



Delaware City Day is a community event that celebrates the town's history and people and is set along the backdrop of the Delaware River and C&D canal. Since 1980, the Delaware City Day Celebration has been a full day of family fun. The goal is to honor and celebrate our riverfront town's history and our "small town America" culture. It is a day when townspeople, neighbors, families, and friends, all come together to appreciate the past, enjoy the present, and make new memories. It is a family friendly event that promotes our businesses and welcomes visitors. Participants share talents, crafts, food, fireworks, friendship, and fun.

### Parade Application Process

- ✓ Parade applicants must submit these items: **a parade application, a hold harmless waiver, and driver insurance information** for each driver/vehicle used (if applicable).
- ✓ A signed Indemnity/Hold Harmless Waiver is required from any person, group, or other association seeking to participate in the Delaware City Day Parade (referred to as the "Participant"). This includes, but is not limited to commercial businesses, trade groups, charitable, non-profits, or for-profit organizations, clubs, lodges, religious groups, industrial associations, political elected officials, or political parties.
- ✓ While the parade is open to varying types of parade "units" such as floats, motorized units, marching units, performing units, walking units, the Committee has the right to accept or reject any parade application and to approve all themes, music, signs, costumes, or other paraphernalia that may be used by a parade applicant/participant at the time of arrival. All of the above should be family friendly and respectful. The Committee reserves the right to deny a spot in the parade to any participant who is unable to or unwilling to abide by the rules and regulations that are outlined in this document. Additionally, the Committee reserves the right to deny a spot/participation to any one or group who does not care for public facilities appropriately, respect Committee and Town staff, volunteers, or the general public. Again, Delaware City Day is a family friendly event and should be treated as such.
- ✓ Upon submission of a completed parade application, a signed hold harmless waiver, and proof of insurance, the Committee will review the application. You will be notified if the Committee requires additional information and/or

documentation in order to consider your application for participation. All requested information must be received before a participant's application can proceed to final review by the Committee. This includes proof of insurance for any driver/vehicle participating in the parade. Once accepted, you will receive more information for the day of the event directions.

- ✓ The parade is not a judged event. Simply show up and show off your organization, hobby, or talent.
- ✓ The Delaware City Day Parade is a rain or shine event without a possible rain date. If the event is cancelled due to inclement weather, only the fireworks display is guaranteed to be rescheduled.

### Application Requirements and Rules

1. Completed parade application, proof of driver insurance (if applicable), and the Indemnification/Hold Harmless Agreement must all be submitted.
2. Documents must be received at least two weeks prior to the event date.
3. Notification, line order, and day of information will follow receipt of application.
4. Printed and signed documents may be mailed to the town's post office box or dropped off at town hall.

Delaware City Day Parade Coordinator  
P.O. Box 4159  
407 Clinton Street  
Delaware City, DE 19706

They may also be scanned and sent via email to:

[parade@delawarecityday.com](mailto:parade@delawarecityday.com)

Please do not send pictures of the documents from phones as they do not print well. The hold harmless agreement will be filed with town hall.

5. The Indemnity and Hold Harmless Agreement should be signed by the applicant and include information for all vehicle drivers (if applicable). This form will be submitted to the Delaware City Manager.
6. All forms must include complete and correct contact information for the parade participant/organization. Legal names required. Cell phone contact information required for day of event communication.
7. Applications must include a description of the parade unit so that the Committee can understand what will be represented/presented. Also, state if the parade unit is a motorized unit, floating unit, marching unit, performing unit, walking unit, or combination.
8. All applications must specify the estimated size of the unit, number of persons/vehicles, proposed theme, and any special requests. Music is expected to be family friendly and have "clean" lyrics. Themes are expected

- to be family friendly as well. Additionally, specify any signage information (example: banner and what it will say) and handouts, such as, but not limited to flyers, placards, promotional items, candy, or any other paraphernalia that the unit intends to provide to the public along the parade route. Political handouts/information may be given to a spectator at the spectator's request. The Delaware City Day Parade Committee shall have the right to approve or deny any application based upon the appropriateness of the parade unit as it relates to the theme and nature of Delaware City Day and the Parade.
9. Candy: If your organization is throwing candy, beads, etc. to parade spectators, please use caution. It is preferred that candy is thrown from participants who are walking in the parade and is done so closer to the curb. If that is not possible, parade participants who are throwing candy from cars and floats should use caution and be mindful that spectators, especially children, may run into the road to collect candy.
  10. Animals: It is expected that the organization with animals in the parade will clean up after them during the parade and be able to control their behavior. Parades can be loud. If your organization has animals, especially horses, in the parade and needs a special request (example: not near fire engines, motorcycles), please indicate as such on the application.
  11. Vehicle speed and safety: Parade speed is very slow. Please keep pace as best as possible and try not to have large gaps in the parade. Generally, groups that are walking will be at the beginning of the parade line order.
  12. No changes to your submitted plan should be made without prior contact to and approval from the Delaware City Day Committee.
  13. The parade will not be judged. It is a day for everyone to display talents and promote organizations.
  14. By submitting an application, you/your organization agrees to all rules and regulations of the family theme of our event, the parade requirements stated here, and agrees to abide by all laws of Delaware City and the State of Delaware. These requirements and rules are designed for all to have a safe, fun, and family friendly event and environment.
  15. Once your application is confirmed, you will receive more details via email.

*Thank you for your participation. It is greatly appreciated.*

