



PARADE ENTRY APPLICATION

Sunday, August 17, 2025

Step-off at 1:00P

The Village of Montgomery welcomes local and regional groups to participate in the 40th Annual Montgomery Fest Parade. There is **no fee** for participation. Showcase your group, organization or business to the local community. The parade is a community favorite – an estimated 2,500 attend each year. Please submit your application by August 1.

CONTACT INFORMATION

Type of Entry: ☐ Business ☐ Political ☐ Community ☐ Local Government
☐ Not-for-profit ☐ Other Please specify: _____

Group/Entry Name: _____

Contact Name: _____

Contact Phone and Email: _____

Address: _____

Day of Contact Name: _____

Day of Contact Cell Phone: _____

ENTRY DETAILS

Entry Includes (please check all that apply):

- ☐ Float Length _____
- ☐ Vehicles # of Cars _____ # of Buses _____
of Other _____ If other, please specify _____
- ☐ Walkers # of Walkers: _____
- ☐ Music/Sound
- ☐ Candy/Items given out

PARADE #s WILL BE SENT NO SOONER THAN FIVE (5) DAYS BEFORE.

ANNOUNCEMENT SCRIPT

Please provide us with a brief description so that we may properly announce you.

HOLD HARMLESS AND IDEMNIFICATION

Parade entrant applicant for itself, and all participants therein, agree that neither the Village of Montgomery nor any public or private property owner whose property is utilized for the Parade, shall be liable for injury or damage to the property of the Applicant, its employees, invitees, customers, or any other person in or around the Applicant's parade unit, regardless of the cause or source of the injury or damage. The Applicant further agrees that neither the Village of Montgomery nor any other public or private owner, whose property is utilized for the event, shall be liable for any damages arising directly or indirectly from any act or omission of event sponsors or any customer at the event and does hereby agree to waive any and all claims or causes of action for damages, losses, or expenses against the Village of Montgomery, its agents, public officials, officers, employees, and authorized volunteers.

To the fullest extent permitted by law, the Applicant shall indemnify, keep and save harmless the Village of Montgomery, Illinois and its agents, officers, and employees and any other public or private property owner whose property is utilized for the event, against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs, and expenses, which arise directly or indirectly from any negligence or reckless or willful misconduct of the Applicant, its participants, employees or agents. The Applicant shall pay all its own expenses, appear, defend, and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith. If any judgment shall be rendered against the Village of Montgomery, Illinois or another property owner in such action, the Applicant shall, at its own expense, satisfy and discharge the same.

I/We hereby affirm that I/We have read and understand the parade application in its entirety including the rules and guidelines and the Hold Harmless and Indemnification and agree to the terms expressed therein.

Name of Entry

Responsible Party

Signature

Date

Received by

Date

Please return the signed and
completed Parade application to:

Village of Montgomery
Attn: Montgomery Fest Parade
200 N. River St. | Montgomery, IL, 60538
E: rboeing@montgomeryil.org

For more information or questions regarding
participation, contact Rosie Boeing at
331-212-9008 or rboeing@montgomeryil.org.

RULES AND GUIDELINES

1. Participants should park in Lyon Metal Parking Lot no later than **NOON**. *Please be on time as streets will close at 12:30P.* Carpooling is strongly encouraged. Additional parade parking is available south of the fire station at 198 S. Railroad.
2. The parade line-up will take place on Main Street.
3. Your participation is contingent upon the receipt of your signed entry form and the required documents.
4. Entries must stay in their assigned order, unless specifically directed otherwise by a parade official. **Please do not request to be moved on parade day as last minutes changes cannot be accommodated.**
5. Vehicles must follow a straight course in a cautious and safe manner. There shall be no quick starts, stops or peeling of rubber. No swerving back and forth and no reckless driving of any kind.
6. No person shall ride or jump on hood, roof, trunk, or door frames of vehicles.
7. Entrants distributing materials (such as candy, giveaways etc.) must walk all the way to the curb to hand out the items. Throwing of materials will not be allowed. Persons distributing materials must walk alongside their own unit and not intrude upon another unit's activities or presentation space.
8. Any entrant which has music (live or recorded) must set the volume at a reasonable level. Any parade official may request the volume to be lowered if they deem it too loud.
9. All entrants should leave appropriate space between themselves and the next group (2 car lengths is ideal), neither should spacing be too large (over 3 car lengths).
10. Parade entrants must proceed past the end of the parade route before stopping and unloading.
11. Alcohol and drugs of any kind are strictly prohibited. Additionally, use of foul language is prohibited.
12. The Village of Montgomery staff has the right to make modifications to any rules and regulations as they deem necessary for the safety and viewing enjoyment of spectators.
13. The Village of Montgomery staff has the right to remove any entrants on the day of the parade who are in violation of any of the above rules and regulations.
14. The Village of Montgomery is not responsible for the entrant's actions.
15. Traffic citations may be issued by the Montgomery Police Department for violation of any municipal ordinance or state vehicle code.



**THE PARADE LINE-UP BEGINS AT 11A
ALL ENTRIES IN PLACE NO LATER THAN 12:30P
PARADE STEP-OFF AT PROMPTLY 1P**

Parade participants can park in the
Lyon Metal Parking Lot (499 N. Main Street) or Village Hall.
Please join us following the parade in Montgomery Park
for entertainment, a beer tent, food vendors, and more!

