

56<sup>th</sup> Annual Leesburg Christmas Parade Application  
Saturday December 2, 2023 @ 6pm

# A Christmas Cinema Spectacular



The City of Leesburg is pleased to announce the 56th Annual Leesburg Christmas Parade Saturday, December 2, 2023 at 6:00pm.

**This year express your holiday spirit with your favorite Christmas Movie! Be creative and have fun!**

Please fill out application completely including descriptive information for the Emcee. If being judged, indicate which category you are entering.

**A registration Fee of \$40.00 is required with submission of the application by November 10, 2023. After this date the registration fee will increase to \$50.00.**

**This fee includes one (1) entry (float or walkers) and one (1) support vehicle (truck, car, or tractor). Additional vehicles may be added for \$25.00 per vehicle, except for car clubs which are limited to four (4) vehicles per entry.**

If your application is not approved the registration fee will be returned.

The following organizations are exempt from this fee: **City of Leesburg & Lake County Government, Veteran Organizations and Lake County School Groups.**

**Early Application Deadline: November 10, 2023 All Application must be in by November 28, 2023**

Groups or organizations approved to participate will be notified by email and line-up instructions will be sent out the week of the parade. The rules & regulations are included with the application

**General Rules and Procedures:**

1. ALL ENTRIES MUST HAVE LIGHTING (ex. Christmas lights, spotlights...). Music is encouraged.
2. **Throwing candy from moving units is very dangerous to parade viewers and is prohibited.** Please have costumed **walkers hand** candy to children.
3. Please remember to adhere to the parade theme and decorate your entry accordingly. We encourage unique creativity...the more lights and holiday sounds, the BETTER!
4. Float entries must also have safety walkers dressed in COSTUME in the spirit of the Holidays.
5. Valid Florida Drivers License are required by any operator of any Motorized vehicles i.e. golf carts, cars, trucks, tractors and motorcycles.
6. Entries with gas generators must be equipped with a certified fire extinguisher.
7. Non-commercial floats must be single platform to insure safety of riders from structure collapse.
8. Entries, other than marching units, must provide a list of participants (first and last name) to Leesburg Special Events prior to the start.
9. Leesburg Special Events, in its sole discretion, reserves the right to prohibit any entry from participating in the parade.
10. Recommended float specifications are: **Maximum high-12 feet -- Maximum width-10 feet -- Maximum length-50 feet**
11. All entries must be decorated, lit and in the theme of the Holidays. Please use creativity! ABSOLUTELY NO Entries will be allowed solely for the purpose of advertising their business.
12. **Performance groups must limit their routines to 1 minute.**
13. Political candidates or publicity of social issues or targeted special interest groups are not permitted in the Leesburg Christmas Parade.
14. **The Official Santa will be riding in the Leesburg Fire Department Fire Truck at the end of the parade. Please do not attempt to represent the official Santa in your entry.**
15. Animal walkers are required and must be in Costume! Owners MUST provide waste removers! During line-up and throughout the Parade. NO exceptions!
16. Children under the age of 16 must be accompanied by an adult. Groups with children walking should provide appropriate adult supervision (we recommend 1 adult for every 8 children). Children under that age of 4 may not be able to keep up the pace and should be riding on float, in vehicle or decorated stroller.
17. Trophies will be awarded in the following categories:

**Best Marching Group/Band  
Best Float**

**Best Group (Non-Marching Band or Group)  
Best Twirler/ Dance/ Cheerleaders**

Trophies will be presented following the parade at the Christmas Festival taking place at the Towne Square . Please send at least one adult representative to receive awards.

**Hold Harmless and Indemnification**

I hereby agree to INDEMNIFY, RELEASE, and HOLD HARMLESS the City of Leesburg and the Officers, Directors, Agents, Leagues, and Employees of these entities from and against any and all rights, actions, causes of action, suits, losses, damages, judgments, claims, claims of liabilities, cost and expenses of any kind as well as attorney’s fees and court costs at trial and on appeal, of whatsoever kind or nature to which these entities and individuals may be subjected to as a result of any death, personal injury or damage to property arising in any manner from my direct or indirect participation in the Christmas Parade, including any such rights, actions, causes of action, suits, losses, damages, judgments, claims, and claims of liabilities arising out of or resulting from the negligence of these entities or any of their agents, servants, employees or any independent contractors acting on their behalf. I further agree that this Hold Harmless Agreement shall apply in the event I am disabled, injured, or incur disease of a temporary or permanent nature while participating in, or die as a result of participating in, this activity, regardless of the cause including negligence of the above reference entities, their agents, servants, employees or independent contractors.

**Miscellaneous**

This Agreement has been delivered in the County of Lake, State of Florida and shall be construed in accordance with the laws of Florida and venue for any action arising from this agreement shall be Lake County, Florida. This Agreement may not be modified or amended nor shall any provision of it be waived except by in writing signed by the parties, and in the case of the City of Leesburg, approved by the Leesburg City Commission at a public meeting.

The undersigned further certifies that he/she is the responsible person referred to in the rules and that he/she is authorized.

1. To execute on behalf of the business or organization
2. To execute legal process on behalf of the business or organization

I understand that I will not be allowed into the Leesburg Christmas Parade until all of the above documentation is on file in the Leesburg Special Events office and my fees are paid in FULL. All fees are non refundable once accepted.

**The undersigned agrees that he/she has read and understands the “Rules and Regulations” of the event provided with this application and will be able to comply as described. The undersigned understands noncompliance will result in immediate removal from the Parade.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

2023 Leesburg Christmas Parade Application Saturday, December 2, 2023 Parade Classifications:  
**FLOAT:** All floats, cars, and tows **MUST** be decorated. Entries without appropriate decorations will be pulled prior to the start of parade.

Will your float be self-propelled? Please circle one:		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If no, what will be towing your float? Please describe unit in detail, It is required that tows be licensed and covered			
by vehicle insurance and driven by a licensed driver:			
Float "including towing unit"			
Length:	Width:	Height:	
Number of Float riders:		Number of Walkers:	
<b>Safety walkers are required and must be in costume. We recommend 1 per 10 feet on each side</b>			

**MARCHING BANDS:** Please circle one.

Middle School	High School	University	Professional
Formal Name of Band:			
Number of Marchers:		Number of Chaperons:	
Estimated Length needed in parade:			

**SPECIALITY GROUPS:** Please circle one.

Walking	Dance	Motorized Vehicle	Animal	Military
Name of Group:				
Description of group:				
Estimated Length needed in parade:				
Describe your performance. Please keep routines appropriate for Holiday viewing				
Are there animals		YES	NO	
Breed of animals:				
Number of animals:				

**Waste removers are required for all animal entries.  
 You Must fill out Announcement Card**

Leesburg Christmas Parade Application  
Saturday December 2, 2023

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Evening Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Check No: \_\_\_\_\_ Cash: \_\_\_\_\_ Credit Card: \_\_\_\_\_



DISCOVER

Account # \_\_\_\_\_

Signature \_\_\_\_\_ Exp Date \_\_\_\_\_

Mail completed application to:  
Leesburg Special Events, 401 W. Magnolia Street, Leesburg, FL 34748  
Or bring it by our office 401W. Magnolia St. in Downtown Leesburg

For additional information [www.LeesburgFlorida.gov](http://www.LeesburgFlorida.gov)  
E-mail [Maggie.Lyden@LeesburgFlorida.gov](mailto:Maggie.Lyden@LeesburgFlorida.gov)  
Phone: 352-728-9786 ext: 3255

