

# PARADE ENTRY FORM

## "Swing into Spring" theme



I wish to nominate for inclusion in the 2022 Laidley Spring Festival Parade being held on Saturday 10 September 2022, commencing at 10am (Parade marshalling open 8-9.45am)

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 sash.

- |                     |                          |   |                          |
|---------------------|--------------------------|---|--------------------------|
| 1. Children's Float | <input type="checkbox"/> | 5. Primary/High School Float            | <input type="checkbox"/> |
| 2. Business Float   | <input type="checkbox"/> | 6. Band                                 | <input type="checkbox"/> |
| 3. Sporting Group   | <input type="checkbox"/> | 7. Historic/Antique Motor Vehicle Group | <input type="checkbox"/> |
| 4. Community Group  | <input type="checkbox"/> | 8. Cultural/Creative Float              | <input type="checkbox"/> |

### 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: \_\_\_\_\_

# 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?

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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 is able to 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 **two laps** of Laidley CBD? (eg: enclosed shoes, hat, sunscreen, no standing when vehicle is moving, water provided, speed limit etc)

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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?

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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 two laps 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 THIS PAGE**

**Please return documentation by 5pm Friday 26 August 2022 to:**



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

Email: [lockyerevents@lvrc.qld.gov.au](mailto:lockyerevents@lvrc.qld.gov.au)

For enquiries, please contact Marketing, Communication and Engagement on 5462 0652 or [lockyerevents@lvrc.qld.gov.au](mailto: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 Friday 26 August 2022**.
4. All parade entrants must pre-register. **Registration on the day is not available.**
5. Refusal to provide required supporting documentation may lead to an entrant's disqualification from the parade.
6. A category must be selected, or the entry will be invalid and not judged thereby forfeiting a prize.
7. Only **one** category per entry.
8. The judging will take place **during** 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 sash, with the Grand Champion receiving a trophy.
9. All entrants must agree to follow all directions from the organisers, including parade marshals.
10. All entrants should ensure that their displays are free from obstructions and hazards to the public and participants.
11. 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 2022 Laidley Spring Festival Street Parade.
12. **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.
13. Prizes will be awarded to the Group/Organisation as named on the entry form.
14. Any prizes awarded will not be redeemable for cash.
15. The judges' decision is final and no correspondence will be entered into.
16. The judges' reserve the right to withhold the prize if there are insufficient entries in the category.
17. The Laidley Spring Festival Street Parade will do **two laps of the Laidley CBD** as per the map provided in due course.
18. Entrants are reminded that it is their responsibility to comply with any safety matters or regulations relating to public liability.
19. Entrants must not breach any traffic laws and must follow the appropriate **speed limit of 10km** during the parade.
20. All vehicles carrying passengers must be roadworthy and currently registered including trailers and tractors.
21. The security of all of the displays remains the sole responsibility of the entrant.
22. The organisers and sponsors accept no responsibility for damage, injury or theft, which may occur as a result of your entry into this parade.
23. Lockyer Valley Regional Council accepts no responsibility or liability for any actions or incidents relating to or occurring during the parade.
24. 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.
25. 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.
26. Failure to comply with the Terms and Conditions of entry may lead to cancellation of entry.

**PLEASE KEEP THIS PAGE FOR YOUR RECORDS**