



Carnival Parade Terms and Conditions

The rules and regulations will be enforced by the Event Manager or another representative of Bishop's Stortford Town Council (“the Council”).

General

1. Nothing in the regulations shall be construed as placing an obligation on the Council to provide Bishop’s Stortford Carnival Parade, but it is agreed that the Council will endeavour to provide the Carnival Parade except where prevented from doing so by circumstances beyond its control such as adverse weather making the holding of the Carnival Parade unsafe for the participants or the public. In order to meet this obligation the Council may, at its absolute discretion, relocate, restrict or alter the Carnival Parade. Bishop’s Stortford Town Council reserves the right to alter any element, order the cessation of any activity, amend the conditions or cancel the Carnival Parade event without prior notice.
2. The Council reserves the right to exclude any participant who has breached the rules, falsified application information or whose actions are not in the best interests of the Carnival Parade.
3. Any Town Council representative can seek the immediate removal of a participant from the Carnival Parade who, in his/her opinion, is causing a nuisance, annoyance or danger to other participants, Bishop's Stortford Town Council representatives or the public, or who damages any property of the Council.
4. Participants shall indemnify the Council from and against all actions, proceedings, damage, claims, losses or outgoings of whatever nature arising out of the participant’s/participants’ entry in the Carnival Parade.
5. The Council will not be responsible for personal injury or death unless the personal injury or death has been caused by the negligence of the Council or its officers or agents.
6. Participants must co-operate with the Town Council representatives with regard to risk assessments of the Carnival Parade both as a whole and of individual floats.
7. Participants are responsible for ensuring that their floats and/or associated equipment is properly constructed and assembled and that no modifications are made which constitute a safety hazard.
8. Participants must immediately comply with any reasonable instruction given by the Event Manager or other Council employee in the interests of Health and Safety.
9. If you do not receive a confirmation letter for entry to the Carnival Parade you will not be permitted to take part.
10. Provision of vehicles, PA systems and generators are the sole responsibility of the participant. Participation is entirely at the participant’s own risk
11. Each group taking part must nominate one or more Health & Safety representatives (with a current knowledge of First Aid if possible)



12. Positions in the carnival parade will be pre-allocated; therefore arrival before the specified time will not place you at the front of the Carnival Parade
13. No alcohol or illegal items or substances are permitted. At their discretion, the Council may remove anyone if they believe anyone to be under the influence of alcohol or illegal substances.
14. Participants will be required to provide adult stewards from the group (1 steward per 8 participants) to look after your members on the day.
15. No animals, no pyrotechnics or throwing of sweets, gifts or any other item or substance will be allowed.
16. Participants are responsible for obtaining parent or guardian consent for persons under 16 years of age to participate in the Carnival Parade. Written consent is to be available for inspection at any time prior to and during the parade.
17. Costumes shall be fit for purpose and particular regard shall be paid to suitability, comfort, weight, and manoeuvrability.
18. Participants should ensure that:
 - a. Drink/refreshments shall be available to participants to prevent dehydration.
 - b. Suitably alternative clothing shall be available for adverse weather conditions.
 - c. Wheelchairs, buggies and the like available if necessary.
 - d. Sun hats and sun screen should be provided by the participants if the weather is hot
19. Street collection - all entrants must comply with the East Herts District Council's Street Collection Regulations and have a valid collection licence issued by East Herts Council. Failure to register street collections will mean that you will not be able to collect on the Carnival Parade route or within Bishop's Stortford Town Centre on Carnival Day.

Floats

20. All floats must nominate a Float Steward, who must walk by the side of all vehicle/walking entrants and take overall charge of the float
21. Participants will be permitted to arrange for members to walk alongside the float or group of walkers to distribute leaflets along the route (not thrown). It is the responsibility of the float organiser to provide sufficient wheel stewards to ensure no one injures themselves due to the float's operation.
22. Minimum Speed: The Carnival Parade MUST move at 3mph maximum
23. No person shall be permitted to mount or dismount from the float (except in emergencies) during the Carnival Parade.
24. Carnival Parade vehicles may be checked for roadworthiness. The Council reserves the right to refuse any unsafe vehicles a place in the Carnival Parade.



25. Floats shall be designed to provide full exposure of the driver's head with 180 degrees of clear vision to the front and sides of the float
26. Floats shall be constructed of sturdy frames fit for purpose
27. The base of floats shall be able to bear the designed imposed loads
28. Where designed to carry passengers, there shall be adequate guarding/handrails to prevent falling
29. No sharp or unfinished edges should be exposed
30. No glass/crystals shall be used
31. No gifts, leaflets, flowers, sweets, CD's or the like – shall be thrown from floats during the Carnival Parade
32. Drivers of motorised floats must have a valid driving licence, available for inspection at any time
33. Vehicles and trailers shall be properly taxed and insured and abide by all the necessary legislation
34. Vehicles pulling floats shall be serviced for fuel, oil, water, tyres and battery prior to reporting to the Assembly Point
35. Motorised floats must be fit to travel on public roads and properly and safely directed along the route.
36. Naked flames are prohibited.
37. No smoking to be allowed by participants in the Carnival Parade.
38. Electrical Systems: Electrical wiring must be installed and tested by an approved installer. Electrical wiring must be of a type approved for the use for which it is being used, shall have sufficient capacity and be secured (not with wire staples) and protected to prevent damage. It shall have connections made in approved devices or electrical boxes and shall be properly fused. All electrics to be protected from the weather. All cables must be routed away from pedestrian traffic routes in order to avoid tripping hazards or any other hazard and must be protected from mechanical damage and at a safe height
39. Generators must be located so as not to be accessible to members of the public or other unauthorised persons. Generators shall be of a type approved for the use for which they are being used and must be secured. Generators must be weatherproof. All cables must be routed away from pedestrian traffic routes in order to avoid tripping hazards or any other hazard and must be protected from mechanical damage and at a safe height. No re-fuelling or storage of fuel is allowed on site. Where the Event Manager considers that a generator is too noisy, he/she will require that the generator be switched off immediately.