



Historic Town of Eatonville's 40th Annual Martin Luther King Parade 2017



Parade Participant:

The Eatonville Martin Luther King Jr. Parade Celebration Committee cordially invites you to participate in the 40th Annual Martin Luther King, Jr. Parade Celebration. **"Unity in the Community"** is our theme. The parade will be held on **Saturday, January 14, 2017 at 2 pm**. The Eatonville MLK Jr. Parade Celebration continues to grow and has improved in quality and content since its inception. The parade travels east on Kennedy Boulevard from Keller Road to West Avenue into the heart of our wonderful little town. Participating in the event is not only great fun but it also allows you an excellent opportunity to promote your business or organization. The number of entries are limited, so please be aware of the application deadline and submit your application with necessary attachments as soon as possible.

Applications can be downloaded from the Historic Town of Eatonville website: www.TownOfEatonville.org and the Eatonville MLK Jr. Celebration Facebook page (<https://www.facebook.com/profile.php?id=100010660265811>). Please return the completed application with your entry fee and all other documents to:

**Historic Town of Eatonville
ATTN: Eatonville Martin Luther King, Jr. Parade Celebration Committee
307 East Kennedy Boulevard
Eatonville, FL 32751**

All motorized and/or trailer vehicles must be insured to participate in parade. Applications will be processed and given position numbers as they are received. The parade line-up will be published prior to parade day.

Parade Entry Deadline: Friday, December 18th, 2016

Important

Dates:

Applications are to be submitted on or before December 16th, 2016 to be considered on- time. Applications received between December 19th and January 6th are considered late and pay a \$25.00 late processing fee.

On behalf of the Eatonville Martin Luther King Jr. Parade Celebration Committee, we look forward to receiving your parade application and thank you for your interest and participation in the 40th Eatonville Martin Luther King, Jr. Parade Celebration. For questions concerning parade applications or parade information, please call 407-623-1223

Sincerely,

Eddie Cole
Mayor

Cancellations: For the safety of all participants and spectators, in the event poor weather conditions or any other unforeseen circumstances may occur that are out of our control, the Eatonville Martin Luther King Jr. Parade Celebration Committee reserves the right to cancel the days scheduled events in whole or in part. [Application fees are none refundable] If cancelled, there are no alternative dates.



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Eatonville Martin Luther King Jr. Parade Celebration Application Checklist

A complete application, complete and signed (4 pages).

1. Entry Application, complete and signed (4 pages).
2. Acceptance of Entry requirements, Parade Rules and Liability and Hold Harmless Agreement completed and signed.
3. Proof of Insurance; submit (copy) proof of insurance with application. Organizations renting through a professional float company should have their company submit insurance documents to the 39th Eatonville Martin Luther King Jr. Parade Celebration Committee.
4. Photograph/artist rendering of float entry.
5. Entry fee – Check or Money Order made payable to the Town of Eatonville.
6. Completed Safety Officer Acknowledgement Letter.

- * Please submit measurements of vehicle/float entry in feet.
- * Non-Profit organizations must provide copy of 501(c)(3) document.
- * * Safety monitors are required for all motorized vehicles **NO EXCEPTIONS.**
- * Organizations without monitors will not be allowed to participate.

Mail the above listed items to:

Eatonville MLK Jr. Celebration
307 East Kennedy Boulevard
Eatonville, Florida 32751

Parade Start Time: 2:00 pm
Parade Line-up (Staging) Begins: 12:00 pm
All motorized units must be in place: 12:30 pm
Parade staging closed: 1:30 pm

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Historic Town of Eatonville's 40th Annual Martin Luther King Parade 2017



Name of Organization: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Please complete all entry information... the type of entry length are needed to assist Parade Marshals in staging your entry.

**INDICATE TYPE OF
UNIT**

_____ **Professional Float** – Total Length of Unit _____ (Include Tow Unit)

Name of Float Builder: _____ Builder Phone: _____

Float Builder Contact: _____

_____ **Homemade Float** – Total Length of Unit _____ (Include Tow Unit) **this includes truck/trailer units**

Please include photograph or sketch of float entry

Float Safety Monitor Captain: _____ Cell Phone: _____

_____ **Equestrian Unit (Horse)** – Total number of horses in unit _____

All horse units must have a scooper unit; those horse units without a scooper will not be allowed to participate No Exceptions!

_____ **Truck** Total Length of Unit _____ Feet



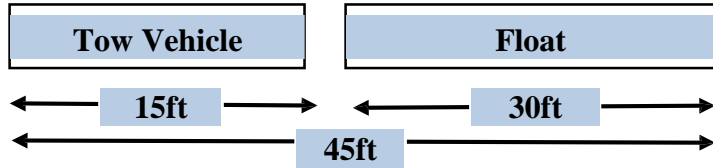
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Example

Overall length is important for positioning in staging area; please accurate

Entry Measurements
Please include a photo of your Parade Entry with your completed



Please write a short narrative about your entry that is suitable for media broadcast. Include your organization's history, awards, community service and/or projects.

RETURN THIS PAGE WITH APPROPRIATE ENTRY FEE AND INSURANCE FORM:



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ENTRÉE FEE – Appropriate fee must be submitted with the application.

Make checks payable to: Town of Eatonville (Eatonville MLK Jr. Celebration)

Entry Category	Fee
Commercial Business Float	\$ 50.00
Commercial Business (Eatonville)	\$ 50.00
Community Social Group	\$ 30.00
Non-Profit 501 © (3) Organization	\$ 30.00
Non-Profit 501 © (3) Organization (Eatonville)	\$ 30.00
High School Band	\$ 25.00
Middle School Band	\$ 25.00
Drum Corps	\$ 25.00
Step Team/Dance Team	\$ 25.00

Each unit and vehicle must have appropriate pass to Enter Staging Area.

**NO ADDITIONAL VEHICLES
THE DAY OF THE PARADE.**

Each vehicle is a unit, Please review entry requirements before mailing. Include entry fee for each motorized vehicle. Proof of Insurance must accompany parade application.

501 © (3) Organizations must submit tax exempt certificate.

Make Check or money order payable to: TOWN OF EATONVILLE

Attn: 40th Annual Eatonville Martin Luther King, Jr. Parade Celebration
307 East Kennedy Blvd. Eatonville, FL 32751

I acknowledge that I have read the parade guidelines for the **40th Annual Eatonville Martin Luther King Jr. Parade Celebration** in the Town of Eatonville. I agree that I will decorate my entry to promote the theme **“Unity In The Community”**. I also agree to attend the MANDATORY Parade Participant meeting on **Monday, December 20th, 2016 at 6:30 pm** and **Tuesday, January 10th, 2016 at 6:30 pm** at the Denton Johnson Community Center located at 400 Ruffel Street, Eatonville, FL 32751. Please direct any and all questions you may have to **Mr. Roderick Bagaineer at (407) 623-1223** or by email at rbargaineer@townofeatonville.org or vsmith@townofeatonville.org.

Participant Signature: _____ Date: _____

(Application will not be processed without authorized Signature, Payment, or Date)

Official Use Only:

Payment Received Date _____ Payment Type: Check _____ Cash _____ Money Order _____ Amount _____



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ACCEPTANCE OF ENTRY REQUIREMENTS LIABILITY RELEASE AND HOLD HARMLESS AGREEMENT

In consideration of the acceptance of the entry of _____ into the 40th Eatonville Martin Luther King Jr. Parade Celebration. (Name of Entry)

I _____, the authorized representative do hereby state the following:

1. I have been specifically authorized to enter into this agreement on behalf of the organization seeking entry into the Parade. I am aware of the terms and conditions of the Entry Requirements, Liability Release and the Hold Harmless Agreement, and agrees to be bonded by the same.
2. For my organization, its owners, members, parade participants, successors and assigns, I do hereby release and forever discharge Eatonville Martin Luther King, Jr. Parade Celebration Committee, its members, officers, agents, assigns, and sponsors, from any and all, causes of action, claims and demands of any type whatsoever, arising from, or related to, any damage, loss, or injury, which may be sustained by my organization as a result of participating in the Eatonville Martin Luther King, Jr. Parade Celebration.
3. For my organization, its owners, members, parade participants, successors, and assigns, I do hereby agree to indemnify and hold harmless Eatonville Martin Luther King, Jr. Parade Celebration, its members, officers, agents, and liabilities, loss, damages, and expense of any type, including attorney's fees, which may be sustained by reason of my organization as a result of participating in the Eatonville Martin Luther King, Jr. Parade Celebration.
4. This release extends to and includes all known, unknown, disclosed, undisclosed, unforeseen, unanticipated, and unsuspected injuries, damages, losses and liabilities, and the consequences thereof.

Point of Contact	Name of Organization
Person Authorized to Execute Agreement (Please Print)	Signature Authorizing Agreement
Date	Witness

RETURN THIS PAGE WITH APPLICATION



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2017 Acknowledgement Letter

Please check each box to acknowledge that you have read and understand the following; the Town of Eatonville, Orange County Ordinance, rules that are consistent with all parade events in the Town of Eatonville and Orange County; complete the bottom portion of this page. This page must be submitted to the Eatonville Martin Luther King, Jr. Parade Celebration Committee with your parade application. **Incomplete applications will be placed on hold until required documents are received.**

Safety Officer (1)

The Safety Officer will be the Point of Contact. **Safety Officers are to wear mesh safety vest that must be worn and visible at all times; safety vest will not be provided.** The Safety Officer will be required to remain with their unit following entry into the staging area. The Safety Officer is required to review safety rules with safety monitors, vehicle drivers, and all group participants. Safety Officer is to oversee the safe disbanding of their unit until the last person has disembarked their vehicle/float and participants are reunited with transportation. Special care should be taken to ensure children are returned to transportation accordingly.

Safety Monitors (4)

Each parade applicant (organization) shall provide (4) four Safety Monitors stationed at the corners of any vehicle/float used in the parade at all times while the vehicle(s) are moving. Each Safety Monitor should be equipped in mesh safety vest and a coach's whistle. The role of the Safety Monitor is to make sure the driver is aware of any emergency requiring him/her to stop immediately. Emergencies include, but are not limited to, equipment malfunctions, passengers falling from vehicle, overhead obstructions, endangered riders, and parade viewers breaching the area and coming too close to entry vehicle/floats. Safety Monitors and vehicle/unit drivers are not to consume any alcoholic beverages or hand out items to spectators along the parade route. Units that do not have the requisite numbers of Safety Monitors may be pulled from the parade lineup until Safety Monitor requirements are met.

Safety Officer Contact Name: _____

Safety Officer Contact Unit Name: _____

Safety Officer Contact Signature: _____

RETURN THIS PAGE WITH APPLICATION



Historic Town of Eatonville's 40th Annual Martin Luther King Parade 2017



Eatonville Martin Luther King, Jr. Parade Celebration Saturday, January 14, 2017

PARADE RULES

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1. All units must move forward at all times to maintain their positions; this eliminates or lessens gaps. If stops occur, move forward at walking pace until gap is eliminated. Do not speed to close gaps; this action will cause undue stress on participants following your unit to advance.
2. Drivers of vehicles must maintain control of their vehicles; drivers are not allowed to throw beads or other items from the driver's position.
3. Parade participants are not allowed to ride on the outside of moving vehicles; riding on hoods, fenders, sides or roofs of vehicles is prohibited.
4. Units composed of live animals must be followed by a clean-up crew throughout the parade; this also includes staging area.
5. All units admitted to the Parade staging area must have properly signed staging passes and identification issued by the MLK Parade Foundation. Units arriving at the staging without the proper passes and identification will not be allowed into staging.
6. Paper materials (booklets, brochures, flyers, pamphlets, etc.) are **NOT** allowed to be distributed along the Parade route. Parade officials can remove unit(s) from parade route if violated.
7. **NO motorcycles or motorcycle type vehicles allowed.**
8. **NO alcohol consumption by parade participants.**

- | |
|---|
| <ol style="list-style-type: none">1. Parade Start Time: 2:00 pm2. Parade Line-up (Staging) Opens at 12:00 pm.3. All motorized units must be in place by 12:30 pm4. Parade staging area will close at 1:30 pm |
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Eatonville Martin Luther King, Jr. Parade Celebration 307 East Kennedy Boulevard Eatonville, FL 32751

Historic Town of Eatonville, 307 East Kennedy Boulevard, Eatonville, FL 32751, Phone: (407) 623-8900

[Http://www.townofeatonville.org](http://www.townofeatonville.org)