



BRACKLEY COMMUNITY CARNIVAL

10th June 2017



www.brackleycommunitycarnival.org.uk

E-Mail: procession@brackleycommunitycarnival.org.uk

Tel: 07973 738228

c/o 30 Tudor Way Brackley NN13 6NH

CARNIVAL PROCESSION INFORMATION

Thank you for expressing an interest in join this year's procession
This year's theme is **Magic and Mystery**

Assembly Point: Bracken Leas School Pavillons Way Brackley NN13 6LF

Assembly Time: From 10.00am. All entries must be on site and ready to move by 10.30am

Start of Procession: 11.00am prompt

Route: Bracken Leas School Pavillons Way, Halse Road, High Street, St Johns, Magdalen College School

PLEASE NOTE WE HAVE A NEW START POINT THIS YEAR

Booking Form

Every organization / competitor taking part in the procession must complete the following booking form and return it to the above address no later than 1st June 2017 to ensure your place in this year's procession

Competition

Judging will take place on route by an independent panel of judges during the procession. Prizes will be awarded to the 1st 2nd and 3rd placed float/groups (1st £100 2nd £50 3rd £25)

Health & Safety

We take safety aspects of the Carnival very seriously but want to work with you to ensure safety with common sense and to make it easy and fun to take part.

We therefore require that prior to your float or walking group participating in the Carnival Procession that you complete the **PROCESSION BOOKING FORM** and **RISK ASSESMENT FORM**. The completed and signed risk assessment form must be handed to a member of the Carnival team prior to taking part in the event.

It is your responsibility to ensure you have completed a risk assessment form, are happy with your group/floats safety and have insurance cover in place.

Your float or walking group **will not** be permitted to set off until we have received your signed Risk Assessment Form **We do reserve the right to prevent a float/group entering the procession if we feel public safety may be compromised.**

Whilst we have to meet the necessary health and safety rules and ensure public safety we do not want red tape to get in the way. A common sense approach and can do attitude is required if you have any questions, queries or help with risk assessments please see the Risk Assessment information Guide available on the website or contact us and we will do our best to help.

Insurance

All floats **MUST** have suitable insurance cover in place. The vehicles and any trailers forming part of a float must comply with the Road Traffic Act 1984 and the Highway Code

We would like to bring the following to your attention:

- Care should be taken to ensure that all members of your group are suitably dressed for the weather on the day. Remember even if the weather is overcast, the use of sun blocks and head protection should be considered, more so the younger members.
- Vehicles will not be permitted to park or drop-off in the entrance.
- For safety reasons, we will only permit floats and procession vehicles into the assembly area.
- Please do not allow people to throw things from your float with the exception of sweets (care must be taken not to cause injury to bystanders)
- Children attending the procession must be delivered to a nominated group adult on arrival (it is your responsibility to appoint a nominated adult).
- On arrival at the St. John's site (the Carnival field), Procession Officials will direct the float drivers to their relative parking-up area.
- Any children on floats or with walking groups must remain with a nominated group adult until a parent/guardian arrives to collect their child (it is your responsibility to appoint a nominated adult)
ADULTS ENTERING THE CARNIVAL WILL NEED TO PURCHASE A WRIST BAND. Wrist bands can be purchased through schools and local shops and businesses
- Parents/guardians collecting children from the carnival field will need a wristband to enter the field and will need to enter via the main public entrance.
- Please ask a Procession Official if you require any information or assistance.

We will have an Ambulance at all times during the procession should first aid be required.

- Please listen to and comply promptly with any instructions from the Procession Officials or emergency services.
- Please ensure your name is prominently displayed on your float so the judges and public know who you are.
- The judging team are independent. Their decision is final
- Trophies and prizes will be presented in the main arena during the early afternoon activities please ensure that someone is available to accept the trophy.

The most important message for the day is to enjoy yourselves and make it a memorable day!
If you have any queries before or on the day please contact:

procession@brackleycommunitycarnival.org.uk

or Phone Simon Robbins on 07973 738228