

OFFICIAL PARADE APPLICATION

**Application Deadline
Wednesday, April 30, 2025**

2025



2025 ANNUAL MEMORIAL DAY PARADE - MONDAY, MAY 26, 2025 AT 11:00 AM

The purpose of this application is to clearly outline the expectations of each parade entrant to ensure a safe and family friendly parade.

Parade Theme - "You're a Grand Old Flag"

Organization: _____ Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime/Parade Day Phone: _____ Email : _____

Description of Entry: _____

A sketch & a photo of your entry and ALL Banners or signage on the entry MUST be submitted with application or will be returned to the applicant for completion

UNIT DIVISIONS (Complete all that apply)

Proof of insurance must be available at parade for all entries

VEHICLE UNIT
Vehicle #1: _____
Make/Model: _____
License Plate # _____
Vehicle #2: _____
Make/Model: _____
License Plate # _____

EQUESTRIAN UNIT
of Horses: _____
All horses must have a rider or handler

ANIMAL UNIT
Type & # of Animals: _____
of Handlers: _____
All Animals must be on a lead/leash. You are responsible for immediate clean up after your animal.
FLOAT / BAND UNIT
Greater than 40 feet in length
Description: _____
Music Power Source: _____
Unit Size: _____
Guest Riders: _____
WALKING UNIT
Total # of Walkers _____
Preshcoolers: there may be no more than 5 children per adult
Walking units must dress uniformly reflecting the groups colors or logo

RULES FOR PARADE PARTICIPANTS
2025 ANNUAL MEMORIAL DAY PARADE - MONDAY MAY 26, 2025
Parade Theme - "You're a Grand Old Flag"

MUST BE COMPLETED, SIGNED AND RETURNED — DEADLINE APRIL 30, 2025

PARADE ATTIRE, DECORATIONS & BEHAVIOR EXPECTATIONS

- A. All parade entries must be in costume or uniform or proper attire in the spirit of the parade theme and appropriate for a family environment. Nudity and/or obscenity will not be permitted.
- B. Parade Operations Staff shall inspect all clothing and decorations during parade staging. Any unit, or the participants thereon, not in compliance will be removed from the parade.
- C. Parade entrant team leaders are responsible for ensuring that there are no additional participants once their group leaves the staging area.
- D. Flags and colors used by participants and entries should be aligned with the theme of the parade. Parade entries not in compliance will be denied access to the event. **All entries are strongly encouraged to display the American Flag as an element of their entry.**
- E. The distribution, throwing, or handing out of any items subject but not limited to: literature, product samples, fruits, candy, gifts, etc. to spectators along the parade route is strictly prohibited.
- F. Public Address Systems; megaphones; or other devices to amplify sound are strictly prohibited unless used for patriotic music.

INITIAL _____

GENERAL RULES & REGULATIONS

- A. Vehicle Breakdown - Towing charges for any unit that breaks down will be at the applicant's expense. Any fees associated with repairs, or law enforcement citations are the responsibility of the person signing the parade application.
- B. Insurance & Driver's License - Each vehicle that enters the parade line-up area and/or participates in the parade must have liability insurance, and its driver a valid CA driver's license. If you are renting a vehicle you may turn in all information at parade check in. Proof of insurance must be available at Parade.
- C. Insurance - All participants must carry insurance coverage valid for their parade entry.
- D. Setup - You are responsible for all the items brought with you to the staging area/parade route and you must take them with you when you leave. Please remember, the parade finishes at a location different than the staging area. LCF Chamber of Commerce is not responsible for lost or missing items.
- E. Flow of Parade - All entries/entrants are required to maintain a continuous forward motion during the parade. With an approximate distance of 50 feet between entries. No stopping or passing is allowed.
- F. Pre-School & Elementary School Groups - All will exit the parade at Rinetti Lane. Please notify families, no young children beyond this point.
- G. Any parade entry that violates any of the Expectations or Rules will be removed from the parade & denied access to the following years' parade.

INITIAL _____

INDEMNIFY & HOLD HARMLESS

All applicants are responsible for any and all acts and/or omissions on their part, or on the part of their agents, volunteers and/or employees that may result in the injury or damage to themselves, their agents, employees, or to third parties. Applicant specifically agrees to indemnify and to hold harmless the La Cañada Flintridge Chamber of Commerce and Community Association, its directors, officers, staff volunteers, sponsors and the City of La Cañada Flintridge, its employees and staff and to defend it/them from any and all claims arising out of such acts or omissions.

INITIAL _____

I have read and agree to the above.

Signature

Title

Date

2025



PARADE ENTRY DESCRIPTION

Annoucement Script

In order to evaluate your application, a brief description of your entry MUST be provided before your application will be considered by the Parade Board. If your entry is selected for the parade, this description will be used in the parade announcer's script. We reserve the right to slightly edit your script in order to assimilate into the event. In addition to description and general background, consider including names/titles of individuals responsible (such as director, captain, etc.) previous awards won and whether you have participated in this event before

Please submit the sketch & photo of your entry and ALL Banners or signage below.

PAYMENT INFORMATION

APPLICATION DEADLINE IS APRIL 30, 2025
PAYMENT MUST BE INCLUDED — NO EXCEPTIONS

PARADE ENTRY FEES: \$200 all units \$100 non-profits

Cash

Check

Credit Card (MC / VISA / AMEX)

Please make checks payable to "LCF Chamber of Commerce"

Charge: \$ _____ to my MC / VISA / AMEX _____

Card #: _____ Exp Date: _____ Code: _____

Email (required for receipt): _____

Exact Printed Name on Card: _____

Signature: _____

Return completed application, payment information and compliance & waiver form to:

MAIL: LCF Chamber of Commerce & Community Assoc.
Attn: 2025 MEMORIAL DAY PARADE
One Civic Center Drive, Suite A, La Cañada Flintridge CA 91011

EMAIL: accounting@lacanadaflintridge.com (Subject: 2025 Memorial Day Parade)

- **Parade entries may not feature any type of political campaign signage nor promote the candidacy of any political candidate running for elected office (including sitting elected officials up for re-election).** Current elected officials who represent a voting district in the City of La Cañada Flintridge may be acknowledged in parade float signage with only their current elected position listed alongside their name.
- **Please know that no parade signage may promote any political slogans, policy positions, social issues or other political language whatsoever.**

Completing the parade entry application and submitting it DOES NOT IMPLY acceptance into the parade.

The Parade Committee will review all parade entries and reserves the right to refuse participation in the parade.

The Association prohibits unlawful discrimination based on race, color, creed, sex, marital status, age, national origin, or ancestry, physical or mental disability, medical condition, veteran status, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful.

Upon approval: Specific parade information (Check-in, location, maps) will be provided via email for you to bring to the mandatory pre-parade meeting on **Thursday, May 22, 2025 at 3:00 pm in the LCF City Council Chamber.**

For additional information and downloadable parade applications:

visit: www.lacanadaflintridge.com

or contact the Chamber of Commerce office:

Phone: 818-790-4289

Email: accounting@lacanadaflintridge.com