



West Hants

something inspiring awaits

West Hants Regional Municipality
Parade Entry Application and Guidelines
Santa Parade of Lights, Windsor

Saturday, November 22, 2024, at 6:00 PM

DEADLINE to register is Wednesday, November 19 at NOON!
PARADE ENTRIES MUST PRE-REGISTER AND FOLLOW ALL GUIDELINES

Parades are meant to delight children and families. All entries should reflect this festive spirit and use plenty of imagination. Participants may walk, sled, bike, skateboard, in-line skate, run, or even push a wheelbarrow in the Parade of Lights. Motorized vehicles must meet the Vehicle/Float requirements listed below.

Spotters are required on both sides at the rear-most wheels — no exceptions.

EVENT INFORMATION

- Saturday, November 22, 2025
- Float arrival by 5 pm at the Fort Edward Plaza.
- Parade start time: 6 pm SHARP!
- Parade finish: 7:15 pm (approx.)
- Victoria Park Tree Lighting will start at 7:30 pm.

Give away smiles, not stuff:

- **Throwing of candy or any object IS NOT ALLOWED.**
- Any handouts or collections WILL require volunteers to walk through the crowd.

There is only one Santa and he rides at the end of the parade on the Windsor Fire Truck!

VEHICLE/FLOAT REQUIREMENTS:

All entries must pre-register by Noon on Wednesday, November 18, 2025, by forwarding the signed waiver and the completed registration form to vanessa@westhants.ca or by fax at 902-798-8553, or drop off the application off at 76 Morison Drive, Windsor.

Drivers are responsible for the following in compliance with the parade application:	Completed Checklist
• Must have a valid driver's license . The CLASS of the driver's license must show that the driver can operate the vehicle entered in the parade.	1. _____
• Provide insurance documents for all vehicles, including trailers and livestock, entered in the parade.	2. _____
• Provide vehicle registration for all vehicles, including trailers, entered in the parade.	3. _____
• All entries must have at least two SPOTTERS accompanying EACH entry . Spotters will walk at the rear-most wheel, one on each side of the entry (single vehicle or float) to ensure no one jumps on or off the float or entry.	4. _____
• All entries MUST have a fire extinguisher accessible in case of fire	5. _____

*It is strongly recommended that anyone driving in the parade should notify their automobile insurer.
Remember to bring your documentation and a fire extinguisher.*

PARADE SAFETY AND CONDUCT GUIDELINES

- Parade marshals and security personnel will be stationed along the route. Any safety violations will be reported immediately to the RCMP and parade officials, and the entry may be removed from the parade.
- Parade marshals/security will manage all intersections along the parade route.
- All individuals and organizations participating in the parade are expected to act courteously, in good taste, and prioritize safety at all times during formation, the parade, and dismissal.
- **No open flames** are allowed on any parade entry.
- Generators are permitted only if they are CSA approved.
- Each entry must carry a fire extinguisher, especially if a generator is in use.
- Entries must maintain reasonable and consistent spacing from the entry in front.
- Marching bands and performing groups must not unduly delay the parade.
- It is the responsibility of the driver and float organizer to ensure that all children are securely seated and supervised on floats or in vehicles.
- All passengers must remain seated while the vehicle is in motion.
- Once the parade begins, no one may climb onto or jump off a float or vehicle for safety reasons.
- By signing the Parade Waiver and application, participants agree to comply with the West Hants Regional Municipality Parade Guidelines.

DRIVER REQUIREMENTS:

- Drivers should notify their automobile insurer of their participation in the parade.
- Proof of vehicle and float registration, valid insurance, and a valid driver's license should be available for review by the Traffic Authority during parade line-up.

ANIMAL AND LIVESTOCK REQUIREMENTS:

- Each live animal must have at least one handler.
- A cleaning crew must accompany every animal entry and immediately clean up after any incidents ("poop & scoop").
- Animals must not stop along the route for interaction with bystanders; all entries must maintain parade pace.
- All livestock entries must be pre-registered and provide a certificate of insurance.
- Large livestock or horses must carry \$5,000,000 liability insurance. A copy of the insurance certificate must be submitted with your application.

POOP & SCOOP:

- Your cleaning crew must follow each live animal entry and immediately clean up after any incidents.

DECORATIONS: All floats and vehicles **must** be decorated and illuminated with lights.
There is **only one Santa**, and he rides at the end of the parade on the Windsor Fire Truck

The West Hants Regional Municipality reserves the right to refuse participation to any driver, vehicle or float deemed unsuitable; without spotters; or without proper documentation to operate a vehicle/float in the parade. All parade entries will be checked by the Traffic Authority prior to the start of the parade.

If you require further information, please feel free to contact:
Vanessa Roberts at 902-798-1708 or by email at vanessa@westhants.ca



West Hants Regional Municipality Santa Parade of Lights APPLICATION

SATURDAY, NOVEMBER 22, 2025, AT 6:00 PM

DEADLINE to register is Wednesday, November 19 at NOON!

*CONTACT PERSON: _____

*CONTACT PHONE/CELL NUMBER: _____

*CONTACT EMAIL: _____

*GROUP/BUSINESS/ORGANIZATION: _____

*ADDRESS: _____

Will there be a float? Yes _____ No _____ Length of float: _____

Type of vehicle hauling the float: _____

Vehicle/float entry activity/description: _____

Spotters are required for all vehicles/floats Do you have Spotters Yes _____ No _____

Will there be walkers in the parade Yes _____ No _____ How many: _____

Will there be animals in the parade Yes _____ No _____ How many: _____

Does driver have required documentation to provide for inspection prior to the start of the parade?
i.e.: Driver's License, vehicle insurance and vehicle registration: Yes _____ No _____

Do you have a Fire Extinguisher for the parade entry? Yes _____ No _____

Questions regarding your parade entry, please contact VanEssa Roberts at 902-798-1708
Completed Parade Registration Forms can be faxed to 902-798-8553, or emailed to: vanessa@westhants.ca
or dropped off at the West Hants Municipal Office, 76 Morison Drive, **by Noon on Wednesday, November 19, 2025**

WAIVER, RELEASE, AND CONSENT

It is recommended that parade applicants or participants seek legal advice before signing this waiver. By signing, the participant or organization agrees not to hold the West Hants Regional Municipality (WHRM), parade organizers, volunteers, or sponsors liable.

In consideration of the acceptance of _____ (name of participating group, individual, or organization) in the parade, I/we hereby release and hold harmless the West Hants Regional Municipality, parade organizers, volunteers, and all parade sponsors from any and all claims, liabilities, or damages that may occur to me/us at any time. This release extends to my heirs, representatives, and dependents, and applies to any incident arising from any cause, including but not limited to negligence, default, or other actions of WHRM, parade organizers, or any other person involved in the parade.

By checking this box, I acknowledge that I have read, understood, and agree to the rules, regulations, and terms outlined above. I understand that failure to comply with any parade guidelines may result in disqualification from participating in future parades in the West Hants Regional Municipality.

Signature: _____

Print Name: _____