

City of Macclenny
&
Macclenny Fire Department's
Annual Lighted Christmas Parade

1st Saturday of December
DEADLINE FOR ENTRY 11/23/25
ENTRY FORM AND RULES

(Parade positions will be given via phone or email between Nov 28th - Dec 5th.)

To be completed by individual or organization requesting entry:

This form can be mailed to or dropped off at: Macclenny Fire Department, 139 E. Macclenny Avenue, Macclenny, FL 32063.

Name of individual or group: _____

Insurance Carrier and policy number: _____

Entry Classification (please check one)

___ Car, ___ Float, ___ Motorized Vehicle, ___ Walkers, ___ Horses or carriage, ___ Golf Carts/SxS, ___ Other.

Number of people in entry: _____ Adult, _____ Children under 18 years of age

Valid Driver's License Number and State of Issue (attach copy): _____

Vehicle Insurance company and policy number of the vehicle in the parade (attach copy): _____

Type and Tag number of vehicle being used: _____

Person-in-charge of parade entry:

Name: _____ Telephone number: _____

Email: _____

Your entry must have lights _____. Will your entry have music ____ yes, ____ no.

We request that all entries have lights!

I have received a copy of the Christmas Parade Participant requirements, guidelines, rules and regulation. I agree to comply with all policies, rules and regulations governing participation in the Lighted Christmas Parade. I further agree my organization / individual(s) shall hold harmless and indemnify the City of Macclenny, the Macclenny Fire Department, The County of Baker, The State of Florida, its agents, servants, event organizers and employees from any liabilities and damage of every kind and sort including but not limited to attorney fees and other costs of responding to or defending claims or litigation which may occur from the organizations / individuals participation in the City of Macclenny and Macclenny Fire Department's Annual Lighted Christmas Parade.

Date: _____

Name of Organization

Signature of authorized person

Sworn to and subscribed before me this _____ day of _____, year _____.

Failure to follow rules will be grounds for removal from this parade and all future parades!

NO LIVE SANTA WILL BE ALLOWED IN THE PARADE. Candy cannot be thrown from a float or walker but must be handed out by a walker only.

Parade entries who do not follow the requirements, rules and guidelines are subject to be removed from the Lighted Parade and / or not allowed to be a participant in other parades sponsored by the city.

1. All Parade entries shall maintain a distance of no closer than 25 feet to the entry in front of them and no more than 75 feet behind the entry in front of their entry.
2. NO STOPPING WILL BE ALLOWED IN THE PARADE FROM ANY ENTRY UNLESS THE PARADE IS STOPPED AS A UNIT. NO ENTRY SHALL BE ALLOWED TO STOP TO ALLOW PHOTOS TO BE TAKEN OR TO DANCE AND/OR PLAY MUSIC. ALL ENTRIES MUST KEEP THE SAME PACE AND REQUIRED DISTANCE TO THE ENTRY IN FRONT OF THEM.
3. All drivers of registered vehicles in parade shall follow all State (Tag, Registration, DL, Insurance, & Traffic) Laws at the time application is turned in.
4. Drivers of vehicles that require a State tag and driver's license SHALL BE AT LEAST 18 YEARS OF AGE.
5. NO MOTORIZED VEHICLE OF ANY KIND SHALL BE ALLOWED TO BE DRIVEN WITHIN 2 FEET OF THE PARKING LANE AS STRIPPED ON THE ROADWAYS! ALL VEHICLES SHALL REMAIN IN THE TRAFFIC LANES OF THE ROADWAY.
6. NO CAT WALKING OR OTHER STUNT DRIVING SHALL BE ALLOWED FOR VEHICLES THAT ARE REQUIRED BY STATE LAW TO HAVE A STATE TAG AND DRIVERS LICENSE TO OPERATE.
7. Animals and/or horses shall be ridden or controlled by a person at least 15 years of age. If rider is younger than 15 years of age an adult shall walk beside the animal or horse to ensure its control should an emergency arise.
8. All animals and /or horses SHALL BE IN FULL COMPLIANCE WITH STATE OF FLORIDA REQUIREMENTS FROM THE STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DEPARTMENT and be able to provide certification and other forms on their animal and/or horse upon demand. **(DIAPERING OF HORSES IS STRONGLY RECOMMENDED)**

9. **Cars** that are convertibles will only be allowed for riders that are not seated in a seat. Cars with sunroofs or T-tops are strictly prohibited. Children less than 12 years of age who ride in a convertible must remain securely seated in the back seat, unless an adult rides with the children on the back of the car. A car must be operated by an adult who must complete the information on the entry form.
10. **Floats** must be safely constructed; children under the age of 12 are not allowed to ride on floats unless accompanied by an adult. If children 12 and older is riding on the float, then a minimum of two (2) adults must walk beside the float at all times (one on each side). **No one shall be allowed to ride on a float with their arms or legs hanging over the side of it.** Floats should be lighted with Christmas lights and Christmas music.
11. **Trailers** will only be allowed for float construction. Trailers are required to have solid floors and functional taillights. Trailers shall have sides high enough that children cannot fall over sides. Trailers must be securely attached to the towing vehicle.
12. **Pickup trucks** no one will be allowed inside the back of a pickup truck, unless seated on the bed bottom or in a safe chair. At no time shall anyone be seated on the sides or tailgate of a pickup or have arms or legs hanging over the side.
13. **All other motorized vehicles** (3-wheelers, 4-wheelers, golf carts, motorcycles, mopeds, lawn mowers, dune buggies, jeeps, miniature cars, etc;) will be operated by an adult only.
14. **Non-motorized vehicles** (bikes, unicycles, wagons, horse drawn wagon, etc;) shall be operated by anyone 12yrs of age & up.
15. **Walkers** must be in band formation (established rows and columns). A minimum of (1) adult per ten (10) children must company the unit during the entire parade route. Walkers are required to provide some form of Christmas lighting and music.
16. **CANCELLATION DUE TO WEATHER OR OTHER FACTORS WILL RESULT IN THE EVENT BEING HELD ON A DATE TO BE DETERMINED**

“The True Spirit of Christmas”

**For additional questions, please call 904-259-3331
(Please fully read all instructions before calling!)**