



# 2024 POLK CITY ANNUAL CHRISTMAS PARADE PARTICIPANT APPLICATION

(No Fee)

Date: **Saturday, December 7, 2024**  
Rain Date: **NO RAIN DATE**  
Parade Line up: **1:00 P.M. (Orange Blvd)**  
Time: **2:00 P.M.**  
Application Deadline: **Monday, November 25, 2024**

Business/Organization Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**REQUIRED - SELECT TYPE OF UNIT**

- Float Length of Unit: \_\_\_\_\_ Height of Unit: \_\_\_\_\_
- Marching Unit - How many in Unit? \_\_\_\_\_
- Walking Unit - How many in Unit? \_\_\_\_\_
- Four-Legged Friends - How many? \_\_\_\_\_
- Other – Please Describe \_\_\_\_\_

How many people in your group? \_\_\_\_\_  
Length of Unit: \_\_\_\_\_ Height of Unit: \_\_\_\_\_

**REQUIRED - Please estimate total length needed in parade line up:** \_\_\_\_\_

**REQUIRED - Describe below and attach a sketch or photo of the parade unit:**

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

Music:  YES (Music must be Christmas Themed)  NO

**WAIVER OF LIABILITY**

I have read the rules (attached) for the Polk City Christmas Parade and agree to abide by the said rules and regulations for parade entry. The applicant also agrees to hold harmless Polk City, their agents and employees from and against all claims, demands, losses and/or damages of any kind of description resulting from injury to person, death or property damages arising from the applicant participation in the Polk City Christmas Parade.

\_\_\_\_\_  
**SIGNATURE** **DATE** **PRINT NAME**

For questions or additional information contact Kelly Downing at 863-984-1375 x 231 or via email – [kelly.downing@mypolkcity.org](mailto:kelly.downing@mypolkcity.org)

**Mail, Email or Hand Deliver Applications To:**  
Polk City Government Center  
**Attn: Kelly Downing**  
123 Broadway Blvd SE  
Polk City, FL 33868



## **PARADE INFORMATION AND RULES**

Parade Date - Saturday, December 7, 2024

**PARADE LINE-UP WILL BEGIN AT 1:00 P.M.**

The line-up route is on Orange Boulevard. The check-in station will be located at the intersection of N. Commonwealth Ave. (SR 33) and Orange Boulevard. You will receive your entry number at the check-in station upon arrival. For safety reasons **NO ONE** will be allowed entry onto Orange Boulevard and Bridges Road. **Everyone**, including floats, cars, trucks, vehicles can only enter at the check-in station. Those arriving after 2:00 P.M. will not be allowed to participate, so please make sure you are on time. Parking will be available at the Van Fleet Trail across from Freedom Park on Berkley Road. If small children need to be delivered to their parade entry after line up begins you must drive down the line up from the Orange Boulevard Check-In Station **–there will be no entry from Bridges Road as this causes a severe traffic safety issue. Please advise everyone in your group of this drop off procedure.**

### **PARADE WILL BEGIN AT 2:00 P.M.**

The Parade route will begin at Bridges Road/Broadway Boulevard (SR 559) and will continue west on Broadway Boulevard. Then the parade will turn left on Commonwealth Avenue (SR 33), continue south on Commonwealth Avenue ending at Freedom Park.

### **NO REGISTRATION FEE REQUIRED**

There is no charge for participation in the Polk City Christmas Parade. Santa and Mrs. Claus will be provided by the City and **MAY NOT appear on or with any other unit.** All interested citizens, organizations, groups, churches, etc. are invited to participate. No one will be permitted to participate without first submitting an application. No applications will be accepted after **Monday, November 25, 2024**, so please schedule as soon as possible.

### **OTHER IMPORTANT INFORMATION**

All towing units must be equipped with towing bars, safety chains and brake lights. All units must be clearly marked with business/organization name on both sides of the unit. All signage must be constructed in a professional manner keeping with the holiday theme. All drivers must carry a valid driver's license and insurance. Vehicles: With the exception of vehicles pulling parade floats, ONLY antiques, "classics", or convertibles carrying celebrities/officials will be accepted. All animal units **must be diapered or have a clean up person following the unit.** Any animal **group/unit** that arrives without **clean up personnel/equipment** will be asked to leave the line-up and will **NOT** be allowed to participate. If you have candy, flyers or other items to distribute during the parade, you will need someone walking along the parade entry to hand these items out. Throwing from the floats and/or vehicles will be permitted with the understanding that these items must be thrown **FAR** enough to reach the sidewalk and not land onto the street. Unit position will be determined by the Parade Committee based on needs in the parade lineup. Polk City reserves the right to reject any application that, at the sole discretion of the City, is deemed inappropriate for the event. All decisions made by Polk City *and/or* Parade Committee will be final.