



SAFETY REMINDERS

- This event will be subject to the applicable State Emergency Management COVID-19 directions in effect at the time. These may influence the type, scale, or conditions under which the event can proceed. This event will comply with any applicable public health directions in effect at the time
- Contractors and third-party providers must hold their own public liability and motor vehicle insurance. Registered volunteers authorised by the City are covered under LGIS volunteer insurance.
- The conduct and movement of the Pageant will be controlled by the City of Albany, the assigned Police supervisor, security personnel and the nominated Pageant Marshals along the Pageant route.
- Throwing candy or other items along the parade route is strictly prohibited to ensure spectator safety and prevent individuals from entering the roadway.
- The City retains the right to request samples and reject handouts if deemed inappropriate.
- **All large vehicles and trailers must have an adult “wheel walker” on each side** for safety purposes.

TERMS AND CONDITIONS

GENERAL

- **No float or group may include a Father Christmas/Santa.** Only one official Santa will appear in the Pageant, coordinated exclusively by the City of Albany.
- The City of Albany reserves the right to accept or reject any entry and to modify or remove elements of entries at its absolute discretion.
- Parade placement of entries will be determined by the City, considering the content, theme, and potential impact on other participants.
- Parade operations will be overseen by the City’s Events Team and designated Parade Marshals. All participants must always follow their directions.
- All participants take full responsibility for their own safety, particularly when travelling in or on moving vehicles.
- Advertising of alcohol or prohibited substances is strictly prohibited.
- All participants appearing in the Pageant are expected to perform courteously, in good taste and with the safety of spectators in mind at all times. Entrant’s floats must be suitable for all ages, with an emphasis on family friendly entertainment.
- The Pageant is an alcohol-free, smoke-free event.
- Arrival times and assembly details will be confirmed at the Pageant Briefing in late November (date to be confirmed).

- All rubbish and equipment must be removed from the Pageant assembly area and the site must be left clean/clear.

INSURANCE AND LIABILITY

- The City of Albany provides personal accident insurance for registered volunteers participating in City managed activities, in accordance with the City's Insurer (LGIS) arrangements.
- This coverage does not extend to contractors, subcontractors, or third-party providers, who must hold their own insurance, including public liability and workers' compensation where applicable.
- Volunteers are protected under the Volunteers Protection Act 2001 (WA) when acting in good faith within the scope of their role.
- All participants must comply with the City's obligations under the Work Health and Safety Act 2020 (WA) and related policies and procedures.

VEHICLE and DRIVER ENTRIES

- Maximum vehicle height: **4.6 metres**
- Maximum vehicle length: **12.5 metres**
- Maximum vehicle weight: **8 tonnes**
- All drivers must hold a valid driver's licence.
- All vehicles are required to always maintain a 5km speed limit (walking pace).
- The Entrant must communicate all terms and conditions within this document to its participating employees and volunteers to ensure they have understood the requirements.
- On the event date, all drivers participating in the event as drivers of Entrant vehicles must provide the City with a current driver's license if requested to do so.
- No vehicle in the Pageant is to be driven by an unlicensed driver, and under no circumstances will drivers with a learner's or provisional licence be permitted
- All vehicles and floats must have working, fully visible brakes and brake lights. Any vehicle without working brakes and/or brake lights will be removed from the Pageant.
- All drivers must have a blood alcohol limit of zero when driving a vehicle during the Pageant.
- Dangerous driving within the assembly area is strictly prohibited.
- Private vehicles not participating in the parade are not permitted in the assembly area.
- A City of Albany Traffic Warden will be present to enforce compliance with these Terms and Conditions and the Conditions of Exemption from the WA Road Traffic Code 2000. **Failure to comply may result in removal from the event.**

CHILDREN PARTICIPATING IN THE PARADE/MOVING VEHICLES

- Children must be supervised at all times.
- Children under the age of 7 travelling on a moving vehicle (including trailers) must be accompanied by an adult supervisor. A minimum ratio of **1 adult per 10 children** is required. Supervisors must remain on the vehicle at all times.
- Please ensure the details of all adult supervisors are provided in advance.
- Children must not enter or exit vehicles while they are in motion.
- Parents/guardians must be at the finishing location to collect children **after the Pageant has concluded.**
- Entrant coordinators are responsible for all children in their group until a parent or guardian collects them.
- No child is to be left unattended at the finishing area.

CHILDREN'S IMAGE CONSENT

- The City of Albany may capture photographs and video during the Christmas Festival & Pageant for promotional, educational, historical and record-keeping purposes.
- Parents or legal guardians of participants under 18 years of age acknowledge that City photographers and videographers may be present throughout the event.
- Where a child under the age of 18 is individually or directly photographed for promotional purposes by or on behalf of the City, a completed City of Albany Image Consent Form signed by a parent or legal guardian is required.
- Children who do not have a completed Image Consent Form may still appear incidentally in wide-angle or crowd photographs captured as part of the public event but will not be individually featured in City promotional material where consent has not been obtained.
- By participating in the Pageant, Entrants acknowledge that photography and videography will occur throughout the event and agree to cooperate with the City's photographers and event staff regarding consent requirements.

CANCELLATION

- The City may cancel the Christmas Pageant at any time, at its sole discretion. The City and its insurer will not be liable for any costs or lost revenue, including any consequential loss or loss of opportunity, incurred by the Entrant as a result of a partial or full event cancellation.
- The Entrant is responsible for its own insurance to cover losses that may arise on such occasions.

PRIZES

- The city will appoint judges of the Christmas Pageant. The winning float will be chosen by the judges representing the city, and their decision is final.
- All float entries will be judged in relation to creativity, originality and overall impact. The judges will award the winner for best float First, Second, & Third place. They will receive the following cash prizes, directly deposited into their nominated account:

A) 1st Place \$1000

B) 2nd Place \$750

C) 3rd Place \$500

D) People's Choice \$400

We ENCOURAGE fun!

We ENCOURAGE music, singing, lots of smiles and waving to the community!