



Pukekohe 2018
Christmas Parade
 Sunday 2nd December
 2pm, King Street



ENTRY FORM (Send In)

IMPORTANT INFORMATION

Please complete **two** copies of this form, post one copy to: Pukekohe Christmas Parade 2018, P O Box 1240, Pukekohe, or hand deliver to Pukekohe Business Association (217 King Street) by Friday 23rd November 2018. The second copy is to be held by the driver on the day.

Assembly Area for Floats: Massey Avenue Car Park
Assembly Time: 12.00pm Sunday 2nd December 2018
Parade Starts: 2.00pm Sunday 2nd December 2018

Other than "Christmas" there is no set theme for this year. Please note that this year we are running this parade in conjunction with the **Pukekohe Vegetable Growers Association**, who are **celebrating their 100 Year Anniversary**, so as well as the normal prizes for 1st, 2nd and 3rd in each category, there are some extra special prizes for those floats who incorporate the Anniversary into their theme. As always, the judges will be looking for imaginative and creative floats that celebrate Christmas.

ENTRY DETAILS

Name of Entrant/Group: _____

CONTACT DETAILS

Name: _____

Address: _____

Phone: _____ (day) _____ (evening) _____ (mobile)

Email: _____

Cancellation Contact: _____ (to be used on the morning of the parade only)

VEHICLE DETAILS

If more than one vehicle is to be used please enter details over page

Driver: _____ Licence #: _____

Vehicle Type: _____ Registration #: _____

DECLARATION

1. I have read and agree to the Christmas Parade Regulations 2018
2. I will follow all directions given by Marshalls.
3. I am aware that my vehicle may be removed from the parade if any of the Parade Regulations are breached.
4. I am aware that the organisers have the right to refuse to accept a vehicle or driver and that their decision is final.

I _____ as the driver of the above vehicle, have read and am aware of the Parade Regulations and agree to the conditions above.

Signed: _____ (Driver) Date: _____

I _____ as the Float Manager, have read and am aware of the Parade Regulations and agree to the conditions above.

Signed: _____ (Driver) Date: _____

Proudly Sponsored by:





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DRIVER ENTRY FORM (Use in Float on Day)

IMPORTANT INFORMATION

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VEHICLE DETAILS

If more than one vehicle is to be used please enter details over page

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8. I am aware that the organisers have the right to refuse to accept a vehicle or driver and that their decision is final.

I _____ as the driver of the above vehicle, have read and am aware of the Parade Regulations and agree to the conditions above.

Signed: _____ (Driver) Date: _____

I _____ as the Float Manager, have read and am aware of the Parade Regulations and agree to the conditions above.

Signed: _____ (Driver) Date: _____



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FLOAT DETAILS (Send In)

Please use the space below to give some details about your float. This information will be used by the Parade Commentator to inform the public during the parade.

Details of additional vehicles and drivers:

Driver:	_____	Licence #:	_____
Vehicle Type:	_____	Registration #:	_____
Driver:	_____	Licence #:	_____
Vehicle Type:	_____	Registration #:	_____

IS THERE ANYTHING ELSE WE SHOULD KNOW?

Proudly
Sponsored by:





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PARADE REGULATIONS

The **Combined Pukekohe Service Clubs** invites all pre-schools, schools, churches, clubs and businesses to participate in the **Pukekohe Christmas Parade 2018**.

While we are keen to encourage a 'fun' day for the Parade, we must naturally insist that all participants act safely, both in their interests and in the interests of spectators. ***ALL participants are therefore required to be aware of the following Parade Regulations.***

- **CLASSES:**

Upon receiving your Float Application Form members of the Combined Services Clubs Organising Committee will put you into a best-fit category. The decision of the Organising Committee is final, and no correspondence will be entered into.

Due to sponsorship from the Pukekohe Business Association, there is no entry fee!

- **PRIZES:**

The prizes in each Category are as follows:

- 1st Place \$500
- 2nd Place \$300
- 3rd Place \$200

This year there will also be some special prizes for floats who include the 100 Year Anniversary of the Pukekohe Vegetable Growers Association in their theme. The amount for this has not been finalised as we are finalising sponsorship, but we are hoping this will be 2 prizes of \$250.

Prizes will be paid out electronically on the Monday after the parade. To ensure you receive any prize money promptly, please send us a copy of your bank account deposit slip that shows your official name and bank account number.

- **JUDGING:**

Judging will take place both in the Assembly Area prior to the Parade, and during the Parade itself. Judging will start at 1.00pm. Rosettes to notify winners are awarded immediately after all floats have travelled up King Street and before they come back down.

- **ASSEMBLY AREA:**

Floats are to assemble in the Car Park on Massey Avenue where the Saturday Market is held. Assembly time is from 12 noon.

- **PARADE ROUTE:**

The Parade will start at 2pm and go from the Assembly Area in the Massey Avenue Car park, turn left into Massey Avenue, then into King Street. Proceed along King Street, then turn right into Seddon Street at the roundabout. Turn left at the Tobin Street roundabout, then left into Harrington Street. Finally, turn left into West Street and return along King Street, right into Massey and back into the Assembly Area.

PARADE REGULATIONS Continued

- **PARADE REGULATIONS:**

All participants are to be aware of the Parade Regulations. Submission of an Entry Form signifies acceptance of the Parade Regulations.

- **DRIVER:**

The driver is responsible for the vehicle and its load at all times. The 'Driver Declaration' on the Entry Form is to be signed. One copy of the Entry Form is to be held by the driver in the vehicle and be available to the organisers on request.

- **FLOAT MANAGER:**

All Floats that have people on board out of the vehicle cab are to appoint a responsible person as the FLOAT MANAGER, with responsibility for the safety and behaviour of all participants on the Float. The 'Float Manager Declaration' on the Entry Form is to be signed.

- **ROAD RULES:**

Normal road rules apply. Any transgressions will be dealt with by the Police in the normal way.

- **ROAD CLOSURE:**

While there is a Road Closure in place for the Parade, emergency vehicles may require access at some point. Please be aware of their possible entry.

- **VEHICLE SIZE:**

Due to difficulties in Float manoeuvrability, maximum dimensions are to be - Height: 3 metres, Width: 2.5 metres.

- **WALKING FLOATS:**

Walking floats are allowed, but we must stress that the group will have to keep up with the rest of the parade. This is very important as we do not want large gaps in the parade caused by groups who cannot keep up. Please keep this in mind, and if you have lots of young children, work out potential ways to help them keep up, e.g. riding bikes, pushing in a wheelbarrow, etc. (If the reason you would like a walking float is because you do not have access to a truck, please contact the committee as we may be able to help with that.)

- **ASSEMBLY:**

Marshalling of the Floats will be in the Car Park at the eastern end of Massey Avenue, and all Floats must be assembled for the judging at 1.10pm. Failure to assemble before this time will mean that your Float may not be judged and miss the opportunity to win the prize money and prizes available. The Assembly Area will be open from noon.

- **THEME:**

As requested, there is no specific theme this year other than **Christmas**. However, in celebration of the 100 Year Anniversary of the Pukekohe Vegetable Growers Association, any floats that include vegetables in their float theme will be eligible for an extra prize. The Parade is primarily for children and families, and Floats deemed to be unsuitable will be removed from the Parade. The final entry is at the discretion of the Assembly Marshalls.

- **DANGEROUS AND UNROADWORTHY FLOATS:**

All Floats must comply with traffic regulations both to and from the Parade. ALL vehicles will be checked for Registration and current WOF/COF. IF you intend using a vehicle outside of the Road

PARADE REGULATIONS Continued

Regulations contact Donna Vincent on 238 0750 to discuss further. There are situations where the Police will allow vehicles to enter the parade that do not have a WOF if they are trailered to the parade area, and only go on the prescribed parade route.

- **WATER PISTOLS ETC:**

There are to be **NO** water pistols, water balloons, bubbles, silly string or similar items on any Float, or in the possession of any people associated with the Float.

- **SWEETS AND OTHER GIVEAWAYS:**

NOTHING is to be thrown from Floats at any time. Sweets and other giveaways may be distributed with prior permission, but this will be by people walking alongside the Float and handed directly to onlookers on the pavement. All sweets must be individually wrapped.

- **SPEED:**

ALL vehicles must travel at a safe speed – including when they have finished the Parade and are travelling back to the Assembly Area. Vehicles will be quite close to the watching onlookers, who are to be treated as pedestrians. Drivers and Float Managers are to be aware of crowd movements, to respect the instructions of Marshalls and ensure the safety of their onboard passengers at all times.

- **SUPERVISION OF CHILDREN:**

If there are children travelling on the Float, or walking alongside, the following children (under 14) to adult (over 18) ratios will apply:

- Children aged between 8 and 14 – 1 adult per 5 children
- Children aged between 3 and 8 – 2 adults per 5 children
- **Children under the age of 3 years will not be allowed to participate except in the inside of the vehicle in approved child restraints**

There will be periods of waiting and inactivity, so please ensure that children are dressed appropriately for the weather on the day and protected from the elements, e.g. slip, slop, slap. A supply of snacks and drinking water should be considered if it is a warm day.

- **COMMON SENSE AND COURTESY** must prevail at all times to ensure the Parade is enjoyed by both participants and onlookers. This also applies during the pre- and post-Parade periods.

- **CHECKLIST:**

- Ensure that you have read the Parade Regulations
- Return one copy of the Entry Form by Friday 23rd November 2018
- Retain one copy of Entry Form for presentation at the Assembly Area

On behalf of the Combined Service Clubs of Pukekohe we would like to thank you for participating in the 2018 Pukekohe Christmas Parade, which is for the enjoyment of the people and especially the children of the District. Without your efforts and participation the Parade would not be taking place.