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## **Parade Rules and Procedures – Best Practices**

**Draft: April 5, 2023**

Event organizers are encouraged to incorporate these best practices into their parade rules and procedures.

Event organizers must receive a Special Event Permit from the City of Sunbury (“City”) before sponsoring an event that includes a parade on the public streets. Organizers are also responsible for securing any additional street closure permits (i.e. state routes) that may be required for the proposed parade route.

Event organizers are reminded to reach out to the Sunbury Police Department early to secure the special duty officers necessary for traffic control along the parade route.

### **Pre-Parade Planning and Staging**

1. Event organizers should coordinate with the City to secure and place digital street signage in advance of the parade to warn motorists of street closures.
2. A representative from each parade entrant must sign a form stating they, and other members of their group, will abide by the event organizer’s parade rules.
3. All parade entries involving the use of a motorized vehicle must demonstrate the driver has valid insurance.
4. Drivers of floats carrying other parade participants must be at least 21 years of age.
5. Identify dedicated drop-off and reunification locations that are away from the staging area for parade participants.
6. Automobiles not officially entered in the parade are not permitted in the parade staging area.
7. Incorporate parade line-up signage that prevents vehicles and participants from wandering through crowds.
8. Every float must conform to the description submitted with the application.

### **Parade Practices**

The City Police Chief, or designated representative, is the only person who can start a parade after ensuring the streets are secure.

1. Except for emergency vehicles, late arriving entries to the staging area may not join the parade in progress.
2. Limit any planned/scheduled stops during the parade to ensure the efficient flow of entries.
3. The distribution of candy or other items is encouraged from walkers who can drop candy into bags, laps, or the hands of participants in the crowd. If candy is thrown from a float, it must be directed OUT to spectators and not DOWN toward the street.



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4. Alcoholic beverages are prohibited in the parade and staging area.
  5. Animal units must provide a means for animal waste pickup and disposal.
  6. No one can enter or exit any parade vehicle (including floats) while it is moving. Communication must be made with the driver to bring the vehicle to a full stop so riders can enter or exit the vehicle safely.
  7. All parade vehicles are expected to stay within approximately twenty feet of the parade entry immediately in front of them.
  8. No riders are permitted on the roof or hood of a vehicle.
  9. All decorative float materials should be flame retardant.
  10. Float decorations may not interfere with a vehicle operator's clear and unobstructed view of the route.
  11. Exhaust systems must remain unobstructed.
  12. The use of open flames on any entry is prohibited.
  13. Any person riding a bicycle, motorbike, skateboard, or wearing rollerblades must wear a helmet.
  14. All entries that include children must have an adequate number of responsible leaders to supervise the children. Responsible leaders must be at least 16 years of age. The number of supervisors needed for any parade entry will be determined by the event organizers.