

2025 Manurewa Santa Parade

Saturday 29 November, 10.00am



Manurewa Santa Parade Participation Information, Guidelines & Rules

The 2025 Santa Parade will commence at 10.00am. The parade will leave the Manurewa Library Carpark at 10.00am and will travel through the Town Centre twice before heading back to the car park.

YOU MUST REGISTER TO PARTICIPATE IN THE 2025 MANUREWA SANTA PARADE

Applications close 5pm, Wednesday 19 November 2025.

Applications from people or organisations that are not part of the Manurewa Business community are welcome so long as the focus on their entry is a clear message of celebration and support.

Applications from groups or individuals who are not promoting a positive '' related message will be refused entry.

What is a 'Parade Entry'?

A 'Parade Entry' is fundamentally about representing a cause, message, or belief in front of a diverse audience of Parade-goers, celebrating religion and beliefs. 'Parade Participants' generally organise their 'artistic' look around some central theme: celebrating self, celebrating diversity, celebrating business, and celebrating community.

A 'Parade Entry' can be an 'Individual' or a 'Group of Individuals'

Walking Marshals

Each 'Parade Entry' will need to source staff/volunteers that will walk the parade route with the 'Parade Entry' and act as a safety marshals. **It is your responsibility to source the 'Walking Marshals'**. If your 'Parade Entry' includes a powered (electric, petrol or diesel) vehicle additional marshals are required. Walking Marshals are required to attend a training session in addition to a least one member of your group.

'Walking Marshal' training is **MANDATORY**. The training sessions explain the parade mustering area, the parade route, and the parade dismantle area process.

Walking Marshals learn the 5 Safety Rules:

- Nobody gets hurt
- Walking Marshals must stay with their Parade Entry
- Sober and drug free
- No throwing anything into the crowd
- No getting on or off vehicles

How many walking marshals do you require?

Here is how you determine how many walking marshals you require as an individual or a group. If there are vehicles, e.g. cars, convertibles, floats (excluding motorcycles as they are considered as "people") in your 'Parade Participant' additional walking marshals will be required.

Walkers (No Vehicle)

1 to 5 persons marching = 0 Walking Marshals
6 to 50 persons marching = 2 Walking Marshals
50+ = Add another 2 Walking Marshals per 25 persons

Walkers and a Small Vehicle i.e. a car

1 to 5 persons marching plus vehicle = 2 Walking Marshals**
6 to 25 persons marching plus vehicle = 4 Walking Marshals**
26 to 50 persons marching plus vehicle = 6 Walking Marshals**
50+ = Add another 2 Walking Marshals per 25 persons
** 2 marshals per vehicle (one marshal on each side of the vehicle)

One marshal on either side of the vehicle

Small Vehicle (No Walkers)

2 marshals with one on each side of the vehicle (by the wheels)

Please contact the Event Manager with any questions about walking marshals and training

Check-In Agents

Each Parade Entry will be 'checked-in' by a 'check-in agent' on their arrival at the mustering area. Their role is to check you have registered, you have the required number of walking marshals and that your vehicle is approved to enter the parade route. No compliance with any of these requirements may jeopardize your participant from entering the parade route.

Training Schedule 2025

One walking marshal and/or one member of your 'Parade Entry' should attend a training session. The date(s) and time(s) for these training sessions will be communicated at a later date.

The required documentation to enter the parade including your sequence number in the parade and your mustering area will be emailed out to you on Monday 24 November.

Parade Route

This year the parade route is the same as previous years.

The mustering and dismantling area of the parade will be in the Manurewa Library Carpark, entry from Hill Road.

The parade will go in the following direction and each entry will go around the parade route twice;

Starting Point - Manurewa Library Carpark

Enter Newhook Lane from the carpark and turn right into Halver Road
Right into Great South Road, right into Hill Road, right into Newhook lane

And repeat.

Once Parade Entries have been around the parade route twice, they return back into the Manurewa Carpark via Newhook Lane.

Animals

Cats, dogs, or other household pets are permitted in the parade however we recommend that you make prior arrangements with the SPCA and Auckland Council Dog Patrol. In accordance with Council regulations, you are responsible for cleaning up after your animals in the parade assembly area, along the parade route and dismantle area.

Line-up

A number of factors determine your placement in the parade. We attempt to accommodate as many 'Parade Entry' wishes as possible.

Parade Safety

'Parade Participants' must listen to and comply with all directions given by Event Staff including the Safety Marshals. In particular, all Parade Participants and their participants must:

- **Not throw items from a Parade Participant into the crowd**
- **Not board or dismount a moving vehicle**
- **Consider how many people can safely ride on your float**

A warning will be given to your group should any of these directions not be adhered to and a penalty of \$500 for each infraction may be levied. If infractions continue after the warning has been given your 'Parade Entry' may be removed from the route.

Safety First

- Please use paper streamers in place of confetti – confetti is a nightmare to clean-up
- Balloons are GREAT as long as they are tied down and no higher than the restricted height.
- Bubbles are EXCELLENT.
- Signs, banners and flags are great as long as they are not higher than the restricted height.
- Water guns are GREAT. Be sure to fill them with water only and have a water supply.
- Handing out food or beverages is strictly forbidden
- **NOTE: Any vehicle with a deck or similar over 1m high off the ground carrying people must have a secure handrail or similar around the edge of the vehicle**

Waste Management

We are endeavoring to keep the cost of running the parade to a minimum. We need your help to achieve this. We ask all 'Parade Entries' to please remove any rubbish from the mustering area before you commence onto the parade route. Please be respectful of resident and street rubbish bins as they are not for our use. Leaving rubbish along the parade route is not permitted. If you have giveaways, please hand these to the crowd rather than throwing. This is far more receptive and welcoming.

The dismantle area is designed for you to dismantle your vehicle and make it road ready for removal. Please comply with the NZ Road Code regulations. You must remove all waste from the mustering and dismantle areas.

GUIDELINES FOR PARADE PARTICIPATION

Vehicle Participants

Driver and Vehicle information

- All drivers must possess a valid driver's license, class specific to the vehicle they are driving. Licenses will be checked on the day of the Parade
- Please comply with the NZ Road Code regulations. All vehicles must be insured, registered, road-worthy and in good operating condition.
- The pack-down area is designed for you to dismantle your vehicle and make it road-safe for removal. Plan for a driver to stay with the vehicle at all times in the set-up and pack-down area
- Ensure your vehicle has a first aid kit

Float Marshals

Each float must supply its own team of Float Marshals who walk the parade route with your float and act as safety marshals. It is your responsibility to source these marshals and ensure they are present on the day. Float marshals are required to attend a mandatory training session. The training sessions will cover the Parade set-up area, route, pack-down area, as well as health and safety.

Float Marshals 5 Safety Rules:

- Ensure the safety of your float crew, other crews nearby and the public
- Always stay with your float
- Float Marshals must be alcohol and drug free
- Do not throw anything into the crowd
- Do not get on or off your float or any associated vehicle when it is moving
- Float marshals must walk the length of the parade route

Rider Safety

- Open Floats: All participants riding on open floats shall have appropriate handrails or hand grips readily available to them. Any standing participants shall have stabilised body support with either buckled safety belt or other means to prevent falling from the unit. No person shall be wired or tied to the float. Secured safety rails, barriers, or ropes may be used to prevent a fall from the float. No unsecured riders may be located where they might fall beneath the float, its wheels or between tow vehicle and float (e.g.) no seating on rear edge of tow vehicle or on the front edge of float). If present, children must be under adult supervision and seated at all times when in motion. Riders are to remain on the float once parade begins and at all time when the float is in motion. Alcohol consumption or smoking on the float is prohibited.
- Cars: Whilst people can sit on top of the back seat of a vehicle, they must either be strapped into the vehicle or have adequate hand/foot grips to hold onto.

Safety

You must listen to and comply with all directions given by the Event Crew. In particular you must:

- Not throw items into the crowd
- Not board or dismount a moving vehicle
- Consider how many people can safely ride on your float

Performance Maneuvers

Please attach to the 'Manurewa Santa Parade Registration Form' a description of all maneuvers, formations, or other exhibitions that have the potential to slow or stop the pace of the Parade. Your description should include an approximate length of time and, if applicable, location for each maneuver.

Vehicle/Float Dimensions

Below are the maximum dimensions of floats that can take part in the parade.

Please contact us if your float will be larger than these dimensions.

- Height: 4 meters including any banners, flags or person (to clear traffic and pedestrian crossing lights and power lines).
- Length: car or car and trailer. No trucks permitted
- Street Clearance: 40cms above the ground (to clear traffic island edges)
- Hand rail: required for ALL floats on which participants will be standing or dancing (refer 'Rider Safety')
- Cars: whilst people can sit on top of the back seat of a vehicle, they must either be strapped into the vehicle or have adequate hand/foot grips to hold onto
- Additional safety may be required for any structures where people are 3 meters or more above a hard service. Please contact us in this instance.

Visibility

- Wearing matching coloured t-shirts, hats and headbands
- Playing amplified Music
- Displaying signs and/or flags – people want to know who you are!
- Inviting your friends and family to support you

Waste Management

- We take our environment responsibilities very seriously. We need your help to achieve this.
- Please remove all remove any rubbish from the set-up area before you commence onto the Parade route. There are rubbish bins located in this area for this purpose. – Note: resident's rubbish bins as not to be used.
- Leaving rubbish along the parade route is not permitted
- If you have approved/permitted giveaways, please hand these to the crowd rather than throwing them. Please note that there is a charge for any giveaways or handouts
- Use paper streamers in place of confetti, as it is easier to clean up. Please do not throw glitter as it washes through the storm water system into the sea.
- The pack-down area is designed for you to dismantle your vehicle and make it road-safe for removal. Please remove all waste from the pack-down area. This in turn helps to keep the registration fee low.
- Entrants will be charged for the removal of any waste left in the pack-in or pack-down area's and on the parade route.

How can you increase your Visibility during the event?

Coloured t-shirt, hats and headbands

Amplified Music

Signs and Flags – people want to know who you are!

Whistles (can get annoying after a while)

NOTE: Any vehicle with a deck or similar over 1m high off the ground carrying people must have a secure handrail or similar around the edge of the vehicle

Vehicles with trailers are permitted however special conditions apply. Please contact the Event Manager.

For all Parade enquiries and registrations please email shaughan@sdwevents.co.nz