



## 2025 MORTON GROVE PARADE PARTICIPANT ENTRY FORM & CONTRACT

Incredibly Close ✨ Amazingly Open

**Date and Time of Parade:** Friday, July 4, 2025: Check-In Time: by 1:30 p.m. | Parade starts at 2:30 p.m.

**Parade Route:** Parade begins at the intersection of Dempster & Central and proceeds west down Dempster, ending at Ferris Avenue.

**Parade will be held rain or shine—NO RAIN DATE**

**Assembly/Staging Area:** All parade units **must** check in with a Parade Volunteer at Mango and Frontage Road (accessed from Lincoln and Mango). Bring proof of vehicle insurance unless already provided via email. Parade volunteers will assist parade units with staging along Frontage Road.

**VERY IMPORTANT: NO PARADE UNITS SHOULD ACCESS THE STAGING AREA FROM DEMPSTER STREET.**

PLEASE PRINT:

Name of Participating Group/Individual: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

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

UNIT CATEGORY			WHAT ARE YOU ENTERING? (Motorized vehicles are REQUIRED to provide proof of insurance)		
			Unit Type	How Many?	Vehicle Length
<input type="checkbox"/>	Non-Profit Organization	\$ 50.00	<input type="checkbox"/>	Float _____ qty	_____ ft
<input type="checkbox"/>	Individual	\$ 100.00	<input type="checkbox"/>	Truck _____ qty	_____ ft
<input type="checkbox"/>	For-Profit Organization	\$ 100.00	<input type="checkbox"/>	Van/SUV _____ qty	_____ ft
<input type="checkbox"/>	Youth-Related Entry (such as Scouts or Sports)	\$ 50.00	<input type="checkbox"/>	Car _____ qty	_____ ft
<input type="checkbox"/>	Additional Donation	\$ _____	<input type="checkbox"/>	Marchers _____ qty	
<input type="checkbox"/>	Other (please specify below)	\$ 50.00	<input type="checkbox"/>	Other (describe) _____	
Will your entry be playing live or recorded music? <input type="checkbox"/> YES <input type="checkbox"/> NO					

**DUE TO INSURANCE REGULATIONS, throwing items from moving vehicles is PROHIBITED!**

**All handouts must be passed along the curb ONLY. This will be strictly enforced!**

**NOTE: We cannot guarantee specific parade positions. Entry fees are non-refundable.**

If paying by check, please make check payable to Village of Morton Grove and **note "Parade" in the memo section.**

Amount enclosed: \$ \_\_\_\_\_ (based on Unit Category Chart above)

For credit card payments: Check one: VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_

CARD NUMBER \_\_\_\_\_ EXP DATE \_\_\_\_/\_\_\_\_ CVC: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Office Use Only** Date Received \_\_\_\_\_ Application Fee Paid \_\_\_\_\_

**Completion of the Parade Script info is Optional, but Recommended.**

# PARADE EMCEE SCRIPT INFORMATION

**NAME OF GROUP:** \_\_\_\_\_

## DIRECTORS and OTHER IMPORTANT PEOPLE

(Please include titles and responsibilities)

When filling out the “Emcee script information,” keep in mind that this information will be used to introduce your Group/Unit/Band/Troupe/Float to the audience on the street. Please print, type, or write legibly (Additional sheet maybe added).

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## HISTORY, AWARDS, OTHER PERTINENT INFORMATION

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**PLEASE KEEP A COPY OF THIS DOCUMENT FOR YOUR FILES. IT CONTAINS ALL THE LOGISTICAL INFO YOU WILL NEED AS A PARADE PARTICIPANT. SIGN AND RETURN THIS 2-PAGE ENTRY FORM WITH YOUR PAYMENT.**

**A 3-PAGE CONTRACT IMMEDIATELY FOLLOWS THIS PAGE. PLEASE SIGN AND RETURN ONLY PAGE 3 OF THE CONTRACT.**

**YOUR SIGNATURE ACKNOWLEDGES THAT YOU HAVE READ AND WILL ABIDE BY THE CONTRACT PROVISIONS. PLEASE RETURN BY May 30! THANK YOU!**

**MAIL TO: VILLAGE OF MORTON GROVE  
ATTN: PARADE COORDINATOR  
7840 Nagle Avenue  
MORTON GROVE, IL 60053**

**Please direct questions via text or phone to Dave Hoffman @ 224-343-1423 or via email to [dhoffman@mortongroveil.org](mailto:dhoffman@mortongroveil.org). Text if my mailbox is full!**

## 2025 MORTON GROVE PARADE PARTICIPANT/PERFORMER CONTRACT

THIS PARADE PARTICIPANT/PERFORMER CONTRACT (the "Contract") is hereby entered into by and between the Village of Morton Grove, an Illinois Home Rule Municipal corporation located at 6101 Capulina Avenue, Morton Grove, IL ("Village") and the "Parade Participant/Performer."

1. **Parade Rules:** The Parade Participant/Performer agrees to abide by all terms and conditions in this contract and all rules contained in the parade application. Decisions on the application and interpretation of Parade Rules are the exclusive purview of the Parade Official designated by the Village.
2. **Position in Parade:** The Parade Participant/Performer shall be assigned a position in the parade by the Parade Official. Parade positions are NOT guaranteed and may be changed up to the last minute. Parade Participants/Performers must march in their assigned parade position. Late arrivals will be placed in the last section of the parade.
3. **Parade Pace:** Parade Participants/Performers shall not create unreasonable (over 40 feet) gaps which interrupt the flow of the parade. If the breakdown of a Parade Participant's/Performer's float or vehicle prevents the forward movement of the parade, said float or vehicle will be removed from the parade route at the nearest intersection, at the Parade Participant's/Performer's expense.
4. **Supervision of Children:** Children under the age of 18 must be accompanied and directly supervised by a responsible adult at all times.
5. **Intoxicants:** Drinking of alcohol or consuming illegal substances by Parade Participants/Performers is not permitted at any time during the parade or its formation.
6. **Throwing or Discharging Items:** No candy or any other objects shall be thrown or discharged from a float/vehicle or by any participant in any way during the parade, including water pistols, silly string, confetti, etc.
7. **Float/Vehicle Safety Requirements:** Drivers of all vehicles must present proof of a valid driver's license and insurance covering the float or vehicle upon check-in. All floats with passengers must have sturdy attached horizontal safety railings at a minimum of 18 inches from the base or floor of the float, and railings at intervals of at least 18-inches to a height of 4.5 feet or a wall that is a minimum of four feet high, for the safety of passengers. A licensed, qualified driver must operate vehicles towing floats. Drivers must be a minimum of twenty-one years old and be in control of the vehicle at all times. All vehicles shall be insured to the extent required by Illinois law. No vehicle used in the parade may be left unattended at any time. No member of the Parade Participant/Performer on a float shall hang off the float or dangle their feet off the float. Floats must move less than five miles per hour when in the parade or line-up/staging area. Riders **cannot** join the float or any vehicles after the parade has commenced. Handing out/throwing items from floats/vehicles is strictly prohibited.
8. **Honor U.S. Flag Etiquette:** When the U.S. flag is displayed on a car, it must be on a flagstaff firmly affixed to the chassis or clamped to the right fender. Do not display the U.S. flag lower than any other flag. Do not let the U.S. flag touch the ground. Do not drape the U.S. flag on the vehicle.
9. **Parade Participant/Performer Cleanup:** Each Parade Participant/Performer shall clean up any materials or debris left in the staging area or along the parade route by the Parade Participant/Performer. This applies particularly (but not exclusively) to Parade Participants/Performers with animals.
10. **Firearms/Fireworks/Pyrotechnics:** Discharging of firearms or any other exploding ordnance, fireworks, or the use of pyrotechnics is strictly prohibited.

11. **Solicitation of Donations:** Parade Participants/Performers are prohibited from soliciting donations in or around the parade area before or during the parade, or at any official post-parade events.
12. **Cancellation Notice:** Groups who have committed to march in the parade but cannot honor their obligations because of unforeseen circumstances or weather conditions shall make every effort to call the parade contact number and make the Village aware at least four hours prior to the parade. No compensation shall be paid to Parade Participants/Performers who fail to march in the parade for any reason. Failure to give notice of cancellation shall be cause for exclusion from future parades.
13. **Parade Participant/Performer Performances:** All musical/entertainment groups are expected to entertain by performing along the entire route of the parade, except for minimal breaks along the way as designated by Parade Officials. Groups are expected to have a full contingent and to all be dressed in uniform where applicable. All musicians participating in the parade are expected to perform throughout the parade.
14. **Performance During Extreme Weather:** in the event of extreme weather conditions as determined by Parade Officials, bands may ride the parade route in their buses, performing on the buses with the windows open. However, they must get out of the buses whenever there are breaks in the weather as determined by Parade Officials. Bands not performing will not be compensated.
15. **Support Vehicles:** Support vehicles are not allowed to follow any group unless prior written consent is given by the Parade Officials.
16. **Breach of Contract:** Upon the breach of any of the terms of this Contract by the Parade Participant/Performer, the Parade Participant/Performer may be immediately expelled from the parade, disqualified from all or partial compensation, and denied entry in future parades, all at the discretion of Parade Officials, and the Village shall also retain any and all other remedies available to it at law or equity.
17. **Severability:** If any provision of this Contract is determined to be illegal or unenforceable, such provision will be deemed amended to the extent necessary to conform to applicable law or, if it cannot be so amended without materially altering the intention of the parties, it will be deemed stricken and the remainder of the Contract will remain in full force and effect.
18. **Authorization for Use of Photographs/Names/Logos:** The Parade Participant/Performer certifies that it has obtained authority from each of its members, parade participants, volunteers, and guests, and through and by that authority hereby authorizes and grants permission to the Village to use the names, logos, photographs, films, and tapes of the Parade Participant/Performer and any of its members, parade participants, volunteers, and guests for publicity, advertising and commercial promotion, before, during, and after the event, and gives permission to publish or sell or otherwise use or dispose of said photographs, films, or tapes without any further compensation to the Parade Participant/Performer.
19. **Liability Release:** The Parade Participant/Performer and each of its members, parade participants, volunteers, and guests, hereby releases and discharges the Village, its employees, officials, volunteers, and representatives from all known or unknown damages, injuries, losses, judgments and/or claims from any cause whatsoever that may be suffered by any such member, participant, volunteer, or guest to his/her/its person or property as a result of performing or participating in the parade.
20. **Indemnification:** The Parade Participant/Performer and/or each member, participant, volunteer, or guest of the Parade Participant/Performer hereby expressly agrees to indemnify and hold harmless the Village, its employees, officials, volunteers, and representatives for any and all liability howsoever incurred or suffered, including reasonable attorney fees and costs, occasioned or resulting from the actions, omissions, or conduct of the Parade Participant/Performer.

21. **Acknowledgement and Assumption of the Risks:** All parties agree that marching and/or performing in a parade requires physical and medical fitness for those activities undertaken, and that risks of participating in parades include, but are not limited to, heart attacks, exhaustion, hypothermia, injuries from animals, slips and falls, injuries from collisions with vehicles, other participants, curbs, poles, injuries from loud sounds from spectators, bands, musicians, vehicles and fire apparatus, etc. The Parade Participant/ Performer acknowledges that it will be voluntarily participating in such activities, and that each participant possesses the necessary fitness; and that these activities involve an inherent risk of injury which might result not only from their own fitness, actions, inactions, or negligence, but the actions, inactions, or negligence of others, the conditions of the parade route, the weather, vehicles, animals, and equipment used. This includes any risks not reasonably foreseeable to the Village or the Parade Participant/ Performer. The Parade Participant/ Performer and each of its members, parade participants, volunteers, and guests knowingly and freely assumes all such risks, both known and unknown, even if arising from the negligence of the Village or others.
22. **Choice of Law and Venue:** This Contract shall be construed in accordance with and governed by the law of the State of Illinois including the application of any applicable statutes of limitations. Any action, suit, or proceeding brought by any party with respect to, or to enforce the terms of, this Contract shall be brought by such party exclusively in the Circuit Court of Cook County, Illinois. Each party, by his, her, or its execution of this Contract, irrevocably submits to the exclusive jurisdiction and venue of said courts.
23. **Entire Agreement:** This Contract contains the entire agreement and understanding between the Village and the Parade Participant/Performer with respect to the covenants contained herein. It shall not be changed orally but may be amended or modified only by written instrument executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have signed this Contract or caused this Contract to be signed by their duly authorized representatives and this Contract shall have an effective date, as of the date upon which it is fully executed by both parties.

**The Village of Morton Grove**

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

Print Name: \_\_\_\_\_ Title: Parade Coordinator

**Parade Participant/Performer**

Print Name of Participating Parade Entry:

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

The Parade Participant/Performer hereby identifies its "On-Site Parade Representative" as:

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_