



2025 Christmas Parade
Hometown Holiday
Thursday, December 4th,
6:30pm

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PARADE APPLICATION

Official Entry Name: _____

Organization Name: _____

Circle the entry organization type: Business Non-Profit Band Military

Contact person responsible for entry: _____

Contact phone # 1: _____ Contact phone # 2: _____

Email (required): _____

Type of Unit (check all that apply and provide numbers of each):

- ☐ Marching Unit /Band: _____ approximate number of people
- ☐ Truck: _____ number of trucks
- ☐ Car: _____ number of cars
- ☐ Float: _____ number of floats
- ☐ Walkers: _____ approximate number of people
- ☐ Animals _____ approximate number of animals
- ☐ Other: _____

_____ (initial here) A representative from our float will attend the mandatory parade information meeting on **Monday, December 1st, at City Hall (215 N. Broad Street), 6:00p.**

_____ (initial here) I understand floats, marching bands and dance groups will be given first priority. Other entries (vehicles or walkers meeting requirements pg 3) will be allowed on a first come first served basis as space allows. Submission of the application does not guarantee admission. Notification of approval will be given no later than November 1st.

Please use page 2 to describe your entry. Page 2 may be sent separately from the Application (page 1). See page 3 for entry pricing. Payment, Application (page 1) and Agreement (page 4) must be received by stated dates in order to qualify for specified pricing and to secure parade participation.

NOTE: The Monroe DDA's Parade Committee will review all applications and reserves the right to limit number of entries. The DDA also reserves the right to accept or refuse any application for participation.

Please return application to:
Monroe Welcome Center, 227 S. Broad Street, Monroe, GA 30655
DO NOT MAIL APPLICATION
or e-mail: sdaniels@monroega.gov
Call (770) 266-5364 with any questions.

ENTRY DESCRIPTION – used for broadcast

Please give as much information as possible describing your group or business.

This is a commercial for you!

Due by: November 7, 2025

Official Entry Name: _____

Details of Float Construction/Description: _____

Length of float and towing vehicle combined *REQUIRED*: _____

Number of people in your entry: _____

Participants on float and their descriptions (You may list up to 5 names): _____

Description of Business, Club or Organization: _____

Tell us about your entry: _____

The parade will be broadcasted live on the City of Monroe Channel 16 and then rebroadcast through the month of December. For the broadcast, please complete the requested information for our announcers to use for describing your group/business. DVDs will not be available, The parade will be on the city YouTube channel.

This form must be received by Friday, November 7

by email: sdaniels@monroega.gov

or in person at

Monroe Welcome Center, 227 S. Broad Street

Hours of Operation: Tues- Sat. 10am-4pm

DO NOT MAIL APPLICATIONS

General Information, Requirements and Fees

Please keep this information, do not turn in with parade application.

1. All entries must be one float or one vehicle only. These are called units. Any applicant that has more than one unit must pay the additional unit charge per unit. (i.e. a float pulled by a truck, plus an accompanying car would be considered two units and would pay one entry fee PLUS one "Additional Unit Fee") *See fee schedule below.
2. All entries MUST be decorated according to the parade theme, Hometown Holiday". In addition, entries are asked to illuminate their entry using batteries, wiring, generators, AC converters, etc.
3. Please plan to arrive at your assigned location NO LATER THAN 5:00 p.m. on the day of the parade.
4. The Monroe Downtown Development Authority reserves the right to refuse participation to any entry at its sole discretion, including but not limited to any entry containing political and social statements or issues or not meeting parade guidelines.
5. To avoid the possibility of injury to spectators or participants, **participants are not allowed to throw candy or other items from any float or vehicle in the parade.** This policy will be strictly enforced. **Participants may walk the parade route and hand out items. Violation** of this will result in removal from the parade
6. Animals participating in the parade must be harnessed or leashed at all times. Entries are responsible for the removal of any animal waste made along the parade route throughout the progression of the parade.
7. Vehicles:
 - Only individuals 18 years of age and older will be allowed to drive automobiles, trucks, floats, tractors or motorcycles
 - All drivers must have personal liability insurance and must submit a copy of insurance with parade application.
 - No sitting on the sides of pick-up trucks, or standing in the bed of pick-up trucks.
 - Drivers will not speed, squeal/spin tires, or drive towards spectators.
8. No Santa can be used on any float or entry, live or mannequin. The official Santa will arrive at the end of the parade.
9. Children that are riding bicycles must have adult supervision in front, back and sides of formation, and be wearing a helmet while riding.
10. Only FLOATS will be judged.

There will be a MANDATORY MEETING on Monday, December 1st at

Monroe City Hall, 215 N. Broad Street, Monroe 30655 at 6:00pm

A representative from each entry MUST be present!

*This is when you will receive your line up number and location

Failure to follow these guidelines will result in removal from the parade.

Fees and Deadlines

Application fee: \$25 For Profit \$100 Non-Profit \$85 + Additional Vehicle \$50

Deadline for entry is November 7, 2025, 4:00PM

Judging

Only floats will be judged. Awards will be given for the following:

Mayor's Award-best overall float from a non-profit.

Chairman's Award-best overall float from business

Superintendent Award –best overall float from a school

An honorable mention in each category will be awarded.

In order to be judged, floats must be lined up by 5:30 pm.

INDEMNITY AGREEMENT
For the 2025 Downtown Monroe Christmas Parade

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“The undersigned, Individually and on behalf of any organization represented thereby (referred to collectively as “Applicant”), agrees to indemnify, save and hold harmless the City of Monroe Downtown Development Authority, the City of Monroe, Walton County and any Sponsor of said event, as well as any officer, director, employee, representative or agent of City of Monroe Downtown Development Authority, the City of Monroe, Walton County, or any Sponsor of said event, from and against any and all suits, actions, losses, damages, causes of action and claims of liability of any character, type or description, including, but not limited to, expenses of litigation, court costs, attorney’s fees, and/or expert witness fees for any death or injury (real or alleged) to any person, organization or property, arising out of or occasioned by, directly or indirectly, any act or omission of Applicant and/or its officers, directors, employees, representatives. participants and agents related to or affecting Applicant’s participation in the Downtown Monroe Christmas Parade and/or any other activity or matter contemplated by this application and this Indemnity Agreement, and/or acts of any other participants or attendees of the 2025 Downtown Monroe Christmas Parade. The undersigned warrants that he/she has full authority to bind the Applicant and understands that City of Monroe Downtown Development Authority is relying on such representation as a prerequisite to the consideration of this application.”

Signature of Individual/Authorized Representative: _____

Name of Organization (if applicable): _____

Title of Authorized Representative (if applicable): _____

Date _____

This form must be returned with Application (Page 1)