



April 19-22, 2019

TERMS AND CONDITIONS OF PARADE ENTRY

GALA PARADE THEME

The theme of the parades is community celebration; you're invited to submit an expression of interest to celebrate who you are and your identity in the community. You are required to provide a brief description and detailed diagram of your proposed entry in the expression of interest. Please attach any photos or additional material if relevant.

TORCHLIGHT PROCESSION THEME

All Torchlight Procession entry must focus on 'lighting and illumination'. Please complete the expression of entry and provide us with your proposal.

ENTRY IS NOT AUTOMATIC

Your expression of interest is not an automatic acceptance into the parade.

The Bendigo Easter Festival reserves the right to select the parade entries according to the cultural and artistic values of your parade proposal. We also reserve the right to ask you to leave the assembly area or parade route if you are not meeting parade rules / expectations.

ELIGIBILITY

- Parade entrants must be a school or community group, or a not for profit organisation. No solo entries
- Parade entrants must be non-political and offensive behaviour will not be tolerated
- All group entrants must be incorporated. If your group is not incorporated you will require an auspicing body
- If you are a Business/ Commercial group, you must work with a school or community group to be eligible for consideration to participate in the Easter Parade. We encourage partnerships between Business/ Commercial groups to join with school groups and/or community groups and vice versa

INSURANCE

All entrants must have their own public liability insurance to the value of five million dollars or more.

PARADE CONTENT

The Easter Parade is a community parade. This is an opportunity for community groups to showcase and express themselves.

While the City of Greater Bendigo encourages and supports individual expression of its diverse community, please be mindful that the Easter Parade is a family event, and we urge you to dress and behave responsibly for the enjoyment of all people.

If you are unsure of the content and representation of your entry please consult with the Bendigo Easter Festival Parade Manager prior to completing this form – phone: 5434 6000.

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ANIMALS

Experienced persons must accompany their dogs and keep them under effective control at all times. Aggressive dogs will be removed from the parade. The owner of dogs must be responsible for the collection of animal waste along the parade route. All parade entries featuring animals are responsible for providing their own water along the parade route.

For safety reasons, horses are not permitted to enter or participate in the parade.

BANNER CARRIERS

Due to the length of the parade route, the weather and wind factor on the day, please consider adults instead of children to carry your banners. We also suggest that you consider providing relieve carriers to assist the banner carriers throughout the approximate two hour walk on the parade route.

BREAK DOWN OF PARADE ENTRY & EMERGENCY

At all times, parade entrants are to notify the Dragon City Marshals or security of any problems with vehicles or people in the parade. The Dragon City Marshals or security will assess the situation and take appropriate action to resolve the problem, while minimizing impact to the flow of the entire parade.

All Emergency Services entries are required to advise Dragon City Marshals or security staff before exiting the parade route.

CHILDREN & ELDERLY

The length of the parade route is approximately 1.5km. Due to the distance of the parade route, children under 12 years old and the elderly are advised against walking the parade route. You may want to transport them in a vehicle instead.

Children must be accompanied by an adult at all times (ratio of 7 children to 1 adult). Please wear appropriate shoes for walking.

DISPERSAL

Procession entries are only allowed to disperse in designated areas, guided by the Dragon City Marshals and Parade Staff, and as shown on the map enclosed. There is a designated safe pick up point for parade entrants at the dispersal area. Dispersing while on parade route is NOT allowed unless in an emergency.

Failure to follow the above instructions will result in the withdrawal of payment (for paid performers) and compromise future participation.

If you are not required to stop at the dispersal area to drop your passengers off, please notify our marshals and staff, you will be directed to continue on exiting the parade route via Bridge Street.



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Please note that in the case of an emergency response, all dispersal traffic at the intersection of Bridge and Water Street will be directed to temporarily stop, to allow Ambulance to pass.

DRAGON CITY MARSHALS, SECURITY AND OTHER PARADE PERSONNEL

At all times, please follow the instructions of Dragon City Marshals, Security and Parade Staff. In any emergency situation, please follow instructions of Emergency Services.

ELECTRICAL EQUIPMENT

Any electrical equipment featured in parade, must be tested and tagged by a suitably qualified technician prior to the parade.

EXTREME WEATHER PLAN

The Bendigo Easter Festival monitors the weather leading up to the days of the festival.

In the event of extreme weather –

- All parade entrants should refer to their own parade risk assessment to determine whether to withdraw from the parade or not.
- The parade manager will undertake an event risk assessment on the day prior to determine whether the parade should continue. If a decision is made to cancel the parade, the festival will advise the general public via the festival website and media platforms.
- Extreme weather can be defined as including, but not limited to, continuous and ongoing high winds, heat, thunder/lightning storms, torrential rain.

HATS, SUNSCREEN & WATER

You are responsible for your own hats, sunscreen and drinking water during parade assembly and while travelling on the parade route.

JUDGING

Parade awards are judged by member of the Bendigo Easter Festival Committee. The criteria that the judge will take into account include creativity, colour, music, movement and relevance to the Bendigo Easter Festival. The judge's decision is final.

MUSIC

We encourage all non-instrumental entries to provide their own portable music, to help create atmosphere along the parade route. All entries will be monitored at the parade assembly as to the appropriate level of sound of each float. Parade staff are authorised to request the volume of your music to be turned down to an acceptable level.



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Please note that while every care is taken in assembling the order of entries in the parade, it is not unusual for entries with noise to travel side by side.

NO HANDING OUT OF GIVEAWAYS ALONG THE PARADE ROUTE.

NO COLLECTING OF DONATIONS ON THE PARADE ROUTE

PARADE PARTICIPANTS

Each entry can have a maximum number of 30 people.

If you intend to have more than 30 people in your entry you must gain approval from the Bendigo Easter Festival Parade Manager prior to the parade.

All participants must be costumed for a family audience. Nudity is not permitted during the parade.

PHOTOGRAPHY

Please be informed that you and your group may be photographed during the Easter Parade. Any photographs taken during the parade, may be used in future Bendigo Easter Festival promotional and marketing materials, including social media platforms.

SAFETY

To ensure the safety of the parade entrants and the audience, the Bendigo Easter Festival Safety Warden, security and festival staff will inspect all vehicles and parade entries prior to the parade. The Occupational Health & Safety (OHS) personnel are authorised to request dangerous or unsound components of any parade entry (including vehicles) to be altered or removed. All participants must complete and comply with the Parade Entry Safety Checklist which is included in the 2019 Parade Expression of Interest documents.

Your entry will not be permitted in the parade if you fail to comply with the requests from the Bendigo Easter Festival Safety Warden, OHS personnel, festival staff or security personnel.

SIGNAGE

Signage is a crucial component of your entry to help identify your group on the parade route.

All parade entrants are responsible for providing their own signage. Your signage must be at least – 60cm x 60cm (2ft x 2ft) or longer. Signage can be a hand painted, stencilled or professionally printed.

VEHICLES & DRIVERS

Please note that all motor vehicles must be registered. If your vehicle is unregistered, you must obtain an unregistered vehicle permit from VicRoads and clearly display it on the vehicle for the duration of the event.

Please enclose a copy of this permit with your Expression of Interest form.
We encourage all vehicles to be decorated as a celebration of your entry.



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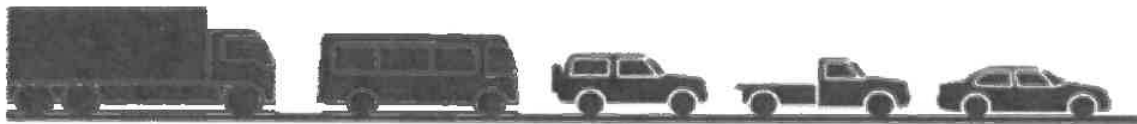
Number of vehicles –

Entries are restricted to the following numbers per entry -

- 2 motor cars per entry
- 6 motor bikes
- 6 three wheelers
- 12 bicycles

If you would like to involve additional vehicles or an alternate combination of vehicles, we recommend that you consult with the Bendigo Easter Festival Parade Manager prior to completing the Expression of Interest form. If you have not obtained approval from the Bendigo Easter Festival Parade Manager, you will not be permitted to partake in the parade.

TYPES OF VEHICLES – NO SEMI TRAILERS – RIGID VEHICLES ONLY – NO WASTE TRUCKS OR SERVICE VEHICLES.



For the safety of the audience along the parade route, only the following sizes of vehicles are permitted in the parade.

- Motor car – including bus, limousines, sedans and 4 wheel drives.
- Standard Car with trailer.
- SES and Fire Brigade trucks.
- Rigid tray truck only (NO articulated vehicles)

Each vehicle must be within the maximum dimensions –
Length **(12.50m)**, Width **(2.5m)**, and Height **(4.3m)**

Under no circumstances should any trucks be towing a trailer e.g. Prime Mover with trailers.

Drivers of vehicles –

Victoria Police will conduct a security check of drivers prior to the parade in the form of name and vehicle registration check. All drivers are to have **ZERO** alcohol and drug reading. Victoria Police have the right to breathalyse parade entrants at random on the night/day.

Only drivers who registered in the Parade Expression of Interest form, are permitted to drive the vehicle during the parade. At all times, two drivers are required in each vehicle in case of an emergency.



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Community groups with a vehicle must nominate a back-up driver and supply their details in the parade expression of interest form. The backup driver is required to provide their details to Victoria Police for a pre-parade security check.

All drivers must attend the Parade Briefing, prior to the parade. If you or a member of your group is unable to attend this meeting, please contact the Bendigo Easter Festival Parade Manager prior to the briefing. Your application may be void if there is no representative from your group at the parade briefing.

If there is a change to the nominated driver please inform the Bendigo Easter Festival Parade Manager immediately.

All entries are to adopt all the appropriate safety measures and ensure that safety of the audience and the participants are maintained at all times.

Helmets must be worn at all times, when riding on roller skates, motor cycles, bicycles, and three wheeler motorbikes.

Additional fixtures on your entry such as decorative panels, flags, furniture, lighting or generators must be safe and properly secured.

Contact for Bendigo Easter Festival Parade Manager - 5434 6000