

Leighton-Linslade Carnival

Procession Rules 2019

1. All entries forms must be returned by the Sunday preceding Carnival Day.
2. All entries must be accompanied by a completed Risk Assessment.
3. All persons enter the procession at their own risk.
4. Leighton-Linslade Carnival Committee accepts no liability for any injury, loss or damage to persons or property at any events organised for or by them.
5. It is the responsibility of entrants to ensure appropriate insurance cover is obtained.
6. Entries must be for the class that is applicable. Entries that are entered into an incorrect class will be transferred to a more appropriate class. The Procession Organiser's decision will be final in this respect. Every effort will be made to notify the entry but this may not always be possible.
7. One person per entry is to be authorised and named as the Responsible Person, and will be responsible for both float and participants, and compliance with the Rules. The Responsible Person must ensure that all participants connected with the entry are aware of the Rules and Conditions of Entry. This person should be present whilst the entry is at the assembly point, during the procession and, in the case of a vehicular float, in Parsons Close until the entry leaves.
8. Each procession entry must nominate an adult to walk alongside the entry and act as a steward during the procession. This person should attend the briefing on the Thursday prior to Carnival and will automatically be registered as a member of Leighton-Linslade Carnival.
9. Please obey marshals' instructions; they will not have time to explain the whys and wherefore but all decisions are made for the good of the carnival as a whole. Public and participant safety is their prime concern at all times.
10. Entries must be in the assembly area by 10.30am.
11. Entries should check in with the Procession Organiser on arrival at the Assembly Area, when Entry Number cards will be issued. These must be displayed in the front window of floats, or be visible with walking/cycling entries, for judging purposes, and be returned to the control point when the procession arrives in Parsons Close.
12. If an Entrants arrival is delayed please contact the Procession Organiser on a number that will be supplied before Carnival day and every effort will be made to include you in the procession.
13. Entries must stay in the position allocated at the Assembly Area until called into procession order by a Marshal.
14. No alcohol is to be carried on or with the Entry or to be consumed by entrants.
15. Distribution of articles can only be made by walkers and not from vehicles. No items to be thrown from vehicles.
16. Judges will bear the Carnival theme in mind when judging procession entries. Any entry not on theme will lose marks.
17. The Judges decision is final and entrants must not approach the judges in order to discuss or dispute the judgment.
18. Under the terms of the street collection license issued to Leighton-Linslade Carnival, collection of monies on the procession route can only be done for Leighton-Linslade Carnival funds. No other collecting or fundraising is permitted.
19. Entries must make every effort to keep up with the flow of the procession to avoid undue gaps appearing in the procession.
20. In the event of emergency, Entries should pull over to the left hand side to allow emergency vehicles to pass, and the Procession Organiser informed on the supplied telephone number.
21. Vehicle breakdowns should be reported to the Procession Organiser on the supplied telephone number.
22. On arrival at Parsons Close Recreation Ground, vehicles must follow directions of the Marshals with regard to parking locations.
23. No float may be dismantled in Parsons Close.
24. No float may leave Parsons Close Recreation Ground unless authorised by the Field Manager.
25. Entries disregarding rules and conditions of entry will be reported to the Procession Organiser and may result in points being deducted or disqualification and removal from the procession.
26. Leighton-Linslade Carnival Committee reserves the right to refuse or remove any entry that they consider to be unsafe or to present a danger to the public.
27. Trophies are to be returned by 30th June of the following year.



Leighton-Linslade Carnival 2019

Procession Booking Form

Leighton-Linslade is a membership organisation (no membership fees payable). Contact details entered on this form will be stored on Leighton-Linslade Carnival membership database, and will only be used for purposes related to Carnival, It will not be shared with other groups or organisations.

The theme for Carnival 2019 is “Music Through the Ages”

The Procession will assemble in Mentmore Road, Linslade, and will depart at 11.30am to arrive at Parsons Close Recreation Ground by approximately 1.15pm. Judging will take place from 11.00am. Prize giving will take place in the arena at approximately 3.45pm, and the floats will leave the park immediately after this. Please ensure that your float is represented at the prize giving.

Your attention is drawn to rule 23, “No float may be dismantled in Parsons Close”

Cash prize will be awarded for 1st places in each category

All Floats will Leave the park at 4pm under supervision of the Field Manager.

Name of Organisation	
Contact Name	
Contact Telephone	
Contact Email	
Contact Address	
Section Entered (please circle)	A - Schools
	B - Open / Commercial
	C - Walking / Cycling
	D - Childrens’ Organisations

I have read, and accept, the rules published with this form

Signed	
(please print name)	

Please complete (in block capitals) and return this form, by the Sunday preceding Carnival, with the risk assessment, to:

Mark Freeman, 7 Station Road, Linslade, Leighton Buzzard LU7 2NA

Final details regarding the event will be issued during the week before Carnival.



Leighton-Linslade Carnival 2019

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Name of Organisation	
Responsible Person Name	
Responsible Person Telephone	
Responsible Person Email	
Responsible Person Address	
Responsible Person as in Rule 7: “One person per entry is to be authorised and named as the Responsible Person, and will be responsible for both float and participants, and compliance with the Rules. The Responsible Person must ensure that all participants connected with the entry are aware of the Rules and Conditions of Entry. This person should be present whilst the entry is at the assembly point, during the procession and, in the case of a vehicular float, in Parsons Close until the entry leaves.”	

Nominated Steward Name	
Nominated Steward Telephone	
Nominated Steward Email	
Nominated Steward Address	
Nominated Steward as in Rule 8: “Each procession entry must nominate an adult to walk alongside the entry and act as a steward during the procession. This person should attend the briefing on the Thursday prior to Carnival and will automatically be registered as a member of Leighton-Linslade Carnival.”	

Leighton-Linslade Procession Risk Assessment

Hazard	To whom	Control Measures	Likelihood to harm	Severity of harm

* *These are example entries*

Leighton-Linlode Carnival Procession Risk Assessment

RISK ASSESSMENT DECLARATION (To be signed by all applicants)

I (we) the undersigned identify that the above risk assessment is appropriate for the stall I have requested at Leighton-Linlode Carnival in Parsons Close Recreation Ground on Saturday 13 July 2019, or I attach a full risk assessment of my own. I agree to abide by all the control measures identified, and to make further controls where appropriate in respect of the activities I am planning to undertake at this event. I (we) take full responsibility for identifying and controlling any risks arising from my proposed activity, and for any incident or loss arising, under any circumstances, from our activities at the event.

Signed

Printed name

On behalf of

Date