

It's That Time of Year Again!

Santa Claus and the Richmond Village Association Inc. invite you to participate in the 2011 Santa Claus Parade.

The Richmond winter festivities have been an annual tradition for all the families in Richmond. Children and adults alike delight in the excitement of the upcoming season. Take the opportunity to showcase your business, organization, school or community group and support your community.

Please find attached your application form to enter without delay.

Enter your float in the Santa Claus Parade!

Parade Date is
SATURDAY,
DECEMBER 3rd, 2011
11:00 a.m.



ENTER NOW
www.richmondvillage.ca

The Richmond Village Association



A Proud Past, A Bright Future

Organized by your Richmond Village Association Inc.

PARTICIPATION AGREEMENT
2011 Santa Claus Parade
Saturday, December 3rd, 2011 11:00 a.m.

This is to confirm that (*organization name*) _____ will participate in the 2011 Richmond Santa Claus Parade.

ENTRY INFORMATION

1. Our group will be entering a (*please indicate with an "X"*)

_____ Float – approximate size of vehicle

_____ Band

_____ Marching Participants (*approximately the expected number of people* _____)

_____ Other (*please describe*) _____.

2. We plan to have approximately _____ people in our entry.

GROUP INFORMATION

To allow us to contact your group please complete the following:

(PLEASE PRINT CLEARLY)

Organizer of the Group: _____

Mailing Address or E-mail Address: _____

Phone number: _____

PLEASE NOTE: The Waiver of Liability Form must accompany your Participation Agreement Application to confirm your position in the Parade. We agree by signing this form we will abide by all rules set out by the Richmond village Association Inc. and City of Ottawa, and will not hold them responsible for any injury to participants.

Signed _____ Date: _____

OR ATTACH PROOF OF INSURANCE IN LIEU OF WAIVER

Mail completed form to: Leslie Abraham
c/o Richmond Village Association Inc.
P.O. Box 4
Richmond, ON K0A 2Z0

E-mail completed form to: leslie@smartsurf.ca

Contact Leslie Abraham at 613-282-1441 for additional information

Organized by your Richmond Village Association Inc.

WAIVER OF LIABILITY
2011 Santa Claus Parade
Saturday, December 3rd, 2011 11:00 a.m.

Richmond Village Association Inc. Waiver Release Form for Santa Claus Parade.

In consideration of participating in the 2011 Santa Claus I acknowledge, release and waive any right I may have of any action that could be brought with respect to any injuries whatsoever, should it incur before, during or after the time of the Santa Claus Parade, on December 3, 2011 in the Village of Richmond in the City of Ottawa Ontario

Organization Name

Signature

Date

Print Name

Position in Organization/Company

*** Please Note: the Waiver of Liability Form must accompany your Participation Agreement Application to confirm your position in the Parade**

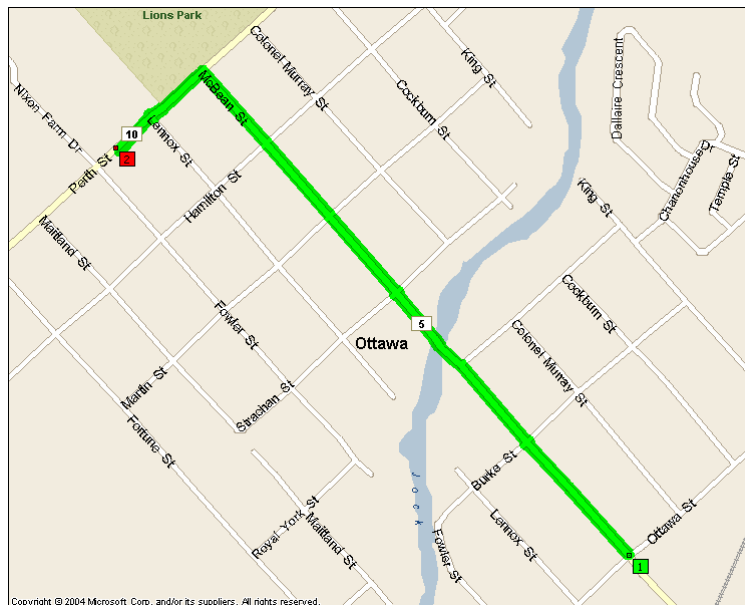
OR

ATTACH PROOF OF INSURANCE IN LIEU OF WAIVER

P.O. Box 4 Richmond, ON K0A 2Z0 ◆ events@richmondvillage.ca

Organized by your Richmond Village Association Inc.

PARADE ROUTE
2011 Santa Claus Parade
Saturday, December 3rd, 2011 11:00 a.m.



NOTE: Please take the time to read the following information. Please make sure that all Participants are informed of this information.

1. Participants are to locate a Richmond Village Association Inc. member with a list to inform your group of your position number.
2. There is parking available at South Carleton High School or along the side streets. Please do not park along McBean or Ottawa Streets as the fire and police vehicles will be positioning there.
3. All vehicles in the parade are to arrive by 10:15 am and to enter the staging area from Burke St., turning right (south) on Cockburn St. Volunteers will be available to guide your vehicle/group into the proper parade position. No entry will be permitted off Ottawa St.
4. All vehicles are encouraged to turn to the same station and play the same Christmas music. The station will be provided to everyone on the day of the Parade
5. If your group wishes to pass out anything to the crowds, **please make sure that it is handed out and NOT THROWN.**
6. Following the parade, you and all your participants are invited to **Santa's Workshop at the Richmond Plaza for free chili, buns and hot chocolate.** There will also be an opportunity for your younger participants to visit Santa.

On behalf of the Richmond Village Association Inc. we would like to thank you for your co-operation and for being part of our annual Santa Claus Parade.

Seasons Greetings!