



ANDOVER CARNIVAL

Sunday 16th JULY 2017

ANNUAL CARNIVAL ROAD PROCESSION

I am pleased that you have shown interest in participating in this year's event, and I would be delighted if you decided to put an entry into the procession.

You can enter motorised floats or walking parties or both.

Floats: The build point for floats is **Howard Tenens Macadam Way (This may be subject to change at short notice)**

The assembly/ start point will be Weyhill road between the Drove and Colebrook way, you should be in place and registered by **14.30**. Judging will commence at **15.00**, rosettes will be presented to the winners and 2nd and 3rd runner ups in both Business and Charity/ Community group categories.

Walking Groups and Bands: Your assembly point is the car park of **TVBC** Council offices, Beech Hurst, Weyhill Road, Andover SP10 3AJ. You should be in place and registered by **15.00**, Judging will commence at **15.00**, rosettes will be presented to the winner and 2nd and 3rd runner up. Walkers will filter into the procession as directed by the Carnival Marshals who will ensure this is done in an orderly manner.

The procession will move off at **16.00**, proceed along Weyhill Road, Salisbury Road, Western Avenue, Bridge Street and then turn left into South Street, Eastern Avenue and will enter Vigo Road hopefully by **18.30 pm**. Floats will then park up allowing all participants to get off the float, the float will then proceed empty to the build point where they must be stripped of all the decoration etc by 20.00. There are no bins at the build site and ALL rubbish must be removed from site.

There is no entry fee to Vigo Park and participants are invited to enjoy the remainder of the day/ evening in the park.

Completed entry forms should be addressed to me and forwarded to Andover Carnival, c/o Suite 12, Andover House, George Yard, Andover, SP10 1PB.

The closing date for receipt of applications to enter this event is **Friday 31st May 2017** in order to allow sufficient time for collation of entrants' details prior to the meeting for representatives of all Procession entrants scheduled for 7.00 pm, on 28th June 2017, to be held at the White Hart in Bridge Street Andover

Should you have any queries please contact *Nigel Male on 07826 500115*. For further Carnival details please visit our website www.andovercarnival.org

Best wishes

ROAD PROCESSION BOOKING FORM

About Your Business/Organisation:

Name of your business/organisation: _____

Are you (*please tick one*) Money enclosed, a business £50 a charity/not-for-profit organisation £20

Business/organisation's website address (*if any*): _____

About you:

Your Name: Mr/Mrs/Miss/Ms: _____

Your Address: _____

Post Code: _____

Phone Number: Landline: _____ Mobile: _____

Email Address: _____

Road Procession Entry:

Number of lorries/tractors/other vehicles (*delete as applicable*): _____

Please indicate whether Andover Carnival is to supply your vehicle or you will be supplying your own:

Andover Carnival: _____ *Own:* _____

Floats:

Approximate number of: Adults: _____ Children: _____

Walking Party:

Approximate number of: Adults: _____ Children: _____

Please note: at present Andover carnival cannot supply tractors or other vehicles.

I/we (*delete as applicable*) have read the "Information to Participants" attached and agree to comply with the conditions set out therein and confirm that a copy of insurance cover will be provided prior to the event if not enclosed with this entry form. **All cheques should be made payable to: Andover Carnival**

Signature _____

(Signatory must be over 18 years of age)

Signatory's Name _____

(*please print*)

Date _____

INFORMATION FOR PARTICIPANTS

It is a requirement of the health and safety risk assessment and therefore of the utmost importance that a representative from each Road Procession entrant must attend the Road Procession meeting at 7.00 pm, on 28th June 2017 at the White Hart, Bridge street Andover. Failure to attend this meeting will mean your entry will be removed.

The Andover Carnival organisation would like to encourage those interested in taking part in the Road Procession to consider the option of entering as a walking party if they find it difficult to get a vehicle. Walking parties can be more creative with costumes and choreography, and create a better atmosphere interacting with onlookers.

Fund Raising

Fund Raising by the Andover Carnival organisation on the day is vital to support our chosen Charities. To help the Andover Carnival organisation fund raise on the day, each Float entry are required to provide four people over the age of 18 to walk alongside their Road Procession entry and collect on behalf of the organisation. Collecting tins or buckets will be made available.

All groups participating in the Road Procession are reminded that the Andover Carnival organisation has the Official Street Collection Permit for Carnival Day, and it is therefore contrary to regulations for any other collections to be taken.

Road Procession Details

Floats:-The assembly point for all floats is **Macadam Way (Howard Tenens) (location may be subject to change at short notice. All participants will be informed)** All Floats should be in place and registered by 14.30. The Procession will move off at 16.00 and turn left along Weyhill Road towards Andover town.

Walking entries and Marching Bands:-The assembly point is TVBC Council offices, Weyhill Road Andover SP10 3AJ. All parties should be in place and registered by 15.00.

Route:- The Floats having started at 16.00 will make their way along Weyhill Road and when they get to Beech Hurst the Walking parties and marching bands will be filtered into the procession by Andover Carnival organisation Marshals.

Safety Requirements and Guidance

Legislation and Safety Requirements

1. The vehicles and any trailers forming part of a float must comply with the Road Traffic Act 1984 and the Highway Code.
2. A certificate of insurance and suitable indemnity must be in force covering the use of the vehicle and float in the road procession, those on the float and activities taking place on the float.
3. All organisations and groups entering a float must undertake a risk assessment to ensure the activity, the structure and procedures being used to build, the materials, the procession activities and controls are compliant with legislation, and risks are reduced to an acceptable level. – see Health and Safety Executive websites at <http://www.hse.gov.uk/> and <http://www.hse.gov.uk/entertainment/index.htm>.
4. An appropriate working fire extinguisher must be available and should be located near the generator.
5. If you are using a generator, this must be located at the rear of the vehicle and must be securely fastened to the vehicle, diesel generators are preferred.
6. NO refuelling of generators will be allowed and no spare fuel is to be carried on the float, please ensure that your generators run time on its fuel tank is sufficient to last the duration on the procession.
7. Each float should have at least one first aid qualified person.
8. Any structures or decorations being used on floats must be of suitable strength and stability and secured to the vehicle being used to enable participants to hold onto and adverse weather conditions must not be able

to damage them to such an extent as to render them dangerous or cause them to fall off the float onto participants or members of the public.

9. It is illegal and dangerous for persons to stand on a trailer/float when it is travelling at more than walking pace. Consequently no-one is allowed to be carried on the float unless the float is in the procession travelling at no more than walking pace.
10. Please be warned that the Andover Carnival organisation may be using various forms of multi-media to record all the day's activities and events, and will be using them for publicity in the future.

Floats

11. To ensure a float is safe at all times a float must appoint their own Chief Steward who will be responsible for the safety and control of activities for the duration of the road procession.
12. It is also a requirement that at least four stewards (one to walk at each corner) who must be 18 years old or over to act as safety spotters and carry collecting tins/ buckets to collect donations whilst walking alongside the float and to communicate with the driver, should there be any hazards that the driver should be aware of.
13. As identified above, the construction of a float must take into account the fact that a trailer is considered in legislation as a platform at height, and measures must be taken to prevent people from falling off. Hand-holds, strapping and other restraint methods must be used to prevent persons, especially children, from falling off the float. It is strongly recommended that a rope or similar device is securely fastened around the edge of the float at waist height.
14. A suitable ladder must be carried on each float to enable participants to get on and off the float.
15. Please ensure that no one (especially children) are stood or seated around the edge of the float.
16. Adult helpers must be predominant and be aware of health and safety requirements when groups of children are under their supervision.
17. People will not be allowed to get off a float while it is in motion. If persons need to get off the stewards must ask the driver to stop until the persons are off and clear of the vehicle. No persons are allowed to run to and fro among the oncoming traffic as this may cause an accident.
18. The throwing of items of any kind from a float into the crowd is strictly forbidden and those doing so will be removed from the procession. No-one on a float is to allow or encourage the general public to throw any item onto or at the float.
19. No alcohol is allowed on vehicles, nor to be consumed during the procession.
20. All vehicles must keep to a steady pace in order to keep up with the float in front. The pace will be controlled by the procession officer at the front of the procession. A safe distance must be kept between vehicles but no more than two articulated vehicles length at any time. Any vehicle travelling too slow will be asked to close the gap. Failure to comply with the above will result in the vehicle being moved to one side until all participants have passed, you will then join at the back of the procession.

Walking Participants

21. Where the make-up of walking parties is predominately young people a Chief Steward must be in place to ensure its activities are controlled.
22. Walking parties must ensure that their activities do not slow down the procession and cause unnecessary delays and congestion.
23. Walking parties must take into account the length of the procession and the activities, age and ability of those in their party.

Adverse Weather Conditions

24. The Road Procession is planned to go ahead if it rains, unless it is extremely heavy. In the case of extreme weather conditions the Andover Carnival organisation will endeavour to contact all parties and inform them if there is a cancellation.
25. Those organising a float or walking party will have to consider whether the activity, structures and decorations will remain safe during the duration of the road procession in adverse weather conditions, and if the decision is to cancel should contact the road procession manager as soon as possible.
26. At Vigo Road the floats procession ends and participants will disembark. Floats will not be allowed to remove decorations at these locations.
27. Failure to comply with any of the terms set out by the Andover Carnival Committee may result in the float being withdrawn from the Carnival procession. This may also effect any future applications.
28. Andover Carnival Committee has the right to refuse any application without giving any reason. You have the right to ask in writing within 7 days of your application being refused why your application has been rejected.

***The above is for guidance only and is not an exhaustive list of requirements.
All your activities must be risk-assessed and control measures must be put in place.***