



# GRAND STREET PARADE 2018 REGISTRATION FORM

This Registration form is for entrants in the Sunfest Grand Street Parade on Saturday 17th March 2018. Please return the completed form by Sunday 4 March 2018 to [parade@sunfest.org.au](mailto:parade@sunfest.org.au).

PART 1 – YOUR DETAILS		
Business or Group name:		
Primary Contact Person:		
Address:		
Suburb:	Post code:	
Phone:		
Email address:		
Emergency Contact:	Phone:	
Please provide details of any other groups you are affiliated with:		
Would you prefer to be placed next to this group in the parade order?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Please note: placement is at the discretion of the Grand Street Parade Marshall.</i>		
How many years has your group been entered in the SunFest Grand Street Parade?:		
PART 2 – PARADE ENTRANT		
What Parade category will your group be entering?		
<input type="checkbox"/> Best Themed Group	<input type="checkbox"/> Business / Services	
<input type="checkbox"/> Emergency Services	<input type="checkbox"/> Community Group	
<input type="checkbox"/> School	<input type="checkbox"/> Sports Club	
Please description your Parade Entry:		
Number of Adults:	Number of Children:	
Please select the appropriate description of your parade entry:		
<input type="checkbox"/> Our group will be walking only	<input type="checkbox"/> Our group will be walking and using a vehicle	
<input type="checkbox"/> Our group will be using a vehicle only	<input type="checkbox"/> Our group will be on a float	

If using a float, the overall size (metres) of our Float or Vehicle is:

Parade Vehicle Registration:

State Registered:

### PART 3 – MUSICAL REQUIREMENTS

Does your parade entry include music?

Yes

No

If, yes, please specify how you will play music

Audio player

Live instruments, please specify.....

Other, please specify .....

### PART 4 – ANIMAL REQUIREMENTS

Does your parade entry incorporate animals?

Yes

No

Number of animals:

Type of animals:

*Please note - For the comfort and safety of all participating groups, you may be placed at the rear of the parade.*

### PART 5 – INTRODUCTION

The MC will introduce your group, please provide a paragraph about your group. This may include some of the following:

- Who is your group?
- What does your represent?
- What's included in your parade entry and why?
- How long have you been involved in Sunfest?
- What do you want the community to know about your group?

### PART 6 – TERMS & CONDITIONS

1. All entrants must complete this Registration Form which is signed by the primary contact person.
2. Any helpers involved with your group must possess and carry their Working With Children (WWC), or similar accreditation if there are children under 18 involved with the group, and produce documents if requested.
3. All Grand Street Parade groups must hold a current Public Liability Insurance Certificate valued at no less than \$10 million, a copy of your current Public Liability Insurance "Certificate of Currency" must be attached to this Registration Form when returned.
4. All Registration Forms are requested to be returned by Sunday 4th March 2018.

5. All individuals/parents/guardians must have approved themselves/their children participating in this event. This includes being photographed, where photos will be posted on social media and utilised for promotional purposes.
6. Please refer to our website for all Terms and Conditions of the Sunbury Community Festival – SunFest
7. Applicants are reminded that SunFest is a FAMILY EVENT, and if any behaviour or music is deemed inappropriate by the committee, and continues then the group can be withdrawn from the Grand Street Parade.

## **PART 7 – IMPORTANT INFORMATION**

### **Banners and hand held paddles**

All entrants are to have a banner at the front of their group, and to assist judging hand held paddles issued by event staff during marshaling are to be displayed in front. Paddles are to be handed back after the parade to event staff or at the Festival's Information Marquee.

### **Parade Arrival and Departure Information**

1. When participating in the Grand Street Parade it is required that all groups adhere to all the Guidelines and Terms and Conditions set for the Parade, at [www.sunfest.org.au](http://www.sunfest.org.au)
2. From 11:30am, all groups are to report to the Grand Street Parade Marshal, who will be located on the corner of Harker and Evans Streets Sunbury, where you will receive your hand held paddle and further instructions. If your group is involved in the stage events which may not finish at 11:30am, then if possible can you have some representatives attend the marshaling area at 11:30am to get set-up and the rest of the group can follow when the stage concludes. If not please go directly to the marshaling area when the stage event concludes.
3. Traffic Management will close off surrounding roads and car parks from 11:30am and will allow for the traffic to flow intermittently.
4. Emergency Vehicles will be set up at the front of the parade and will traditionally lead the parade. If needed, in case of an emergency call out, Emergency Vehicles may remove themselves from the parade.
5. The Grand Street Parade will commence at 12:30pm SHARP. It will take approximately 30 minutes to walk the length of Evans and Brook Streets. The time allowed for the parade is 90 minutes from marshaling at 11:30am. Please ensure you have plenty of refreshments for yourself and children.
6. After the conclusion of the Grand Street Parade, the announcement of the winners will be made directly at the Stage.

## **PART 8 – DECLARATION**

I, as the Primary Contact Person named on this form, state that I have read and agree to abide by all the Guidelines, and Terms and Conditions of the Sunbury Community Festival – SunFest.

I confirm that as the Primary Contact Person representing this group that we hold a current Public Liability Insurance Certificate valued at no less than \$10 million. I also understand that if we have any underage members, that all adult members and helpers will meet the requirements for Working With Children (WWC), and hold the applicable cards and authority. I understand that I may be required to produce said documentation for any applicable adults in our group either during or after the event if requested by the SunFest Committee.

<b>Primary Contact Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	<b>Date:</b>

## PART 9 – CHECKLIST

<input type="checkbox"/>	I am the primary and have completed this form in full.
<input type="checkbox"/>	I have read and agree to the Terms and Conditions of the Sunbury Community Festival – SunFest.
<input type="checkbox"/>	I have obtained consent from all parents/guardians and individuals to enter the Grand Street Parade. This includes being photographed, where photos will be posted on social media and utilised for promotional purposes.
<input type="checkbox"/>	I have attached a copy of my schools current Public Liability Insurance Certificate valued at no less than \$10 million.

## WHAT HAPPENS NEXT?

**Please return your completed Grand Street Parade Registration form to:**

Mail to: Grand Street Parade Coordinator - SunFest,  
PO Box 332, Sunbury VIC 3429  
Email to: parade@sunfest.org.au

**Applications close on Sunday 4 March 2018.**

**You will be notified of your parade order via email in the week prior to SunFest.**

**Thank you - We look forward to seeing you at SunFest 2018.**