



Saturday 21st June 2008

12.00 noon - 5.00pm

For further information contact 01279 652274

Operated by Bishop's Stortford Town Council

Welcome to Bishop's Stortford Town Carnival 2008!

Bishop's Stortford Carnival will take place on Saturday 21st June 2008.

Bishop's Stortford Carnival like all outdoor events is affected by new legislation. Major pieces that affect the event are The Civic Contingency Bill and the Security Industry Regulations, both of which are now in force, as well as event licensing. In order to ensure compliance with these new regulations, which aim to improve safety and minimise risk at the event, some changes have been made to the event and the way it is run while many event management rules and regulations will be more stringently enforced.

Your co-operation and compliance is needed for us to have a safe, well run event and your help in this way will be much appreciated.

About this years Carnival

For many, the highlight of the day is the Carnival Procession. For 2008 the route will be as follows:-

Parade set up on South Road between the junction of London Road and Havers Lane

From South Road the parade will travel along:-

South Street

Potter Street

Market Square

North Street

Northgate End

The Link Road before finishing at the entrance to Sworders Field

Off the Link Road

For reasons of safety and quality control there are restrictions on both the number and type of entries in the procession.

It costs..... Nothing to enter.

And yes! You may collect for charity along the route - subject to licensing regulations (collections licence application can be sent to you on request). **If you are planning to collect for Charity on the day you must have a collection licence.**

Judging and Awards

Judging takes place during the actual procession as it passes through the town. Judges will also visit the assembly area to assess vehicle entries.

Everyone will be marked by an expert and experienced panel of judges according to the following criteria.

- ✦ Overall design and visual impact - i.e. how good it all looks
- ✦ Effort and participation - i.e. how much work you have put into it
- ✦ Spirit of Carnival - i.e. how well and how enthusiastically you present it

Coveted titles to win include:-

- ✦ Overall Best in Carnival
- ✦ Overall Best in Carnival (runner up)
- ✦ Schools Cup

Awards will be presented at a date to be confirmed

Saturday June 21st 2008

ENTERING THE CARNIVAL PROCESSION

Firstly - read the general information sheet about Bishop's Stortford Carnival 2008 which is enclosed in this pack. This will help give you an overview of this year's event and outlines changes in the general arrangement for the Procession including the set up.

As Bishop's Stortford Carnival continues to grow - both in size and reputation - and in the light of changing laws and licensing regulation, it is the Town Council's desire to maintain and improve our high safety standard. It is expected that applications from groups and organisations wishing to take part this year will exceed capacity, so we are issuing guidelines to help you be successful in your application to take part.

SO LETS GET STARTED.....

You may enter the Carnival procession as ... A club, community organisation, group of friends or as a business/company. Individuals are welcome to take part.

Your Carnival entry may take the form of ... A float or decorated vehicle, a walking group/individual, classic car, band, walking troupe or a combination.

This year's theme is masquerade!

The Council encourages entries to be visually exciting, thought provoking or entertaining and in keeping with the overall upbeat spirit of the Carnival. No undecorated vehicles will be permitted to enter the Procession unless they are Classic Vehicles.

All parade entrants will be asked to sign a 'contract' agreeing to comply with all the conditions of entry.

Provision of lorries, PA systems and generators is the sole responsibility of your group.

Health & Safety Issues

Each group taking part must nominate a Health & Safety representative (if possible with a current knowledge of First Aid)

You will be required to provide adult stewards from your group (1 per 8 participants) to look after your members on the day.

We regret, no animals, no pyrotechnics, no throwing of sweets, gifts or any other item or substance and no imitation or replica firearms or other weapons will be allowed.

Alcohol may not be consumed or visible while the parade is in progress.

**Need more information or advice before submitting your form?
Our contact details are on the reverse of this pack.**



CARNIVAL AND FUN DAY PROCESSION
21st June 2008

1.

2.

3.

4.

□

Name of your Organisation

.....
.....

Main Contact

Person.....

.....

Mail
Address.....
.....

.....
..... Post
Code.....

Tel. No. (day)
..... Tel. No.
(eve).....

Mobile E-mail
.....
.....

**Name of your Carnival Procession
Safety Rep**

.....
.....
...

Mail
Address.....
.....

.....
.....Post code

Tel. No. (day)
Tel. No. (eve)
.....

email
address.....
.....

Is this person first aid trained?

Yes No

Is your group:

A Voluntary organisation

A Commercial Business

5.

6.

7.

8.

9.

10.

11.

12.

Please describe briefly the main purpose or activity of your group/organisation

.....
.....
.....

Approximately how many people do you expect to take part?.....

Will they be mainly: Adults

Young People Families

Will you be entering: on a float as a walking troupe or marching band?

If you are entering with a vehicle please give details below:

Type of Vehicle

.....

.....

Size of Vehicle

.....

.....

Registration Vehicle

.....

.....

N.B. The registration number of each vehicle will be required for entry into the parade set up area as this will be restricted

Will you be playing music?.....If so, will it be live or recorded?.....

Will you be using a generator on your vehicle?
If Yes, what size?

.....

Do you wish to apply for a

permit to collect cash donations during the Carnival parade?

.....

I have read all the information and rules enclosed in this pack and agree to abide by them.

Signed.....

.....

Print

Name:.....

. Date:.....

Please return this form to our address on back of this pack
**DEADLINE: 1.00pm Friday
6th June**

2008□□_____

For office use only

Date Received:

Date final information sent:

BISHOP'S STORTFORD CARNIVAL

Saturday 21st June 2008

GENERAL INFORMATION

To ensure a safe and enjoyable day, all entrants must read and comply with the following information:-

REGISTRATION:

- ✦ Meeting Point: The Carnival procession will start in South Road.
- ✦ All floats must report at the marshall point situated at the entrance to the Rhodes Art Complex Car Park at the advised times.
- ✦ Vehicle drivers must be aware that there will be pedestrians in the road.
- ✦ Reporting Times: Entrants will be advised of reception times by email/letter, this will be issued closer to the Carnival date.
- ✦ All entrants must start and finish at the designated points
- ✦ Judging: Floats will be judged on route
- ✦ Start Time: The carnival procession will start at 12.00 noon

NB: 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

CARNIVAL:

- ✦ Carnival Route: South Road, South Street, Potter Street, North Street, Hadham Road and Link Road.
- ✦ The route is approximately 2 miles.
- ✦ All entrants must start and finish at the designated points
- ✦ Finish: The Carnival will finish at the entrance to Sworder's Field.
- ✦ Floats are free to disperse from this point. Normal road traffic regulations apply from this point.
- ✦ Entrants wishing access to Sworder's Field, must apply for permission beforehand. A pass will be issued with your confirmation.

FLOATS:

- ✦ Minimum Speed: The Carnival **MUST** move at 3mph minimum! It is recommended that all entrants take out insurance.
- ✦ Vehicle Floats: you should ensure that your existing motor insurance cover is adequate and includes injury to passengers travelling in or on your vehicle or float.
- ✦ Vehicle insurance may be checked on the day, please have it with you.
- ✦ Stewards: All floats must nominate a Float Steward, who must walk by the side of all vehicle/walking entrants.
- ✦ All entrants must nominate at least one steward, who will take overall charge of the float.
- ✦ Stewards will be invited to attend a stewards' meeting, which will be advised closer to the date.
- ✦ Carnival Stewards may withdraw at any time any entrant who does not comply with the rules.

STREET COLLECTION:

- ✦ All entrants must comply with the Local Authority Street Collection Regulations.
- ✦ Have a valid collection licence issued by East Herts Council.
- ✦ Failure to register street collectors will mean that you will not be able to collect on the Carnival route.
- ✦ No businesses may benefit from the Carnival Collection.

NOTES:

- ◆ Bishop's Stortford Town Council appointed stewards cannot be held responsible for float passengers (particularly young children).
- ◆ The Carnival Committee reserves the right to refuse applications.
- ◆ Bishop's Stortford Carnival Committee reserves the right to amend the conditions.
- ◆ If you do not receive a confirmation letter for entry to the Carnival Parade/Fun Day you will not be permitted to take part.
- ◆ The Committees decision is final.
- ◆ Bishop's Stortford Town Council reserves the right to cancel the event without prior notice.

If you require further information please contact us:

tc@bishopsstortford.org

01279 652274

Finally, we would like to take this opportunity to wish you a safe and happy Carnival.



BISHOP'S STORTFORD CARNIVAL REGULATIONS 2008

Volunteers are needed to work on Carnival Day

A Volunteers pack is available on request from 01279 652274



BISHOP'S STORTFORD FUN DAY

Saturday 21st June 2008

GENERAL INFORMATION

VENUE: Swoorder's Field, Bishop's Stortford, off
The Causeway

SET UP TIMES: 10.00 - 11.30 Please note vehicle access is
only available between these times, all
vehicles must be off the field after this
time

PUBLIC OPENING TIMES: 12.00 - 17.00

PUBLIC ENTRY COST: Free

NOTES: Arena events should be held throughout the opening hours

Toilet facilities (including disabled) are available at the
Markwell Pavilion throughout the Fun Day opening hours

Bishop's Stortford Town Council reserves the right to refuse
any Carnival Float/Fun Day Stall

If you require any further information, please contact
Bishop's Stortford Town Council, The Old Monastery, Windhill,
Bishop's Stortford, Herts. CM23 2ND

Tel: 01279 652274
email: tc@bishopsstortford.org

BISHOP'S STORTFORD FUN DAY PITCH BOOKING FORM

There are five types of pitches available to book at the Fun Day on 21st June 2008. Tick the type of booking you want on the left of the description and then fill in the form at the bottom and return it to the Town Council with your full payment. Pitch areas are 3m x 3m. (10'x10'). Please note this is for space only, no stalls are provided. Your cheque should be made payable to Bishop's Stortford Town Council.

Please ensure you enclose a copy of your public liability insurance as without this document you will be unable to trade at this event.

- Bishop's Stortford based business - £30.00
- Bishop's Stortford based business entering a float into the Carnival - £25.00
- Business based outside of town - £50.00
- Business based outside of town entering a float into the Carnival - £45.00
- Charity or non profit making organisation based in Bishop's Stortford -£15.00
- Charity or non profit making organisation based in Bishop's Stortford entering a float into the Carnival £5.00
- Charity or non profit making organisation based outside Bishop's Stortford - £20.00

Your Name: Address

Telephone:

E-Mail:.....

Postcode:

Organisation Name:-
.....

Please provide details of the type of activities that will take place on your stall so that we can avoid placing you next to similar.
.....

Declaration

I wish to book a pitch and have read the notes/rules and agree to abide by them.
I enclose a cheque payable to Bishop's Stortford Town Council together with a copy of our public liability insurance.

Signed: Date:

Please return this form to: Bishop's Stortford Town Council, The Old Monastery,
Windhill, Bishop's Stortford, Herts, CM23 2ND
tel: 01279 652274 email: tc@bishopsstortford.org

Further information is available from
Bishop's Stortford Town Council
OPENING HOURS

Day	Opening Times
Monday	9.00 - 5.00pm
Tuesday	9.00 - 5.00pm
Wednesday	9.00 - 5.00pm
Thursday	9.00 - 5.00pm
Friday	9.00 - 5.00pm
Saturday	10.00 - 12.00 noon

Bishop's Stortford Town Council
The Old Monastery
Windhill
Bishop's Stortford
Hertfordshire
CM23 2ND

tel: 01279 652274
email: tc@bishopsstortford.org