

**CITY OF OTTAWA**  
**“FESTIVAL OF LIGHTS” PARADE**

The City of Ottawa’s Festival of Lights parade will be Friday, November 25, 2011 at 6 p.m.

Anyone wishing to enter a unit in the parade is asked to complete the following information and return it to: City of Ottawa, 301 W. Madison Street, Ottawa, IL 61350, Attention: Heidi Eisert or fax it to: 815-433-2270. Any questions please call 815-433-0161, extension 31 or email [specialevents@cityofottawa.org](mailto:specialevents@cityofottawa.org).

PLEASE NOTE: **Units in the parade will be limited to not-for-profit entries only**. Decorated entries must have a holiday theme. We ask that you do not have a Santa or Mrs. Claus character with your entry since they will be joining us for the parade.

**No commercial or political entries will be allowed.**

**Pick-up trucks and cars will only be allowed if they are used to pull a float.**

**Entry deadline is Monday, November 21.**

**One person from each entry must check in with parade officials by 5:15 p.m. at Albin-Stevens Drive (east of the old Central School) and Woodward Memorial Drive. You may be notified ahead of time as to where your entry will be in the lineup but you still need to have someone check in.**

PLEASE GIVE A BRIEF DESCRIPTION OF YOUR ENTRY:

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Check here if all participants will be walking. # of participants: \_\_\_\_\_

Check here if your unit will have music or make noise.

**Name of Organization or individual:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Contact Person’s Email Address:** \_\_\_\_\_

As required by the City of Ottawa’s insurance provider, each vehicle being driven in the parade must be properly insured with at least \$300,000 in coverage.

**A copy of the Certificate of Liability Insurance (the declarations page NOT an insurance card) showing the required dollar amount and policy expiration date must be provided.**

The undersigned does hereby release, acquit and discharge, now and in the future, the City of Ottawa, Illinois, its offices, agents, council, employees and other representatives and all promoters, participants, vendors, sponsors and their agents from all present and future liability, claims, causes of action, lawsuits, damages, legal remedies known and unknown arising out of any and all activity and conduct, active and passive, of the participants in any way related or incidental to the Festival of Lights Parade on November 25, 2011.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Must be by contact person on behalf of parade entry (must be 21 years old or older)