

**June 3, 2023**  
**DUCK DAZE PARADE**  
**INFORMATION PACKET**



3609 Market Place W., Suite 200  
University Place, WA 98466  
PH: 253.566.5656 FAX: 253.460.2541

To be considered for participation, your entry form must be received prior to May 25, 2023 at 4:00pm. Please read through the **attached parade instruction sheet, route map and safety plan** which have been established for your benefit and the safety of the event.

This is a City of University Place sponsored parade. The goal is to provide a community parade that is safe and enjoyable for both participants and spectators, and we endeavor to maintain that tradition. To that end, we ask the following:

- All parade entrants must remain in motion while on the parade route, unless stopped by law enforcement or parade officials.
- All motorized vehicles must be operated by licensed and trained drivers, regardless of the vehicle's size or use. All vehicle and float operators are required to include proof of current automobile liability insurance with the parade application. All vehicles must have a passenger.
- All entrants must clean up after their entry (animal waste, garbage in staging, horse loading areas, decorations, etc.).

A complete listing of event participation rules is in this packet. If you have any questions or concerns, please contact City of University Place at 253.566.5656.

Thank you.

**All entries **MUST CHECK IN** at check-in station.**

## PARADE INSTRUCTION SHEET

PARADE DATE: June 3, 2023

PARADE BEGINS: 10 a.m.

CHECK-IN/ASSEMBLY BEGINS: 8:30 a.m. Neighborhood Church parking lot, 2802 Bridgeport Way West

**CHECK-IN STATION:** All entries **must** stop at the check-in station located at the staging area. There you will check-in and receive any other instructions. ***Important: To reduce congestion, please appoint one member of your group to check in your entire group.***

**STAGING AREA:** The main staging area for vehicles and floats will be on the South shoulder of 27<sup>th</sup> street. Walkers will stage at the Neighborhood Church parking lot at 2802 Bridgeport Way W. Drop-off walkers via Louise/28th.

**RESTROOMS:** Restrooms (sani-cans) are located in the staging area and at the end of the parade.

**PARADE ROUTE:** Public viewing begins at the intersection of 29<sup>th</sup> and Bridgeport. The parade continues past the Library Civic Building turning left onto 37<sup>th</sup> street where it ends near the fire station.

## **PARADE CHECKLIST:**

1. Drivers should have 180° forward vision.
2. Each vehicle/float should have one passenger in the cab whose duty it is to monitor activity on the float so that the driver is not distracted from operating the vehicle.
3. Reverse movement along the parade route is prohibited.
4. Riding on the top of or outside of vehicles without belts or harnesses is prohibited.
5. Children must be under adult supervision at all times.
6. Riders must remain on the float once the parade begins and at all times the float is in motion.
7. Maintain a distance of **35 feet** behind the preceding entry.
8. Exhaust system should extend beyond any and all decorations so that drivers or riders are not exposed to carbon monoxide fumes.
9. Compressed gases (such as helium) and generators shall be properly secured and safeguarded (portable gasoline cans are prohibited).
10. Generator exhaust must be such that it does not pose a hazard to participants.
11. Decorative lighting must be UL approved and rated for outdoor use.
12. No candles allowed on floats.
13. Marching entries must keep up with the parade.
14. **DO NOT** throw food, candy, or any other items to the crowd.
15. Adults may walk beside the float and hand out candy and toys.
16. Entries with animals must check in with their clean-up crews; otherwise, they will not be allowed to participate.
17. Contact parade officials immediately should you encounter any difficulties.
18. Motorized vehicles, trucks, and cars - no excessive speeds, burn-outs, tricks, two-wheel driving, or dangerous maneuvers. **NO STOPPING TO HAND OUT FOOD, CANDY, OR PROMOTIONAL PRODUCTS.**
19. Fire extinguishers rated 2A-10BC are required on all motorized decorated vehicles. Fire or open flame on any entrant is prohibited; all decorative materials must be fire retardant - *bales of hay are not fire retardant.*
20. Smoking is prohibited on any float or parade entry.
21. Alcoholic beverages are prohibited on any float or vehicle or on the person of any participant.
22. Parade participants may not be under the influence of alcohol or drugs at any time during the parade or staging.
23. The City reserves the right to bar from the parade at any time any entrant not conforming to the rules, safety plan or refusing to follow the instructions of the police or parade officials.

## **PLEASE KEEP THE CENTER OF THE STAGING AREA CLEAR AT ALL TIMES TO ALLOW FOR PASSAGE OF OTHER ENTRANTS.**

1. Because of limited access to the parade staging area, and for safety reasons, if you wish to drop off participants or equipment needed for your entry, you must do so prior to 9 am.
2. ACCESS TO THE STAGING AREA WILL BE CLOSED FOR SUPPORT VEHICLES.
3. Vehicle operators must stay with the vehicle at all times.
4. No reverse movement will be allowed within the staging area.

**Thank you for your cooperation and support!**

**We are excited and pleased to have your participation in the parade. We hope that you enjoy yourselves – the community will certainly enjoy your entry! If you need any additional information, please call 253.566.5656.**

## APPLICATION REQUIREMENTS

**Due Date: May 25, 2023**

1. Submit a completed Duck Parade Application.
  2. Submit a Certificate of Insurance for the group  
OR  
Submit signed Hold Harmless/Indemnification Waivers for each participant.
  3. For Vehicle Entries:  
Submit a copy of the vehicle insurance card and a valid Driver's License for the driver.
- No animals/pets are allowed without registration and proof of vaccinations.
  - All vehicles must have a passenger.

In consideration of the acceptance of this application, the applicant agrees to defend, indemnify and hold harmless the City of University Place as well as all officers, employees, and volunteers from any injury, damage or loss arising out of the applicant's participation in the Duck Parade.

### QUESTIONS?

Email: [Events@CityofUP.com](mailto:Events@CityofUP.com)  
Call: 253.460.2517

Submit application & material by email or mail to:  
**City of University Place**  
3609 Market Place W, Ste 200  
University Place, WA 98466

# DUCK PARADE APPLICATION

## Saturday, June 3, 2023



Official Group Name \_\_\_\_\_

Representing (school, community, business, organization, etc. if applicable) \_\_\_\_\_

Applicant Name Email Phone

Secondary Contact Email Phone

Address \_\_\_\_\_

City State Zip

### Classification of Entries (check all that apply)

# of Participants \_\_\_\_\_

- Animal entry (pets / livestock)
- Campaign / Political
- Car
- Color Guard / Military / Veteran
- Comic (clowns / fun entries)
- Community (local agencies or businesses)
- Community Youth (scout troops, sports teams, etc.)
- Dance / Drill Team
- Emergency Response Unit (Fire / Police)
- Float
- Motorized Drill Team (motorcycles, ATVs)
- Mounted Drill Team (horses)
- Music in Motion (bands, musical entries)
- Truck / Equipment (includes tractors / decommissioned fire trucks, etc.)
- Other: \_\_\_\_\_

**\*All vehicle entries must provide a valid Driver's License and proof of vehicle insurance**

I hereby accept and have the authority to represent and register the above-named group.

Applicant's Signature \_\_\_\_\_

Please Print Name \_\_\_\_\_

Date \_\_\_\_\_

Attach required Insurance and Waivers – please check the method you will use:

- Attached is a Group Hold Harmless/Indemnification waiver and a Certificate of Insurance for the above-named group in the amount of one (1) million dollars naming the City of University Place as an additional insured.**
- Attached are signed Hold Harmless/Indemnification waivers for each participant. (Use the Adult or Minor waiver as appropriate.)**

**PARADE WAIVER**  
**Hold Harmless & Indemnification**  
**For Groups providing a Certificate of Insurance**

*Must be completed for each registered group entrant. Group must provide a certificate of insurance naming the City of University Place as an additional insured. If insurance is not provided a Hold Harmless & Indemnification Release signed by each participant must be provided.*

**Parade Entry Name:** \_\_\_\_\_

**Day of Event Contact Number in case of emergency:** \_\_\_\_\_

I, the undersigned applicant am eighteen years of age or older and am authorized to sign on behalf of our group/business to apply for entry into the 2023 Parade. I am fully aware of the fact that there are special dangers and risks inherent in this activity, including, but not limited to, the risk of serious physical injury, death or other harmful consequences that may arise or result directly or indirectly to the company, group, or organization listed above or as a private individual entry from participation in this activity. Being fully informed as to these risks and in consideration of being allowed to participate in City of University Place sponsored activities, I/we hereby assume all risk of injury, damage and harm to any participant arising from such activities or use. I/we also hereby individually and on behalf of my/our heirs, executors and assigns, release, indemnify, defend and hold harmless the City of University Place, its officials, employees, volunteers and agents and waive any right of recovery that I/we might have to bring a claim or a lawsuit against the City of University Place for any personal injury, death or other consequences occurring out of my/our voluntary participation in this activity.

I hereby consent to allow our groups pictures or likeness to appear in any official document, City of University Place website, sponsor advertisement and/or City of University Place produced television coverage of this sponsored activity without compensation to me.

Authorized Representative Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title of person signing on behalf of Group: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

**Duck Parade**  
**Hold Harmless & Indemnification**  
**For Adult Individuals**

*Must be completed for each individual participant not registered with an organization or group providing a Certificate of Insurance*

*Copy this form as needed.*

**Parade Entry Group:** \_\_\_\_\_

I, the undersigned applicant am eighteen years of age or older and desire entry into the 2023 Parade and am fully aware of the fact that there are special dangers and risks inherent in this activity, including, but not limited to, the risk of serious physical injury, death or other harmful consequences that may arise or result directly or indirectly to the company, group, or organization listed above or as a private individual entry from participation in this activity. Being fully informed as to these risks and in consideration of being allowed to participate in City of University Place sponsored activities, I/we hereby assume all risk of injury, damage and harm to any participant arising from such activities or use. I/we also hereby individually and on behalf of my/our heirs, executors and assigns, release, indemnify, defend and hold harmless the City of University Place, its officials, employees, volunteers and agents and waive any right of recovery that I/we might have to bring a claim or a lawsuit against the City of University Place for any personal injury, death or other consequences occurring out of my/our voluntary participation in this activity.

I hereby consent to allow my picture or likeness to appear in any official document, City of University Place website, sponsor advertisement and/or City of University Place produced television coverage of this sponsored activity without compensation to me.

I authorize any necessary emergency medical treatment that might be required for me in the event of physical injury and/or accident to me while participating in this activity.

YES [\_\_\_] NO [\_\_\_] Initial \_\_\_\_\_

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Participant Printed Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

**Duck Parade**  
**PARENT/LEGAL GUARDIAN**  
**Hold Harmless & Indemnification**  
**For Minor Child**

*Must be completed for each minor participant not registered with an organization or group  
providing a Certificate of Insurance.*

*Copy this form as needed.*

**Parade Entry Group:** \_\_\_\_\_

**NOTE: If applicant is less than 18 years of age, the parent(s) and/or guardian(s) must execute the following waiver:**

I (we) am/are the parent(s) or legal guardian(s) of \_\_\_\_\_ who desires to be a participant in the 2023 Duck Daze Parade.

It is important to me (us) that this child be allowed to participate in this activity. I (we) understand there are special dangers and risks inherent in this activity, including but not limited to, the risk of serious physical injury, death or other harmful consequences which may arise directly or indirectly from the child's participation in this activity. Being fully informed as to these risks and in consideration of the City of University Place allowing my child to participate in this sponsored activity, I (we), on behalf of myself (ourselves) and on behalf of the above-named participant child, assume all risk of injury, damage and harm to the child which may arise from the child's participation in the activity. I (we) further agree, individually and on behalf of the above-named child, to release and hold harmless the City of University Place, its officials, employees, volunteers and agents, and agree to waive any right of recovery that I (we) may have to bring a claim or lawsuit for damages against the City of University Place for any personal injury, death or other harmful consequences occurring to the above-named child or me arising out of the Child's voluntary participation in this activity. I (we) grant my (our) full and voluntary consent for the above-named child to participate in 2023 Duck Daze Parade.

I hereby consent to allow my child's picture or likeness to appear in any official document, City of University Place website, sponsor advertisement and/or City of University Place produced television coverage of this sponsored activity without compensation to me.

I authorize any necessary emergency medical treatment that might be required for this child in the event of physical injury and/or accident to me while participating in this activity.

YES [] NO [] Initial \_\_\_\_\_

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**(PLEASE PRINT)**

Child's Name: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Parent/Legal Guardian Name(s): \_\_\_\_\_

Parent/Legal Guardian Signature(s): \_\_\_\_\_

Parent/Legal Guardian Address \_\_\_\_\_ Phone: \_\_\_\_\_

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