

June 7, 2025 DUCK PARADE INFORMATION PACKET



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University Place, WA 98466-4488
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This is a City of University Place sponsored parade. The goal is to provide a community parade that is safe and enjoyable for both participants and spectators, and we endeavor to maintain that tradition. A complete listing of event participation rules is in this packet. If you have any questions or concerns, please contact City of University Place at 253.566.5656.

To participate in the parade, your entry form must be received prior to May 23, 2025, at 4:00pm and if you are a vehicle entry, a representative must attend a pre-parade informational meeting. Informational meeting attendance is encouraged, but optional for walking groups. Parade informational meetings will be offered on the following days/times:

- Thursday, May 29th – 1pm – Virtual/Microsoft Teams Meeting
- Tuesday, June 3rd – 10am – Virtual/Microsoft Teams Meeting
- Tuesday, June 3rd – 6:30pm – Hybrid/City Hall 3rd Floor and Virtual Teams Meeting

Please read through the attached parade instruction sheet, route map and safety plan which have been established for your benefit and the safety of the event and its participants.

PARADE ORDER

Color Guard

Vehicle Entries

Walking Groups

- All parade entrants must remain in motion while on the parade route, unless stopped by law enforcement or parade officials.
- Motorized Vehicle Entries
 - Distribution of candy or other materials is prohibited. This rule is in place for the safety of all attendees, especially children.
 - Walking beside or between the vehicle/float and giving out candy and toys is prohibited.
 - All motorized vehicles must be operated by licensed and trained drivers, regardless of the vehicle's size or use.
 - All vehicle and float operators are required to include proof of current automobile liability insurance with the parade application.
 - All vehicles must have a passenger.
 - All participants must remain in the vehicle for the duration of the parade.
 - Maintain a distance of 35 feet behind the preceding entry.
- Walking Entries
 - Candy and materials may be distributed to the crowd.
 - No stunts can be performed (cheer & gymnastics groups).
 - Helmets must be worn (skating/skateboard/bicycle entries).
 - Spectators cannot join your group along the parade route.
 - Please keep 20 feet between the entry in front of you.
- All entrants must clean up after their group (animal waste, garbage in staging, loading areas).

PARADE INSTRUCTION SHEET

PARADE DATE: June 7, 2025
PARADE START TIME: 10 a.m.

CHECK-IN: Begins at 9am @ Neighborhood Church - 2802 Bridgeport Way West

STAGING AREAS: The main staging area for vehicles and floats will be on the South shoulder of 27th street.

Walking Groups will be staged at the Neighborhood Church parking lot at 2802 Bridgeport Way W. Because of limited access to the parade staging area, and for safety reasons, please drop off participants or equipment needed for your entry via Louise St. W./28th St W.



CHECK-IN - WALKING GROUPS: All walking group entries **must** stop at the check-in booth located in the staging area at Neighborhood Church. There you will check in and receive any other instructions. **Important: To reduce congestion, please appoint one member of your group to check in for your entire group.**

CHECK-IN - VEHICLE ENTRIES: Please line up along the South shoulder of 27th St. W. Parade staff will come to check you in and verify valid driver's license and insurance.

Please note – For safety of all participants all vehicle entries will go first beginning at 10am and no walkers are allowed in the vehicle portion of the parade – it is estimated that the walking groups will enter the parade at 10:30am.

RESTROOMS: Restrooms (sani-cans) are located in the staging area and at the end of the parade.

PARADE ROUTE

Public viewing begins at the intersection of 29th and Bridgeport. The parade continues past the Library Civic Building and ends at 37th Street Court W. Vehicles will turn left onto 37th St. Court West and exit the area by turning right onto Drexler Drive.



PARADE RULES

1. Drivers should have 180° forward vision.
2. Each vehicle/float should have one passenger in the cab whose duty is to monitor activity on the float so that the driver is not distracted from operating the vehicle.
3. Reverse movement along the parade route is prohibited.
4. Riding on the top of or outside of vehicles without belts or harnesses is prohibited.
5. Children must always be under adult supervision.
6. Riders must remain on the float once the parade begins and at all times the float is in motion.
7. Maintain a distance of 35 feet behind the preceding entry.
8. Exhaust system should extend beyond any and all decorations so that drivers or riders are not exposed to carbon monoxide fumes.
9. Compressed gases (such as helium) and generators shall be properly secured and safeguarded (portable gasoline cans are prohibited).
10. Generator exhaust must be such that it does not pose a hazard to participants.
11. Decorative lighting must be UL approved and rated for outdoor use.
12. No candles allowed on floats.
13. Marching/Walking entries must keep up with the parade.
14. **Candy/other items cannot be thrown or distributed from vehicles.**
15. **Walking beside or between the vehicle/float and giving out candy and toys is prohibited.**
16. Entries with animals must check in with their clean-up crews; otherwise, they will not be allowed to participate.
17. Contact parade officials immediately should you encounter any difficulties.
18. Motorized vehicles, trucks, and cars - no excessive speeds, burn-outs, tricks, two-wheel driving, or dangerous maneuvers. NO STOPPING TO HAND OUT FOOD, CANDY, OR PROMOTIONAL PRODUCTS.
19. Fire extinguishers rated 2A-10BC are required on all motorized decorated vehicles. Fire or open flame on any entrant is prohibited; all decorative materials must be fire retardant - bales of hay are not fire retardant.
20. Smoking is prohibited on any float or parade entry.
21. Alcoholic beverages are prohibited on any float or vehicle or on the person of any participant.
22. Parade participants may not be under the influence of alcohol or drugs at any time during the parade or staging.
23. The City reserves the right to bar from the parade at any time any entrant not conforming to the rules, safety plan or refusing to follow the instructions of the police or parade officials.

If the above criteria are not followed, your entry in future Duck Parades will be denied.

STAGING AREA

The main staging area for vehicles and floats will be on the South shoulder of 27th Street W. Walking groups will stage in the Neighborhood Church parking lot at 2802 Bridgeport Way W.

CHECK-IN STATION: Walking entries must stop at the check-in station located at the staging area. There you will check-in and receive any other instructions. Important: To reduce congestion, please appoint one member of your group to check in your entire group.

PLEASE KEEP THE CENTER OF THE STAGING AREA CLEAR AT ALL TIMES TO ALLOW FOR PASSAGE OF OTHER ENTRANTS.

1. Because of limited access to the parade staging area, and for safety reasons, if you wish to drop off participants or equipment needed for your entry, you must do so prior to 9 am. Drop off participants and equipment via Louise St. W./28th St W.
2. ACCESS TO THE STAGING AREA WILL BE CLOSED FOR SUPPORT VEHICLES.
3. Vehicle operators must stay with the vehicle at all times.
4. No reverse movement will be allowed within the staging area.

DUCK PARADE APPLICATION

Saturday, June 7, 2025



APPLICATION REQUIREMENTS

Due Date: May 23, 2025

1. Submit a completed Duck Parade Application.
2. Submit a Certificate of Insurance for the group
OR
Submit signed Hold Harmless/Indemnification Waivers for each participant.
3. For Vehicle Entries: Submit a copy of the vehicle insurance card and a valid Driver's License for the driver. All vehicles must have a passenger.

Throwing candy or other items from the vehicles shall be prohibited. For safety reasons and to maintain a steady parade pace, people cannot walk along side or between vehicles in the parade.

4. No animals/pets are allowed without registration and proof of vaccinations.

In consideration of the acceptance of this application, the applicant agrees to defend, indemnify and hold harmless the City of University Place as well as all officers, employees, and volunteers from any injury, damage or loss arising out of the applicant's participation in the Duck Parade.

QUESTIONS? Call 253.460.2517
Or Email: Events@CityofUP.com

Submit application & material by email or mail to:
City of University Place
3609 Market Place W, Ste 200
University Place, WA 98466

Official Group Name _____

Representing (school, community, business, organization, etc. if applicable) _____

Applicant Name

Email

Phone

Secondary Contact

Email

Phone

Address _____

City

State

Zip

Classification of Entries (check all that apply)

of Participants _____

Animal entry (pets / livestock)

Campaign / Political

Car

Color Guard / Military / Veteran

Comic (clowns / fun entries)

Community (local agencies or businesses)

Community Youth (scout troops, sports teams, etc.)

Dance / Drill Team

Emergency Response Unit (Fire / Police)

Float

Motorized Drill Team (motorcycles, ATVs)

Mounted Drill Team (horses)

Music in Motion (bands, musical entries)

Truck / Equipment (includes tractors / decommissioned fire trucks, etc.)

Other: _____

All vehicle entries must provide a valid Driver's License and proof of vehicle insurance

I hereby accept and have the authority to represent and register the above-named group. I acknowledge that I have read, understand, and agree to abide by the Parade Rules provided in the registration packet.

Applicant's Signature

Please Print Name

Date

Attach required Insurance and Waivers – please check the method you will use:

- ☐ Attached is a Group Hold Harmless/Indemnification waiver and a Certificate of Insurance for the above-named group in the amount of one (1) million dollars naming the City of University Place as an additional insured.
- ☐ Attached are signed Hold Harmless/Indemnification waivers for each participant. (Use the Adult or Minor waiver as appropriate.)

PARADE WAIVER
Hold Harmless & Indemnification
For Groups providing a Certificate of Insurance
(Individual waivers not required if Certificate of Insurance is provided)

Must be completed for each registered group entrant. Group must provide a certificate of insurance naming the City of University Place as an additional insured. If insurance is not provided a Hold Harmless & Indemnification Release signed by each participant must be provided.

Parade Entry Name: _____

Day of Event Contact Number in case of emergency: _____

I, the undersigned applicant am eighteen years of age or older and am authorized to sign on behalf of our group/business to apply for entry into the 2025 Parade. I am fully aware of the fact that there are special dangers and risks inherent in this activity, including, but not limited to, the risk of serious physical injury, death or other harmful consequences that may arise or result directly or indirectly to the company, group, or organization listed above or as a private individual entry from participation in this activity. Being fully informed as to these risks and in consideration of being allowed to participate in City of University Place sponsored activities, I/we hereby assume all risk of injury, damage and harm to any participant arising from such activities or use. I/we also hereby individually and on behalf of my/our heirs, executors and assigns, release, indemnify, defend and hold harmless the City of University Place, its officials, employees, volunteers and agents and waive any right of recovery that I/we might have to bring a claim or a lawsuit against the City of University Place for any personal injury, death or other consequences occurring out of my/our voluntary participation in this activity.

I hereby consent to allow our group's pictures or likeness to appear in any official document, City of University Place website, sponsor advertisement and/or City of University Place produced television coverage of this sponsored activity without compensation to me.

Authorized Representative Signature: _____

Printed Name: _____ **Date:** _____

Title of person signing on behalf of Group: _____

Address: _____

Email: _____

Phone: _____

Duck Parade
Hold Harmless & Indemnification
For Adult Individuals

*Must be completed for each individual participant not registered with an organization or group
providing a Certificate of Insurance*

Copy this form as needed.

Parade Entry Group: _____

I, the undersigned applicant am eighteen years of age or older and desire entry into the 2025 Parade and am fully aware of the fact that there are special dangers and risks inherent in this activity, including, but not limited to, the risk of serious physical injury, death or other harmful consequences that may arise or result directly or indirectly to the company, group, or organization listed above or as a private individual entry from participation in this activity. Being fully informed as to these risks and in consideration of being allowed to participate in City of University Place sponsored activities, I/we hereby assume all risk of injury, damage and harm to any participant arising from such activities or use. I/we also hereby individually and on behalf of my/our heirs, executors and assigns, release, indemnify, defend and hold harmless the City of University Place, its officials, employees, volunteers and agents and waive any right of recovery that I/we might have to bring a claim or a lawsuit against the City of University Place for any personal injury, death or other consequences occurring out of my/our voluntary participation in this activity.

I hereby consent to allow my picture or likeness to appear in any official document, City of University Place website, sponsor advertisement and/or City of University Place produced television coverage of this sponsored activity without compensation to me.

I authorize any necessary emergency medical treatment that might be required for me in the event of physical injury and/or accident to me while participating in this activity.

YES ☐ NO ☐ Initial _____

Participant Signature: _____ Date: _____

Participant Printed Name: _____

Address: _____

Email: _____

Phone: _____

Duck Parade
PARENT/LEGAL GUARDIAN
Hold Harmless & Indemnification
For Minor Child

*Must be completed for each minor participant not registered with an organization or group
providing a Certificate of Insurance.*

Copy this form as needed.

Parade Entry Group: _____

NOTE: If applicant is less than 18 years of age, the parent(s) and/or guardian(s) must execute the following waiver:

I (we) am/are the parent(s) or legal guardian(s) of _____ who desires to be a participant in the 2025 Duck Daze Parade.

It is important to me (us) that this child be allowed to participate in this activity. I (we) understand there are special dangers and risks inherent in this activity, including but not limited to, the risk of serious physical injury, death or other harmful consequences which may arise directly or indirectly from the child's participation in this activity. Being fully informed as to these risks and in consideration of the City of University Place allowing my child to participate in this sponsored activity, I (we), on behalf of myself (ourselves) and on behalf of the above-named participant child, assume all risk of injury, damage and harm to the child which may arise from the child's participation in the activity. I (we) further agree, individually and on behalf of the above-named child, to release and hold harmless the City of University Place, its officials, employees, volunteers and agents, and agree to waive any right of recovery that I (we) may have to bring a claim or lawsuit for damages against the City of University Place for any personal injury, death or other harmful consequences occurring to the above-named child or me arising out of the Child's voluntary participation in this activity. I (we) grant my (our) full and voluntary consent for the above-named child to participate in 2025 Duck Daze Parade.

I hereby consent to allow my child's picture or likeness to appear in any official document, City of University Place website, sponsor advertisement and/or City of University Place produced television coverage of this sponsored activity without compensation to me.

I authorize any necessary emergency medical treatment that might be required for this child in the event of physical injury and/or accident to me while participating in this activity.

YES ☐ NO ☐ Initial _____

(PLEASE PRINT)

Child's Name: _____

Child's Address: _____

Parent/Legal Guardian Name(s): _____

Parent/Legal Guardian Signature(s): _____

Parent/Legal Guardian Address _____ Phone: _____

Email: _____ Date: _____