



City of Covina  
Parks & Recreation Department



# 73<sup>rd</sup> Annual Covina Christmas Invitational Parade

## “North Pole Christmas”

Saturday, December 7, 2024 at 6:30 p.m.

**ENTRY DEADLINE: TUESDAY, OCTOBER 15**

### ENTRY FEES (Entry Fees are due at time of application.)

**GENERAL:** \$55

**COMMERCIAL:** \$150

*PARADE FEES ARE NONREFUNDABLE, UNLESS  
PARADE IS CANCELLED OR ENTRY IS NOT  
ACCEPTED.*

### ENTRY CATEGORIES

- GENERAL –** Non-profit organizations, such as service clubs, Scout groups, schools, churches, spirit squads, sports leagues, and Veterans/military groups. No commercial advertising permitted on entry, including commercial sponsors of the entry.
- COMMERCIAL –** Businesses or other entries that promote a commercial product or business. Limited advertising permitted on entry.

### ENTRY TYPES

- MOTORIZED –** **Decorated** automobile, pick-up truck, van, flatbed, bus, fire truck, semi-trailer, or any class float. Walkers may accompany the entry.
- WALKING GROUP –** Any group not attached to a motorized vehicle or band. Includes bicycles and other human powered vehicles.
- EQUESTRIAN –** Any group utilizing horses.

### ENTRY SUBSECTIONS

- YOUTH -** *Examples:* School groups, Scout troops, youth sports teams, youth dance/cheer groups
- ADULT/FAMILY -** *Examples:* Service clubs, churches, military groups, school boards, families

### MANDATORY SAFETY MEETING

**All entries must attend a Safety Meeting.** Entries are limited to two representatives, preferably the group leader/organizer and vehicle driver (if motorized entry). **Failure to attend will result in removal from parade or a \$50 fee for individual meeting.**

**DATE AND TIME:** Thursday, November 7 at 6:30 pm

**LOCATION:** City Hall Council Chambers, 125 E. College St. (Parking lot on Italia St, east of Citrus Ave.)

For more information, please contact the Parks & Recreation Department at (626) 384-5340 or email [cparade@covinaca.gov](mailto:cparade@covinaca.gov). Office hours Monday-Thursday and alternate Fridays, 9:30 a.m. to 5:30 p.m.  
(Open Fridays are September 6 and 20; October 4 and 18.)

## **GENERAL PARADE POLICIES** *(A complete list of policies will be provided at Safety Meeting.)*

- 1) Submission of this application does not constitute or imply acceptance to the parade.
- 2) Any entry that fails to comply with the parade policies and regulations may be disqualified from competition and/or removed from the parade.
- 3) No person may dress as Santa Claus or Mrs. Claus.
- 4) The Covina Christmas Parade is a city-sponsored family-oriented event that includes young children, and is not a public forum.
- 5) All entries must be consistent with this year's parade theme "North Pole Christmas" or the broader theme of the celebration of the winter holiday season. This would include the décor on entries, as well as the attire of parade participants.
- 6) Costumes, attire, décor or signage inconsistent with the parade theme or the Winter holiday season are not permitted. The following are examples of items not permitted: depictions of violence, drugs, drug paraphernalia, illegal activity, nudity, sexually explicit material, and politics.
- 7) All banners and signage affixed to a float or vehicle or carried in connection with parade entries shall contain only the name of the organization. Banners or signs shall not be larger than 6' x 3'.
- 8) Parade participants may not throw or distribute flyers, business cards, candy or any other items to spectators along the parade route.
- 9) Parade participants may not yell or shout at spectators, nor may they speak or make announcements over an amplified speaker as they travel down the parade route. The only sound permitted from entries is winter holiday or Christmas music.
- 10) Shooting of firearms, discharge of fireworks and sounding of loud horns is prohibited.
- 11) To ensure adequate adult supervision, a minimum of 1 adult per 20 youth participants is required. Any adults/parents accompanying the youth entry on the route must be dressed in holiday attire.
- 12) Children under 11 years of age are prohibited from walking or marching down parade route.
- 13) All parade participants must submit a hold harmless waiver, which will be provided by the City.

## **MOTORIZED ENTRY POLICIES**

- 1) The following types of motorized entrants are required to schedule a mandatory safety inspection with the LA County Fire Department: Class A – specially constructed chassis that is self-propelled; Class B – Trailers or wagons with one or more axles that is not self-propelled; Class C – Flatbed trucks. More information will be provided at Safety Meeting.
- 2) **All motorized entries, including towing vehicles, must be completely decorated in a holiday theme.**
- 3) The maximum height for floats is 14 feet.
- 4) All drivers must remain with their vehicle at all times and possess a valid Drivers License.
- 5) All vehicle owners must provide proof of vehicle insurance at the Safety Meeting.

## **EQUESTRIAN ENTRY POLICIES**

- 1) All riders must be at least 16 years of age, and be capable of controlling the horse at all times.
- 2) Horse and rider must have prior parade experience.
- 3) Horses should be shod with shoes appropriate for riding on pavement.
- 4) Proof of liability insurance for group/individual must be provided at the Safety Meeting.
- 5) Each Equestrian entry must provide a volunteer to follow the entry along the route for clean-up duty.

## **WALKING GROUP POLICIES**

- 1) All participants in Walking Groups, including bicycle/human powered vehicle groups, must be age 11 or older. All bicycle/human powered vehicle riders are encouraged to wear protective helmets, and are required to if under age 18.
- 2) Walking Groups must maintain a forward motion at all times.
- 3) Stunting, gymnastics, and tumbling are not permitted on the Parade route.



73<sup>rd</sup> Annual Covina Christmas Parade  
 "North Pole Christmas"  
 Saturday, December 7, 2024

<i>Office Use Only:</i>	
Entry #	_____
Insurance	_____
Script	_____
Safety Mtg	_____

# PARADE ENTRY APPLICATION

**ENTRY DEADLINE: TUESDAY, OCTOBER 15**

**ENTRY FEES**

**GENERAL: \$55**  
**COMMERCIAL: \$150**

**Mail or bring application and payment to:**

Parks & Recreation Department, 1250 N. Hollenbeck Ave., Covina 91722  
 (checks payable to City of Covina, cash/credit cards also accepted)

**... or Apply and Pay online by scanning the QR code >>> >>> >>> >>> >>> >>> >>> >>>**



**PLEASE PRINT LEGIBLY OR TYPE**

**SECTION 1: GENERAL INFORMATION ALL entries complete this section**

CONTACT PERSON: \_\_\_\_\_

SPONSOR/BUSINESS/ORGANIZATION NAME: \_\_\_\_\_

ENTRY TITLE OR THEME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ALTERNATE CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTACT PHONE NUMBER FOR PARADE DAY: \_\_\_\_\_

**ENTRY CATEGORY:** *(See front page of application for descriptions.)*

**General**       **Commercial**

Will there be sound on your entry?     No Sound     Acoustic Sound     Amplified Sound

**ENTRY TYPE:** *(Check appropriate box(es) and then proceed to section noted.)*

**Motorized**    *Subsection:*     Youth\* or     Adult/Family\*\*    *(proceed to Section 2 on next page)*

**Walking Group**    *Subsection:*     Youth\* or     Adult/Family\*\*    *(proceed to Section 3 on next page)*

**Equestrian**    *(proceed to Section 4 on next page)*

*\*Any group whose majority of participants are under age 18.*

*\*\*Any group whose majority of participants are adults or a fairly even mixture of youth and adults.*

**HAS THIS ORGANIZATION PARTICIPATED IN PREVIOUS PARADES?**     Yes     No

If Yes, how many?     1-2     3-5     5 or more

## SECTION 2: MOTORIZED ENTRY INFORMATION

**IMPORTANT: Motorized entries are limited to 3 vehicles. Additional vehicle fee - \$20 per vehicle.**

Vehicle(s) included in entry: (specify a number on each line)

\_\_\_\_\_ Auto (car)      \_\_\_\_\_ Pick-up Truck      \_\_\_\_\_ Flat bed      \_\_\_\_\_ Semi truck/trailer  
\_\_\_\_\_ Fire truck      \_\_\_\_\_ Other (please describe) \_\_\_\_\_

How many vehicles will be towing a trailer (excluding semi-truck): \_\_\_\_\_

Total Number of Participants: \_\_\_\_\_ Number of Walkers (age 11 and up only) accompanying vehicle: \_\_\_\_\_

*{Proceed to Section 5 (if applicable) and Section 6}*

## SECTION 3: WALKING GROUP INFORMATION

Number of Participants: \_\_\_\_\_ Age range: \_\_\_\_\_ (All participants must be 11 or older)

*While performance on the parade route is encouraged, all walking groups must maintain a forward motion at all times unless otherwise instructed by parade officials.*

*{Proceed to Section 5 (if applicable) and Section 6}*

## SECTION 4: EQUESTRIAN UNIT INFORMATION

Number of Riders: \_\_\_\_\_ Number of Horses: \_\_\_\_\_ Number of Trailers: \_\_\_\_\_

Description of vehicles accompanying entry on parade route: \_\_\_\_\_

*{Proceed to Section 5, (if applicable) and Section 6}*

## SECTION 5: SPECIAL NEEDS OR ACCOMMODATIONS

The City of Covina will make every reasonable effort to accommodate an individual's or group's special needs. Communication to the entry's contact person will be made upon review of any requests.

*(Proceed to Section 6)*

## SECTION 6: INFORMATION FOR ANNOUNCERS ALL entries must complete

Describe your organization, how long it has existed, and/or its purpose: \_\_\_\_\_

\_\_\_\_\_

Describe your entry (what will spectators see, who is participating): \_\_\_\_\_

\_\_\_\_\_

What are your holiday wishes for the spectators: \_\_\_\_\_

Any significant achievements by the group: \_\_\_\_\_

\_\_\_\_\_

## SECTION 7: SAFETY MEETING AGREEMENT

*I agree to attend the Safety Meeting on November 7 and to follow all Parade Policies provided in this document and at the Safety Meeting.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

***SUBMISSION OF THIS APPLICATION DOES NOT CONSTITUTE OR IMPLY ACCEPTANCE TO THE PARADE. ALL APPLICANTS WILL RECEIVE NOTIFICATION OF WHETHER OR NOT THE ENTRY HAS BEEN ACCEPTED.***