

# EVENT GUIDELINES

**DATE:** Saturday, December 12, 2020

**TIME:** 5:00pm-8:00pm, MUST be set up and at display by 4:30pm

**Check in/set up:** Begins December 12th, after 12pm

**Location:** Stringham Park, 78 Stringham Road

**Registration:** FREE



- Stationary floats and light displays will be financed by the organization.
- Any organization that wishes to participate in the event must file a display/design theme with the Town of LaGrange Parks and Recreation department for approval.
- All entries must be holiday themed.
- Display entries can not be obscene or derogatory in nature. No party-political displays will be allowed. No weapons (fake or real). No open flames. No animals.
- We encourage promotion of your business through banners, flags, flyers, etc in your space but no selling of products or services at the event.
- Each participating organization must check in upon arrival to Stringham Park before set up. Set up will be based on first come, first park basis. *TIP: Enter the park with other organizations you would like to be next to. We cannot save spots.*
- The displays must be structurally sound and well anchored.
- Each display must have a lead contact to oversee their space and ensure it's safety at all times, oversee others within their area and ensure they do not enter the moving traffic, be responsible for communicating rules to their group.
- All displays must be set up/taken down same day by individual organizations.
- All displays must remain for the entirety of the event.
- A signed and returned application accepting event policies and hold harmless agreement (signature is on behalf of all participants in the group) must be submitted to participate.
- Number of attendees per display is based on social distancing with a maximum of 10. Children must be supervised at all times.
- Parking will be extremely limited. Please limit the number of vehicles that are not part of displays. Limited parking passes will be distributed by the LaGrange Parks and Recreation department but we highly encourage drop offs.
- As with a float in a parade, no electric is available. Participants must bring generators, extra fuel, batteries, etc to support your display.
- Each organization must donate candy for our pre-made goody bags that will be handed out upon entrance to each vehicle that drives through. Candy is due to Recreation office by Tuesday, 12/8.
- No alcohol beverages or smoking during the event.
- No amplified music.
- Photo and video permission is assumed upon submission of participant application.
- LaGrange Parks and Recreation has the right to remove any entry that does not conform to the event rules and regulations.
- Covid guidelines will be enforced including masks and social distancing. There will be no contact with attendees driving through in vehicles.

**Please feel free to contact the Parks and Recreation office at 845-452-1972 or email [recreation@lagrangeny.gov](mailto:recreation@lagrangeny.gov) with any questions!**

