

NORMANTON GALA PARADE TERMS & CONDITIONS

Event Name:	NORMANTON GALA PARADE
Event Date:	SATURDAY 14 TH SEPTEMBER 2024
Start Point:	Pope Street, Altofts
Set Up Time:	10.00am onwards
Departure Time:	11.00am

Parade Categories and Spaces Available:

There will be a maximum of TWENTY spaces available in the Parade.

The following categories are available at this event:

- Small Lorry (7.5t limit) Maximum of 10 permitted.
- Other Small Vehicle Transit Van or smaller
- Walking
- Dance Troupe & Support Vehicle (Transit Van or smaller)

How to Apply:

Applications will be taken on our website or via a paper application form available from the Town Council Office.

All applications must be received by **Friday 16th August 2024**– this includes the application form and all supporting information.

All applications will be considered against our Parade Entry criteria which is set out below.

All applications must be submitted by someone involved with the group in a position of authority over the age of 18.

Normanton Town Council reserves the right to decline any application without stating a reason, and its decision shall be final.

If your application is not successful, you may be added to a waiting list to be offered a place if someone declines their offer.

Qualification Criteria:

All floats must contain a minimum of FOUR people to qualify for payment.

Only ONE entry will be permitted from each organisation.

Preference will be given to organisations from the Normanton and Altofts area as a priority.

Selection Criteria:

The purpose of this event is to offer an opportunity for the local community to celebrate and take part in this long-standing event.

You will be required to demonstrate that your organisation is based and operating in Normanton and Altofts.

It is not sufficient for the organiser simply to be resident in Normanton or provide a WF6 address for correspondence.

Key Selection Criteria will be:

- Locality – Entrant from Normanton and Altofts.
- Previous performance at Town Council events – Consideration will not be given to applications from entrants who have operated contrary to our terms and conditions in the past.
- Consideration will only be given to applications from outside the area if spaces are still available after the closing date has passed.

Payment of Fees:

Each entrant will receive a donation of £50.00 subject to compliance with our terms and conditions.

Entrants found to be breaching the terms and conditions risk forfeiting their fee and not being allowed to enter in the future.

Confirmation of Booking:

Once your application has been accepted, you will receive written confirmation along with joining details.

Cancellation of Booking:

If you decide to withdraw your application, you must notify the Town Council as soon as possible so that it can be offered to someone on the waiting list.

Subletting of Slots:

Subletting of parade slots is not permitted – if you cannot attend the event, you must notify the Town Council. You may not arrange for another organisation to attend in your place.

Cancellation of Event:

In the unlikely event that the Town Council cancels the event, we will make all reasonable efforts to contact entrants as soon as possible. This may be by email or telephone.

It may not always be possible to contact everyone involved due to limited resources so you should also keep an eye on our social media channels for updates, particularly in the case of very bad weather.

Damages:

Any damage caused by the entrant, their agents, employees, children, or family members, to the event venue or equipment provided to them, remains the responsibility of the entrant and must be paid for in full. Failure to pay for damage may result in you not being permitted to attend the event in the future.

Losses:

Normanton Town Council accepts no responsibility or liability for financial losses incurred by the entrant for any loss or damage to their equipment, goods or personal belongings or any injury to themselves or employees working for them.

Entrants are responsible for the setting up and dismantling of their own floats and for any losses, damage or injury arising or resulting from its use.

The Town Council accepts no responsibility or liability for any financial losses due to poor weather.

Insurance:

All entrants must have an active insurance policy which includes Public Liability Insurance.

A copy of this policy must be provided to the Town Council with your application. If your insurance is due to renew close to the event date, please send your current policy with your application.

Please DO NOT send Employers Liability – we require Public Liability.

All vehicles involved in the parade must be insured to take part in parades.

Normanton Town Council accepts no liability for any loss, damage, or injury in connection with the event. In applying for this event, you indemnify the Council against any such claims.

Health & Safety:

You must conduct your own risk assessment for the activities that you will be carrying out on the day. A copy must be provided to the Town Council.

You must take reasonable steps to ensure that your float is safe, and this includes ensuring items fitted to the float are safe.

The use of a physical barrier on floats is essential to prevent passengers from falling from the vehicle.

All vehicular entrants must be seated where possible.

Passengers must not try to get on or off a moving vehicle.

Entrants must not throw things from their vehicle to spectators.

All youth-based groups must have sufficient adult supervision.

All vehicular entrants must have a minimum of FOUR stewards for their own float. These stewards should wear Hi-Viz vests.

Stewards must ensure that spectators stay a safe distance from the float and supervise behaviour on board.

All vehicles must be in a roadworthy condition. Any trailer used must not exceed the towing capacity of the towing vehicle.

The driver must keep up with the parade, maintaining a steady, constant speed and not allow significant gaps to form between floats.

The driver must be aware of the presence of pedestrians along the parade route.

Walking floats must keep up with the parade at all times and not allow significant gaps to form.

All entrants must stay in formation and not move away from their float whilst the parade is on the move.

Entrants must not begin a stationary performance along the route without prior written consent.

All entrants must continue to move forwards, in the direction of the parade, at all times.

Weather:

The Parade may go ahead in rainy conditions, provided that the health and safety of those on parade is not put at risk.

People involved in the parade should be mindful of weather conditions and consider hats / sun cream/ waterproofs etc.

Water:

There is no drinking water available on parade. You should bring all your water with you in portable containers/bottles. It is recommended that you nominate a member of your group to be responsible for distributing water at the appropriate rest stops.

Access Arrangements:

Full joining information will be provided to all entrants in advance of the event.

Upon arrival, you will be asked to check in with the Parade Marshall before parking up in the parade.

Once you arrive in the parade, you will be checked again by a Parade Marshall.

If you are asked to move by a Parade Marshall, then you must do as requested and failure to comply may result in you being prevented from taking part.

Vehicular access to the Gala Field will be provided from Haw Hill View at a designated entry point.

You will be directed to a space in the arena and must proceed at a slow pace of no more than 5mph.

You must be aware of hazards including pedestrians and animals on site.

You must not unload your equipment or move your vehicle off the field until instructed.

Security:

The Town Council accepts no responsibility or liability for the security of floats or personal belongings.

Disposal of Waste:

The Town Council does not accept responsibility for the collection of waste from your float.

Entrants should ensure that they provide bags to collect litter along the route.

Litter bins are provided around the event for the use of the public, to keep the venue tidy.

The release of Balloons, Chinese lanterns and floating candles is prohibited.

Noise:

The Council reserves the right to curtail or reduce any noise created by floats / entrants.

PA systems for music are permitted along the route, but care must be taken not to frighten or cause distress to people or animals.

Drivers should minimise the use of horns, except in an emergency or to signal start/stop to the people on board.

Fire:

Entrants should ensure that the risk of fire is reduced, and that consideration is given to the provision of firefighting equipment on board.

There is no firefighting equipment on site – in the event of a fire, please raise the alarm, call the fire brigade, and notify the Town Council.

Dogs and Pets:

Float supporters must ensure that any pets are kept under control at all times.

There must be no risk to the public or parade from dogs running away from their owners or from playing/ fighting with other dogs.

All dog owners must clean up after their animals. Please remember that there are hundreds of people in the parade, and they do not want to walk through dog mess.

Smoking:

Entrants must not smoke on or near their float or within any covered or enclosed space.

Alcohol:

The drinking of alcohol by entrants or supporters around the floats or in the parade is not permitted.

Toilets:

There will be two portable toilets at the start of the parade.

There will be a number of portable toilets at Haw Hill Park.

There are no other toilets available along the route.

First Aid:

There will be a first aid presence walking with the parade and at Haw Hill Park for the duration of the event.

Publicity:

The organiser reserves the right to film and take photographs of the event for promotional purposes.

As this is a public event, you must ensure that everyone involved in your float has photography consent and that they are not put at risk by photos being taken.

The Town Council will primarily use its website, Facebook page and twitter account to promote this event alongside traditional media including local publications where appropriate.

A Gala Programme will be available and sent to each entrant in advance of the event.

Coronavirus:

This event is subject to cancellation at short notice in the event of a national lockdown, local outbreak, or other restrictions.

If this should happen, it will be announced on our social media channels.