

2009 MINNEAPOLIS AQUATENNIAL HIGH SCHOOL BAND INVITATIONAL SERIES MANUAL



Torchlight Parade, Wednesday, July 22nd, 2009, 8:30 PM

This manual is published by the Minneapolis Aquatennial to assist all participants, sponsors and workers in the understanding of the rules and regulations, policies and relationships that affect them. Please read this information before completing your application form. *The information contained in this manual is subject to change and the Minneapolis Aquatennial continues to revise this manual as necessary in a timely way to keep you informed.*

Minneapolis Aquatennial Parade Committee
Minneapolis Aquatennial Festival
81 S. 9th Street, Ste 260
Minneapolis, MN 55402
(612) 331-3807

WHAT IS THE AQUATENNIAL?

The Minneapolis Aquatennial is an annual festival that celebrates the beauty and vitality of Minneapolis, known as the "City of Lakes." This fun-filled summer celebration runs from July 17-26, 2009 and boasts more than 30 family events including the popular Torchlight Parade, Milk Carton Boat Races, Sand Castle / Sand Sculpture Competition, and the blazing Fireworks Finale Show.

Torchlight Parade:

Wednesday, July 22nd, 2009 at 8:30 PM

The Torchlight Parade, Minneapolis Aquatennial's illuminated extravaganza, brings the mid-week sparkle and fabulous entertainment to the heart of Minneapolis. Fantastic floats, marching bands and unique specialty units combine to transform an already beautiful downtown into a dazzling showpiece of excitement and color!

- The Torchlight Parade is classified as a **non-competitive** event.
- Each high school band participating will receive a stipend of \$900.
- The Torchlight Parade is open to all high school bands.
- All other bands are welcome to apply as a parade unit but the parade committee will not provide a stipend to these units.

BAND INFORMATION

ELIGIBILITY:

- The Minneapolis Aquatennial Torchlight Parade is open to all high school bands or combined high school bands. High school band membership may include any student in grades 7-12 within the school's feeder program and graduates through August of their graduation year.

CHAPERONES:

- A maximum of **THREE (3)** band chaperones will be allowed on the street with your band. **Chaperones must be readily identifiable.** Their parade attire should be in keeping with the high standard of your band and color-coordinated as much as possible. Along with the three chaperones, the committee does **require** that the director be present with the band at all times on the route.

IDENTIFICATION BANNERS:

- Your band is required to be preceded by marchers carrying signs or a banner indicating your school band. You are responsible for bringing your own banner for the parade.

MUSIC PLAYING:

- Your band should be prepared to play as it **passes** the VIP area. The Minneapolis Aquatennial and the City of Minneapolis Police Department does not allow marching bands to perform a field show anytime during the parade route; bands are asked to keep a forward motion along the parade route unless instructed otherwise by a parade marshal or a police officer. If a band is causing a large gap in the parade flow they will be asked to leave the parade route immediately and the band will not receive their check. This is to keep the parade in motion, without large gaps along the route so the parade can stay in its time limit.

INSURANCE AND SAFETY

INSURANCE:

- All applicants must provide **Comprehensive General Liability (CGL)** insurance having a combined single limit of no less than \$500,000, covering bodily injury, personal injury and property damage. In addition to the CGL, the sponsor must provide automobile insurance with minimum limits of \$500,000 combined single limit for bodily injury and property damage.
- An insurance certificate verifying the above limits must be sent with the band application to the Minneapolis Aquatennial office. The insurance certificate must contain the following provisions:
 - A) **Additional Named Insured** – Marketing Minneapolis LLC (81 S. 9th Street #260, Minneapolis, MN 55402) and CenterPoint Energy (PO Box 4567, Houston, TX 77210-4567) are each to be named an additional insured with respect to any liability arising from the sponsor's participation in the Minneapolis Aquatennial on both the CGL and automobile policies.
 - B) **Cancellation Clause** - The insurance certificate shall state the policies certified would neither be canceled nor reduced in limits without a 30 - day notice delivered by certified mail to the Minneapolis Aquatennial, 81 S. 9th Street Ste. 260, Minneapolis, MN 55402.
- In addition to the insurance requirements, all sponsors must sign a **Hold Harmless Agreement** with the Minneapolis Aquatennial Association. All information must be turned in with your application form.

SAFETY:

- If a member of your unit's staff notices that a person appears ill, they should have him/her drop out of the parade and obtain assistance. A unit member should stay with the marcher receiving medical treatment. **Medical personnel** will decide when the person is to be released or transported to a medical facility for further treatment.

GENERAL RULES AND REGULATIONS

INCLEMENT WEATHER POLICY

- ▮ Safety of all participants is very important to the Minneapolis Aquatennial Association. Should inclement weather occur prior to a parade, festival officials will determine if it is sufficiently severe to delay or cancel the parade. Please listen to WCCO (830am) Radio for updates; any decisions will be made 1/2 hour prior to the start of the parade.
- ▮ The Minneapolis Aquatennial Parade Committee plans to proceed with the parade ~ RAIN or SHINE. We request that you make provisions for foul weather.

CODE OF CONDUCT

- Individuals and organizations participating in the Minneapolis Aquatennial Torchlight Parade are expected to **perform courteously**, in good taste and with safety in mind at all times during the assembly, execution, and dispersal of the parade.

ASSEMBLY AREA

- Your band should report to the assembly area promptly at the requested time before the parade start time. Minneapolis Aquatennial Torchlight Parade personnel will be available to assist you in locating your bands warm-up area.
- Unit support vehicles such as buses, trucks, and trailers must be promptly unloaded and proceed to the caravan parking area within 15 minutes and they will proceed with a motorcade lead caravan of buses down to the dispersal area for parking. *No support vehicles will be allowed in the parade.*

PARADE MOVEMENT

- The Minneapolis Aquatennial Torchlight Parade route marshals will control the pace of the parade. Please cooperate with their experienced requests. Failure to do so can result in being removed from the parade and payment will be forfeited.

DISPERSAL AREA

- Continue moving throughout dispersal until a parade marshal shows you where to stop. Water and Hennepin County paramedics will be on hand if any of your members require any aid at the parade finish. Unit members should not walk or march back through the parade route after disbanding. *Your cooperation in this busy area will be appreciated.*
- There will be assigned parking places for all buses and trailers. All other vehicles will have to find their own parking places.
- You will receive your check at this point, with the success of the band following all the rules set up by the Minneapolis Aquatennial Parade Committee. If a matter arises and the committee feels you have not practiced all of the rules set up, the presentation of the check will be considered forfeited.



Minneapolis Aquatennial Torchlight Parade

2009 Band Application – Due May 29, 2009

Warm greetings from the Minneapolis Aquatennial, the Best Days of Summer!

This application is designed to present the Minneapolis Aquatennial Torchlight Parade Committee with important information about your organization. If your group is accepted, the information on this application will be used for street production and planning purposes.

Please include complete information that is typed or printed clearly so that we can properly represent your organization.

The Minneapolis Downtown Council and the Minneapolis Aquatennial Torchlight Parade Committee reserve the right to accept or reject any application for parade participation. If your group is accepted for parade participation, you will receive a confirmation letter no later than June 19, 2009.

Please include any additional materials with your application that you deem necessary, including photos, press packages, VHS tapes, or news clippings. Materials will not be returned unless advance arrangements are made.

Please complete and submit this application no later than May 29, 2009.

School/Organization Name: _____

Band Name – as it will appear in print:

Band Size – Please delineate now many persons in each category:

Total Band Size	Flags/ Rifles	Guard(s)	Brass	Woodwinds	Percussion	Other

Uniform Descriptions – please include color and style:

Drum Major/Majorette Names:

Marching Formation – number of rows and marchers per row:

Transportation – Number, size and type of vehicles used to transport band to parade site:

Participation – Have you participated in the Minneapolis Aquatennial in the past? If yes, which parade and in what years?

What other parades have you participated in over the last 3 years?

History – Please provide a brief history or noteworthy details about your organization, including awards and honors received:

City Population: _____

School Population: _____

Director's Name: _____

Assistant's Name(s): _____

Mailing Address:

City: _____ State: _____ Zip: _____

E-Mail: _____

Contact Name: _____

Contact Phone: _____

Fax: _____

Day of event phone: _____

If accepted, your group must provide a certificate of insurance naming the Minneapolis Downtown Council as additional insureds.

Your organization, if selected, agrees to participate in the 2009 Minneapolis Aquatennial Torchlight Parade, in Minneapolis, Minnesota, Wednesday, July 22, 2009. In consideration for being accepted as a participant, we irrevocably grant the Minneapolis Downtown Council the exclusive right to use in any media our name, likeness, photos or reproduction of our performance for any purpose including promotion, advertising or otherwise. With these rights, we hereby release the Minneapolis Downtown Council and its employees, sponsors, volunteers and its agents from any claim, liabilities and/or damages that may now or in the future arise by reason of such use. Further, we acknowledge that we are aware of the risks associated with participation in this Parade and, therefore, on our behalf and that of our heirs, do hereby release the Minneapolis Downtown Council and its employees, sponsors, volunteers and its agents for any and all claims, liabilities and/or damages on account of any personal injury or property damage which may occur from any cause before, during or after the 2009 Parade.

X _____

Title: _____ Date: _____



**Thank you for applying to the Minneapolis Aquatennial
Torchlight Parade!**

After you have completed the application, please submit it no later than May 29, 2009 to:

Minneapolis Aquatennial Torchlight Parade Committee
Minneapolis Downtown Council
81 South Ninth Street
Suite 260
Minneapolis, MN 55407

For more information visit our web site at
www.aquatennial.org

Questions? Email the committee at aquatennialtorchlight@gmail.com

RELEASE FORM

In consideration of my participation on any of the events produced by Marketing Minneapolis, LLC., I hereby freely agree to and make the following contractual representation and agreements. I fully realize the dangers of participation and assume the risks associated with participating in these events.

I hereby waive, release, and discharge for myself, my heirs, executors, administrators, legal representatives, assigns, and successors in interest (hereinafter collectively "successors") any and all rights and claims which I have or which may hereafter accrue to me against the sponsors of the parade, Marketing Minneapolis, LLC., the City of Minneapolis, Hennepin Country, State of Minnesota, the parade organizer and any promoting organization(s) including event sponsors, property owners, law enforcement agencies, all public entities, special districts, and properties (and their respective agents, officials and employees) through or by which the parade will be held for any and all damages which may be sustained by me or my property, directly or indirectly in connection with, or arising out of, my participating in or association with the event, or travel to or from the event.

I agree that it is my sole responsibility to be familiar with the event, and any special regulations for this event. I understand and agree that situations may arise during my participation, which may be beyond the immediate control of the parade's officials or organizers, and I must continually participate so as to neither endanger myself or others. I accept responsibility for the condition and adequacy of any equipment. I have no physical or mental condition, which to my knowledge would endanger others or myself if I participate in this event, or would interfere with my ability to participate in this event.

I agree, for myself and my successors, that the above representations are contractually binding, and are not mere recitals, and that should I or my successors assert my claim in contravention of this agreement, I or my successors shall be liable for the expenses (including legal fees) incurred by the other party or parties in defending, unless the other party or parties are finally adjudged liable on such a claim for willful and wanton negligence. This agreement may not be modified orally, and a waiver of any provision shall not be construed as a modification of any other provisions herein or as consent to any other provision herein or as consent to any subsequent waiver or modification.

PARENT OR GUARDIAN of a minor: I, as a parent or guardian of the below named minor, give my permission for my child or ward to participate in the float appearance, and further agree, individually and on behalf of my child or ward, to the terms of the above.

Participant Signature (Please print and sign name)

_____ // _____
Date Age

Parent/Guardian Signature - If Minor (Please print and sign name)

HENNEPIN COUNTY MEDICAL CENTER
AMBULATORY AND EMERGENCY SERVICES
701 PARK AVENUE SOUTH
MINNEAPOLIS, MN 55415

THIS FORM MUST ACCOMPANY THE PARTICIPANT DURING THE
MINNEAPOLIS AQUATENNIAL PARADE

PERMIT FOR EMERGENCY TREATMENT

Full Name: _____

Date of Birth: _____

Medication Allergies: _____

Other Allergies: _____

Past Medical History (surgical, hospitalization, serious or chronic illness):

Is the person on medication? (Continuous/Intermittent): _____

Last Tetanus Immunization - Date: _____

Primary Physician/ Health Plan: _____

City: _____ Phone: () _____

Insurance Company: _____ Policy #: _____

I hereby request and permit that the Emergency Room Physician and any other physician the Doctor may wish to designate and their hospital personnel to render to the above name patient any Medical and/or surgical treatment he/she may require in my absence. I understand that any expenses inquired (ambulance, ER, surgical, etc.) with this treatment are the responsibility of the undersigned.

_____ on _____
(Name of event) (date)

Signed: _____

Print Name: _____

Relationship to patient: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ DAY () _____ Evening