

ENTRY CRITERIA & CONDITIONS – NORWOOD CHRISTMAS PAGEANT

The following Entry Criteria & Conditions have been developed by the City of Norwood Payneham & St Peters to ensure that all participants in the Norwood Christmas Pageant (the Pageant) and the general public attending the event remain safe at all times.

The Entry Criteria & Conditions should be read carefully by all participants. By ticking the declaration in the *Norwood Christmas Pageant EOI* form, you are agreeing to comply with the Entry Criteria & Conditions.

General Conditions

- All vehicles / floats MUST be decorated in a substantially Christmas or festive theme. Along with all participants MUST be dressed in a Christmas or festive theme.
- All entries MUST display their entry number. Floats need to display their Entry Number on front driver's side, or the first person represented in your walking group.
- The City of Norwood Payneham & St Peters has eliminated the use of balloons in all events, helping to try and reduce our impact on the environment. Therefore, balloons will not be accepted. We ask that you think of something else to decorate your entry with.

Handing Out Sweets, Promotional Materials and Other Giveaway Items

Participants acknowledge that the Norwood Christmas Pageant is a community celebration, and not an opportunity for business promotion or blatant advertising. We ask that you respect the following conditions:

- Commercial organisations / businesses must not canvas for direct business sales.

- Participants must not hand out any food (including sweets) or drink to spectators during the Pageant.
- Participants must not hand out any promotional or discount materials, advertisements, product samples or other giveaway items to spectators during the Pageant.

If you wish to hand out promotional material or giveaways during or after the event, please get in touch with the Events Unit. Any request will be subject to prior approval of Council.

Commercial / Business Entries

- Only commercial organisations and businesses that are based within the City of Norwood Payneham & St Peters are eligible to enter the Pageant (unless otherwise approved by the Council).
- Any media groups approved to participate in the Pageant should endeavour to provide free promotion of the event. Promotion must be approved by the Council before the event.

Vehicle Entries

- Maximum of four vehicles or floats per Pageant entry (including decorated cars, trucks, trailers and bicycles).
- Vehicle / float height is to be no greater than 4m and with a length no greater than 15m.
- No items are to be tied or secured to any part of the exhaust system and all flammable items need to be free from the entire exhaust system.

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City of
Norwood
Payneham
& St Peters

- The driver's front windscreen, rear and side mirrors need to be accessible and allow clear vision.
- All wheels need to be free from any hanging objects and are not to be obstructed in any manner.
- Only one Father Christmas will appear in the Pageant and will be authorised by the City of Norwood Payneham & St Peters.
- Roller blades, skateboards, roller skates and scooters or any similar small-wheeled recreational vehicles are NOT permitted in the Pageant.

Participants and Moving Vehicles

The following special provision will apply to participants in, or on, moving vehicles of all types:

- No potentially dangerous activities are to be undertaken at any time on any moving vehicle, including jumping on and off the vehicle.
- There must be no standing or sitting on drawbars or between vehicles being towed, at any time.
- All vehicles with passengers are either seated in an approved vehicle seat or MUST be restrained by seatbelt/ harness or MUST have fall protection barriers (side barriers greater than 900mm high) fitted.
- All children on a vehicles or walking are to be supervised by an adult. We recommend one (1) parent/ supervisor per three (3) children.
- Children are not to be removed, or placed onto any vehicle while the vehicle is moving or during the Pageant; loading and off-loading must only be done in the designated zones at the beginning and end of the Pageant route.
- Parents should ensure that children do not wear clothing or costumes that have loose items/pieces that can become caught in moving mechanisms.
- All chairs/seats MUST be fixed to the vehicle.

Bicycles and Motorcycles

As the event is held on a closed road, helmets are not essential, but they are recommended. Please note that a helmet must be worn when the vehicles depart the road closure.

Cyclists are not permitted to:

- Weave between vehicles; or
- Interfere with other participants in the Pageant (including bands or walking groups).

Cyclist must ensure that:

- Costumes are suitable and safe for the event with no loose item/pieces that could be caught in the wheel of the bicycle.

No Political / Religious Promotion or Protests

The Norwood Christmas Pageant is a celebration of Christmas and community. Participants who engage in political and/or anti-religious promotion or protest during the Pageant will not be permitted to continue in the Pageant.

No Offensive or Discriminatory Material

All participants in the Pageant are expected to show consideration for others and act in a responsible, respectful, and reasonable manner.

The use or distribution of offensive, abusive, discriminatory, or threatening material or language will not be tolerated. Any handout material will be subject to the prior approval of the Council (see above regarding handing out promotional materials and other giveaway items).

Animals

If you anticipate having an animal/s as part of your Entry, the application to participate will be subject to the prior approval of the Council.

All animals must be on a leash and must be always kept under effective control.

Animals must not cause a nuisance or safety threat to other participants or members of the public in attendance at the event.

Handler must clean up all mess created by the animals. Safety officer will ensure when completing initial inspections that appropriate equipment is present to clean up possible mess.

Public Liability Insurance

Commercial Organisations/Businesses:

All commercial organisations and businesses participating in the Pageant must hold public liability insurance for at least the amount of \$20million for each claim and any other insurance required by any statutory requirement and must provide the Council with a copy of the Certificate of Currency with their Participant Application Form.

Other Participants:

Participants who do not hold Public Liability Insurance may be covered by the Council under the Local Government Association Mutual Liability Scheme.

Indemnity

All participants indemnify the Council against all actions, liabilities, claims or demands which may be brought or made against the Council in respect of any injury, loss or damage resulting from any act or omission of the participant arising out of or in connection with the Norwood Christmas Pageant, except to the extent caused by the negligent act or omission of the Council.

Failure to Comply

Failure to comply with the Entry Criteria & Conditions or other reasonable instructions of authorised Council staff on the day of the event may result in entrants being disqualified from the line-up before or during the Pageant.

Initial inspections of all vehicles and floats will be conducted by the official Pageant Safety Officer prior to commencement of the Pageant.

The Marshal/s along the route can also disqualify an entry if it is deemed unsafe or if the activity is detrimental to the wellbeing of the event, participants, or members of the public.

On behalf of the City of Norwood Payneham & St Peters, thank you for abiding by these Entry Criteria & Conditions.

We look forward to your participation on the day!