**Carnival Parade Entry Form (One per entry)**

**Saturday 20 June 2020**

**Entering the Carnival Parade**

You may enter the Carnival Parade as a club, community organisation, business or as an individual.

Your entry may take the form of a float or decorated vehicle, walking group/individual, classic car, band, troupe or a combination.

This year’s theme is ‘**A day at the circus.** Bishop’s Stortford Town Council encourages entries to be visually exciting, thought provoking or entertaining and in keeping with the overall upbeat spirit of our Carnival Parade and theme.

**Parade Route and other important information**

**Timings- NEW FOR 2020**

* South Road will be closed between the junctions with London Road and Havers Lane on Saturday 20 June 2020 from 10.45-13.00 to facilitate the set up and departure of the Carnival parade. Access to this area during this time will be limited to parade vehicles only (parade vehicles are vehicles that form and take part in the parade- cars that play music, minibuses, lorries etc); **no other vehicles will be allowed onto site**. If you are dropping off parade participants please use South Mill Road. Participants will be able to walk through the rear of Rhodes to the area where the parade will form. Parade participants will need to register to the Parade registration on South Road upon arrival. Only one nominated person must register their group.
* Parade registration on South Road (CM23 3JG- junction of London Road by the Shell petrol station) opens at:
  + 11.00-11.30 for parade vehicles (vehicles that form part of the parade- cars that play music, minibuses, lorries etc); Drivers must be aware that there will be pedestrians in the road.
  + 11.15-11.45 for Walking groups and other participants that are either on or walking alongside parade vehicles
* Parade starts at 12.00
* Parade finishes on Link Road at 13.00 (normal road traffic regulations apply from this point)

Please note, only Bishop’s Stortford Town Council Carnival Parade stewards will be available at the forming up area on South Road from 11am. Rhodes Arts Complex staff are unable to assist with Carnival Parade enquiries**.**

**Route**

South Road, South Street, Potter Street, Market Square, North Street finishing on Link Road. The route is approximately 2 miles**.**

Floats and vehicles will ***not*** be allowed entrance onto the Carnival Fun Day field on Sworders Field.

Other important information is included in the terms and conditions which can be found: http://www.bishopsstortfordtc.gov.uk/carnival-2020

**Prizes**

Prizes are available for the best entries. Judging of the participants takes place during the actual Carnival Parade as it passes through town.

All participants will be marked by the following criteria:

* Overall design and visual impact i.e. how good it all looks.
* Interpretation of the Carnival theme.
* Effort and participation – i.e. how much work you have put into it.
* Spirit of Carnival – i.e. how well you engage with the Carnival spectators.

Winners will be announced in the main arena on Sworders Field CM23 2EL during the Carnival Fun Day. Prizes will be given out by the Mayor:

First prize £500

Second prize £200

Third Prize £100

If a commercial entry wins, the prize money will be donated to a charity of their choice.

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| **Name of your group or organisation**  Please leave this blank if you are making an individual entry: |  |
| **Contact name:** |  |
| **Email address:**  This is how we will normally contact you.  Please see data protection information below. |  |
| **Telephone number(s):**  Please give mobile and/or home/ work numbers |  |
| **Correspondence address**: |  |
| **Title of your entry and brief description of how you will be participating in the parade:**  Please give as much information as you can, including:   * Approximately how many people will be in your group and whether there will be minors * If you will have a vehicle or vehicles, please indicate what type of vehicle(s) and how many |  |
| **Will you be playing music?** | Yes No |
| **I acknowledge the terms and conditions of the parade found at:** http://www.bishopsstortfordtc.gov.uk/carnival-2020 | Yes No |
| **Signature** | **Date** |

Please return the completed form to the Event Manager at Bishop’s Stortford Town Council, The Old Monastery, Windhill, Bishop’s Stortford CM23 2ND or [carnival@bishopsstortfordtc.gov.uk](mailto:carnival@bishopsstortfordtc.gov.uk)

**We have over 50 spaces available for participants in the parade. We operate on a first come first served basis; however your application will not join the queue to be processed unless the form is correctly completed. You will be notified if your application has been either be accepted or rejected together with next steps. Until you have received a notification and acknowledgement from us please do not assume that your application has been accepted. Application entry will close at 17.00 on 25 May 2020 or when we no longer have any spaces left whichever is the sooner. We may operate a waiting list so do notify us even if the event is full of your interest to trade.**

Please note: The General Data Protection regulations, which came into force in May 2018, have strengthened the protection given to individuals’ personal data under the Data Protection Act 1998.  Bishop’s Stortford Town Council will only use your data for the purposes of processing your application. Your information will not be sold or shared commercially. Your information may be shared with other agencies or authorities for the purposes of the prevention and detection of fraud, where an appropriate request has been made under the Data Protection Act.

Currently the Town Council may hold your e-mail address, street address and telephone number and other information you may have supplied in connection with your application.  Your details may be held for up to eight years but we reserve the right to destroy them earlier should we consider this appropriate or immediately upon specific request.  We do not process data outside the EU, but please note that this data may reside or pass outside the EU in the course of transmission (e.g. via email). You can find out more about how we use your data from our “Privacy Policy” which is available from our website or from the Town Council Office.

**Carnival Parade Terms and Conditions**

**General**

1. Nothing in the regulations shall be construed as placing an obligation on the Council to provide Bishop’s Stortford Carnival Parade on 15 June 2019, but it is agreed that the Council will endeavour to provide the Carnival Parade except where prevented from doing so by circumstances beyond its control such as adverse weather making the holding of the Carnival Parade unsafe for the participants or the public. In order to meet this obligation the Council may, at its absolute discretion, relocate, restrict or alter the Carnival Parade. Bishop’s Stortford Town Council reserves the right to alter any element, order the cessation of any activity, amend the conditions or cancel the Carnival Parade event without prior notice.

The rules and regulations will be enforced by the Event Manager or another representative of Bishop's Stortford Town Council (“the Council”).

1. Bishop’s Stortford Town Council reserves the right to exclude any participant who has breached the rules, falsified application information or whose actions are not in the best interests of the Carnival Parade.
2. Any Town Council representative can seek the immediate removal of a participant from the Carnival Parade who, in his/her opinion, is causing a nuisance, annoyance or danger to other participants, Bishop's Stortford Town Council representatives or the public, or who damages any property of the Council.
3. Participants shall indemnify the Council from and against all actions, proceedings, damage, claims, losses or outgoings of whatever nature arising out of the participant’s/participants’ entry in the Carnival Parade.
4. The Council will not be responsible for personal injury or death unless the personal injury or death has been caused by the negligence of the Council or its officers or agents.
5. Participants must co-operate with the Town Council representatives with regard to risk assessments of the Carnival Parade both as a whole and of individual floats.
6. Participants are responsible for ensuring that their floats and/or associated equipment is properly constructed and assembled and that no modifications are made which constitute a safety hazard.
7. Participants must immediately comply with any reasonable instruction given by the Event Manager or other Council employee in the interests of Health and Safety.
8. If you do not receive a confirmation letter for entry to the Carnival Parade you will not be permitted to take part.
9. Provision of vehicles, PA systems and generators are the sole responsibility of the participant. Participation is entirely at the participant’s own risk
10. Each group taking part must nominate one or more Health & Safety representatives (with a current knowledge of First Aid if possible)
11. Positions in the carnival parade will be pre allocated; therefore arrival before the specified time will not place you at the front of the Carnival Parade
12. No alcohol or illegal items or substances are permitted
13. At their discretion, the Council may remove anyone if they believe anyone to be under the influence of alcohol or illegal substances.
14. Participants will be required to provide adult stewards from the group (1 steward per 8 participants) to look after your members on the day.
15. No animals, no pyrotechnics or throwing of sweets, gifts or any other item or substance will be allowed.
16. Participants are responsible for obtaining parent or guardian consent for persons under 16 years of age to participate in the Carnival Parade. Written consent is to be available for inspection at any time prior to and during the parade.
17. Costumes shall be fit for purpose and particular regard shall be paid to suitability, comfort, weight, and manoeuvrability.
18. Participants should ensure that:
    1. Drink/refreshments shall be available to participants to prevent dehydration.
    2. Suitably alternative clothing shall be available for adverse weather conditions.
    3. Wheelchairs, buggies and the like available if necessary.
    4. Sun hats and sun screen should be provided by the participants if the weather is hot
19. Street collection - all entrants must comply with the East Herts District Council’s Street Collection Regulations and have a valid collection licence issued by East Herts Council. Failure to register street collections will mean that you will not be able to collect on the Carnival Parade route or within Bishop’s Stortford Town Centre on Carnival Day.

**Floats**

1. All floats must nominate a Float Steward, who must walk by the side of all vehicle/walking entrants and take overall charge of the float
2. Participants will be permitted to arrange for members to walk alongside the float or group of walkers to distribute leaflets along the route (not thrown). It is the responsibility of the float organiser to provide sufficient wheel stewards to ensure no one injures themselves due to the float’s operation.
3. Minimum Speed: The Carnival Parade MUST move at 3mph maximum
4. No person shall be permitted to mount or dismount from the float (except in emergencies) during the Carnival Parade.
5. Carnival Parade vehicles may be checked for roadworthiness. The Council reserves the right to refuse any unsafe vehicles a place in the Carnival Parade.
6. Floats shall be designed to provide full exposure of the driver’s head with 180 degrees of clear vision to the front and sides of the float
7. Floats shall be constructed of sturdy frames fit for purpose
8. The base of floats shall be able to bear the designed imposed loads
9. Where designed to carry passengers, there shall be adequate guarding/handrails to prevent falling
10. No sharp or unfinished edges should be exposed
11. No glass/crystals shall be used
12. No gifts, leaflets, flowers, sweets, CD’s or the like – shall be thrown from floats during the Carnival Parade
13. Drivers of motorised floats must have a valid driving licence, available for inspection at any time
14. Vehicles and trailers shall be properly taxed and insured and abide by all the necessary legislation
15. Vehicles pulling floats shall be serviced for fuel, oil, water, tyres and battery prior to reporting to the Assembly Point
16. Motorised floats must be fit to travel on public roads and properly and safely directed along the route.
17. Naked flames are prohibited.
18. No smoking to be allowed by participants in the Carnival Parade.
19. Electrical Systems: Electrical wiring must be installed and tested by an approved installer. Electrical wiring must be of a type approved for the use for which it is being used, shall have sufficient capacity and be secured (not with wire staples) and protected to prevent damage. It shall have connections made in approved devices or electrical boxes and shall be properly fused. All electrics to be protected from the weather.
20. Generators must be located so as not to be accessible to members of the public or other unauthorised persons. Generators shall be of a type approved for the use for which they are being used and must be secured. Generators must be weatherproof. All cables must be routed away from pedestrian traffic routes in order to avoid tripping hazards or any other hazard and must be protected from mechanical damage and at a safe height. No re-fuelling or storage of fuel is allowed on site. Where the Event Manager considers that a generator is too noisy, he/she will require that the generator be switched off immediately.