

# WinterFest Scherr Legate Lights Parade 2025 Application

Saturday, November 22, 2025 – Parade Starts at 5:30 P.M.



Office Only:

Entry#:

Each year, more than 68,000 spectators gather in downtown El Paso for the annual WinterFest Scherr Legate Lights Parade—the city's largest single event. It remains the only light parade in the city, making it a one-of-a-kind experience for the entire community. Held in conjunction with the Tree Lighting Ceremony, this highly anticipated celebration lights up the heart of El Paso with dazzling displays, live entertainment by local performers, and a vibrant holiday market featuring local vendors. This year's event will take place on Saturday, November 22, 2025, with the parade beginning at 5:30 p.m.

## Parade Registration Information

Please complete the parade application and email it to Grace Faulkner at [FaulknerGR@elpasotexas.gov](mailto:FaulknerGR@elpasotexas.gov). Once your application has been reviewed and approved, a representative will reach out with the next steps. Additional details about the process will be provided via email. Before submitting, please double-check that all required information is accurately filled out. Note that all payments must be made in person to finalize your registration and secure your spot in the parade.

## Parade Entry Limitations- 70 Parade Entries

1. Car clubs will have a limit of 10 entries, with a max of 4 vehicles per club.
2. Walking groups are limited to 10 entries with a max of 50 walkers per entry.
3. Walking groups accompanying a float are limited to 50 entries with a max of 25 walkers per entry.
4. All Entries must have **EXCESSIVE LIGHTS**

**Dimension of Parade Entry should not exceed the following measurements:**

- **Length: 35 Ft.**
- **Width: 20 Ft.**
- **Height: 14 Ft.**

In the Parade Registration Packet, you will be receiving the following documents:

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> <i>Parade Entry Form</i>   | <input type="checkbox"/> <i>Certification Form</i>        | <input type="checkbox"/> <i>Rules &amp; Regulations</i> | <input type="checkbox"/> <i>Fire Department Float Inspection Form</i>              |
| <input type="checkbox"/> <i>Liability Form</i><br>(Everyone participating must fill one out.) | <input type="checkbox"/> <i>Float Safety Requirements</i> | <input type="checkbox"/> <i>Media Sheet</i>             | <input type="checkbox"/> <i>Parks &amp; Recreation Parade Float/Walk Checklist</i> |

Print Name:

Signature:

Date Signed

## Parade Entry Form

Applicant's Full Name:

Business/Organization:

Title of Entry:

Email:

Address (Street/Apt. Number):

City:

State:

Zip Code:

Daytime Telephone Number:

Cell Phone Number:

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### Please check all that apply.

☐ Motorized vehicle/Use of flatbed  
trailer/Float

1-2 vehicles per entry \$50  
1 vehicle + flatbed = 2 vehicles  
With a max of 25 walkers per entry

☐ Walking/marching group only  
1-50 \$50 per entry - 10 entries

☐ Motorcycles 4 = 1 vehicle \$50

☐ 4 vehicles per entry  
\$75 per entry - 10 entries

**Dimensions of Parade Entry:**

Length: (Max 35 ft)

Width: (Max 20 ft)

Height: (Max 14 ft)

Example: If you are entering a tractor with a trailer & truck. What is the total length of the entries combined from nose to tail?

By signing below, I confirm that I have read and agree to comply with all rules and regulations outlined for the WinterFest Scherr Legate Lights Parade, including those specified in this document and any attached materials. I understand it is my responsibility to operate my entry in accordance with all event and municipal guidelines. I also agree to inform all individuals involved with my entry—including co-workers, parents, participants, and guests—of these rules and ensure their full compliance throughout the event. Additionally, drivers towing floats must provide a valid copy of their Driver's License and proof of insurance. Please make sure to review all Rules and Regulations carefully.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date Signed

## Liability Form

Participant's Full Name:

Age:

Address:

Parent/Guardian – Father's Name:

Home Phone Number:

Work Phone Number:

Parent/Guardian – Mother's Name:

Home Phone Number:

Work Phone Number:

Emergency Contact:

Home Phone Number:

Work Phone Number:

For and in consideration of the privilege of participating in the 2025 Winterfest Scherr Legate Lights Parade organized by the City of El Paso Parks and Recreation Department, the undersigned (participant or legal guardian) \_\_\_\_\_, his, her, or its predecessors, successors, assigns, heirs, executors, administrators, legal representatives, or anyone claiming an interest through Participant, does hereby agree to indemnify, waive all claims, release, defend and hold harmless the City of El Paso, its officers, agents, and employees from and against any and all liability claims, suits, losses, damages or causes of action, including all expenses of litigation and settlement for death, injury to or debt of any person, or for loss of, damage to, or loss of uses of any property arising out of, connected with, or related to Participant's participation in the above-described activity. Such indemnity shall apply whether the claims, suits, losses, damages, causes of action, or liability arise in whole or in part from the negligence, or allegations of negligence, of the City of El Paso, or any of its officers, agents, or employees. It is the express intention of the parties hereto, both the City of El Paso and Participant, that the indemnity provided for in this waiver is indemnity by PARTICIPANT to indemnify and protect the City of El Paso from the consequences of the City of El Paso's own negligence, whether that negligence, or allegation of negligence, is the sole or concurring cause of the injury, death, or damage. Also, it is understood by PARTICIPANT that such indemnity is indemnity by PARTICIPANT to indemnify and protect the City of El Paso from liability, claims, suits, losses, damages, or causes of action due to the negligence, error or omission of PARTICIPANT, or the negligence, error or omission of any other person or persons.

The undersigned PARTICIPANT executes this waiver knowingly, intentionally, and voluntarily, understanding that the terms herein are contractual and not a mere recital, and with full knowledge of its significance.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

I hereby consent and authorize the City of El Paso Parks and Recreation Department to reproduce photographs or videos of the 2025 Participants in the Winterfest Scherr Legate Lights Parade for advertising and publicity purposes of every description.

\_\_\_\_\_  
Participant Name

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Parent/Legal Guardian Name

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date Signed

**Each participant, walker, or float rider must submit the required form by the deadline of September 12, 2025. Failure to do so will result in disqualification from participating in the WinterFest Scherr Legate Lights Parade.**

## Certification Form

(To be filled out and signed by the float/marching group leader only) 1 copy only

The Undersigned, being responsible for the **(NAME OF ORGANIZATION, SCHOOL, BUSINESS)** \_\_\_\_\_ float/marching group, hereby certifies that he/she has attached a properly filed and signed Winterfest Scherr Legate Lights Parade Liability Release Form for each member of the float/marching group who will be participating in the 2025 Parade on Saturday, November 22, 2025. The Undersigned also certifies that he/she understands that no one will be allowed to participate in the Parade without a Liability/Release Form to participate as a member of his/her float/marching group.

Float/Marching Group

Organization Name: \_\_\_\_\_

Name of Leader: \_\_\_\_\_

Signature of Leader: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Acknowledgment Signature Sheet

I, \_\_\_\_\_ representing the \_\_\_\_\_ (organization or business) ("Entrant") have completely read, and have a full understanding of the Rules & Regulations, and the Safety Requirements for the 2025 Winterfest Scherr Legate Lights Parade. I agree that it will be my responsibility to inform all members of the entrants as to the rules, regulations, and safety requirements. I also understand and agree that if the entrant or any member thereof fails to abide by the rules, regulations, and safety requirements, that the entrant can be prevented from participating or expelled from the parade.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

## Float Safety Requirements

- |                                |  |
|--------------------------------|--|
| <b>1. CHASSIS</b>              | Flexible enough to withstand normal driving, but rigid enough not to oscillate under normal driving conditions.  |
| <b>2. BRAKE SYSTEM</b>         | Must be hydraulic and have an emergency brake system, and each must be in good working condition.  |
| <b>3. WHEELS &amp; TIRES</b>   | Must be in good working condition and able to perform normal steering functions with no more than one-half round play.   |
| <b>4. ENGINE</b>               | Must be properly installed and in good working condition.  |
| <b>5. COOLING SYSTEM</b>       | Must be sufficient to cool the engine and ensure proper air flow to the radiator.  |
| <b>6. EXHAUST SYSTEM</b>       | Must meet automotive standards, free of cracks. Should extend 12" beyond the exterior of float. Must be insulated with pipe lagging and must not make contact with the float. Flexible exhaust pipe tubing must extend 12" to the side or rear of the float beyond the apron.  |
| <b>7. MUFFLER</b>              | Clear of running gear; if near combustible objects, it must be shielded.   |
| <b>8. FUEL SYSTEM</b>          | Gas tanks must be D.O.T. approved for vehicle use. The tank should be securely mounted to frame and accessible, mounted away from driver position. The tank be free of decorations.  |
| <b>9. FIRE WALLS</b>           | Must be left intact or reasonable metal substitute must be provided.   |
| <b>10. ELECTRICAL SYSTEM</b>   | Approved wiring for automotive use. Installation must minimize mechanical damage and must be properly fused. Circuits above 30 volts must be ungrounded.   |
| <b>11. STEERING</b>            | Must be in good working condition and able to perform normal steering functions with no more than one-half round play.   |
| <b>12. TOWING</b>              | Floats must be equipped with some type of proper towing device on the front and rear of float.   |
| <b>13. FIRE EXTINGUISHER</b>   | Dry chemical-all-purpose 2a-10bc extinguisher is required. Extinguisher should be tested and certified and be easily accessible to the driver. No smoking will be permitted on or near floats, including the assembly area.  |
| <b>14. DRIVER SPACE</b>        | Interior should adequately permit emergency escape. Two exits for both driver and inspector should be available.   |
| <b>15. VENTILATION</b>         | Must provide adequate ventilation for possible exhaust leaks.  |
| <b>16. DRIVER VISIBILITY</b>   | Adequate visibility should be provided. Devices such as mirrors will not be allowed. Riders should not block driver visibility.  |
| <b>17. RIDER PROTECTION</b>    | Each float rider will be provided with means to support and protect themselves against falling. (examples: seat belts, back support, armrests or hand holds) Riders should only be used when they serve a useful function and must be costumed appropriately to fit the float title, and safely fit the float title and safely for visibility, and secure footing or seating. Under no circumstances should materials or objects of any kind be thrown or otherwise distributed from riders on the float during the parade route. Intoxicants will not be allowed on the floats. |
| <b>18. PORTABLE GENERATORS</b> | Generators are allowed but must be securely mounted on the vehicle and allow a 12" minimum spacing between generators and combustibles. Generators must be equipped with exhaust lines firmly attached and installed so as to terminate into a common exhaust line serving the vehicle or piped directly to exterior of float as required for the vehicle exhaust system. (Recommend use of GFCI Outlet).  |
| <b>19. HYDRAULIC SYSTEMS</b>   | Are allowed. Must have mechanical locks and override.  |
| <b>20. DECORATIONS</b>         | Decorative materials must be fire retardant.   |

**CHANGES ARE NOT ACCEPTED FROM THE ABOVE SAFETY REQUIREMENTS.**

## Rules and Regulations

Please read carefully. All participants must initial each item to acknowledge understanding and compliance.

### 1. Registration Limit & Requirements

Parade participation is limited to the first 70 paid entries. Registrations are processed on a first-paid basis. All required forms, including a signed liability waiver, must be completed and submitted together. Incomplete applications will not be accepted.

(Initial \_\_)

### 2. Float Size Limitations

Floats and vehicles must not exceed 14 feet in height, 35 feet in length, and 20 feet in width to safely navigate streets and traffic lights. Accurate measurements of both the float and any walking group must be included. (Initial \_\_)

### 3. Driver Requirements

All float drivers must present a valid driver's license and current proof of insurance. Copies will be collected during the mandatory meeting. (Initial \_\_)

### 4. Lighting Requirements

All entries must be heavily illuminated. For example, vehicles should have at least 25 light strands or equivalent coverage. Rope lights, spotlights, and battery-powered accessories are encouraged. Walking participants must have individual lighting from the waist up. Inspections will occur before the parade. Entries not meeting lighting standards may be disqualified without refund.

(Initial \_\_)

### 5. Headlight Policy

Headlights must be turned off or fully covered during the parade. (Initial \_\_)

### 6. Movement During Parade

All walking and marching groups must maintain forward motion. No stopping or performances (skits, maneuvers, etc.) are allowed. Parade escorts will manage pacing to avoid gaps. (Initial \_\_)

### 7. Safety Prohibitions

For safety reasons, throwing items (e.g., candy, flyers, balloons, toys) is strictly prohibited. No fire, pyrotechnics, or firearm use is allowed. Blank ammunition must be approved in advance by the coordinator. (Initial \_\_)

### 8. Music Guidelines

Only family-friendly, holiday-themed music may be played. Music must be approved by parade inspectors. (Initial \_\_)

### 9. Riding Restrictions

No one may ride on the hood or sidesteps of vehicles. Violators will be removed from the parade. (Initial \_\_)

### 10. Parade Route Information

A route map will be provided to all participants. It is the entry coordinator's responsibility to share all details with their group. (Initial \_\_)

### 11. Participant Drop-Off & Pick-Up

Plan a designated meeting location for group drop-off and pick-up outside the lineup area. Parents must pick up children from these pre-arranged spots. Children must be supervised at all times. Parents with strollers or additional siblings are not allowed unless they are part of the entry and fully illuminated. (Initial \_\_)

### 12. Parade Number Assignment

Parade numbers will be assigned during the mandatory meeting and must be displayed on the upper right of each vehicle, float, or banner. Your entry's name must be visible from the front for public and media visibility. No entry will be allowed in the lineup without a number. (Initial \_\_)

### 13. Santa Claus Policy

The City of El Paso Parks and Recreation provides the official parade Santa. No other Santa figures are allowed. Entry coordinators are responsible for communicating and enforcing all rules within their group. (Initial \_\_)

### 14. Parade Staff Support

Staff in safety vests will be stationed throughout the route to assist participants and enforce rules. (Initial \_\_)

### 15. Fire Safety Requirements

A certified, easily accessible fire extinguisher is required for each float. Decorations must be fire-resistant. Smoking near floats is prohibited. All entries will be inspected by the parade official and fire marshal. (Initial \_\_)

### 16. Generator Safety

Generators must be secured in the vehicle or trailer, with at least 12 inches of clearance from any combustible materials. Ensure sufficient fuel for 3-4 hours of operation. (Initial \_\_)

### 17. Staging Area Vehicle Policy

Only authorized parade vehicles are allowed in the staging area. Please arrange off-site parking for personal vehicles. (Initial \_\_)

### 18. New Streetcar Safety Protocol

Due to the downtown streetcar system, all entries must adhere to a strict 14-foot height limit. All participants must disembark 50 feet before crossing the tracks and may only reboard 50 feet beyond the rails under staff supervision. This safety measure will be reviewed in detail at the mandatory training. No exceptions. (Initial \_\_)

### 19. No Show Penalty

If an expected participant fails to appear for Parade participation, they will be forbidden from participation at future WinterFest Parades for the subsequent two years. (Initial \_\_)

Person Completing Application

Signature

Date Signed

## Information Sheet for Media

Entry/Group Name:

Title of Entry:

Category: (Check One)

☐

Motorized

☐

Non-Motorized

☐

Walking

☐

Motorcycle

Entry design/sponsored by:

How many years in parade? Phone Number:

Note: Provide information for media advertisement/promotion:

Special stories about your entry? (optional)

Recognized/ Merits you wish the media to announce: (optional)

**NOTE: All information will be released to local news media.**

## El Paso Fire Department Parade Float Safety Checklist

(To be completed day of Parade by the El Paso Fire Department)

Float Builder's Name:

Date:

Address (Street/Apt. Number):

City:

State:

Zip Code:

Responsible Party Name:

Phone Number:

Parade Float Safety Checklist	N/A	1st Visit		2nd Visit	
		YES	NO	YES	NO
<b>Fire Extinguisher(s):</b> Tag Date:     /     /     Present / Accessible / Mounted / Charged / Type / Quantity					
<b>Driver Space:</b> Emergency egress present, exit accessible, and egress unobstructed.					
<b>Driver Visibility:</b> Clear / Unobstructed / 180 degrees field of view (minimum)					
<b>Rider Ventilation:</b> NO exposure to any possible exhaust leaks and/or products of combustion.					
<b>Rider Protection:</b> Stabilized support, hand holds, protection from sudden stops, free of fall/trip hazards.					
<b>Horn or Sounding Device:</b> Present / Audible / Functional					
<b>Chassis:</b> Intact - Expected to withstand normal driving conditions.					
<b>Tow Mechanism:</b> Primary (tow bar) and Secondary (chain) connections appropriate for anticipated load(s).					
<b>Steering:</b> Full range / Unobstructed					
<b>Brake System:</b> Intact - Appears to be in good working condition without visible leaks or mechanical damage.					
<b>Wheels and Tires:</b> Good working condition, adequate tread, and no visible damage.					
<b>Engine Cooling System:</b> Free of potential obstructions.					
<b>Fuel Tank/Fuel Storage:</b> Approved location(s) - NO extra fuel carried on float in secondary containers.					
<b>Hydraulic Systems:</b> Safety override and mechanical locks must be present.					
<b>Muffler System/Exhaust:</b> Extends at least 12" beyond exterior of float, directed away from all passenger areas.					
<b>Portable Electrical Generators:</b> Securely mounted, NOT located in driver/passenger compartment areas.					
<b>Decorations:</b> Assembled with flame retardant materials and/or treated to be effectively flame retardant.					
<b>Float Activities:</b> NO smoking, candles, open flame devices, or fireworks allowed on floats or tow vehicles.					
<b>Other Safety Concerns (Specify):</b>					
<b>Remarks:</b>					

Float Builder Name (Print)

Inspector Name (Print)

Unit

Signature

Inspector Signature



## Parks and Recreation Department Parade Float Checklist

(To be completed day of Parade by the Parks and Recreation Department)

Person Responsible for Group:

Phone Number:

Date:

Parade Float Safety Requirements Checklist	YES	NO	NOTES
<b>Fire Extinguisher:</b> Expiration Date:     /     /			
<b>Muffler:</b> Clear Ventilation			
<b>Driver's Space:</b> Available for emergency exit and communication with staff.			
<b>Visibility:</b> Available for maneuvering.			
<b>Generators:</b> Ventilation available and free of hazards.			
<b>Decorations:</b> Free from hazards.			
<b>Seating:</b> Seats available in trailer or bed of truck.			
<b>Gas Tanks:</b> Free from hazards, certified gas container.			
<b>Tires:</b> Clear from obstacles.			
<b>Tailor Hitch:</b> Free from hazards / secure.			
<b>Headlights:</b> Are covered or turned off.			
<b>Liability Forms:</b> All participants have on file with check-in.			
<b>Driver's License:</b> Have on file with check-in.			
<b>Liability Insurance:</b> All vehicles have insurance on file with check-in.			
<b>Adult Supervision:</b> How many adults walking with group.			
<b>Total # of Group:</b> How many individuals in entry.			
<b>Music:</b> Type, able to hear staff commands.			
<b>Entry#:</b> Displayed on passenger side of vehicle visibly.			
<b>The fire extinguisher is required for vehicles carrying a generator.</b>			

Walking Units Safety Requirements Checklist	YES	NO	NOTES
<b>Decorations:</b> Free from hazards.			
<b>Walking Unit Visibility:</b> Sufficient lights on walker.			
<b>Entry#:</b> Displayed right side of banner or displayed properly.			
<b>Liability Forms:</b> All participants have on file with check-in.			
<b>Adult Supervision:</b> How many adults walking with group.			
<b>Music:</b> Type, able to hear staff commands.			
<b>Total # of Group:</b> How many individuals in entry.			
<b>Total # of:</b> Wagons, carts, baby wagons.			

Printed Name of Person Doing Check

Signature of Person Doing Check

Kronos #

Printed Name of Street Captain

Signature of Street Captain

Kronos #