and must have in their possession the day of the parade proof of insurance for the vehicle they are driving.
17. At the conclusion of the parade, you may park your float along Main St. in designated parking spaces and return to the Collins House for festivities.

## Contact Information:

Cheryl Riley, Superintendent of Recreation

City of Collinsville

10 Gateway Drive

Collinsville, IL 62234

618-346-7529

[criley@collinsvilleil.org](mailto:criley@collinsvilleil.org)