

DERRICK FORD FREEMAN, MAYOR
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CITY SECRETARY

VAL TIZENO
CITY ATTORNEY

September 19, 2016

Dear Community Supporter,

It is with much enthusiasm that we request your participation in the City of Port Arthur's Annual Cultural Lighted Holiday Parade! From holiday lights to yuletide carols filling the air, it is sure to be a wonderful occasion. Other than the magic of the holidays, there will be no specific theme, so you are limited only by your imagination! The parade will be **Saturday, December 10, 2016**. The line-up will begin at 4:30 p.m. and the parade will start at 6:00 p.m.

The parade route is down Procter Street to Houston Avenue. All vehicles will enter the Performing Arts parking lot at Lamar State College-Port Arthur from Lakeshore Drive. Included with this mailing is the City of Port Arthur's ordinance concerning parade regulations and the parade entry form.

The Parade Committee reserves the right to pull any entry from the line up for the violation of any of the above rules. Please sign the enclosed entry form to certify that you understand these rules and information. Please return the parade entry form via mail to the City of Port Arthur Mayor's Office, at 444 Fourth Street, or email christe.smith@portarthurtx.gov by **November 17, 2016**. We look forward to celebrating with you on **December 10, 2016**, and continuing a wonderful holiday tradition. If you have any questions, please contact Christe Whitley at 409-983-8105.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Freeman", written in a cursive style.

Derrick Ford Freeman

Mayor, City of Port Arthur, Texas

CITY OF PORT ARTHUR PARADE REGULATIONS (Parade Floats)

DEFINITION:

Float-A special event conveyance not subject to normal travel and licensing on public streets, including a towing vehicle.

ON ALL FLOATS THERE SHALL BE:

Fire Extinguisher: A 5lb. ABC type fire extinguisher shall be located within reach of the driver. The driver shall have a working knowledge of the use of that fire extinguisher.

2ND FIRE EXTINGUISHER:

In the event decorations or any objects prevent the driver from quickly exiting the float, a second extinguisher equal to the first shall be placed on the float as required by the Fire Official.

HEAT PRODUCTION:

All heat producing devices (flames, generators, smoke machines, flares, etc.) shall be approved by the Fire Official.

LADDERS:

Each float or platform shall have sufficient numbers of ladders, 22" minimum width, to allow riders and emergency workers quick access and egress of said equipment.

SAFETY CHAINS:

There shall be at least one safety chain with tensile strength on all trailer hitches to prevent loss of control of the float in the event the hitch becomes disconnected from the towing vehicle.

SAFETY RAILS:

All locations on floats and vehicles that provide a standing site for participants shall have a rail with a minimum diameter of 1 ¼" with the top bar not less than 32" above the standing platform. The rail shall be secured in a manner to support a weight of 250 lbs. Exception: Floats providing riding pits, a minimum of 32" deep need not have rails.

SAFETY HARNESS:

Any float not having proper rails or pits shall have attachments for safety belts at each standing location.

GROUND CREW:

All floats shall have a safety crew on the ground walking every 10' along the side of the float.

HORSES:

All horses must have a poop bag.

DECORATIONS:

Decorations shall have certificates stating a flame spread rating of 0-25 and a smoke rating of not more than 450, provided to the Fire Inspector at the time of float/vehicle inspection.

If you have any questions concerning these Parade Regulations, please contact the Port Arthur Fire Department Fire Marshall at 983-8732.

**Annual Cultural Lighted Holiday Parade
City of Port Arthur**

6:00 PM

Saturday, December 10, 2016

**PARADE ENTRY FORM
(Please type or print)**

Name of Organization _____

Responsible Person _____ Phone _____

Address _____ City, State, Zip _____

Type of Entry (Circle One)

Marching Band

Float

Marching Unit

Decorated Car

Decorated Truck

Other

Number of Participants _____ (Approximate)

Description of entry: _____

_____ I have read the attached letter and ordinances. I do understand the rules as set forth by the City of Port Arthur, the Port Arthur Police Department, Port Arthur Fire Department and the Parade Committee. By signing this entry form, I certify that I am the responsible person for the above stated parade entry and that I will abide by the rules as outlined.

Signature of Responsible Person

Print Name

Date

Please return this form to:

Mayor's Office OR
City of Port Arthur
444 Fourth Street
Port Arthur, Texas 77640

Mayor's Office
City of Port Arthur
P.O. Box 1089
Port Arthur, Texas 77641

ENTRY DEADLINE: November 17, 2016