

- 1) Entries must be received by the closing date, which is 02/08/2019. Entries received after this date may not be accepted.
- 2) Your entry is not accepted until we have received all signed forms, and any other required documents, and we have confirmed your entry in writing.
- 3) All entrants agree to adhere at all times to the procession participation guidance, particularly the information about safety. In particular:
 - You should not use naked flames or pyrotechnics
 - You should not use sharp objects or anything capable of cutting or stabbing someone
 - You should not use water dispensing items
 - You must have enough adults to care for any children; it is your responsibility to ensure that appropriate DBS certificates are held for non-family carers
 - Animals are not permitted in the procession without prior agreement.
- 4) Entries which do not meet the organisers' judgement as fitting the spirit of the Carnival procession will not be accepted. This applies to all vehicles in the procession, particularly support vehicles, which should be decorated. We expect that commercial entries should not just use the procession as an advertising platform, and this applies to costumes, banners, vehicles and other materials. The judgement of the Operations Manager or Safety officer on the day will be final.
- 5) All entrants agree to submit to the instructions and guidance of the Operations Manager, Safety officer, as well as Police and stewards on the day as necessary.
- 6) Entrants must be ready for the procession at Abbey Field (Circular Road North) at the advised time (this will be confirmed by your procession entry contact) on the date of the Carnival. Entrants not arriving in good time will be refused admission.
- 7) All vehicles used in the procession must be roadworthy.
- 8) All vehicles must be appropriately insured for the purposes that they will be used.
- 9) All drivers must be licensed to drive the vehicle they are responsible for. For example, if your vehicle is a HGV you must have an appropriate licence.
- 10) Each entry must provide volunteer adult marshals to ensure the safety of any vehicles in your entry. This is subject to agreement with the Safety officer, but failure to provide the required marshals will result in exclusion of your entry. For guidance, we are likely to expect 2 marshals for a car or small van; 4 marshals for a vehicle with a trailer or small lorry; and 6 marshals for a larger lorry.
- 11) Entrants must have an appropriate public liability insurance policy providing at least £1 million cover.
- 12) All of the above documentation must be available for inspection on request.
- 13) The organisers will operate a limit on the number of entries, and will run a waiting list if the number of entrants exceeds this. Entrants subject to the waiting list may receive late notification of their entry, which can be refused.
- 14) The organisers will endeavour to provide access to free lorries for those entrants wishing to enter floats. We do not guarantee that these will be provided, and there is a limit to the number of lorries permitted in the procession.
- 15) Participants must not allow pedestrians to join or leave the procession before the end point of the procession. The set down point will be at the top of East Hill once you have passed the Castle Park entrance at the War memorial. This is to allow for the free flow of the procession traffic, and to avoid accidents. Failure to obey stewards' instructions at this point will result in exclusion from future events.
- 16) The entrants accept full responsibility for any loss, damage, injury that may be caused by their entry into the Procession.
- 17) Procession entrants will not collect any donations other than for the main Carnival fund.
- 18) Procession entrants are not permitted to hand out any printed materials to the public. This is due to a Council byelaw. You run the risk of on-the-spot fines for each individual caught handing out materials, and your organisation may be prosecuted.
- 19) Only vehicles agreed in advance will be permitted access to the carnival set up site. This will be for vehicles which are to participate in the procession or to drop off equipment. Vehicles are not permitted access to the site to drop off procession participants.
- 20) Entries should be considerate of the fact that our general audience contains young children, so please do not scare them.