



# 2019 PARADE APPLICATION

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The Cork St Patrick's Day Parade 2019 will be held on

**Sunday, 17<sup>th</sup> March 2019 at 1pm** (subject to license).

The theme of this year's Parade is **STORIES OF CORK**

Please review the guidelines below for all participating groups.

**1. Closing date for applications is Monday 18<sup>th</sup> February 2019.**

Please note that due to the large numbers of applications to the Parade, there may be restrictions in the number of entries and applications will be evaluated based on quality of proposal submitted.

**2. Complete and submit an Application Form for your group**

By email to [corkstpatricksfest@gmail.com](mailto:corkstpatricksfest@gmail.com) **OR** by Post to:

Marcela Whelan Kelly, Arts & Events Office, Cork City Council, City Hall, Anglesea St., Cork.

**3. Include a Photocopy of your Insurance Policy**

If you are submitting your application by email, please send a copy of your insurance policy – either as a scanned document or subsequently by post.

**4. Retain a photocopy of your Application Documentation**

It is highly recommended that you keep a copy of your completed Application Form as a record of your submission.

For any queries regarding your application, please contact

[stpatricksfestival@corkcity.ie](mailto:stpatricksfestival@corkcity.ie) or Marcela Whelan Kelly at or at 021 492 4736.

**Please note:**

- a. This is a carnival Parade. Therefore, entries involving costumes, performance, audience interaction, and those having musical accompaniment, are strongly encouraged.
- b. The Parade is a walking Parade and motorised vehicles are not normally permitted.
- c. Animals are not normally permitted in the Parade. Entries with animals will need to be assessed for suitability and management by the Parade organisers, whose decision is final.
- d. No entry fee applies to community, voluntary, arts and sports groups. Commercial entries which are in keeping with the Parade and offer entertainment value will be considered, but the Parade organisers reserve the right to charge an entry fee for commercial entries.

# 2019 PARADE APPLICATION FORM

## Section A

### 1. Participant Information

<b>Group Name:</b>
<b>Postal Address:</b>
<b>Telephone Number:</b>
<b>Mobile Number (contact for Parade day):</b>
<b>Email Address:</b>
<b>Contact Name:</b>
<b>Group Leader (if different):</b>

### 2. Ages within Group

> 12 years	
12 – 18 years	
18 – 65 years	
65< years	
Mixed Ages	

### 3. Type of Group *(please place an "X" alongside the appropriate group type)*

Marching Band / Brass Band	
Other Music <i>(please specify)</i>	
Dance Group / Drill Team	
Theatre/ Circus	
Sports Group	
Other: <i>(please specify):</i>	

### 4.

Amateur		Professional	
Total Number Participating:			

I confirm I will hold on file a signed parent/legal guardian permission slip for each person under 18/vulnerable person from my group attending the event.	
I am authorised to, and hereby grant, photo & filming permissions for each person from my group <i>(see*)</i> .	
I confirm that my group holds insurance which covers my group while attending this event.	
I confirm that should my group include people under 18 years/vulnerable persons, they will be accompanied by sufficient supervisors. <i>(While we will have stewards in place to guide our guests and maintain safety, children &amp; vulnerable people remain the responsibility of their group supervisors)</i>	
Please note here anything we need to know to ensure all attendees can participate in this event to their maximum ability:	

**Note:**

\* We will need to share your group name, contact name and contact mobile number with our event planning & PR team in order to run this event, and they may contact you as we plan the day. We will be advising our photographers & PR team to only identify groups, not individuals. After this event, Cork City Council will not retain any information you have provided without your specific consent. Your application to participate indicates acceptance of these conditions.

## Section B

**N.B. The information you give below will be used in the Parade commentary. Please use third person address (ie 'Group Name have xx members' not 'Our group have xx members').**

**Please include as much information as possible, including music you will use/play and how you propose to amplify it (eg 'small PA on wheels').**

### 5. Brief Description of the Group

Please include details on some of the following:

- Information on the group's location (such as population size and local history of the area).
- History of the group including awards and prizes, any interesting experiences or anecdotes.

If more space is required, or you have a biography in typed format, please attach additional pages.

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### 6. A description of how you intend to represent yourself in the Parade – including costumes, music etc.

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## Section C

### Parade Rules, Indemnification/Insurance & Signature

In signing this Application I acknowledge that I have read and agree to be bound by the Cork St. Patrick's Parade Rules and indemnify Cork City Council (see below).

**I/WE HEREBY UNDERTAKE** to indemnify the St. Patrick's Parade against all actions, proceedings, claims, demands, damages, expenses and costs, whatsoever arising out of or in any way concerned with **MY/OUR** participation in the Cork St. Patrick's Parade 2019.

**I/WE** further agree that **I/WE** participate in the Cork St. Patrick's Parade 2019 entirely at our own risk and not as either agents or employees of the Cork City Council.

**I/WE HEREBY AGREE** to arrange appropriate Public Liability Insurance and Employers Liability Insurance to cover all our employees to the satisfaction of the Cork City Council and in accordance with the undertaking given above prior to our participation in the Cork St Patrick's Parade and to **SUBMIT ON OR BEFORE Monday 18<sup>th</sup> February 2019** satisfactory evidence of such insurance.

A photocopy of your Insurance Policy will suffice.

**SIGNED:**

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**ON BEHALF OF:**

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**DATE:**

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# **PARADE RULES 2019**

## **PLEASE READ CAREFULLY BEFORE SUBMITTING YOUR ENTRY**

In order to make the Cork St. Patrick's Festival Parade more enjoyable for both Participants and Spectators, these regulations must be observed, and will be stringently enforced.

### **1. The Cork St. Patrick's Festival Parade & it's organisers reserve the following rights:**

- 1.1. To refuse any application if, in the opinion of the Organisers, it is not suitable for the event or is not appropriately addressing the theme. Participation in the Parade is entirely at the discretion of the Festival Organisers.
- 1.2. To assess decide upon the inclusion or otherwise of any proposed '*motorised vehicles*'. Motorised vehicles are not normally permitted. Entries proposing their inclusion would be subject to the Parade organisers decision on suitability, with regards to health and safety concerns.
- 1.3. To postpone, abandon or alter the route of the Parade if, in the opinion of the Organisers, such action is advisable in the common interest. No action will lie against the Organisers in respect of any loss incurred by any entrant on foot of such decision.
- 1.4. Whilst every care has been taken by the Organisers to ensure against accidents, and to arrange proper marshalling of the Parade, no responsibility can be accepted by them for any loss or damage caused to exhibits or their personnel, or to members of the general public, Parade Marshals, or the occupants of the viewing stands, arising from any cause whatsoever connected with the Parade.
- 1.5. To assess decide upon the inclusion or otherwise of any entry proposing to include animals. Due to the nature of the event, entries proposing to include animals will need to be assessed for suitability and management of the same by the Parade organisers, and would be subject to addressing health and safety and animal welfare concerns.
- 1.6. Cork City Council retains all legal rights and title to use, throughout the world, any photograph, video or film in connection with the 2019 Cork St. Patrick's Parade for use on TV, pay TV, theatrical or non-theatrical release, video cassette or any other type of exhibition or exploitation. By taking part in the Parade, you are agreeing to the possibility inclusion of your image, and those of your group members, within photography and video of the Parade. Responsibility for any permissions required remain with the applicant group.

### **2. All participants in the Parade must be prepared to observe the following rules:**

- 2.1. That all application forms, with completed insurance details, must be returned to Cork City Council by the dates above.
- 2.2. Commentary must be supplied with this application. Commentary details should include: biography on participating group, detailed information on group and details of music being played.
- 2.3. That all participants must arrive at the Assembly point at their given time. This time shall be given to them on receipt of their application (All participants must be in position at their given time. Failure to do so may result in them not participating in the Parade).
- 2.4. It is the responsibility of each group to nominate a group leader who will liaise with the Parade Production Team to ensure the smooth continuous flow of the Parade. Each group leader must act on the advice given by the Parade Production Team.
- 2.5. All Parade participants must follow instructions from the Parade officials who will be clearly identified.
- 2.6. That exhibits and music are in good taste and otherwise arranged so as not to cause harm or give offence to spectators or other participants in the Parade.
- 2.7. The Parade is not to be used in any way as a vehicle for a means of protest or lobbying. Any proposed entry incorporating a protest or lobbying will not be eligible. If, on the day of the Parade, any entry should contravene this rule, the Organisers reserve the right to have that entry removed from the Parade and will accept no responsibility for consequent loss, damage or injury incurred by the entrant(s). Organisers will be the final arbiters in deciding the matter.
- 2.8. Distributing flyers and promotional material along the Parade route is not allowed.
- 2.9. Filming/ photography on the Parade route is not allowed without prior authorisation.