



Lakeville's Grand Parade - Saturday, July 7, 2012

Dear Parade Participant

We would like you to consider participating in Lakeville's 45th Annual Grand Parade. The parade is comprised of approximately 130 units along a 1-mile route. It proceeds at a fast pace lasting about 2 hours with a full street of an estimated 18,000 spectators lining the entire parade route. This year's parade will be on **Saturday, July 7, 2012 beginning @ 5:30 PM.** As you may already know, our high quality parade is regarded as one of the "very best" in Minnesota.

The Pan-O-Prog committee prides itself on accommodating the needs of our participants. We provide the following services to our visiting parade units:

- Portable toilet facilities in the line-up area.
- Water to parade participants in the line-up and at the end of the parade.
- Easy access out of town at the end of the parade route.

If you are interested in participating, please fill out the enclosed enrollment and Standard Hold Harmless agreement form and return it to the address indicated on the form

Please respond as soon as possible, **but not later than June 8th.** This year we are limiting the number of parade entries to one hundred and twenty. That is still a big parade, but a reduction of approximately twenty units from last year's parade. This will allow for a two hour, better managed, higher quality parade. Unfortunately though, it also means we will not be able to accommodate everyone wishing to participate. After accepting our community leaders, the paid performing units, corporate sponsors and the business/political units assisting us with financial assistance by paying to participate, we will then allocate the remaining spots to get the parade to 120 units in length.

If you have any questions, you may inquire by e-mail to panoprogram@msn.com or by calling one of the parade chairs listed below.

We look forward to seeing you in or at the grand finale of Lakeville's Summer Festival....**The Pan-O-Prog Grand Parade !!!**

Sincerely,

Dan Pellinen
Parade Co-Chair
612-618-7962

Dave Litzinger
Parade Co-Chair
612-600-4160



Grand Parade – Saturday, July 7, 2012 at 5:30 PM

Please Complete And Return To Address Below No Later Than June 8th 2012

Contact Name: _____
Contact Address: _____
City: _____ State: _____ Zip: _____
Primary Phone: _____ Secondary Phone: _____
E-Mail Address: _____

Description of Unit _____
Number of Members in Parade: _____ Line-up Space (in feet) required: _____
Does your unit produce noise or music? Yes ___ No ___ If Yes, is it: Loud ___ Medium ___ Soft ___
Does your unit have a hand out? Candy ___ Toy/Trinket ___ Sticker/coupon ___ Other ___
Description of hand out if other _____

Brief description to be used by Parade Announcers: (two different locations) to recognize your unit.

A \$300.00 fee is required from Businesses, Politicians, or Non-Profit Groups who wish to appear in the parade. No fees are required for veterans organizations, visiting Royalty or Emergency Service Units. Non-Profits may contact the parade chair and have their fees waived by some in-kind donation or volunteerism during the festival. Applications received after June 8th will be assessed a special handling fee of \$50.00 (\$350.00).

Please make checks payable to Pan-O-Prog and return with this application.

Entities that are a corporate sponsor of the \$500.00 level or more will have their entry fee waived.

___ Check here if you are already a corporate sponsor.

___ Check here if you are interested in becoming a corporate sponsor and its additional benefits.

***A signed "Hold Harmless Agreement" must be attached to this enrollment

STANDARD HOLD HARMLESS AGREEMENT

Name: Pan-O-Prog Parade

Location: Lakeville, MN

Date/Time: Saturday, July 7th, 2012 @ 5:30 PM

1. We understand that we are participating in this parade on a totally voluntary basis and that we are NOT under any obligation or compulsion to participate in these activities. We further understand that this parade is sponsored by the Lakeville Panorama of Progress organization (Pan-O-Prog) and NOT the City of Lakeville, MN.
 2. Our members have received a briefing on this parade, including the distribution of "hand outs." They have a basic understanding of the activities involved in this parade. We further considered the risks involved in this parade and do willingly choose to participate.
 3. We understand that our own safety is our responsibility and that organizers of this parade would rather have the parade halted than to cause injury to any person or damage to any property. We hereby agree to assume the risks of injury which may be involved in the activities of this parade and hereby agree to hold harmless, defend and indemnify the Pan-O-Prog organization and its volunteers, City of Lakeville and its elected officials and any organization whether private or public, which may be involved in this parade.
 4. We further assume the responsibility for damage or injury to any other person, private property or possessions that we may cause through any of our actions whether deliberate or accidental.
 5. As parade participants we understand we are responsible for our own personal health/medical and liability insurance that will cover us/them during the parade. This personal health/medical insurance policy must be in effect and will be used in case of injury. We further understand that Pan-O-Prog, nor any other agency, will cover any medical costs incurred due to injury during this voluntary participation in this parade.
 6. **We understand that items like candy, water bottles, posters, coupons, souvenirs, etc. may be handed out. We assume full responsibility in safely distributing them to the spectators. All members distributing candy, etc. will be ten years of age or older and have been briefed on the process. All items being distributed must be hand delivered to the sides of the road within ten feet of the curb along the entire parade route. Absolutely nothing may be thrown from the parade route!!!**
- ** For spectator safety reasons violators of above will be immediately removed from the parade and will not be allowed to participate in next years parade!!!****
7. We understand that THIS DOCUMENT MUST BE COMPLETED AND RECEIVED BY THE PARADE COMMITTEE BEFORE OUR ORGANIZATION WILL BE PERMITTED TO PARTICIPATE IN THIS PARADE.
 8. **Remit to:** Pan-O-Prog Parade, PO Box 105, Lakeville, MN 55044
 9. We have read the entire contents of this document and totally understand/accept the circumstances and conditions under which we may participate in this parade. We have shared this information with our unit members and, if minors are involved, their parents have been advised of the details.

Signed: _____
Parade Unit Coordinator

Date: _____