



**2025 City of Waukesha Independence Day
Parade Participation Application
Parade Date: Friday, July 4, 2025, 11:00 a.m.**

"Hat Tippin' Boot Scootin' Fourth"
Entries must be received by 4 p.m., Friday, May 30, 2025

Group/Organization: _____

Contact: _____

Address: _____

City, State, & Zip: _____

Daytime Phone: _____ **Cell# Day of Parade:** _____

E-Mail: _____

Please CHECK ALL categories that apply:

☐ Motorized, please describe: _____

☐ **Name of unit driver:** _____

Unit Driver will need to present a valid Driver's License upon arrival if requested

☐ Float Includes Music Yes or No

☐

☐ Color Guard ☐ Other, please describe: _____

☐ Marching and Musical _____

☐ Marching Only

☐ Will materials be distributed? Yes or No Please describe: _____

☐ Will the unit have signs? Yes or No Please describe: _____

Approximate Unit Length for the line up area: _____ **(MUST BE COMPLETED FOR CONSIDERATION)**

COMPLETE Description of Entry **(MUST BE COMPLETED FOR CONSIDERATION)**: Units not completing this section will not be considered for the parade. Please attach an additional sheet if more space is needed.

Fees: Businesses (any unit identified as representing a business other than a parade sponsor) including vehicles and/or other entries: \$100.

Community groups and non-profit organizations will not incur fees. Community groups and/or non-profit groups with sponsor signs will incur the Business fee.

All entries (Business or Community Groups) received after Friday, May 30, 2025 will incur a \$150 fee.

Please check appropriate box:

☐ **Business:** Please submit \$100 fee with application form. Checks should be made out to:
WPRF, 1900 Aviation Drive, Waukesha, WI 53188

☐ **Community/Non-Profit Organization:** I understand I will incur the Business Fee if sponsor signs are on the unit **(including vehicle)** or in the parade as a part of my Community/Non-Profit Organization entry.



City of Waukesha Fourth of July Parade Participation Policies & Procedures

1. All parade units must be pre-registered. Units that have not completed paperwork will not be accepted.
2. **For safety purposes candy, flyers, tokens, etc. must be passed out to the crowd and NOT thrown from a vehicle. Units throwing candy, etc. will not be allowed to return. This is a safety issue for children running in the street to collect candy. Individual units may be held liable in the event of an accident.**
3. Units must maintain **no more than 30 feet** between each other and **must continue moving forward**. For the safety of all, no units may stop to perform. Units delaying the parade will be subject to removal.
4. **Dogs are not allowed in the parade.**
5. **No firearms.**
6. **No political and/or campaign signs will be allowed.** Individuals running for office may not take part in the parade as a candidate nor hand out campaign materials. Elected officials may take part in the parade.
7. Businesses are encouraged to march, create a float, or decorate a car/truck using the parade theme. A fee of \$150.00 will apply to any unit identified as representing a business other than a parade sponsor. This includes mascots, vehicles, and/or other entries.
8. All unit drivers must show a valid driver's license and proof of insurance upon request.
9. Distribution of materials may not delay the parade.
10. All participating units must reflect the spirit of the parade and provide a patriotic display. Units which do not conform to a patriotic display will not be invited to participate in future parades. Please make sure your description on the participation form explains in detail, how you will accomplish this goal.
11. Everyone walking or riding in the parade should be dressed either in costume pertaining to your unit, or neatly in patriotic colors to honor our country and the spirit of the parade. All aspects of the unit should be entertaining to the general public. This includes support people accompanying the unit.
12. The goal of the parade is entertainment. Any alcohol, tobacco, and/or drug use before, during, and after the parade is strictly prohibited. Please refrain from cell phone use while on the parade route except for emergencies.
13. Use of bike helmets is strongly encouraged in the 4th of July Parade.
14. **FINAL CONFIRMATION WITH YOUR UNIT NUMBER WILL BE MAILED TO YOU APPROXIMATELY ONE WEEK PRIOR TO THE PARADE.**
15. If you hear an emergency vehicle siren, move immediately to the right side of the road.
16. **Line-up begins at 9:30 a.m. and will take place in the parking lot of the State Office Building on Barstow. Line up instructions will be provided if your application is accepted. Please remember, streets will be barricaded approximately 10:00 a.m. and you will not be able to line up if arriving late.**
17. **For everyone's safety, please walk along side a vehicle, not in front or in back. Do not get on or off your float/vehicle during the parade.**
18. The City of Waukesha Parks, Recreation and Forestry Department reserves the right to pull registered units (even the day of the event) if they are inappropriate to the event.
19. **Please share these Parade Participation Policies & Procedures with everyone in your parade unit.**

Statement of Compliance & Waiver and Release of Claims

I have read and agree to all the Parade Participation Policies & Procedures. I understand that my float/unit is subject to the approval of the City of Waukesha Parks, Recreation & Forestry Department and that non-compliance to these Parade Participation Policies & Procedures is subject to removal from the parade. The City of Waukesha Parks, Recreation & Forestry Department reserves the right to remove any unit from the parade it deems necessary under the circumstances for the orderly administration of the parade. The undersigned Participant waives, and releases the City of Waukesha and all of its departments, officers and employees from, all claims, suits, costs, losses, debts, actions, demands, liabilities, expenses, and/or damages to persons or property in any manner arising out of or connected with the Fourth of July Parade on Thursday, July 4, 2024. It is expressly understood by the parties to this agreement that this waiver and release by the Participant does not extend to liabilities arising from the negligent acts or omissions of the City, its agents, and employees.

- ☐ I ensure anyone driving a vehicle in my unit is at least 18 years of age and carries liability insurance. ____ (initial)
- ☐ Unit drivers will need to present a valid Driver's License upon arrival
- ☐ I am at least 18 years of age. ____ (initial)

Signature

Date

Print Name of Participant (Acting as representative on behalf of above stated participant and its members)

Please send completed entries no later than Friday, May 30, 2025

City of Waukesha Parks, Recreation & Forestry, Attn: Fourth of July Parade, 1900 Aviation Drive, Waukesha, WI 53188 --OR-- jadamicki@waukesha-wi.gov