



Oakville Santa Claus Parade BAND Application Form

**Saturday, November 16, 2024
9 a.m. (Rain or Shine)**

Theme: Merry & Bright

**ENTRY DEADLINE
Wednesday, November 6, 2024 at 11:59 p.m.**

Please ensure all sections of the application form are completed.
Submit the completed form by email to events@oakville.ca.
Incomplete forms will be disqualified.



Application Information

Name of Band: _____

Contact Name: _____

Billing Name: _____

(Please indicate the band/organization name to be used on payment cheque.)

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____

Email: _____

Category: Band – Adult Band – School Band – Community Group



1. Participant information:

Approx. Number of Participants: _____

- I/we understand that the collection of donations of any kind (cash, toys, food, etc.) along the Parade route are prohibited.

Music: Live music Recorded music

Please indicate which songs your band hopes to perform:

Please play only Holiday music.

2. Media Information Outline – On Parade Day, TVCogeco will film the Parade. Please provide us with a 15 second script describing your band. Your content is provided to TVCogeco. Due to TVCogeco’s control over production and editing of the Parade, *we cannot guarantee your band will be showcased on their broadcast.*

To be shared on the Parade’s TVCogeco broadcast, please provide a detailed description of:

- The name of your band.
- The name of the conductor.
- Any community organization(s) with which the band is affiliated.
- How long the band has been together.
- Any other information you would like shared with the community during the TVCogeco broadcast.

Failure to complete this section will result in the disqualification of your application.

- I/we understand that no vehicles are to accompany the band on the Parade route



3. Signage: Each band is permitted two (2) 6-foot banners.

Please indicate the text on your banner(s):

Limit two (2) signs per band. Please ensure your signage includes your group name to assist with easy identification by the media.

4. Recognition of Sponsor(s) – If there are sponsor(s) that have contributed to your band entry the Parade committee will do their best to recognize this sponsorship on the Oakville Santa Claus Parade website. Please provide us with the company name and the nature of their donation.
5. Mandatory Pre-Parade Meeting

A mandatory pre-Parade meeting will be held on Wednesday, November 13, 2024 at 7 p.m. in the Atrium at Oakville Town Hall (1225 Trafalgar Road).

A designate representing your band must attend this meeting. New and returning bands must arrange for a representative to attend the meeting. **Failure to attend this meeting will result in your band being disqualified.** No exceptions.

At this meeting all Parade entries will receive their Final Information Package which includes information about Parade line-up, new initiatives, and access and disbursement areas.

Participant regulations, terms and conditions

In signing and returning this application form, all parties understand and agree to the following participant regulations, term and conditions.

All participants

- The band agrees to supply the Town of Oakville with live/recorded band music for the Oakville Santa Claus Parade being held on Saturday, November 16, 2024, in the Town of Oakville.
- The Band agrees to play music for the duration of the Parade, expected to last approximately 1.5 hours.



- The Band and the Town of Oakville agree that in return for the Band's performance, the Town shall pay the Band a fixed price for all services rendered. The parties agree that there can be no extras or additions to this amount.
- All music must be Christmas/holiday in nature.
- All entries must complete the Media Information Outline included above.
- All participants in the Parade shall not consume or give the impression of consuming alcoholic beverages during the Parade.
- Any entry may be refused entrance into the Parade at any time, should the entry not meet Parade guidelines or differ from its approved entry form.
- Insurance Coverage – The Town of Oakville and the Santa Claus Parade have arranged, at its cost, insurance coverage for the Parade participants and their entries under the Town's Liability Insurance Policy. It is strongly recommended that your group arranges its own insurance for a minimum of \$2 million commercial general liability coverage.
- Photo Permission – We hereby grant the Oakville Santa Claus Parade Committee and the Town of Oakville the right and permission to use any and all pictures and film footage of our band/group for the purpose of promoting the Oakville Santa Claus Parade.
- No Santa Claus or Mrs. Claus replica may be a part of any entry other than the Official Santa Claus Parade Float.
- I/we understand that no vehicles are to accompany the band on the Parade route.
- The Parade is a smoke-free environment. Smoking during the Parade is prohibited.
- Handouts and give-a-ways are not permitted.
- No entry will distribute literature, pamphlets, leaflets, brochures, flyers, or any other written or printed advertising to spectators.
- There will be no premature exiting of the Parade route.



Payment

Please indicate the fee (if required) to hire the band for performance in the Oakville Santa Claus Parade:

Pre-tax fee: _____

HST (13%) _____

Post-tax fee: _____

A Parade committee member will be in touch to advise of your selection status upon review of this Band Application form.

If selected to play in this year's Oakville Santa Claus Parade, a cheque will be made payable to the band/organization's "Billing Name" as indicated on the second page of this application. Cheques will be provided to the band representative onsite at the parade.

Final Check List:

- All sections of the application form completed (incomplete entries will not be considered).
- Regulations reviewed.
- Application form is legible and signed.
- Copy of application form retained by group/organization.
- Application form submitted before the Wednesday, November 6 deadline.



Acknowledgement

The undersigned agrees that, I/we have completed the Band Application Form and acknowledge that I/we have read and understand the Parade participant regulations, terms and conditions, and hereby agree to abide by them.

I/we agree that neither the Town of Oakville, Oakville Santa Claus Parade Committee nor any agent, employer or volunteer of either assumes any responsibility for any personal injury or property damage suffered in connection with the Parade howsoever (including negligence and excepting only willful misconduct) and agree to release and withhold harmless parties from any such claims of injury or damage.

Signature

Contact Name: _____

Contact Signature: _____

Date: _____

Name of Band: _____

Parade Day Cellphone Contact: _____