

2025 Rules and Regulations and Waiver

Event: West Lincoln Santa Claus Parade
Date: November 29, 2025
Theme: Harmony
Time: Parade entry set-up begins at 3 p.m.
Entries must be completely set up by 4 p.m. Road
closures start at 3:30 p.m.
Parade starts at 5 p.m. sharp
Location: Set-up at the West Lincoln Community Centre
Parking Lot and Surrounding Area
177 West St, Smithville, ON L0R 2A0
Contact: whealy@westlincoln.ca or 905 957-3346 ext. 4699



INSURANCE

- All entries shall provide proof of liability insurance, as follows:
 - **Businesses** – Certificate of Insurance of Commercial General Liability Insurance satisfactory to The Corporation of the Township of West Lincoln and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:
 - (a) A limit of liability of not less than **\$2,000,000 (Two Million)** per occurrence;
 - (b) Add The Corporation of the Township of West Lincoln as an **Additional Insured** with respect to the operations of the Named Insured;
 - (c) The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured;
 - (d) Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96);
 - (e) Tenants' Legal Liability;
 - (f) Products and Completed Operations coverage;
 - (g) Contractual Liability;
 - (h) Work performed on Behalf of the Named Insured by Sub-Contractors; and
 - (i) The policy shall provide 30 days prior notice of cancellation.
 - **Non-Business Vehicle Only** – please provide a “confirmation of insurance” document.
 - NOTE: If the above listed requirements are not an option, please contact the Event Planner.
- Insurance must be provided by November 14, 2025, to:
West Lincoln Community Centre (177 West Street, Smithville, ON L0R 2A0)
Email: whealy@westlincoln.ca

RULES AND REGULATIONS

General Instructions for Entrants

- We require entrants to abide by laws and regulations under the *Ontario Highway Traffic Act* for vehicles and trailers when traveling to and from the event.
- There shall be **no Santa Claus replicas**, there will be one official Santa Claus at the end of the parade.
- All entries should be decorated with lighted materials. As this is an evening/night event - lighted displays are strongly encouraged.
- If your entry has more than two vehicles/floats, an additional application of float must be completed.
- Floats carrying passengers are to be constructed with a safety guard around the perimeter. Children must always be seated and supervised.
- All entries using floats for their display must be moved to their designated area without any passengers on the float.
- All drivers must possess a valid driver's license for the vehicle they are operating.
- Absolutely no open flames.
- All entries must provide a Fire Extinguisher (ABC, 10 lb capacity -minimum) and have a first aid kit.
- All animals must remain on a leash and the entrant is required to clean-up after their animal and have full control at all times.
- Parking for individuals on the floats is available, but limited - please carpool where possible.
- Do not leave any garbage behind.
- Please use a quiet generator if available.
- Please be aware that photos will be taken at this event and may be used on The Township of West Lincoln's publications, websites and social media outlets. Your attendance at this event constitutes permission to use these images; waiver of any claim for remuneration for their use; and understanding that the images remain the property of the Township of West Lincoln. If you have concerns over the use of your image, please speak with the Event Planner.
- Entries shall be based on the holiday theme and geared towards a family audience- especially children. No crude displays will be permitted.
- **There shall be no political, offensive and/or promotional message or statement of a specific interest or issue permitted as part of a float entry.** The Township Of West Lincoln reserves the right to request for removal of a display advertisement if, in its sole opinion, the display does not meet acceptable standards that are consistent with the Township of West Lincoln's corporate values and image.

During the Parade

- There will be ZERO tolerance for any alcohol consumption or drug use. Any entrant considered to be under the influence will be removed from the parade events immediately.
- In the event of an emergency the float driver and all persons aboard must be able to get off the float safely and immediately.
- Handouts or giveaways must be distributed from street level. Do not throw candy from the float. This prevents children from running onto the road to retrieve treats.

After the Parade

- Floats will dismantle and disembark in the industrial park area at the Premier Express Lines parking lot behind the main building (2659 Industrial Park Rd, Smithville).

2025 WAIVER

PLEASE RETURN SIGNED WAIVER TO THE EVENT PLANNER

Drop Off/Mail: West Lincoln Community Centre (177 West Street, Smithville, ON L0R 2A0)
Email: whealy@westlincoln.ca

**RELEASE OF LIABILITY AGREEMENT, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND
INDEMNITY AGREEMENT
BY AGREEING TO THE TERMS OF THIS DOCUMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS,
INCLUDING THE RIGHT TO SUE. PLEASE READ CAREFULLY!**

- Entrants acknowledge and agree that they/them shall be responsible for any manner of action, cause of action, suits, losses, damages or impurities ("**Losses**") directly or indirectly related to or arising from the West Lincoln 2025 Santa Clause Parade scheduled for November 29, 2025 (the "**Event**") and hereby release, remise and forever discharge the West Lincoln Santa Claus Parade Committee, the Township of West Lincoln and its agents, employees, representatives and volunteers (the "**Indemnified Parties**") for all Losses directly or indirectly related to or arising from the Event, unless such Losses are solely caused by the negligence or willful misconduct of the Indemnified Parties.
- Without limiting the generality of the foregoing, Entrants acknowledge and agree that the Indemnified Parties shall not be held liable for any Losses arising from the Event, including bodily injury or property damage arising from, without limitation, participation in the parade or on a float, suffered by any persons or groups, including those for persons which the Entrant is directly or indirectly responsible, unless such Losses are solely caused by the negligence or willful misconduct of the Indemnified Parties.
- Entrants acknowledge and agree that they shall indemnify the Indemnified Parties for any Losses sustained by any person arising directly or indirectly out of or related to the Event, unless such Losses are solely caused by the negligence or willful misconduct of the Indemnified Parties. Entrants acknowledge and agree that they shall be responsible for their own insurance during the Event.

I have read and I understand the West Lincoln Santa Claus Parade entrant requirements, and will comply with the requirements, as noted above. Additionally, I understand that failure to comply with the West Lincoln Santa Claus Parade entrant requirements may result in the removal of my float or a portion thereof from the Parade.

Entrant Name (printed)

Entrant Signature

Date