

2025 Terms & Conditions of Parade Entry

Everyone must submit a Parade EOI Application to be considered for the Easter Torchlight Procession & Gala Parade.

No entries will be accepted after the application closes.

If your application is successful, you will be asked to complete an additional online Parade Float Registration form and a Vehicle & Passenger Safety Checklist.

Entry into the Torchlight Procession and/or Gala Parade is not automatic or guaranteed.

The Bendigo Easter Festival reserves the right to select the parade entries according to the cultural and artistic values of your parade proposal.

1. ELIGIBILITY

- Everyone must submit a Parade EOI Application to be considered for the Easter Torchlight Procession & Gala Parade. No entries will be accepted after the application closes.
- You must be an incorporated group, a school or community group, or a not-for-profit organization (with own public liability insurance to the value of five million dollars or more and a current full comprehensive car insurance for the vehicle you will be using).
- If you are a business/commercial group, you will be required to work with a community group of your choice to be eligible to enter.
- All Bendigo Easter Festival sponsors are welcome to submit a parade entry.

2. WHAT IS NOT ELIGIBLE

- No entries will be accepted after the Parade EOI Application closes.
- For safety reason - No Entries with horses or livestock
- For safety reason - No Carrying of real knives & swords (with sharp edges that can cut, slice or stab), real weapons and guns.
- For safety reason - No throwing gifts into the crowd (eg. Lollies or toys etc)
- No Political entries (eg. Politicians walking for Labour or Liberal party etc)
- No Blatant advertising (eg. a Coca Cola van)
- No Collecting donations along the parade route.
- No handing out marketing materials (eg. Flyers/ coupons) along the parade route.
- No Solo/ one person entry with no insurance (unless a performer contracted by the Bendigo Easter Festival)

3. DRAGON CITY MARSHALS & PARADE PERSONNEL

- Parade staff will be present onsite to assist your entry at parade assembly & dispersal. While on the parade route, please follow instructions of uniformed Dragon City Marshals. If you have any emergency along the parade route please inform a Marshal immediately.

4. WORKING WITH CHILDREN

- If you have children in your parade entry, you will be required to have a Working with Children check. The person with the Working with Children check must be a parade participant.

You may obtain an application here

<https://www.workingwithchildren.vic.gov.au/>

5. CHILDREN & ELDERLY

- The length of the parade route is approximately 1.5km. Parades begin from the Queen Elizabeth Oval, travelling along View street, Pall Mall, McCrae streets, Chapel street and ending in Bridge street. Due to the distance of the parade route, children under 12 years old and the elderly are advised against walking the parade route. You may want to transport them in a vehicle instead.
- People cannot get off and on your float while travelling along the parade route.
- Children must be accompanied by an adult at all times (ratio of 2 children to 1 adult).
- Please wear appropriate shoes for walking.

6. SAFETY MEASURES

- All road rules apply while driving along the parade route.
- No using mobile phones while driving on the road.
- Seat belts must be worn at all times in vehicles.
- Children cannot sit on adult's lap while travelling on the road.
- Helmets must be worn at all times, when riding on roller skates, rollerblades, skateboards, scooters, motorcycles, bicycles, and three wheeler motorbikes.
- Additional fixtures on your entry such as decorative panels, flags, furniture, lighting or generators must be safe and properly secured.
- Entrants are responsible for installing safety barriers on floats to protect people from falling off during the parades. Accepted options include hay bales/temporary fencing etc.
- Parade officials/ Safety Wardens will be on site to inspect all safety measures in the parade assembly area and reserve the right to remove a float from the parade if proper safety measures are not met.

7. VEHICLES

- NO semi-trailers.
- Each vehicle must be within the maximum dimensions – Length **(12.50m)** Width **(2.5m)** and Height **(4.3m)**
- Rigid tray truck only (NO articulated vehicles)
- Under no circumstances should any trucks be towing a trailer.
- All vehicles must have insurance.
- All vehicles must be registered and roadworthy.
If your vehicle is unregistered, you must obtain an unregistered vehicle permit from VicRoads and clearly display it on the vehicle for the duration of the event. The Permit must be accompanied with evidence of both full comprehensive insurance and Compulsory Third Party Insurance.
- We encourage all vehicles to be decorated as part of a celebration of your entry.
- Private vehicles (Not part of your business/organization working fleet) will be required to submit your vehicle for a safety check by our nominated supplier (Poyser Motors), before taking part in the Easter parades.

8. RECOMMENDED NUMBER OF VEHICLES PER ENTRY

- 3 vehicles per entry
 - 12 motor bikes
 - 12 three wheelers
 - 20 bicycles
- If you would like to involve additional vehicles or an alternate combination of vehicles, please consult with the Parade Manager prior to completing your application.

9. DRIVERS

- Each vehicle must designate a primary and secondary driver. Both drivers must travel in the same vehicle at all times, during the parade.
- Person must be a licensed driver.
- Drivers must carry their Drivers License at all times.
- Only drivers who register in the Parade Float Registration are permitted to drive the vehicle during the parade.
- All drivers must attend the Final Parade Briefing, prior to the parade. If you or a member of your group is unable to attend this meeting, please contact the Bendigo Easter Festival Parade Manager prior to the briefing. Your application may be void if there is no representative from your group at the parade briefing.
- If there is a change to the nominated driver please inform the Bendigo Easter Festival Parade Manager immediately.
- All drivers are to have **ZERO** alcohol/ drug reading, and obey all traffic rules while on the parade route.
(No consumption of alcohol at least 12 hours prior)
- Please note - Police and/ or Safety warden/Parade Staff may conduct a drivers and vehicles safety check at the Parade assembly, prior to the start of each parade.

10. FIRE BRIGADES/ AMBULANCE/ SES/ POLICE/ & ARMY VEHICLES

- Cannot be assigned operational response vehicle while participating in the Eater Parades, this including parade assembly & dispersal.

11. PARADES - CONTENT

- The Torchlight Procession and Gala Parade are community parades. This is an opportunity for community groups to showcase and express themselves.
- While the City of Greater Bendigo encourages and supports individual expression of its diverse community, please be mindful that the Torchlight Procession and Gala Parade are family events, and we urge you to dress and behave responsibly for the enjoyment of all people.
- The Parades are not a platform for any groups to sell, or opportunity to convert or recruit new members. If you are unsure of the content and representation of your entry please consult with the Parade Manager prior to completing this form.

12. PARADES – ANIMALS

- For safety reason - No horses & livestock are permitted in the parades.
- Only registered dogs are permitted in the parades. However, all dogs must be on a leash at all times. The owner of the dog must be responsible for picking up after their own dog's waste & muzzling their dog if they normally wear one.
- One dog per person at all times.

13. PARADES – BANNERS & SIGNAGE

- Signage help identify your group on the parade route.
- All parade entrants are responsible for providing their own signage. Your signage must be at least – 60cm x 60cm (2ft x 2ft) or longer. Signage can be hand painted, stenciled or professionally printed.
- It can be a very hot and /or windy day. Please consider adults instead of children carrying banners. Make sure you have arranged relief banner carriers to share the load. It can take up to approximately 2 hours to walk the parade route.

14. PARADES – HATS, SUNSCREEN & WATER

- Parade entrants are responsible for their own hats, sunscreen and drinking water during parade assembly and while travelling on the parade route.

15. PARADES – START OF PARADE

- The Parade Assembly area is situated in upper View street & Queen Elizabeth Oval (QEO) car park.
- Your entry will be positioned in an angle while travelling down View Street. All drivers are urged to ensure the safety of all passengers and participants performing on board. Please ensure that your decorations are well secured

and in good working order. Please note that during the parade assembly area, your entry will be inspected by the Safety Warden/ Parade staff.

16. PARADES – BREAK OWN OR EMERGENCIES

- At all times, parade entrants are to notify the Dragon City Marshals and/or onsite staff of any problems with vehicles or people in the parade. The Dragon City Marshals and/or onsite staff will assess the situation and take appropriate action to resolve the problem, while minimizing impact to the flow of the entire parades.

17. PARADES – DISPERSAL

- The Parade Dispersal area is situated in Tom Flood Sports Centre car park.
- Parade entries are only allowed to disperse in designated areas, guided by the Dragon City Marshals and Parade staff. Dispersing while on the parade route is NOT allowed unless in an emergency.
- If you are not required to stop at the dispersal area to drop your passengers off, please notify our marshals and staff, you will be directed to continue on exiting the parade route via Bridge Street.
- Please note that in the case of an emergency response, all dispersal traffic at the intersection of Bridge and Water Street will be directed to temporarily stop, to allow Emergency vehicles to pass.
- Failure to follow the above instructions will result in the withdrawal of payment (for paid performers) and compromise future participation.

18. PARADES – ELECTRICAL EQUIPMENT

- Any electrical equipment featured in parade, must be tested and tagged by a suitably qualified technician prior to the parade.

19. PARADES – MUSIC & NOISE

- We encourage all non-instrumental entries to provide their own portable music, to help create atmosphere along the parade route. All entries will be monitored at the parade assembly as to the appropriate level of sound of each float. Parade staff are authorized to request the volume of your music to be turned down to an acceptable level.
- No public speeches, no preaching and no recruitment allowed along the parade route.
- Please note that while every care is taken in assembling the order of entries in the parade, it is not unusual for entries with noise to travel side by side.

20. PARADES – PARTICIPANTS

- Each entry can have a maximum number of 30 people
- If you intend to have more than 30 people in your entry you must gain approval from the Bendigo Easter Festival Parade Manager prior to the parade.

- All participants must be costumed for a family audience. Nudity is not permitted during the parade

21. PARADES – EXTREME WEATHER

- The Bendigo Easter Festival monitors the weather leading up to the days of the festival.
- In the event of extreme weather –
All parade entrants should refer to their own parade assessment of the risks to determine whether to continue or withdraw from the parade.
- The parade manager will undertake an event/ weather risk assessment on the day prior to determine whether the parade should continue. If a decision is made to cancel the parade, the festival will advise the general public & parade participants via the festival website and media platforms.
- Extreme weather can be defined as including, but not limited to, continuous and ongoing high winds, heat, thunder/lightning storms, torrential rain.

22. PHOTOGRAPHY

- Please be informed that you and your group may be photographed during the Torchlight Procession or Gala Parade. Any photographs taken during the parades may be used in future Bendigo Easter Festival promotional and marketing materials, including social media platforms.