

PARADE ENTRY FORM

"Spring Bling" theme



I wish to nominate for inclusion in the **2023 Laidley Spring Festival Parade** being held on **Saturday 9 September 2023, commencing at 10am (Parade marshalling opens 7.30am-8.45am)**

Group/Organisation: _____

Name of Group for Parade Signage: _____

Nominated Contact Person: _____

Address: _____ Postcode: _____

Phone: _____ Mobile: _____ Email: _____

Contact person on the day: _____ Mobile _____

Emergency Contact on the day: Name _____ Mobile _____

Categories: (Please tick one category only) *Grand Champion wins \$200! Category winners are awarded a rosette.*

1. Children's (pre/primary/high school) Float

4. Community Group Float

2. Business Float

5. Historic/Antique Motor Vehicle Group Float

3. Sporting Group Float

Parade Details:

Our group will be walking only

Our group will be walking and using a vehicle

Our group will be using a vehicle/s only

Our group will be on a float only

Will there be animals involved in your entry? If so, what kind and how many? _____

Number of participants: _____ Number of vehicles: _____ Amplified Music Played: YES/NO

How many years has your group entered the Laidley Spring Festival Parade? _____

Description of Entry for Parade Compere: (Please supply as many details as possible in relation to your Group, Theme, Float, School, Band, or Vehicles, including number of participants. Information may be supplied as an attachment to this Form if preferred. This information will assist the Parade Compere.)

By signing this form, you/your group have/has read and accepted the Terms and Conditions of Entry.

Signature (Nominated Contact Person): _____ (Must be over 18 years of age) **Date:** _____

MEDIA CONSENT FORM:

I, _____ hereby give consent to Lockyer Valley Regional Council (LVRC), its affiliates and agents, to use my image and images of my organisation and its members in its publications, advertising, or other media activities (including material on LVRC websites & social media platforms), taken at this event.

Name: _____

Signature: _____

Email: _____

Date: _____

PLEASE RETURN THIS PAGE

Laidley Spring Festival Street Parade Risk Assessment Check List:

This Risk Assessment Check List is a guide to highlighting the risks that must be considered when participating in this event.

I, _____ (name) of _____ (organisation/float name) will abide by the Laidley Spring Festival Street Parade terms and conditions and assess any possible risks that may arise.

What could go wrong and how you will prevent it?

Does your float have safety handrails or restraints? If not, how will you prevent someone falling off?

All vehicles pulling floats or carrying participants must be registered and road worthy. Is yours? **YES / NO**
If yes, please bring current registration certificate in case asked to provide proof, if no, only the driver can be in the vehicle.

What is the length of the float (including vehicle)? _____ (metres)

How will you protect the participants walking or riding on the float now that the parade will do **one lap** of Laidley CBD? (e.g.: enclosed shoes, hat, sunscreen, no standing when vehicle is moving, water provided, speed limit etc)

Does your float/trailer/vehicle have additional structures as a part of theming? If so, how will you maintain that they stay safe and secure?

Check list:

- Parade participants are adequately inducted and informed about Risk Assessment and actions to be taken
- Entrants are ready for the float and vehicle to be inspected. Please note: if they are seen to be non-compliant the group will be asked to rectify the issue before taking part in the Street Parade
- Vehicles are safe and road worthy (please carry current registration certificate if asked to provide proof)
- Additional structures are safe and secured properly
- Parade participants are prepared to do one lap of the Laidley CBD
- Handouts or giveaways are "handed" to spectators not "thrown" or "tossed" into the crowd
- Traffic must travel at walking pace and drivers must keep a safe distance between the vehicle and pedestrians.
- Plan in place if your vehicle breaks down during the parade
- Parade participants have accepted the conditions of entry and agree to abide by Terms and Conditions

I have included with this entry: Public Liability Insurance Certificate of Currency & Risk Assessment Check List

Please return documentation by 5pm Tuesday 1 August 2023 to:



Mail: Lockyer Valley Regional Council
Special Projects and Tourism
PO Box 82, GATTON QLD 4343

Email: lockyerevents@lvrc.qld.gov.au

For enquiries, please contact Tourism & Special Projects on 5466 3505 or lockyerevents@lvrc.qld.gov.au

TERMS AND CONDITIONS OF ENTRY

1. Parade Entry is open to businesses, schools, community organisations and individuals based within the Lockyer Valley region.
2. Entry in the parade is FREE.
3. To nominate your entry, you must complete and sign the approved Entry Form, Risk Assessment Check List, Media Consent Form and provide a copy of your Public Liability Insurance Certificate of Currency to Lockyer Valley Regional Council no later than **5.00pm on Tuesday 1 August 2023**.
4. All parade entrants must pre-register. **Registration on the day is not available.**
5. Participants are required to remain in the marshalling area until 11am or earlier as indicated by the parade marshal once foot traffic has dispersed.
6. Refusal to provide required supporting documentation may lead to an entrant's disqualification from the parade.
7. A category must be selected, or the entry will be invalid and not judged thereby forfeiting a prize.
8. Only **one** category per entry.
9. The judging will take place **prior to** the parade. The winners will be announced on the stage at a time to be advised closer to the event date. Winners in each category receive a rosette, with the Grand Champion receiving a rosette, \$200 prize money and a perpetual shield.
10. All entrants must agree to follow all directions from the organisers, including parade marshals.
11. All entrants should ensure that their displays are free from obstructions and hazards to the public and participants.
12. All floats will be inspected prior to parade; if they are found to be non-compliant the group will be asked to rectify the issue before taking part in the 2023 Laidley Spring Festival Street Parade.
13. **NO food or lollies to be 'tossed'** into the spectators during the parade. Walkers may distribute such items in a safe manner. This is in line with the Risk Management Plan for the parade.
14. Prizes will be awarded to the Group/Organisation as named on the entry form.
15. Any prizes awarded will not be redeemable for cash.
16. The judges' decision is final, and no correspondence will be entered into.
17. The judges' reserve the right to withhold the prize if there are insufficient entries in the category.
18. The Laidley Spring Festival Street Parade will do **one lap of the Laidley CBD** as per the map provided in due course.
19. Entrants are reminded that it is their responsibility to comply with any safety matters or regulations relating to public liability.
20. Entrants must not breach any traffic laws and must follow the appropriate **speed limit of 10km** during the parade.
21. All vehicles carrying passengers must be roadworthy and currently registered including trailers and tractors.
22. The security of all the displays remains the sole responsibility of the entrant.
23. The organisers and sponsors accept no responsibility for damage, injury, or theft, which may occur because of your entry into this parade.
24. Lockyer Valley Regional Council accepts no responsibility or liability for any actions or incidents relating to or occurring during the parade.
25. Please ensure that you have adequate Property and Public Liability Insurance that protects you in relation to anything you propose doing as part of your participation in the parade.
26. All entrants agree to the organisers publicising their name, address and photographs taken in association with this event in any reasonable manner the organiser sees fit.
27. Failure to comply with the Terms and Conditions of entry may lead to cancellation of entry.



Attention Parade Entrants,

RE – LAIDLEY SPRING FESTIVAL 2023

As you may be aware Laidley Spring Festival will take place from Friday 08 to Saturday 09 September.

STREET PARADE

The Street Parade will take place on Saturday 09 September. Parade marshalling will open from 7.30am at the carpark in Michael O’keefe Park, Ambrose Street. A marshalling site will be allocated and clearly signed for each entrant in parade order. You are welcome to bring a shade marquee and install within your designated marshalling area. The sign that will designate your marshalling site can be carried by the leader in your group during the parade to help the MC identify each separate parade entry.

All parade entrants must be on site and set up by 8.30am for judging to commence. All parade entrants will be judged from 8.45am, so we encourage you to be ready before this time.

The Parade will start from the corner of William and Ambrose Streets at 10:00am and travel left down William Street, right into Patrick Street, right into Spicer Street and right into Ambrose Street, completing one lap before returning to the carpark marshalling area. It is expected that the parade will finish between 10:30am – 10.45am. All parade vehicles are required to remain parked in the marshalling area until 11.00am or earlier as indicated by the parade marshal once foot traffic has dispersed.

All vehicles not in the parade are to be parked in nearby streets not included in the parade as soon as the float has been unloaded.

Lockyer Valley Regional Council Staff contacts on the day are:

Jason Harm P: 0488 089 532

Rachel Lane: 0418 647 084

PLEASE NOTE: **NO** lollies are to be thrown or tossed to patrons along the parade route. They may be given out by walking to the children to reduce the risk of a child running out in front of a moving vehicle.

SUN SAFETY

Please ensure all parade participants are wearing sun safe clothing, hats, sunscreen and have ample water. There is a water bubbler located on the Laidley Recreational Reserve near the ANZAC memorial.

ROAD CLOSURES

Please be aware of the following road closures for Saturday 09 September only and advise your groups where possible. Please see map attached for further information.

From 9.30am until 11.30am Patrick Street between Spicer Street and Whites Road, Spicer Street to Ambrose Street, Ambrose Street to William Street and William Street to Patrick Street will be closed for the street parade.

PARKING CLOSURES

Street parking on Patrick Street will be closed from 7am on Saturday 09 September until after the parade. This is to prevent vehicles from blocking the street and provide a safe parade route. **This includes ALL car parks in the main street from the QN Hotel to the train line.**

The IGA carpark will also be closed for the duration of the parade (9.30am – 11am approx). Therefore, **NO** cars will be allowed to enter or leave this carpark whilst the parade is underway. *We apologise for any inconvenience caused by these changes.*

CAR PARKING

Please note that despite the road closures on Saturday there are still a great number of car parks available for everyone including but not limited to:

- Car park behind IGA
- Youth Centre car park on William Street
- Car park behind Mitre 10 and the Post Office accessible from John St North
- Street parking on Spicer Street and near the train station
- All surrounding streets beyond the road closures



Please note the IGA and Youth Centre car parks will be accessible until the 9:30am closures however vehicles will not be permitted to leave after 9:55am until the parade has finished.

FOR MORE INFORMATION

If you have any queries in relation to this matter please contact Lockyer Valley Regional Council's, Community Activation Team on 5466 3505 during business hours or Events and Tourism Officer, Rachel Lane on 0418 647 084 or Jason Harm on 0488 089 532.

Site Map – Street Parade 2023

MAP LEGEND

- Bus Stop 
- Parade Route 
- Local Access Point 