



Carnival Procession Entry Form

Procession day – 21ST June 2025 – **THE SHOW MUST GO ON**

1ST Choice Float Title2nd choice

(This year we are aiming to not duplicate themes on floats so please wait for confirmation you have been allocated your first choice of theme, these will be allocated on a first come basis so get your form in as soon as possible)

Name of organisation

Address

Contact name

Telephone

Email address

Approximate length of vehicle

Do you have a first aider in your party? If yes please give their name.....

Do you have a first aid box with your party **YES / NO**

PUBLIC LIABILITY INSURANCE MUST BE TAKEN OUT ON ALL VEHICLES TAKING PART. THIS MUST BE PROVIDED TO HAZEL NO LATER THAN 2 WEEKS PRIOR TO THE PARADE DAY.

PLEASE FAMILIARISE YOURSELF AND ALL PARTICIPANTS ON YOUR FLOAT OF THE FOLLOWING DETAILS, ANYONE NOT ADHERING TO THE RULES WILL BE ASKED TO LEAVE THE PROCESSION IMMEDIATELY.

Please do not hesitate to contact Hazel On 07979228122 if you have any questions.

Parade day rules

We would like to thank you all for taking part in Biggleswade Community Carnival Parade day. We would like to make the day as fun and enjoyable as possible. However, to keep everybody safe, there are certain rules that we need to follow.

Please ensure that you read the below and abide by them, anyone seen to be deliberately disobeying the rules will be asked to leave or will not be able to participate.

Rules of parade day:

- Nothing is to be thrown from or onto any of the vehicles. This includes sweets, promotional items etc.
- No water pistols are allowed to be used during the parade.
- All children must be supervised by a responsible adult. This includes children that are walking the parade.
- No alcohol or drugs to be consumed during the parade. Anybody seen to be under the influence will be asked to leave the parade.
- All rubbish must be taken with you. This includes decorations from your float, any items left behind at the football club will incur a charge.
- All PA systems and music must comply with noise levels set out within risk assessment and SAG policy.
- Minimum of 50% of walkers need to carry a charity bucket.
- Undecorated promotional vehicles of a non-charitable organisation can participate, however, there will be an entrance fee.
- All insurance policies must be with the carnival committee a minimum of 2 weeks prior to the parade.
- Every vehicle entering must have public liability and standard insurance. This can be obtained through DAW's insurance in Shortmead street.
- No animals can be on the floats or in the parade.
- First aiders will be asked to wear an identification badge by the committee.
- The contact named on the entry form is responsible for ensuring that everyone on their float is happy to have their photo taken and published and needs to notify the committee if there is a reason that a specific person cannot be officially photographed by the carnival (unfortunately we cannot regulate or be responsible for general members of the public taking photographs)
- The contact named on the entry form is responsible for ensuring that their float complies all of the above and must identify themselves to the committee when arriving at the school and again will be asked to wear an identification badge.
- Last registration is at 1pm
- Please turn all music down to low level during the announcements.
- On arrival to the weatherly centre please sign your team in and give exact numbers in your party to registration counter.
- Collection of children etc at the end of the parade will be at biggleswade football club, however there is ABSOLUTELY NO VEHICLE ACCESS, if parents/carers etc wish to drive they should park in dan albane car park and walk through.