



June 7, 2024

Over the last year and a half, staff in the Office of Special Events and City Attorney's Office have reviewed potential changes in City requirements for parades to enhance parade safety beyond existing requirements. The City implemented additional requirements in March 2023. Efforts continued thereafter to assess parade safety, especially for parades that include motorized vehicles.

Staff has also done a thorough evaluation of internal processes. With revised safety guidelines and protocols, staff believes that "traditional" parades involving motorized vehicles could resume.

Research, Engagement and Outreach Efforts

Staff from the City Attorney's Office, Raleigh Police Department, Risk Management, and Office of Special Events worked together to review permitting requirements and determine what immediate additional steps could be taken to increase safety at parades. The City created a waiver in March 2023 which requires vehicle safety measures for all events that involve non-City of Raleigh drivers, vehicles, and trailers. The document promoted the general welfare of every person at the event and held the event organizer responsible for ensuring that all requirements outlined in the waiver were met prior to any trailer, vehicle, or driver participating in the event. This document, outlining initial **Vehicle Safety Requirements**, is attached as Appendix A.

In January 2024, the Office of Special Events hosted a meeting with parade organizers to solicit feedback on the safety measures the City currently has in effect for parades and to generate new ideas for additional enhancements. The meeting included organizers of all parades that have occurred in the recent past along with staff from Raleigh Police Department, Risk Management, the City Attorney's Office, and the Office of Community Engagement.

Throughout this time, staff have continued to seek out best practices at the local, regional, and national levels. This work included connecting with organizers and public safety officials from some of the largest, most complex parades in the country including the Rose Parade in Pasadena, California and the Macy's Thanksgiving Day Parade in New York City.

Parade Safety Working Group

During benchmarking efforts, staff learned of the Event Safety Alliance (ESA), an organization designed to help live-event industry professionals create safe events. The scope of ESA is broad, including entertainment, athletic, and civic events. It covers both large and small venues and both indoor and outdoor events.

ESA works closely with the Entertainment Services and Technology Association (ESTA), which is responsible for the Technical Standards Program (TSP). TSP formed an Event Safety Working Group in February 2023 to focus on parade safety. After finding the group in December 2023, staff from the City of Raleigh's Office of Special Events applied and was accepted to join in January 2024.

Working group members include representatives from the organizations listed below:

- Disney
- Rose Parade
- SXSW
- International Festivals & Events Association
- Kentucky Derby Festival
- City of Las Vegas
- City of Phoenix
- Upbeat Parade Productions
- Kern Studios Mardi Gras World

The group meets monthly to develop an American national standard for recommended practices related to parade safety. This has been a valuable experience to not only focus on the safety of parades in Raleigh, but to create public safety considerations that can be used by industry professionals across the country. No standard currently exists to address public safety and operational considerations for parades. The parade safety standard is expected to be completed in 2025. Once the national standard is in place, we will incorporate any additional requirements into new and enhanced recommendations below.

New and Enhanced Parade Safety Recommendations

Based on benchmarking, engagement with Raleigh parade organizers, and involvement in the Parade Safety Working group, staff are introducing the recommendations below to supplement existing processes and protocols surrounding parades.

New and Enhanced Responsibilities of Parade Organizers.

1. **New: Ensuring Compliance with Parade Requirements.** – Parade organizers are the primary entity responsible for ensuring compliance with all parade requirements. As a part of their submissions to the City, parade organizers will provide a certification

stating that they have satisfied all requirements imposed by the City. A parade organizer must collect all documentation indicated below, retain it for at least 3 years and if there is an incident, provide relevant materials to the City of Raleigh.

2. **New: Event Risk Assessment** – Parade organizers must conduct a risk assessment to identify risks that are most likely to occur or would have the greatest impact on participants or spectators. During the planning process, assess risks for that event at that time for that crowd and document reasons for decisions.
3. **Enhanced: Written Emergency Action Plan** – Once a risk assessment is done, parade organizers can plan how to mitigate the most foreseeable and impactful risks for the parade. This safety plan must address risk mitigation and contingency planning, communication among participants, *safety briefings, driver and vehicle screenings, safe float operation, notification of railroads and other entities with control over possible hazards*, and identification of operational duties and responsibilities during both normal operations and foreseeable emergencies. Consider agreed warning signals, such as motor vehicle escorts having air horns to use only in case of emergency. Establish a plan if emergency response is needed on the parade footprint.
4. **Enhanced: Insurance Requirements.** – Obtain required insurance and documenting insurance required for motor vehicle participants. Parade organizers offering a parade involving a mix of motorized vehicles and non-motorized participants or that involves towing of a float by a motorized vehicle shall provide increased automobile and general liability insurance coverage at minimum of \$2,000,000/\$4,000,000.
5. **New: Obtaining and Maintaining Required Information from Participants.** –
 - A registration process for parade entries can be used to screen parade vehicles and their operators. Parade organizers can require applicants to produce various documents that will increase the likelihood of safe operation of motorized parade units, including the following:
 - A valid driver's license for the class of vehicle they wish to operate in the parade with no relevant moving violations.
 - For a specialty float, evidence the operator is trained to safely operate that unit and the vehicle is appropriately rated to tow the assigned float.
 - An **Entry Information Form** example is attached as Appendix B.
 - **Vehicle Safety Information.** – As a condition of bringing a motorized unit into the staging area, parade organizers must be presented in advance with written or electronic evidence of a recent (within 30 days of the event) safety check *by a qualified mechanic familiar with that type of powered vehicle*. The inspection must include the operation of the vehicle's brakes, tires, lights, horn, emissions, and current registration.
 - Vehicles used for towing or vehicles that do not have a current registration must still present a recent (within 30 days of the event) safety check *by a qualified mechanic familiar with that type of powered vehicle or trailer*.

- Vehicles used for towing or that will carry individuals must also be inspected to ensure that there are no trip hazards or exposed wires or cables on board, and that there is adequate fall prevention mitigation for all riders, such as access to a handrail, tether, or harness for each rider.
 - **Operator Safety Acknowledgement.** – Event organizers must obtain an Operator Safety Acknowledgement from each parade unit operator using the form attached as Appendix C.
 - **Confirming Points of Inspection for Motorized Vehicles in Parade.** – Event organizers shall ensure that each motorized vehicle included in the parade satisfies the points of inspection set out in the **Motorized Vehicle Inspections Checklist** attached as Appendix D before the vehicle leaves the staging area.
 - **Participant Releases of Liability.** – Event organizers shall ensure that parade participants sign the City’s Release, Indemnity, and Covenant attached as Appendix F before they participate in the parade.
6. **New: Conducting Required Meetings.** – Implement required meetings for parade organizers and entries to ensure parade unit operators, marshals, and public safety officials understand and are trained to carry out their responsibilities to mitigate risk.
- **First-time Entry Workshop: (6 to 8 WEEKS PRIOR TO EVENT)**
 - This is an informational meeting conducted by the event organizer for first time participants and/or those interested in an in-depth look at the entry guidelines, and the entry inspection process. Return entries are welcome to attend to discuss updates and to share ideas and insight with newcomers.
 - **Entry Meeting: (2 to 4 WEEKS PRIOR TO EVENT)**
 - This is an informational meeting conducted by the event organizer for all entry representatives and walking marshals to review the staging and de-staging plans, receive the parade line-up, discuss any last-minute changes and announcements, as well as to pick up parade packets.
 - **Driver, Marshal & Spotter Meeting: (1 to 7 DAYS PRIOR TO EVENT)**
 - This is an informational meeting conducted by the event organizer for all vehicle, float, or towing unit drivers to cover specific regulations.
7. **Enhanced: Training for Parade Participants** – Training must include instructions and Parade Safety and Participant Rules. Clear written guidance must be provided on the participant web site and/or in a registration packet. An example of **Parade Safety and Participation Rules** is attached as Appendix E.
8. **Enhanced: Parade route.** – The parade route must mitigate the reasonably foreseeable health and safety risks to each parade entry, the spectators watching them, and the workers and public safety officers supporting the event. Risks related to the parade route will vary with street surface, width, grade, proximity to buildings, access to nearby shelter, and countless other factors that must be considered by the organizers of each parade.

- The parade route must avoid broken pavement, speed bumps, railroad crossings, and construction zones, any of which can present trip hazards to marchers on foot or jeopardize the stability of parade floats and the people or materials riding on them.
 - For parade units, hills along the route can create bottlenecks by slowing the parade pace, and sharp turns can be challenging for vehicles with wide turn radius requirements. Low-hanging wires, streetlights, and trees can create hazards from above.
 - The parade route must ensure access for emergency vehicles to reach participants, spectators, or any other individuals or businesses who live or work along the route.
9. **New: Establishing order of parade units** – Units must be organized to provide reasonable distance between motorized parade units and units comprised of pedestrians or animals. Organizers must anticipate issues that may slow normal parade progress (e.g., heat) and establish an order that considers these factors.
 10. **Enhanced: Weather preparedness.** – It is important to have a reliable forecast from staging through departure of parade units. Parade organizers must (a) monitor the weather forecast, (b) know how long it would take to notify entries and spectators that it is time to take shelter, and (c) have a plan to communicate their weather decision from the staging area through the end of the parade route.
 11. **Supervision of Event** – Parade organizers are responsible to supervise their parade. Supervision by parade organizers in communication with key operational leaders is a final layer of assurance of safety practices.

New and Enhanced Responsibilities of the Office of Special Events

The Office of Special Events creates an accountable administrative process for those interested in having a parade on public streets. The current special event permitting process is extensive and has many requirements. Event organizers are required to complete an online application and submit a number of supplemental documents in a timely manner such as an Emergency Action Plan, Site Map, Certificates of Insurance, and RPD Off-Duty Contracts. In addition, event organizers are responsible for notifying all affected community members and submitting proof of notifications.

The City requires traffic barricades for parade participant and spectator safety and security, because parades present challenges as mass gatherings with an expansive footprint and no security perimeter. The office coordinates with the Raleigh Police Department and parade organizers to ensure proper placement of barricades. At the outermost perimeter of the parade route, where motorists first encounter temporary road closures, Meridian barriers are required to deter driver accidents and hostile vehicle attacks. Type III barriers are required along the parade route to convey information about a temporary road closure and deter vehicles that would enter a parade space.

The office also communicates expectations to parade organizers outlined in City Code. For instance, *no one participating in a parade or proceeding along the route of a parade shall distribute therefrom any candy, cigarettes, prizes or favors of any kind.*

In addition to these requirements and safety measures already in place, below are new and enhanced responsibilities of the office.

1. **New: Add additional required fields and documents to application intake and permitting process.** Update the special event application to require parade organizers to indicate the amount and types of entries, vehicles, trailers, and other entry categories in their parade. Prior to the event, parade organizers will be required to submit an official lineup of all parade entries.
 - **Entry.** A group or organization represented in a parade. A parade entry may include individual units such as marchers, vehicles, or floats.
2. **Enhanced: Create Know Before You Go parade attendee tips.** Safety is not limited to parade participants. As an enhanced safety effort, the City will remind attendees of safety considerations when attending a parade through public service announcements.
 - Respect the parade route; to ensure the safety of parade entries and attendees, remain off the street to ensure a safe route for the entries is maintained down the route.
 - NEVER run out into the parade.
 - Follow the instructions of parade staff and public safety personnel around and along the parade route.
 - Maintain a safe distance from parade participants, especially those performing stunts or handling large props.
 - Familiarize yourself with emergency procedures and locations, such as first aid stations and evacuation routes.
 - “If you see something, say something.” If you notice any suspicious activity, hazards, or emergencies, don't hesitate to notify parade staff, volunteers, or law enforcement immediately.
 - If you're attending the parade with children, keep them close and supervise them at all times.
3. **Enhanced: Post-Event Review.** – As soon as possible after a parade, while details are still fresh, the Office of Special Events will convene an after action meeting with relevant parties that had operational and safety responsibility to review how plans met actual circumstances. Relevant questions may include (a) What went as anticipated? (b) What worked out differently than expected? (c) Were there near misses that must be addressed for future events? (d) Did anything about the parade route or infrastructure cause problems that can be addressed? An event evaluation will be completed and if necessary, a more detailed “after action report” will be created to document incidents,

observations, and lessons learned that can create valuable institutional knowledge that can help avoid future problems.

Consequences

The event organizer is responsible for removal of parade participants that do not comply with these regulations. Law enforcement personnel may also remove parade participants not in compliance with these regulations as necessary.

If a parade organizer does not comply with these parade requirements, the Office of Special Events has the discretion to disallow any event that is not in best interest of the City of Raleigh.

Conclusion

As with any event, there is no single “best” way to hold a safe parade and countless variables exist including the event’s size, route footprint, make-up of vehicles and entries, and weather forecasts.

The purpose of these new and enhanced recommendations is to help reduce the risk of harm to people and their property while they participate in and attend parades. This document details efforts to supplement existing processes with the goal of improving safety. The recommendations in this document were developed from best practices derived from benchmarking with cities across the country, large scale parades such as the Rose Parade and Macy’s Thanksgiving Day Parade, and the ESA’s Parade Safety Working Group.

Appendix A – COR Vehicle Safety Requirements implemented in March 2023



City of Raleigh

NORTH CAROLINA

This agreement is entered into by and between [Event Organizer], hereinafter referred to as the “Event Organizer” and the City of Raleigh, a North Carolina municipal corporation, hereinafter referred to as the “City”. This agreement is in reference to the upcoming [Event Name].

It is in the mutual interest of both the Event Organizer and the City to require vehicle safety measures for all events that involve non-City of Raleigh drivers, vehicles, and trailers. This is to promote the general welfare of every person. It is the responsibility of the Event Organizer to ensure all requirements are met prior to any trailer, vehicle, or driver participating in the event.

Event Organizer agrees to the following regarding:

Drivers

- ☐ All drivers participating in the event must be at least 25 years old.
- ☐ Drivers participating in the event must possess a valid driver’s license for the class and type of vehicle they are operating.
- ☐ All drivers participating in the event must exercise good judgement and maintain a slow and reasonable speed based on the size of the vehicle and conditions of the weather.
- ☐ The driver is **NOT** allowed to use any mobile device or two-way radio during the event to focus on driving with minimal distractions. This includes “hands free” communication. (Apple CarPlay, Uconnect, etc.)
- ☐ Passengers may utilize a mobile device or two-way radio for event related communication purposes only. The purpose and function of the passenger is to observe the surroundings, assist the driver with outside, event related communication and keep a proper lookout during the event.
- ☐ Drivers and passengers may have **NO** alcohol or impairing drugs in their system during the event.
- ☐ Parade participants are **NOT** allowed to throw candy or other give-away items from their floats or vehicles.

Vehicles / Towing Vehicles

- ☐ Vehicles include all motorized transportation units participating in the event.

- ☐ No alcohol or firearms are permitted inside the vehicles during the event.
- ☐ Passengers may be seated at the top of the back seats in a convertible. All passengers must stay seated, and no standing allowed in a convertible vehicle. Any minors seated on the top of a convertible vehicle must be accompanied by an adult. The total number of individuals in a convertible must not exceed the total number of seatbelts.
- ☐ Passengers riding in the bed of a pickup truck must be seated inside of the truck bed and are not permitted to sit on sides of the truck.
- ☐ Any additional seating in the bed of a pickup truck must be adequately secured.
- ☐ Minors riding in the bed of a pickup truck must be accompanied by an adult.
- ☐ Windshield and front driver and passenger windows must be clean, free of obstructions, and meet the North Carolina window tinting restrictions.
- ☐ Number of occupants in the vehicle are not to exceed the number of seatbelts.
- ☐ All applicable vehicles must have a current and valid vehicle registration plate issued by North Carolina or another state.
- ☐ All towing vehicles that are registered in North Carolina must have a currently valid electronic inspection authorization as required by N.C.G.S. § 20-183.8(a).
- ☐ Vehicles registered in a state other than North Carolina must provide proof that the vehicle has the safety equipment required by Part 9 of Article 3 of N.C.G.S. Chapter 20. *(Including but not limited to properly functioning brakes, lights, horn, steering mechanism, windows and windshield wipers, directional signals, tires, mirrors, and exhaust systems.)*
- ☐ No vehicle may tow a trailer or other vehicle that exceeds the towing capacity of that vehicle.
- ☐ **The City of Raleigh reserves the right to remove any vehicle from the event** if there is a clear violation of North Carolina vehicle safety requirements. *(Violations include but are not limited to the following: bald tires, excessive exhaust, improper muffler system, window tinting, etc. This also applies to vehicles that have provided proof of current safety inspections and registration plates.)*
- ☐ All vehicles must provide proof of valid automobile liability coverage.
- ☐ All vehicles that are towing another vehicle or trailer must provide proof of valid automobile liability coverage that does not exclude towing vehicles or trailers.

Trailers

- ☐ All trailers must be registered with the North Carolina Division of Motor Vehicles and display a current North Carolina registration plate, as required by N.C. Gen. Stat. §20-111. (1). Trailers that are registered in another state must show proof of compliance with that state's registration requirements.
- ☐ All trailers or towed devices must be equipped with two stop lamps.
- ☐ All trailers and towed vehicles must be equipped with properly inflated tires that are free from defects.
- ☐ All trailers and towed vehicles must be firmly and securely attached to the towing vehicle with a properly functioning and sized coupling system (ball hitch, pintle hitch, etc.) that meets or exceeds the towing capacity of the towing vehicle and size and weight of the trailer or towed vehicle.
- ☐ All towed trailers or other vehicles using a ball hitch must be attached to the towing vehicle using safety chains or cables which shall be of sufficient strength to hold the gross weight of the towed vehicle in the event the primary towing device fails or becomes disconnected. Towing vehicle and trailer combinations using fifth wheel assemblies that include locking devices do not have to be equipped with safety chains or cables.
- ☐ All trailers must be equipped with a fire extinguisher that is stored securely.
- ☐ All passengers on a trailer or float must always remain seated. Passengers may stand if the float is equipped with a secure device to stabilize each standing passenger.
- ☐ All minors must have adequate adult supervision.

- ☐ All parade entry groups involving minors must have adult supervision in the form of ‘spotters’ that walk with the group to supervise from all angles, including front, rear and side angles.

It is the responsibility of the Event Organizer to ensure this checklist has been completed and by signing this document, the Event Organizer does agree to the terms and conditions presented in the document.

Event Organizer

Date

Appendix B

Parade Entry Information Form

PARADE ENTRY INFORMATION FORM

Thank you for registering for our parade. To safely stage and locate your parade entry, please complete all sections of this form and submit it not later than [date].

Have you participated in this parade before? ☐ Yes ☐ No

Organization or Business name as you would like it listed in promotional materials:

Name of responsible party (i.e. Entry Lead):

Responsible party cell phone number:

E-mail:

Name of main contact:

(IF DIFFERENT THAN ENTRY LEAD)

Main contact phone number:

E-mail:

Name of walking marshal for your parade entry:

Describe any interesting or significant decorations or special effects associated with your entry:

What will your entry do as it moves down the parade route (e.g., playing instruments, dancing, performing):

Note: Throwing and distributing items from a parade entry is dangerous for spectators and strictly prohibited. No one participating in a parade or proceeding along the route of a parade shall distribute any candy, prizes, or favors of any kind.

Are vehicles part of your entry? ☐ No ☐ Yes. If Yes, total vehicle(s) length: _____
 _____ How many vehicles? _____

What type(s) of vehicle(s)? (E.g., passenger car, pickup, fire truck, tractor trailer, motorcycle, scooter, bicycle, other) _____

Does your entry have a trailer? ☐ No ☐ Yes.

Will people ride in or on your entry? ☐ No ☐ Yes. If Yes, how many?

Passenger age range?

Are walkers part of your entry? ☐ No ☐ Yes. If Yes, how many?

Age range of walkers:

On the route, what is your ratio of adult chaperones to children? Adults: _____ children _____

Is your group arriving by bus? ☐ No ☐ Yes. If Yes, how many busses?

If you are a performance group or band, how many performers will you have?

I have read and understand the safety guidelines for this parade, and I agree, on behalf of my parade entry, to follow all such guidelines. I will also ensure that my parade entry follows all directions from parade marshals and public safety officers on the day of the parade.

Signature:

Date:

Appendix C

Operator Safety Acknowledgement

OPERATOR SAFETY ACKNOWLEDGEMENT

I acknowledge receipt of all rules applicable to this parade, I have read and understand my responsibilities as a parade unit operator, and I agree to abide by all the expectations and responsibilities placed upon me at all times during the parade. Specifically, I understand the following:

1. I am experienced in operating the type of vehicle I will be driving during the parade. I have obtained any training needed to safely operate the vehicle
2. I will operate a unit during the parade only if I am well rested and healthy.
3. For at least twelve (12) hours before the parade, I will not consumer alcoholic beverages or take drugs or medication that may impair my ability to safely operate a parade unit.
4. I know the parade route, including the location of turns, intersections, and where slowing is likely.
5. I will operate my unit only after confirming it is in good working condition and safe to participate in the parade.
6. I will operate my parade unit only with a valid driver's license of the type required for the vehicle that I am operating, and only after I have attended any mandatory operator meetings that may take place.
7. Valid liability insurance is in place for the vehicle I will operate during the parade.
8. I will confirm that the vehicle I am driving is rated sufficiently to tow any float and passengers riding on it that I am assigned.
9. I will be with my parade unit in our designated location at the designated staging time.
10. I know the signal for an emergency that occurs during the parade and I know the steps to take when the emergency signal occurs.
11. I understand that any walking marshal and/or spotter are available to help unit operators like me safely navigate the parade route.
12. I will maintain visual and auditory communication with any walking marshal and/or spotter.
13. I will obey all instructions from parade marshals and law enforcement officers along the route.
14. I will ensure that my visibility remains unobstructed at all times when I am operating the unit.
15. I am aware of the intended pace/speed of the parade, and I will maintain that pace.
16. I will refrain from cell phone use, eating, smoking, or any other form of distracted driving.
17. I know the route clearing process should I or another unit break down on the parade route.
18. I will ensure there are no riders on the unit except in the staging area and on the parade route.
19. I will maintain a distance of approximately 55 feet (two white or yellow lines on the road) from the entry before mine, and I will maintain that spacing throughout the parade.

Printed Name:

Signature:

Date:

Entry Name:

Entry Staging #:

Appendix D

Points of Inspection for Motorized Vehicles in Parades

POINTS OF INSPECTION FOR MOTORIZED VEHICLES IN PARADES

1. Valid **licensee** with required endorsements and/or restrictions
2. Valid **registration** for vehicle (trailer also if applicable)
3. Valid **inspection** for vehicle
4. Valid **insurance**
5. **Brake lights** in proper working order and visible to rear
6. **Coupling device** in proper working order (if applicable)
7. **Safety chains** (if required) and [if the parade route includes an incline?], **safety blocks for tires sufficient to hold the vehicle and float in place**
8. **Tires** in good condition
9. Adequate **load securement**
10. **Fire extinguisher** on each motorized vehicle towing a float and on any float that will carry a passenger.
11. Functional vehicle **horn**.
12. No objects may extend past the dimensions of the vehicle it is carried on or surpass 13' 6" in height. If a parade route passes under a bridge, the vehicle or objects must be sized so that they do not come into contact any portion of the bridge.
13. No more than 1 (one) gallon of flammable liquids, in an O.S.H.A. approved container to support auxiliary operations, can be carried on floats and must be adequately secured from spillage
14. Vehicles shall install adequate mirrors that eliminate blind spots around the vehicle
15. When timely notification has been given, additional safety devices not required under normal operation shall be required of all participants in an event

Appendix E

Parade Safety and Participant Rules

PARADE SAFETY AND PARTICIPANT RULES

1. To keep the Parade moving smoothly, entries **MUST NOT** stop for pictures or performances **EXCEPT** at designated areas along the route. For the rest of the parade, entries must keep pace with the entries in front of and behind them.
2. Parade units may not reverse course within their entry, drive from sidewalk to sidewalk to engage with spectators, or perform stunts. These activities raise safety issues and are likely to cause gaps between entries that detract from spectators' experience.
3. **Parade participants are strictly prohibited from throwing, tossing, or launching any objects into the crowd. This will prevent anyone from getting hit by a flying object and will reduce the likelihood of any spectators entering the parade route to retrieve an object.**
4. First-time Parade participants must attend the New Participant Orientation. Organizers will explain these rules and answer questions.
5. The chaperone ratio for walking groups is not less than one (1) adult for every fifteen (15) children. Children walking in the Parade must be not less than eight (8) years old.
6. Entries must maintain a moderate volume of sound effects and music that will not interfere with other parade entries (drivers and/or animals), or to be so loud that emergency auditory instructions or alerts cannot be heard by the driver and entry participants and does not violate City noise limitations.
7. Parade organizers must receive proof of insurance not less than seven (7) days before the parade for any vehicle being driven on the route.
8. All parade unit operators must participate in the Entry Operator's Orientation.
9. Each driver of a motorized entry must sign the Operator Safety Acknowledgement form as a requirement of the entry inspection process (see attached form).
10. Children less than eighteen (18) years old may ride on or in a parade unit provided they are safely holding onto inspected harness or tether devices, standing behind inspected railings, or strapped into seat belts or car seat, as applicable. No strollers carrying youngsters are allowed.
11. Equestrian or other animal entries must ensure all animals are healthy, behave well in crowded places, and do not react negatively to loud noise. Animal entries must clean

and remove waste in the staging area, along the parade route, and in the destaging area. All animal waste must be disposed of appropriately.

12. All entries must provide their own walking marshal to lead and manage their entry.
13. Entries that have both motorized units and walkers must provide at least one additional spotter to ensure safe spacing between vehicles and pedestrians.
14. All entries must be able to travel at a speed of one to two miles per hour for the entire parade route. The official parade pace is 60-75 steps per minute.
15. Failure to obey parade officials or law enforcement by a participant or their parents will result in that entry being removed from the parade.
16. If you suffer a breakdown during the parade, move the vehicle to the right side and allow the entries behind you to pass. If you can get your entry restarted, you may proceed down the route at the position you occupy once you are moving.
17. Parade spacing between each entry is approximately 55 feet (two white or yellow lines on the road). Entries must maintain that spacing throughout the parade.
18. In the event of an emergency, local public safety officials have management control of the parade and will provide parade management and entries with instructions.
19. Entries may not exit the parade route once the parade has begun. If there is an issue with your entry, safely pull out of the way so other entries can continue.
20. Float riders may not mount or dismount the float or tow vehicle when it is in motion.
21. Children riding on floats must be supervised by an adult. The chaperone ratio for float passengers is not less than one (1) adult for every four (4) children.
22. Rider seats must be secured to the float deck. For maximum protection, a guardrail barrier must be erected along the exposed sides and ends of platforms to prevent float riders from falling out of the float.
23. Float riders must remain in safety belts and/or holding hand-holds or other safety rails or barriers rails while the unit is moving.
24. No one participating in a parade or proceeding along the route of a parade shall distribute any candy, prizes, or favors of any kind.
25. The dimensions of an entry must accommodate the route's street widths, turns, streetlights, and overhanging branches.
26. The hitch used to attach the float to the vehicle must be a factory "receiver" type or a welded pick-up bumper. No "bolt-on" hitches are permissible.

27. All fueling of combustible engines must be completed prior to the start of the parade. Excess flammable liquids (stored gas containers) are not permitted on any floats or towing vehicles.
28. All decorating materials used on the floats must be flame resistant.
29. Open flames are prohibited (e.g., no use of fire, flames, or fireworks).
30. No smoking is permitted on or near any float.
31. Riders may not jump, or dangle any body part over the edge of their float when it is in motion.
32. Passengers riding in pick-up truck beds must be seated fully within the confines of the truck bed. These passengers may not stand or straddle the truck bed when the vehicle is in motion.
33. Riders are prohibited from standing or riding on the edge of a float.
34. Any float with riders or articles hanging over the edge of the float is subject to immediate removal from the parade.
35. Any participants riding a bicycle, or any other wheeled apparatus must wear a helmet.
36. Alcohol consumption is prohibited by all parade participants during the event.

Appendix F

Release, Indemnity, and Covenant Not to Sue

I and/or my minor child wish to participate in a parade that involves motorized vehicles or floats. I understand that participating in this parade involves risk of injury or death. These risks include, but are not limited to, inclement weather or excessive heat, injuries from motor vehicles or floats, risks from tripping or falling, contact with and actions of other parade participants, exposure to and illness from infectious diseases such as Covid, as well as other risks. I choose for myself or for my child to participate in this parade despite the risks.

I agree that participation in this parade provides a benefit to me and to my family and is adequate consideration for this agreement. By signing below, I acknowledge, for myself and my child, all risks of injury, illness, death, and property damage, and affirm that I have assumed all responsibility of injury, illness, or death in any way connected with participation in the parade. I also agree, for myself and for my child, to follow all rules and procedures of the event organizer and to comply with provisions of the City's Major Parade Policy.

I agree for myself, for my child, and for our heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights I or they may have to seek payment or relief of any kind from the City of Raleigh, its employees or its officials for injury, illness, or death resulting from participation in this parade. If I am registering a child for a program, I agree that I am a parent, legal guardian, or am otherwise responsible for the child whose application I am submitting and that I release, waive, and discharge any legal rights that I may assert on behalf of the child participation in the program. I also agree not to sue the City of Raleigh, its employees, or its officials and agree to indemnify the City of Raleigh for all claims, damages, losses, or expenses, including attorney's fees, if a suit is filed concerning an injury, illness, or death to me or to my child resulting from participation in the parade.

[Signature or other indication of agreement (e.g., electronic form)]