

## NEWMARKET SANTA CLAUS PARADE

Dear Participant –

The Newmarket Santa Claus Parade Committee would like to thank you for your interest in participating in the 2024 parade. Community groups, schools, sports groups, businesses, and volunteer organizations are invited to submit applications to enter floats, performance groups, or walking groups for the parade.

Outlined below are the regulations pertaining to the parade. Please read these carefully to ensure that you can abide by all the regulations before you complete and return your application and fee (if applicable).

**NEW: The deadline for applications is 4 p.m. on Friday, November 1, 2024**

### Important Information

**Parade Date:** Saturday, November 16, 2024

**Theme:** All floats/vehicles **MUST** be decorated in a Christmas theme. Please note that there is only one Santa Claus, and he comes at the end of the Parade. At the discretion of the Float Co-ordinator, floats/vehicles that are not decorated appropriately may be removed from the parade with no refund of the application fee.

### Fee: \$50 for all entries (non-refundable)

Registered Charities who can provide a valid CRA (Canada Revenue Agency) official charity status number will be exempt from paying the fee. Unless a CRA number is provided the \$50 fee is required. For more information on Registered Charities please visit: <http://www.cra-arc.gc.ca>. Receipts will be issued upon request.

### Payment Methods:

- ✓ Cash
- ✓ Cheque made payable to: **Newmarket Santa Claus Parade Committee**
- ✓ Electronic E-mail Transfer: e-mail address: **nmktsanta@gmail.com**.

**Please indicate the group name in the memo.**

Payment **must** be attached to the application. **Debit and Credit Cards are NOT accepted.**

**Approval:** The Float Co-ordinator will contact you by e-mail confirming whether or not your float has been approved for the parade. **Please note: Only the first 50 applications will be accepted.**

Please submit your completed application and fee (if applicable) by: **4 pm on Friday, November 1, 2024** in one of the following ways:

1. In person or by mail to: (if paying by cash or cheque only)  
Attention: Matt Cuthbert  
Town of Newmarket, Recreation & Culture Department  
395 Mulock Drive  
P.O. Box 328, (STN MAIN)  
Newmarket, ON, L3Y 4X7
2. By email to: [nmktsanta@gmail.com](mailto:nmktsanta@gmail.com) (only if paying by e-transfer or exempt (valid CRA#))

## NEWMARKET SANTA CLAUS PARADE RULES & REGULATIONS

### Safety Meeting:

A representative from each float **MUST** attend the **MANDATORY SAFETY MEETING** on **Thursday, November 7, 2024 at 6:45 p.m.** in Council Chambers at the Municipal Office, 395 Mulock Drive, and stay for the duration of the meeting.

Your safety meeting information package will be available at this meeting. This will include your float number, parade route, and your arrival and dispersal time in the marshalling area. Please ensure you are prompt and please leave your children at home.

### Parade/Float Information:

- All entries must reflect a Christmas theme and be decorated as such and can't be strictly for **advertising**.
- Please note there is only one Santa Claus and he comes at the end of the parade. Floats may **NOT** include a live Santa figure.
- For safety reasons, no decorations or skirting should be too low to the ground.
- Floats must not be more than 14' high due to hydro wires.
- Advertising signs are only permitted on the sides of the float. Signs must be no larger than 3' deep and 8' long and must be no higher than 5' from the ground.
- Music (if applicable) coming from a float must be played at a reasonable volume. If asked by a Marshal or a member of the committee (in the red Santa jackets) to turn down the music, please do so.
- For the safety of participants and spectators alike, nothing may be thrown from the floats or vehicles along the parade route. If you wish to provide giveaways, please use walkers only to hand things out along the parade route.
- Organizers of entries with small children must station persons along the route to assist tired marchers.
- The float number, which you will receive at the Safety Meeting, must be prominently displayed on the driver's side of the car or towing vehicle on the dashboard. This number must be visible to parade marshals, judges and media.
- The parade will form along Cane Parkway and Lorne Avenue. Entrance to the marshalling area is from Mulock Drive.
- Float operators/drivers are required to obey and follow all instructions given by the Parade Marshals. Marshals are readily identifiable by their red Santa Claus Parade Committee jackets.
- If a float or participant is deemed to be participating in a dangerous or unsafe manor; marshals have the discretion to remove the float/participant from the parade.

### Dance/Walking Groups

- If you have young children participating, please ensure 5:1 ratio of children to adults is met.
- Chaperones are asked not to bring non-participating children (i.e siblings).
- Chaperones must keep the group together while walking in the parade. Do not allow for gaps within the group.

The Newmarket Santa Claus Parade Committee is sponsored primarily by the Town of Newmarket. However, other financial donations to help offset costs of the parade are more than welcome. The Newmarket Santa Claus Parade Committee would like to thank you for your interest in participating in this event. We look forward to your participation and a safe and enjoyable Parade.

Applications received after due date (Friday, November 1 at 4 p.m.) **will not be considered.**

Should you have any questions, please contact [nmksanta@gmail.com](mailto:nmksanta@gmail.com)

Thanks again for your interest,

**2024 Newmarket Santa Claus Parade Committee**

### **PARADE CHECK LIST**

- ✓ Application form submitted by Friday, November 1 at 4 p.m.
- ✓ Payment submitted (If applicable) Cash, Cheque or E-transfer (with organizer name in the memo line) with application.
- ✓ Attend Safety Meeting on Thursday, November 7, 2024 at 6:45 p.m. in Council Chambers at the Municipal Office, 395 Mulock Drive, and stay for the duration of the meeting.
- ✓ Float Entry is decorated and reflects Christmas theme.

**NEWMARKET SANTA CLAUS PARADE APPLICATION 2024**

**Parade Date: Saturday, November 16 at 11 a.m.**

Completed applications and fees (if applicable) must be received before **4 p.m. on Friday, November 1, 2024**. **Entry fee \$50 is payable by: cash or cheque payable to The Newmarket Santa Claus Parade Committee OR e-transfer: [nmksanta@gmail.com](mailto:nmksanta@gmail.com)**. Please put organization name in the memo line for payments.

Registered charities that can provide a CRA Official charity status will be exempt from paying the fee.

**BUSINESS/ORGANIZATION:** \_\_\_\_\_

**WEBSITE:** \_\_\_\_\_ **CRA Number:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**TELEPHONE: BUSINESS/HOME:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**MUST PROVIDE EMAIL FOR CORRESPONDENCE:** \_\_\_\_\_

Float Type (please check all that are applicable) (**maximum 2 vehicles per entry**)

- Marching Band  Truck  Bus  Motor Vehicle with Trailer  Motorcycle  Car  
 Walking Group  Other: \_\_\_\_\_

Number of participants involved in your float: \_\_\_\_\_ (including chaperones)

Will there be music played on your float? Yes  No

We will be handing out:  Candy  Flyer  Other: \_\_\_\_\_

Please provide the total length of your float **including** towing vehicle in feet \_\_\_\_\_

Please briefly describe your float (what will it look like? How will you follow the Christmas theme?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SELECT THE CATEGORY IN WHICH YOU WOULD LIKE YOUR FLOAT TO BE JUDGED:**

- Commercial/Business  Dance/Cheer/Baton  Other Organization

Please issue our group a receipt if applicable  Yes  No

\*I am aware that it is compulsory that I attend or send a representative to the Safety Meeting on Thursday, November 7, 2024, at 6:45 p.m. at the Municipal Office, 395 Mulock Drive. It is highly recommended that the driver of the float also attend the safety meeting. \_\_\_\_\_ (please initial).

If a representative does not attend the Safety Meeting, the application/float will be removed from the parade. \_\_\_\_\_ (please initial).

I acknowledge I have read the parade regulations and ensure our group will adhere to them. \_\_\_\_\_ (please initial)

I acknowledge that if our group does not abide by the outlined rules and regulations that a warning letter may be issued after the parade which could result in future applications to the parade being denied. \_\_\_\_\_ (please initial).

\*Any flyers/handouts must be approved by the Committee prior to parade day. Attached is a sample of the flyer/handout we wish to distribute along the Parade route. \_\_\_\_\_ (please initial)

NEWMARKET SANTA CLAUS PARADE COMMITTEE USE ONLY

Date received \_\_\_\_\_ Entrance fee: NFP \_\_\_\_\_ Cash \_\_\_\_\_ Cheque \_\_\_\_\_ E-Transfer \_\_\_\_\_ Float # \_\_\_\_\_