

**2021 Ventnor City Holiday Parade**  
**Saturday, December 04, 2021**  
**5:00 pm step off**

The Ventnor City Holiday Twilight Parade is only a few months away we have some exciting new announcements.

First and Foremost! Please don't forget to sign up online for the annual Holiday Parade, to secure your spot, they are going fast! The application can be found at [www.ventnorcity.org](http://www.ventnorcity.org)

If you know anyone who would be interested in participating as a unit, vendor, entertainment, or anything else please feel free to share the application link!

**The more the merrier!**

Please make sure the following is completed with your application or it will be rejected.



***2021 Ventnor City Holiday Parade***  
***Saturday, December 4, 2021 at 5:00 p.m.***

***Application***

***Application Deadline: Wednesday, November 24, 2021***

Applicant/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Phone Number \_\_\_\_\_ Alternate Number \_\_\_\_\_

Email Address \_\_\_\_\_

**Type of Unit**

Please check all that apply: Float \_\_\_\_\_ Marching Band \_\_\_\_\_ Truck \_\_\_\_\_

Walking \_\_\_\_\_ Animals \_\_\_\_\_ Car \_\_\_\_\_ Other (Please list) \_\_\_\_\_

Length of space for the entry needed: \_\_\_\_\_ Feet

Number of vehicles in unit \_\_\_\_\_ Number of participants in unit \_\_\_\_\_

Does unit have sound or music: Yes \_\_\_\_\_ No \_\_\_\_\_

***By signing the application, I agree that if our unit is accepted, all involved will abide by the rules and regulations enclosed as established by the City of Ventnor Parade Committee.***

\_\_\_\_\_  
***Responsible Party***

\_\_\_\_\_  
***Date***

***Entry Description:*** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mailing & Contact Information:**

City of Ventnor, 6201 Atlantic Avenue, 2<sup>nd</sup> Floor, Ventnor City, NJ 08406  
ATTN: Special Events - Holiday Parade

Phone: Shelley D'Orazio (267) 980-7632

Facebook: Ventnor City Twilight Parade

Email: [ventnorevents@gmail.com](mailto:ventnorevents@gmail.com) or [oem@police.ventnorcit.org](mailto:oem@police.ventnorcit.org)

**APPLICATION MAY BE SCANNED AND EMAILED**



Dear Convertible Owner,

If you have an attractive convertible and would like one of the dignitaries to ride with you - please fill out this form.

**Parade to be held in VENTNOR on Saturday, December 4, 2021**

The rain date this year will be Sunday, December 5, 2021.

The parade starts at 5:00 p.m. sharp. Entries should be in place by 4:00 p.m.

If you wish to participate in the parade, please provide the following requested information and return this letter to the address at the bottom.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Telephone Number \_\_\_\_\_

Vehicle: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

*Please provide copies of Insurance, Registration, & a valid Driver's License*

Thanks so much,

The Ventnor Parade Committee

Please return to: Ventnor Holiday Parade  
Office of Special Events  
Ventnor City Hall – 2<sup>nd</sup> Floor  
6201 Atlantic Avenue  
Ventnor NJ 08406

# **2021 Ventnor City**

## **Holiday Parade**

**Saturday, December 4, 2021 @ 5:00 p.m.**

### **Rules and Regulations**

#### **General Information**

1. The main parade formation/staging area located at Suffolk & Somerset Avenues off Atlantic Avenue in Ventnor, NJ.
2. The parade will start on Atlantic Avenue at Suffolk Avenue and proceed to Nashville Avenue making a left and proceeding to Ventnor Avenue. Making another left and proceeding up Ventnor Avenue to the end at Troy Avenue. Route Map is attached.
3. In case we have to postpone the make-up date is Sunday, December 5 at 5:00 pm
4. All entries **MUST** submit a completed application and have permission to participate in parade. All applications must be postmarked no later than November 24, 2021.
5. The Holiday Parade Committee approves all entries to the Parade and participants agree to all rules set forth in this document.
6. Approved entries will receive parade day instructions and your spot in the lineup.
7. All units must reflect a holiday theme and should not be predominately commercial in nature.
8. No materials of any sort (candy, toys, leaflets) are to be thrown or otherwise distributed from the floats without Parade committee approval. Violation of this rule could mean dismissal from Parade and exclusion from next years' Parade. You may have walkers hand out candy/items.
9. **No individuals on a float may take any action which encourages spectators along the parade route to approach or come close to the floats.**
10. Units shall not exceed 13' in height. No unit other than the float/boat designated by the Parade Committee as the "Official Santa Float" may have individuals dressed as Santa or Santa like figures or representation.
11. **MAXIMUM SPEED LIMIT ON PARADE ROUTE IS 5 MPH.**
12. All units must be kept moving at all times. Please remember that unless directed by Parade Official or Police Officer there is to be NO Stopping.
13. It is your responsibility to arrange pick up of all float riders, band members, walkers, etc. from THE DISBANDING AREA at TROY AVENUE between VENTNOR and WINCHESTER AVENUES.
14. The individual signing on behalf of the organization accepts responsibility to distribute the rules and regulations to all individuals and entities who participate in the parade.

## **ANIMALS**

1. Any unit with animals must make arrangement with walking individuals associated with their unit. Droppings may not be disposed at disbanding area. All animals must be on a leash at all times.

## **FLOATS**

1. In general floats should be covered on all exposed parts. Floats should be decorated to make both sides equally appealing.
2. All floats should send a description or sketch of float with the application. Theme should not be totally commercial but display a holiday theme.
3. No float should be over 13' in height and no part of frame when decorated and loaded can be lower than 6" off ground.
4. All props and structures on deck must be fire proof, be of sound construction, and generally professional in appearance,
5. Each float must be equipped with a minimum One Ten Pound ABC Type Fire Extinguisher.
6. Floats may bear the name of organization/business. All signs should be high quality and easily readable to spectators.
7. **No individual on a float may take any action which encourages spectators along the parade route to approach or come close to the floats.**
8. **MAXIMUM SPEED LIMIT ON PARADE ROUTE IS 5 MPH for all vehicles.**

**Many thanks for the support by Ventnor City Police Department, Office of Emergency Management, Office of Special Events, Ventnor City Fire Department, and Ventnor City Public Works.**

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

Date: \_\_\_\_\_

Name (PRINT): \_\_\_\_\_

agrees to release, indemnify, and hold harmless the **CITY OF VENTNOR,** and/or the Atlantic County Municipal Joint Insurance Fund, and their agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees in case it shall be necessary to file an action, arising out of performance of the work herein or the use of municipal facilities which is (1) for bodily injury, illness or death, or for property damage, including loss of use, and (2) caused in whole or in part by **City of Ventnor** negligent act or omission, or that of a subcontractor, or that of anyone employed by them or for whose acts contractor or subcontractor may be liable.

**Indemnification:**

USER shall indemnify, save harmless and defend the MUNICIPALITY, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the MUNICIPALITY, from and against any and all claims, losses, costs, attorney's fees, damages, or injury including death and/or property loss, expense claims or demands arising out of USER's use of the named Facilities, including all suits or actions of every kind or description brought against the MUNICIPALITY, either individually or jointly with USER for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, any of the activities conducted by or caused to be conducted by USER, or through any negligence or alleged negligence in safeguarding the FACILITY(IES), participants, or members of the public, or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of the USER, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the USER. The USER will abide by all local, state, and federal health directives and CDC guidelines regarding COVID while utilizing the facility for their activities. Failure to abide by these health guidelines will result in the immediate removal of violators and, if violations continue, the revocation of permission for the use of Ventnor's facilities and premises by the transgressing contractor/vendor/permitted organization. The City of Ventnor its officials, employees, agents, and volunteers shall be indemnified and held harmless regarding any claim for damage, loss, or injury resulting from such violations.

**Event Name: City of Ventnor – Holiday Parade**

Location: Atlantic & Ventnor Avenue, Ventnor NJ 08406

**Date(s): Saturday, December 4, 2021 (Make up day: Sunday, December 5, 2021)**

By: \_\_\_\_\_

(Authorized Signature of the Individual)

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

# Use of Facilities Agreement

City of Ventnor a Municipality of the State of New Jersey, hereinafter referred to as "**MUNICIPALITY**", hereby agrees to allow:

---

(Name of Person(s) or Organization)

hereinafter referred to as "**USER**", to use the facilities listed below: Name and Location of FACILITY(IES):

ATLANTIC & VENTNOR AVENUE FROM SUFFOLK TO TROY, VENTNOR NJ 08406

hereinafter referred to as "**FACILITY(IES)**" for VENTNOR CITY HOLIDAY PARADE

(State the Purpose)

on the following date(s) and time(s) (Include rain date if applicable):

---

The above **USER** shall inspect the described **FACILITY (IES)** prior to the use of the **FACILITY (IES)** and report any defective, hazardous, or dangerous conditions found at the **FACILITY (IES)** to VCPD – Dispatch at 609-822-2101 at **MUNICIPALITY**, and **USER** shall immediately cease the use of the **FACILITY(IES)** until such defective, hazardous, or dangerous conditions are remedied. After the use of the **FACILITY(IES)**, **USER** shall immediately report to the **MUNICIPALITY** any and all defects, hazards, damages, or dangerous conditions upon or adjacent to the **FACILITY(IES)**.

## Indemnification:

**USER** shall indemnify, save harmless and defend the **MUNICIPALITY**, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the **MUNICIPALITY**, from and against any and all claims, losses, costs, attorney's fees, damages, or injury including death and/or property loss, expense claims or demands arising out of **USER's** use of the named Facilities, including all suits or actions of every kind or description brought against the **MUNICIPALITY**, either individually or jointly with **USER** for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, any of the activities conducted by or caused to be conducted by **USER**, or through any negligence or alleged negligence in safeguarding the **FACILITY(IES)**, participants, or members of the public, or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER**. The **USER** will abide by all local, state, and federal health directives and CDC guidelines regarding COVID while utilizing the **FACILITY** for their activities. Failure to abide by these health guidelines will result in the immediate removal of violators and, if violations continue, the revocation of permission for the use of Ventnor's facilities and premises by the transgressing contractor/vendor/permitted organization. The City of Ventnor its officials, employees, agents, and volunteers shall be indemnified and held harmless regarding any claim for damage, loss, or injury resulting from such violations.

## Insurance:

Notwithstanding the indemnification and defense obligations of the **USER**, the **USER** shall purchase and maintain such insurance and as is appropriate for the type of use and hazards present and as well provide protection from any and all covered claims which may arise out of or caused or alleged to have been caused in any manner from **USER's** use of the **FACILITY(IES)**, whether it is to be used by the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER** or by anyone for whose acts any of them may be liable. **USER** shall be required to name the **MUNICIPALITY** as an "Additional Insured" on the **USER's** policy of commercial general liability insurance, and simultaneously with the delivery of the executed *Use of Facilities Agreement*, **USER** shall provide the **MUNICIPALITY** with a Certificate of Insurance indicating that the insurance coverage as described in the attached schedule, and as is appropriate for the type of use and hazards present, has been obtained and that the **MUNICIPALITY** has been designated as an "Additional Insured" where required. On or before the renewal date of said policy, **USER** shall be required to provide the **MUNICIPALITY** with a Certificate of Insurance indicating the continuation of insurance coverage and designating the **MUNICIPALITY** as an "Additional Insured" for the duration of this agreement. The schedule of insurance and the limits of liability for the insurance shall provide coverage for not less than the amounts listed in the attached schedule or greater where required by law. The City of Ventnor its officials, employees, agents, and volunteers shall be indemnified and held harmless regarding any claim for damage, loss, or injury resulting from such violations.

Signed by an authorized representative of the **USER** on

this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

---

**USER SIGNATURE**

---

**Print Name**

---

**Date**



**Waiver and Release**

By signing this waiver and release with regard to my participation in the Ventnor City Holiday Parade, to which this signed form is attached, I declare that I have full authority to represent the entity specifically named on the application.

I, for myself, my organization, any heirs, successors, assigns, personal representatives, or next of kin, hereby release and hold harmless the City of Ventnor, NJ, their Officers, officials, agents, employees, or any other sponsoring agencies, owners of premises used for the event with respect to any and all injury, disability, death, including any wage replacement current or future. All costs will be the sole responsibility of the organization sponsoring or otherwise organizing the event.

I have requested a waiver of the requirement to produce general liability and worker's compensation insurance.

By signing below, I certify that neither I nor the organization I represent have general liability and worker's compensation in effect.

I have read this release. I fully understand its terms and sign it freely without inducement intending to be bound hereby.

VENTNOR CITY HOLIDAY PARADE – SATURDAY, DECEMBER 4, 2021 (MAKE UP DATE SUNDAY, DECEMBER 5, 2021 5PM TO 8PM)

---

EVENT NAME and DATE(S) of EVENT

---

Authorized Signature / Date

Print Name - User

---

Authorized Signature / Date

City Representative

Waive and Release

NJ General Liability and Work Comp and Employers Liability

## Schedule of Insurance\*

Notwithstanding the indemnification and defense obligations of the **USER**, the **USER** shall provide at its own cost and expense proof of the following insurance to the “**MUNICIPALITY**”:

General Liability including Products & Completed Operations Insurance with a minimum combined single limit of liability per occurrence for bodily injury and property damage of *one million (\$1,000,000) dollars\** with a minimum annual aggregate of *two million (\$2,000,000) dollars\**.

Auto Liability, minimum 100,000-300,000-100,000 and

Workers Comp, statutory minimum limits 100,000-500,000-100,000. *One million (\$1,000,000) dollars is requested for higher hazard exposures.*

*These limits apply to the Employers Liability Section of the Workers Comp Act.*

**MUNICIPALITY** shall be named as an “Additional Insured”.

Failure by the **USER** to supply such written evidence of required insurance and to maintain same for the duration of this agreement shall result in default of this agreement and **USER** shall be prohibited from using said FACILITY (IES).

The insurance companies for the above coverage must be licensed by the State of New Jersey and acceptable to the **MUNICIPALITY**. The **USER** shall take no action to cancel or materially change any of the insurance required under this Contract without the **MUNICIPALITY**'s prior approval. The maintenance of insurance under this section shall not relieve the **USER** of any liability greater than the limits or scope of the applicable insurance coverage.

\* Above insurance schedule to be prepared in consultation with your Risk Management Consultant as recommended within the JIF Certificate of Insurance Guidelines. Depending on the use of your **FACILITY(IES)**, your RMC may recommend that “Liquor Liability or Host Liquor Liability” coverage be provided by **USER**. For certain uses, it may be recommended that coverage for “Spectators” and/or “Athletic Participants” be required or that Sports Accident coverage be maintained by the **USER**.

# TULIP Liability Protection

The Joint Insurance Fund strongly recommends that whenever a municipal location or facility is rented for a special event, the renter (or "tenant user") be required to show proof of liability coverage that will protect the municipality from a third-party lawsuit if a damaging incident occurs at the event.

Many renters can obtain this coverage through their existing insurance (with a rider, if necessary), and only need to give the municipality proof of this coverage. In these cases it is important that your municipality be named as an "**Additional Insured**" and you receive a copy of the "**Additional Insured**" endorsement along with the *Certificate of Insurance*. Your **Risk Management Consultant** can help you obtain these documents if necessary.

For the situations where no other liability insurance is available, the JIF makes it easy for renters to purchase a **Tenant User Liability Insurance Policy (TULIP)** in an online process that automatically names your municipality as an "**Additional Insured**" and forwards proof of the coverage to the **Municipal Clerk** via a Certificate of Insurance. These Certificates of Insurance prove invaluable defending cases against our members where we seek coverage from a third party to respond to liability claims.

All renters/users of municipal facilities should also be required to complete an "**Application for Use of Facilities**" and a "**Use of Facilities Agreement**" in accordance with your local policies and procedures. We have attached sample copies of both for your convenience or you can use those that have been adopted by your municipality.

## Instructions for Obtaining Insurance for Use of Facilities

All users of municipal facilities must provide evidence of insurance in addition to completing an "**Application for Use of Facilities**" and a "**Use of Facilities Agreement**". In order to facilitate the purchase of special event insurance our municipality allows you to do so on-line by using your own credit card. You may obtain a quote without obligation to purchase by following the instructions below:

1. Visit the TULIP website at:  
<https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>
2. For the Venue Name: **Ventnor Facility Code is 4990-534.**
3. Follow the site's remaining instructions. When you have paid for the coverage using your credit card our municipality will automatically receive the proof of insurance we require.
4. In the event you need to cancel coverage you may do so up until the day prior to the event and you will receive a full refund of the premium paid.
5. If further assistance is required please call the TULIP help desk at 800-507-8414 Monday through Friday between 8:30 A.M. and 8:00 P.M. Eastern Time.



Participant Name: \_\_\_\_\_

# INVOICE

Address: \_\_\_\_\_

City, ST ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

INVOICE #	DATE
	December 4, 2021

## BILL TO

City of Ventnor  
HOLIDAY PARADE  
6201 Atlantic Avenue  
Ventnor NJ 08406  
609-823-7900  
[OEM@Police.VentnorCity.org](mailto:OEM@Police.VentnorCity.org)

DESCRIPTION	AMOUNT
Participation in Holiday Parade Marching Band Name: _____ Other: _____	
<i>Thank you for your business!</i>	<b>TOTAL</b>

