



# Pewsey and District Feast and Carnival

## Illuminated Procession Entry Form

Sat 18th Sept 2010  
<http://www.pewsey-carnival.org.uk>



Welcome once again to Wiltshire's oldest and biggest Carnival Procession!  
For each entrant in the Classes defined below please return this form (copies available online) duly signed by your Group Leader by the closing date of **4<sup>th</sup> Sept 2010**.

### PROCESSION CLASSES

The Procession is split into **Pedestrian & Motorised** sections for Classes as defined below.  
The Motorised section will be held back until all in the Pedestrian section have cleared the Assembly Field.  
Please use the definitions below to establish the Class into which you believe you should be entered:

#### MOTORISED PROCESSION

##### Classes 3-4

Float propelled by roadworthy Motor Vehicle.

**Class 3:** Articulated unit (length >9m)

**Class 4:** Other roadworthy vehicle

*Suggested safe limit: 1 person per square metres of free floorspace on float*

Classes 3&4 judged whilst in Procession

Prizes: 1<sup>st</sup> - £100, all other entrants - £30  
Sponsored by COSSORS SHOP

##### Class 1

Hand-propelled Float\* using a Generator (or other petrol/diesel engine).

Entered by Adult Individuals or Groups of Walkers, Dancers or Musicians.

*There is no maximum limit on the number of pedestrians that can accompany a hand-propelled float. All children must be accompanied by responsible adult(s).*

Classes 1&2 judged in Assembly Field

Prizes: 1<sup>st</sup> - £50, 2<sup>nd</sup> - £25, 3<sup>rd</sup> - £15  
Sponsored by FISHLOCK & DYER LTD (Electrical Contractors)

#### PEDESTRIAN PROCESSION

##### Class 2

Individuals or Groups of Walkers, Dancers or Musicians with/without Hand-propelled Float\*.

No generator or any other petrol/diesel engine.

### INSURANCE REQUIREMENTS

**All persons taking part in the procession are reminded that they do so entirely at their own risk. However written proof of Public Liability cover in the sum of £5 million is required by all entrants, as follows:**

##### Classes 3-4

Float Owners shall ensure that the owners of their Float's vehicle obtain written confirmation of coverage from their insurers, e.g. using Letter IC3-4 (available from PADFAC website).

##### Class 1

Float Owners shall arrange their own public liability insurance, e.g. by obtaining written confirmation of coverage from their household insurer using Letter IC1 (available from PADFAC website).

##### Class 2

Entrants are covered for public liability under the PADFAC policy.

### SAFETY REGULATIONS - GENERAL

**These Conditions of Entry and Conduct shall apply across all Classes for the duration of Carnival Assembly and Procession. Justification for these and all other controls are documented in the Procession Risk Assessment available on the PADFAC website.**

**ALCOHOL** - all forms of alcoholic beverage are prohibited to all carnival participants on the route and in the assembly field.

**CLOTHING** - all entrants are expected to have checked the weather forecast before leaving for the event and to dress themselves appropriately for the prevailing conditions.

**MEDICAL CONDITIONS** - any entrant with a known medical condition, e.g. asthma, heart complaint, etc. is responsible for making themselves known to the Organisers and to the Senior First Aider; the latter is to be informed of any prescribed treatments/medications required.

**EMERGENCY NUMBER** - all Stewards shall be informed of the local emergency number.

### SAFETY REGULATIONS - ENTRY CRITERIA

**In addition to the Insurance Requirements and General Regulations all entrants shall satisfy the conditions listed below, as applicable, before being allowed to leave the Assembly Field:**

**FLOAT CONSTRUCTION** - Float Owners and, where applicable, Costume Designers shall adhere to the following guidelines in preparing their entries:

**COMBUSTIBLE MATERIALS** - the use of combustible materials in Floats and Costumes is to be kept to a minimum; use the safest alternative material wherever reasonably practicable.

**NAKED FLAMES** - no form of naked flame shall be used for the purpose of decoration or effect on Floats or Costumes. Smoking is to be discouraged particularly close to combustible materials.

**HARNESSES / RESTRAINTS** - Float Passengers shall be seated wherever possible. If persons are to be standing or moving about, there shall be some form of safety harness (with quick release mechanism) or secure handrail in place to prevent them falling from the vehicle.

**SAFE ACCESS** - Float Passengers shall be provided with a safe means of getting on and off the Float, e.g. by the inclusion of properly secured ladders.

**FLOAT/BANNER HEIGHTS** - all Floats and/or Banners shall be built within a height limit of 4.5m.

**NOISY EFFECTS** - no use shall be made by any participant of any form of firework, flare, bird-scarer, two-tone horn or similar source of unpredictably loud noise.

**LITTER** - all materials used in the construction of Floats or Costumes shall be properly disposed of when finished with. In particular, Polystyrene bubbles shall not be used on any Float or Costume (poisonous to livestock).

**FLOAT MOVEMENT** - Float Owners shall instruct their Driver only to move as directed by a Steward and to stay with their vehicle at all times in case it has to be moved in a hurry, e.g. in a medical emergency. A sign to indicate the Class in which the Float is entered shall be prominent on entry to the Assembly Field so that it can be directed immediately to the correct line for its Class (early arrivals have the best chance of being first away).

**FLOAT PASSENGERS** - Float Passengers shall not attempt to climb on or off the float at any time unless the vehicle is stationary and the Driver has been made fully aware of what is happening.

**FIRE EXTINGUISHER** - all Floats in the Motorised Procession shall carry a fire extinguisher (2Kg ABC dry powder or CO<sub>2</sub>). This is to be used only in the event of fire and strictly in accordance with the manufacturer's instructions.

**GENERATORS / SPARE FUEL** - motor vehicles and/or generators shall not be refuelled on the procession route and no spare fuel shall be carried on any Float. Owners shall ensure tanks are sufficiently full prior to departure from the Assembly Field where any topping-up shall be in strict accordance with manufacturer's instructions, i.e. provided that the generator has stopped running and has been allowed to cool in a well ventilated position (to avoid risk of spilling fuel on hot surfaces). Where towed, a generator shall have a dual means of secure attachment to the host vehicle.

**ELECTRICAL WIRING** - all self-installed electrical wiring on Floats shall be checked by a qualified electrician.

**FLOAT SAFETY STEWARDS** - each Float in the Motorised Procession shall appoint two competent adults to act as Float Safety Stewards (rising to four Stewards where the platform length, excluding drawbar, is in excess of 7m). Their function is to patrol each side the vehicle to ensure that all persons, and especially children, are kept well away from the wheels of the Float's platform, towing vehicle and any towed generator. They shall not to be distracted from their task by being asked to perform additional duties, e.g. collecting money.

**STEWARDS' BRIEFING** - all Float Safety Stewards shall attend a formal briefing in the Assembly Field where they will be provided with distinctive tabards and safety information sheets summarising their responsibilities.

**FLOAT SIGN-OFF** - all Floats in the Motorised Procession shall have a separate Risk Assessment carried out by their owners. This is to be handed in along with proof of Insurance to enable the Float to be signed-off by the Carnival Organiser (or their nominee) at the Assembly Field before being allowed to join the Procession. Owners should retain a copy of their Risk Assessment for their own records.

**IDENTIFICATION** - all entrants in Class 1 & 2 shall receive a Procession Badge prior to leaving the Assembly Field; anyone subsequently discovered in the Procession without such badge will be asked to leave by a Steward.

## SAFETY REGULATIONS - CONDUCT OF PROCESSION

All conditions listed under **Entry Criteria** shall still apply during the Processions with the following additions:

**NOISE LEVELS** - all Stewards are to be given ear plugs at their briefing and be advised that they should wear them during the Procession.

**SPEED / GAPS** - the speed of the Procession shall be 2mph. Floats Owners shall detail their Driver to keep up with the Float in front provided it is safe to do so; should a gap arise the catch-up speed shall not exceed 5mph.

**SQUIRTING WATER / PROJECTILES** - no carnival participant shall indulge in the practice of squirting water or any other fluid, or the throwing any other projectile(s) at any other participant or spectator.

**PROCESSION ROUTE** - the Procession shall follow the Route advised at the Assembly Field. No Float shall enter the Procession Route except at the Assembly Field as directed by Stewards. The Processions shall disperse upon reaching Market Place.

**FLOAT CURFEW** - Float Owners shall ensure that their Floats are cleared from the highways and pavements by 10.30 pm (i.e. half an hour before the roads are re-opened).

### ENTRANT/GROUP ORGANISER (\* Indicates mandatory field)

First Name\* \_\_\_\_\_ Last Name\* \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Address 1\* \_\_\_\_\_

Address 2\* \_\_\_\_\_

Town/City \_\_\_\_\_ Postcode \_\_\_\_\_

### ENTRY INFORMATION

Entry Description / Theme \_\_\_\_\_

Class Entered (see above) **1 / 2 / 3 / 4** (circle as appropriate)

### CLASS 2 ENTRANTS ONLY

Does your entry include a Hand-propelled Float? **Y / I / N**

Does your entry include Musicians? **Y / I / N** and/or Dancers? **Y / I / N**

**ALL CLASSES** - Please indicate how many people are covered by this entry?

Adults (18+) \_\_\_\_\_ Youths (12-18) \_\_\_\_\_ Children (11-) \_\_\_\_\_

### Closing Date for Registration

**Sat 4th Sept 2010**

*I have read the above Insurance Requirements and Safety Regulations and undertake to ensure all persons in my group comply with them.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please send signed copy to:

**Carnival Entry**

**Old Fire Engine House,**

**North Street,**

**Pewsey, SN9 5ES**