



CARNIVAL 2020: Superheroes

SATURDAY 11th July 2020 | 12:00 – 17:00

PARADE APPLICATION FORM

(All boxes must be completed for Health and Safety purposes – **Please read and understand full T&Cs before completing the application**).

Organisation/Group Name	
Main Contact Name (must be the person on-site on Carnival day)	
Float Details (this can be inspired by anything Superhero related...) Please provide as much info as possible i.e. what your set-up will be/look like. Use the back page of the application to continue, if necessary.	No. of Participants: <input type="text"/>
	Please tick here if there will there be music playing <input type="checkbox"/>
Full name/s of Leaders in your Group (anyone who is helping to organise your group on the day – cont. on back page, if necessary)	
Main Contact Mobile Number (the one you will have with you on Carnival day)	
Email Address	
Full Address (incl. Postcode)	
Vehicle Details (must be taxed and MOT'd) Colour/Make/Model and Reg. Number	

Tick here if your group/s would like a 10min slot to perform on the Carnival Site @ Rickley Park (between 12:30 – 14:30) > > >	<input type="checkbox"/>
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<p>Please Note:</p> <ul style="list-style-type: none">o <u>Vehicles in the Parade are not permitted entry to Rickley Park.</u>o Floats must be in your designated place on Melrose Avenue by 11.30am, ready for safety checks. <u>Parade leaves @ 12:00.</u>
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I hereby **agree to abide by the terms and conditions** as set out on **Page 3** and understand that failure to do so could result in my not being able to attend future WBC events. I understand that my **contact details** are retained in order to deal with my application, registering, communication and for auditing purposes. This includes sharing these details with other necessary agents to manage the event, such as Health and Safety and Security personnel. Personal details will be destroyed 6 months from the date of the event. **West Bletchley Council** reserves the right to decide which parties participate in accordance with the Council's Guidelines.

Full Name: * _____ **Signature:** * _____

Date: * _____

*only signed and dated application forms can be processed

We would like to **retain details** (to the end of the next calendar year) on our mailing list, to notify you of future WBC events.

I want to be the first to know about Carnival 2021 applications/upcoming events. Please add me to the mailing list.

Risk Assessment (TEMPLATE)

Please note: This is an **example only** and may not cover all areas of risk. All Paraders are required to assess any potential risk, for the safety of themselves and others. Please take a moment to consider these risks by completing the following table, listing all risks that may apply: (It is better to state the risk and explain how you will address it than to simply state 'n/a'). **Missing information may delay your application.**

Organisation Name:

Significant Hazards	People at Risk from the Hazard/s	Control Measures in Place	Any Further Control Measures
Example People coming to close/in contact with float	Example Public/staff/other Paraders	Example Ensure wheel-walkers are either side of the float	Example Supervisor on foot to communicate with driver

TICK

I have provided a copy of my Public Liability Insurance	
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This Risk Assessment was completed by:

Print Name	Date
Sign Name	

HSE's Five Steps to Risk Assessment:

- Step 1:** Identify hazards (i.e. anything that may cause harm).
- Step 2:** Decide who might be harmed and how.
- Step 3:** Assess risks and decide how you will prevent them.
- Step 4:** Record your findings and implement them.
- Step 5:** Review your risk assessment and update, if necessary.

If you require any assistance or clarification completing this Risk Assessment, contact us on the contact details below.

APPLICATION DEADLINE: MONDAY 15th JUNE 2020

By completing this application you agree to follow these guidelines and T&Cs:

Please note: This is an application form only. *Completion does not constitute a confirmed place in the parade.*

Guidelines for Carnival Day: (Full info. pack will be sent approx. 4 weeks prior to the event).

- ✓ Registration is strictly between 08:00 – 11:00 @ The Frank Moran Centre, MK3 6PA.
- ✓ We will do our best to stay on schedule. **Your float and all participants should be ready at your allocated marker on Melrose Avenue by 11:30hrs, ready for safety checks. Parade leaves at 12:00hrs.**
- ✓ A horn will sound to mark the start of the parade. You will then move off, in turn, according to the number that you have been allocated.
- ✓ Parade procession will be set at a comfortable pace (approx. 5mph) and will pause several times on the 1 mile, largely flat, linear route.

Vehicles/Road Closure: For your safety Melrose Avenue is closed to traffic from 08:00. **Only vehicles stated on your application will be allowed entry.** All vehicles should approach Melrose Avenue from Whalley Drive to minimise vehicle movement amongst pedestrians, this also ensures floats are facing the correct direction (towards Whaddon Way).

Temporary Drop-Off Point: The Dolphin Pub carpark on the corner of Whaddon and Melrose.

Vehicles in Parade are not permitted entry into Rickley Park.

*Should you have a stall/pitch booked on-site and have **prior agreement** to take your vehicle onto the field/to your pitch, you must present your WBC issued PARKING PERMIT to staff on the gates of Rickley Park, to allow entry (vehicle/s must be stated on your application). Failure to display a permit will cause significant delays to the whole parade and/or refusal of entry. No vehicle movement/access is permitted on the field between 11:00 – 17:00. **Compliance is strictly enforced by on-site security.***

All other vehicles: Will be directed by Security to line-up/park on Shenley Road (closed until 18:00). Participants to dismount before continuing, on foot, into the Park. Walking parade will then take a one-lap route, clockwise, around the edge of the Park finishing at the brick-built Changing Rooms. This is the Pick-Up Point for any guardians/parents collecting children who have walked in the parade.

Terms and Conditions:

- ✓ The 'Named Contact', as stated on this form, must be present on Carnival day and assumes responsibility for the behaviour and safety of your group. There will be zero tolerance of any behaviour that is deemed dangerous or disrespectful to members of the public or staff.
- ✓ Floats and/or performances must be family-friendly.
- ✓ Your equipment, personal belongings and participants remain your responsibility, at all times.
- ✓ Paraders to stay in the correct order throughout the procession, allowing a safe distance between themselves and the float in front. Vehicles should not make any quick starts/stops.
- ✓ Paraders to follow guidance and instruction from WBC and Security staff.
- ✓ Alcohol should not be consumed by any participant until after the parade.

Your vehicle:

- ✓ Will be subject to safety checks to ensure it is constructed in such a way that any load, people or otherwise, cannot fall from the vehicle – if applicable.
- ✓ Needs to be in good working order, with current Road Tax and MOT;
- ✓ Must be fully insured and **provide evidence of this on the day.**
- ✓ Driver must hold a current driver's license and **provide evidence of this on the day**
- ✓ 'Wheel-walkers' should accompany vehicles, to assist the driver and to prevent any member of public coming too close to – or in contact with – the moving float.

Float riders – anyone who rides on a float must:

- ✓ Be age 12 or older. Anyone under 12yrs must be accompanied by an adult (over 21yrs) on the float.
- ✓ Be in a safe position: the safest position is sitting and in the middle of the float (not the edge).
- ✓ Anyone who stands on the float must be secure. They should have a rail/banister to hold on to.
- ✓ Should limit their movement whilst on the float: i.e. no vigorous dancing or walking/running.
- ✓ There should be a designated responsible adult (21+) on any mounted float taking responsibility for the safety of any children (u12) mounting, dismounting and throughout the duration of the parade.
- ✓ *West Bletchley Council reserves the right to decide which parties do and do not participate in the parade, in accordance with the Council's Guidelines.*
- ✓ **We look forward to seeing you at Carnival 2020: SUPERHEROES Parade**
- ✓ **Start (12:00): Melrose Ave., MK3 6PA. Parade End (13:00): Rickley Park, MK3 6HF.**

Any Additional Notes (please feel free to use this space for any additional comment/question):