

NORMANTON TOWN COUNCIL



Normanton Town Hall, High Street, Normanton, West Yorkshire, WF6 2DZ
Tel: 01924 893794 E: enquiries@normantontowncouncil.co.uk

To members of the Events
Committee

Date: 3rd December 2024

Dear Councillor,

You are hereby summoned to attend a meeting of the **EVENTS COMMITTEE** to be held on **Monday 9th December 2024** at **1.00pm** at **Normanton Town Hall**, High Street, Normanton, WF6 2DZ.

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Donna', with a long horizontal flourish extending to the right.

Mrs Donna Johnston FdA
Town Clerk & RFO.

EVENTS COMMITTEE

Monday 9th December 2024 at 1.00pm at Normanton Town Hall

AGENDA

Item	Description	Enclosure
026.	To receive apologies for absence.	
027.	To receive Declarations of Interest.	
028.	To approve and sign the minutes of a meeting of the Events Committee. Held on Monday 4 th November 2024 (Minute Numbers 017-025; Pages 9-13).	A
029.	To review recent events including Remembrance Sunday, Christmas Lights Switch On and Children's Christmas Party.	B
030.	To discuss arrangements for the remaining events in 2024.	
031.	To discuss arrangements and consider quotes for events in 2025.	C
032.	To review terms and conditions, stall charges and donations for events in 2025.	D
033.	To consider entertainment for the Gala 2026.	
034.	To review the Events Budget for the 2024/25 financial year. Figures presented to the end of October 2024.	F

NORMANTON TOWN COUNCIL**MINUTES OF THE EVENTS COMMITTEE**

Held on Monday 4th November 2024 at 1.00pm at Normanton Town Hall

Present: Councillor E Blezard - Chairman
Councillor A Bones
Councillor M Jennings
Councillor H Jones – Vice Chairman
Councillor F Marchant
Councillor P Mayne
Councillor T Morgan
Councillor C Parsons
Councillor J Pritchard
Councillor P Sampson
Councillor K Wilson, JP

Absent: Councillor C Appleyard
Councillor S Hudson
Councillor M Rowley

- 017. To receive apologies for absence.**
No apologies for absence were received.
- 018. To receive Declarations of Interest.**
No declarations of interest were recorded.
- 019. To approve and sign the minutes of a meeting of the Events Committee.**
RESOLVED that the minutes of the Events Committee held on Tuesday 13th August 2024 (Minute Numbers 010-016; Pages 5-8) be received as a true record and signed by the Chairman.
- 020. To review recent events including Gala Weekend, Flower and Vegetable Show, Talk and Slide Show, and Halloween.**
Members reviewed the events that have taken place over the last two months and made the following observations:

Gala Day

- No lighting in the toilets at the Fireworks Display which caused issues. To consider asking the stage to provide extra lighting to the rear of the stage in the evening.
- The Civic tent was very cramped. To consider hiring a bigger marquee or round tables in future to make better use of the space inside the marquee.
- Issues with vehicles blocking the parade set up area and verbal abuse being directed at staff. To contact Altofts Juniors FC to discuss the issues and to consider alternative solutions.
- A concern was raised about the observance of civic protocol. All Town Councillors are to be issued with a briefing note regarding expectations on the day.
- There was an issue with falling debris from the Fireworks Display this year due to the wind direction. To provide PPE to staff for the duration of the fireworks.
- Sanitiser stations were no longer required as they were already provided inside the toilet cubicles.

Gala Sunday

- Unexpected Gazebos for the dance troupes caused an issue on the day. To ask the dance troupes to register with the Town Council if they intend to bring a gazebo in future.
- Issue with the exit point being blocked off by a vehicle owned by a parent associated with a local dance troupe, and verbal abuse from this person being directed towards staff members. To obtain quotes for Traffic Management and additional signage for this area, and to introduce a penalty notice to dance troupes that may result in them being prevented from performing at the Gala if anyone associated with their group is found to be verbally abusive.
- The attendance numbers on Gala Sunday deplete from around 1pm. To consider introducing a joint dance performance for all the troupes to be involved in as a grand finale to encourage members of the public to stay longer.
- The car boot sale attendance was low this year, possibly due to bad weather on the day. To continue with the car boot sale for now and review it again after Gala 2025.
- Sanitiser stations were no longer required as they were already provided inside the toilet cubicles.

Flower and Vegetable Show

- The Flower Show was very disappointing with only 16 entrants with less than half being from Normanton and 63 exhibits. Consideration was given to cancelling the show on the day as there was very little for the public to view.
- The verbal feedback on the day was negative.
- The auction raised £53.00 with only four bunches of flowers to auction. Entries raised £15.00 and teas and coffees raised £14.00.
- Prize money awarded was £217.00.
- There were so few entries that we had to move the flowers into the Community Room 1 to make it look fuller.
- The financial investment into the show and manpower is significant but the support from residents is reducing year on year. The event is not providing value for money.
- The Flower and Vegetable Show will be cancelled for 2025 due to consistently low exhibition numbers and rising costs that raise concerns about the overall benefit to the residents of Normanton and Altofts.

Talk and Slide Show

- Over 70 people attended the Talk and Slide Show this year.
- The event was well received by all in attendance.

Halloween in Normanton

- The event went well overall.
- The queue for the face painters was too long. To look into booking 3 face painters next year.
- The Well Project was too cramped due to both the trail and refreshments being dealt with inside. To move the trail paperwork station outside under a gazebo next time.
- Issues with queue control throughout the day. More volunteers will be required moving forward. Councillors to be approached to volunteer next year.
- Trick or Treating in the High Street was successful but may benefit from extra volunteers in fancy dress.
- Tuesdays are not ideal for The Well Project due to the Foodbank operating on the same day. To consider moving the event to the Monday next year after discussions with The Well.

021. To discuss arrangements and consider quotes for events in 2024.**Remembrance Sunday**

- An update on a meeting with the Clergy was provided to members.
- There will be no Royal British Legion Standards this year.
- Cliff Parsons and Paul Sampson confirmed as the Royal British Legion speakers.
- To approach the local Army Cadets and request their support at the event in future.

Christmas Lights

- 2 x Christmas Walkabout Characters (Human Bauble and Human Pudding) to be booked through Midland Entertainment at a cost of £650.00 plus VAT.

Christmas Party

- All invited schools had replied and confirmed their attendance at the Christmas Party this year.

Christmas Celebration

- An update on a meeting with the Clergy was provided to members.

022. To receive an update on the new Wakefield Council Private Markets Policy.

A report was circulated to members explaining the new Wakefield Council Private Markets Policy.

RESOLVED that the report be received.

023. To discuss arrangements and consider quotes for events in 2025.**Gala**

- Back Chat Brass Band to be booked for the 2025 Gala at a cost of £2,300.00 plus VAT.
- To look into alternatives for 2026.

RESOLVED that Standing Orders be suspended to enable the meeting to be completed as the time limit had been reached.

024. To review the Events Budget for the 2024/25 financial year.

RESOLVED that the Events Committee Budget report for the period ending September 2024, showing an income of £5,170.00 and total committed expenditure of £63,626.67, be received.

025. To consider the draft budget for events in 2025.

A draft Events budget was circulated, and members suggested some minor amendments.

RESOLVED that a recommendation would be put to the Finance Committee for the following budget:

EVENT	CURRENT BUDGET (2024/5)	DRAFT BUDGET (2025/6)	AMENDED DRAFT BUDGET (2025/6)
VE Day 80	£0.00	£750.00	£750.00
Mayor Making	£3,000.00	£3,500.00	£3,500.00
Civic Sunday	£500.00	£750.00	£750.00
Party @ Haw Hill Park	£16,000.00	£16,000.00	£16,000.00
Brass Band Concerts	£800.00	£800.00	£800.00
Gala	£32,000.00	£35,000.00	£37,500.00
Flower & Vegetable Show	£2,600.00	£2,500.00	£0.00 (Event Cancelled for 2025)
Talk & Slide Show	£0.00	£150.00	£150.00
Halloween	£1,500.00	£1,500.00	£1,500.00
Remembrance Sunday	£3,700.00	£4,000.00	£4,000.00
Christmas Lights	£5,000.00	£6,000.00	£7,000.00
Christmas Party	£1,500.00	£1,500.00	£1,500.00
Christmas Celebration	£200.00	£300.00	£300.00
Information Events	£120.00	£250.00	£250.00
Events General	£1,000.00	£1,000.00	£1,000.00
	£67,920.00	£74,000.00	£75,000.00

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.

NORMANTON TOWN COUNCIL
EVENTS COMMITTEE
Monday 9th December 2024

REVIEW OF RECENT EVENTS

Members are asked to consider the following points in order to review the recent events. Please make notes to assist you.

Event Name:	REMEMBRANCE SUNDAY
Date:	Sunday 10 th November 2024
Location:	Haw Hill Park / Altofts Cemetery
Time:	10.20am – 12.15pm
Event Theme:	Annual Remembrance Sunday Services
<u>Attendance</u>	
Estimated Attendance:	<1,000
Attendance compared to Previous Years (if applicable):	It seemed a bit lower than previous years.
<u>Weather Conditions</u>	
Weather on Event Day:	Dry
Impact of Weather on Event:	None
<u>Event Services</u>	
Stage & Sound:	HG1
Issues encountered:	None
Presenter:	N/A
Issues encountered:	
Security:	N/A
Issues Encountered:	
First Aid:	Trinity Medical
Presence of First Aid Stations:	Mobile at both events due to the nature of the event.
Number of Incidents:	TBC
<u>Venue and Facilities</u>	
<u>Marketing and Promotion</u>	
Promotion Channels Used:	Social Media, Normanton Advertiser
Social Media:	Facebook
Flyers/Posters:	Electronic only
<u>Effectiveness of Marketing:</u>	
Reach:	Facebook Reach – 4,795
Views:	Facebook Views – 7,561
Post Event Engagement:	N/A
<u>Feedback and Improvement</u>	
Feedback from residents:	None received
Positive Comments:	
Areas for Improvement:	

Feedback from Staff:	
<u>Overall Assessment</u>	
Overall Success of the Event:	
Strengths:	
Weaknesses:	
Recommendations for Future Events:	

Event Name:	Christmas Lights Switch On
Date:	Friday 29 th November 2024
Location:	Town Hall and High Street
Time:	4.00pm – 7.00pm
Event Theme:	Christmas Lights Switch On and Santas Grotto
<u>Attendance</u>	
Estimated Attendance:	<2,000
Target Audience:	All ages including family groups
Actual Attendance:	Unknown
Attendance compared to Previous Years (if applicable):	It seemed slightly quieter than previous years. The High Street doesn't get busy until 5pm.
Grotto Attendance	274 gifts given out
Grotto compared to last year	Slightly higher. Just under 270 last year.
<u>Weather Conditions</u>	
Weather on Event Day:	Dry and not overly cold.
Impact of Weather on Event:	None
<u>Event Services</u>	
Stage & Sound:	HG1
Issues encountered:	None
Presenter:	Ian Jefferson
Issues encountered:	None
Security:	TD Security
Issues Encountered:	Left early and road closed signs left in the street.
First Aid:	Trinity Medical
Presence of First Aid Stations:	Stationed at the Town Hall and walking in the High Street
Number of Incidents:	None
<u>Stalls</u>	
Number of Food / Drink Vendors:	2
Number of Other Vendors:	7 (1 without pre-booking) plus 1 pedlar and 1 Fairground pedlar
Performance and Feedback:	One stall left early due to a possible lack of footfall. Another only took around £100 all evening and said it wasn't the right event for them. There was no lighting for the stalls near Flower Barn. One stall was set up without booking in but this was easily resolved.
<u>Entertainment and Activities</u>	
Entertainment Provided by:	Altofts & Normanton Brass Band Channy – Jacob Robinson Jade Wright Donna's Facepainting Midland Entertainment
Types of Entertainment:	Music, facepainting, Walkabout Bauble and Christmas Pudding

Performance Quality:	One of the performers was unwell but the timings were altered so that the slot was filled.
Audience Engagement:	The singers were fantastic, Facepainting was busy all night and the walkabout characters were engaging.
<u>Marketing and Promotion</u>	
Promotion Channels Used:	Social Media, Normanton Advertiser
Social Media:	Facebook,
Flyers/Posters:	Electronic only
Local Media:	Normanton Advertiser, Wakefield Council Our Year, Experience Wakefield.
<u>Effectiveness of Marketing:</u>	
Reach:	Facebook Reach 14,691
Views:	Facebook Views 24,715
Post Event Engagement:	38 new followers in the last month
<u>Feedback and Improvement</u>	
Feedback from residents:	It was suggested that the stage could be placed further down the High Street facing the opposite way.
Positive Comments:	
Areas for Improvement:	
Feedback from Staff:	
<u>Overall Assessment</u>	
Overall Success of the Event:	
Strengths:	
Weaknesses:	
Recommendations for Future Events:	

Event Name:	CHILDREN'S CHRISTMAS PARTY
Date:	Wednesday 4 th December 2024
Location:	Canon O'Grady Hall
Time:	10am – 3pm
Event Theme:	Year One Christmas Party
<u>Attendance</u>	
Estimated Attendance:	300
Target Audience:	Year 1
Actual Attendance:	
Attendance compared to Previous Years (if applicable):	
<u>Weather Conditions</u>	
Weather on Event Day:	
Impact of Weather on Event:	
<u>Venue and Facilities</u>	
Venue Suitability:	
Appropriateness for Event Type and Size:	
Accessibility:	
Facilities:	
Toilet Availability and Condition:	
Cleanliness and Maintenance:	
Other Amenities:	
<u>Feedback and Improvement</u>	
Feedback from schools:	
Positive Comments:	
Areas for Improvement:	
Feedback from Staff:	
<u>Overall Assessment</u>	
Overall Success of the Event:	
Strengths:	
Weaknesses:	
Recommendations for Future Events:	

NORMANTON TOWN COUNCIL
EVENTS COMMITTEE
Monday 9th December 2024

EVENTS IN 2025

DATE	TIME	EVENT
Thursday, 8 th May	Evening TBC	VE Day 80
Friday, 16 th May	6.30pm - 10.30pm	Mayor Making
Sunday, 22 nd June	Morning TBC	Civic Sunday
Saturday, 12 th July	4.00pm – 9.30pm	Party @ Haw Hill Park
Saturday, 13 th September	All Day	Gala Day
Sunday, 14 th September	All Day	Gala Sunday
Tuesday, 23 rd September	7.00pm – 9.00pm	Talk & Slide Show
Tuesday, 28 th October	10am – 12pm	Halloween
Sunday, 9 th November	10.00am – 2.00pm	Remembrance Sunday
Friday, 28 th November	4.00pm – 7.30pm	Christmas Lights Switch On
Wednesday, 3 rd December	All Day	Christmas Party
Thursday, 11 th December	7.00pm – 9.00pm	Christmas Celebration

Please note that the times indicated above are START TIMES and Councillors may be required earlier than the start time if they are assisting with the event. Finish times are approximate.

VE Day

To receive an update from Bruno Peek on the national arrangements.

Mayor Making

To consider the hiring of a dance floor to enhance the event.

Presenter

To consider quotes for the presenter for all events in 2025.

Catering Policy for Events 2025

This policy was discussed and approved at the Town Council's Events Committee meeting on **Monday, 12th February 2024**. It will be reviewed regularly to reflect changes in events.

The Town Council recognises the importance of catering at events to enhance the experience and encourage attendees to stay longer.

We aim to:

- Limit the number and types of catering units based on the event's size and expected attendance.
- Provide a variety of food and drink options while ensuring catering remains financially viable for vendors.

Catering Guidelines by Event

The following table outlines the types and number of catering units allowed at each event:

EVENT	TYPE OF CATERING	QUANTITY
Summer Band Concerts	Haw Hill Park Bowling Club or The Well	1
	Ice-Cream~	1
Party @ Haw Hill Park	Ice-Cream~	2
	Desserts	2
	Ice Bar	1
	Jacket Potato	1
	Burgers/Bacon/Hotdog	2
	Pizza	1
	Bar	2
	Mocktails/Juice	1
	Speciality Coffee	1
	Specialist Catering	1
Gala Day	Ice-Cream~	2
	Desserts	2
	Jacket Potato	1
	Burgers/Bacon/Hotdog*	2
	Speciality Coffee	1
	Ice Bar	1
	Bar	2
	Mocktails/Juice	1
	Pie & Peas	1
	Noodles	1
	Pizza	1
	Specialist Catering	1

Gala Sunday	Ice-Cream~	2
	Desserts	1
	Jacket Potato	1
	Burgers/Bacon/Hotdog*	2
	Speciality Coffee	1
	Ice Bar	1
	Bar	2
	Mocktails/Juice Bar	1
	Pie & Peas	1
	Noodles	1
	Pizza	1
	Specialist Catering	1
Halloween	NONE REQUIRED	N/A
Remembrance Sunday	NONE REQUIRED	N/A
Christmas Lights	NONE REQUIRED	N/A
Christmas Party	NONE REQUIRED	N/A
Carol Services	NONE REQUIRED	N/A

Additional Notes

1. Events with Moran's Fairground:

- Catering rights are reserved for fairground vendors under Showman's Guild agreements.
- * Fairground vendors are given first refusal to attend this event with one specified catering unit.

2. Ice Cream at Haw Hill Park:

- ~ A tender through Wakefield MDC determines the primary ice cream vendor, who can bring one unit at no charge.
- Additional units may be booked by the Town Council if required.

Dance Display

Terms & Conditions

Event Name: Normanton Gala
Event Date: Sunday, 14th September 2025
Event Location: Haw Hill Park, Castleford Road, Normanton, WF6 2HG

Application Deadline

- All applications must be submitted by **Monday, 30th June 2025**.
-

Performance Details

- **Slots Available:** 10 (each lasting 30 minutes, including set-up and pack-down).
 - **Performance Times:**
 - 10:00 AM, 10:30 AM, 11:00 AM, 11:30 AM, 12:00 PM
 - 12:30 PM, 1:00 PM, 1:30 PM, 2:00 PM, 2:30 PM
-

What We Provide

- A marked performance arena (approx. 30m x 50m).
 - A sound system with speakers, laptop, and mixing desk.
-

How to Apply

- Submit your application via the link on our website or Facebook page.
- Include all necessary documents, such as a risk assessment and proof of Public Liability Insurance.
- Applications must be submitted by an authorised representative over 18 years old.
- If you require a space for a gazebo (for costume changes), please request this on your application form.

Important Notes:

- The Town Council reserves the right to decline applications without explanation.

- Unsuccessful applications may be placed on a waiting list.
 - Successful applicants will receive confirmation and event details by email.
-

Selection Criteria

- Priority is given to groups based in Normanton and Altofts.
 - Groups must have a good track record with Town Council events.
 - New groups should provide supporting evidence, such as links to social media or videos showcasing their performances.
-

Payment

- Each participating group will receive **£100** after their performance.
 - Payments may be withheld if terms and conditions are breached.
-

Performance Rules

- Music must be suitable for a family audience and provided in MP3 format on a memory stick.
 - Use only "radio edit" versions of songs with no offensive language.
 - Biodegradable and non-toxic materials (e.g., streamers) are allowed but must be cleaned up after the performance.
 - Prohibited items: Balloons, Chinese lanterns, non-biodegradable confetti, flames, and smoke effects.
-

Health & Safety

- All participants must submit a **risk assessment** covering their activities, which has been reviewed within the last 12 months.
 - Stall holders must provide **Public Liability Insurance** with their application.
 - If your insurance is due to renew close to the event date, please send your current policy.
 - Normanton Town Council is not liable for losses, damages, or injuries related to the event.
-

Access on Event Day

- Vehicle access for equipment drop-off is via Haw Hill View. Vehicles must move at a **maximum speed of 5mph**.
 - Unload your equipment and park off-site. Free parking is available in the Town Centre WMDC car parks.
 - Vehicle movement is prohibited during event hours (10:00 AM – 4:00 PM).
-

Additional Rules

- **Waste Disposal:** Performers must dispose of any waste properly. Public bins are available across the site.
 - **Smoking:** Smoking is prohibited inside the arena or any enclosed space.
-

Facilities

- **Toilets:** Portable toilets will be available, but performers must queue with the public.
 - **Water:** Bring your own drinking water, as it will not be provided on-site.
 - **First Aid:** First aiders will be present for the duration of the event.
-

Publicity

- The Town Council may film or photograph the event for promotional purposes.
 - Ensure all participants have given consent for photography.
 - A Gala Programme will be distributed to organisations in advance.
-

Event Cancellation

- The event may be cancelled due to unforeseen circumstances, such as a dangerous weather or pandemic.
 - Announcements will be made via social media.
-

Rule Breaches

Groups that fail to follow the rules may lose their payment and could be excluded from future events.

Normanton Gala Weekend

Stallholder Information

Event Name: Normanton Gala
Event Date: Saturday, 13th & Sunday, 14th September 2025
Event Location: Haw Hill Park, Castleford Road, Normanton, WF6 2HG

Application Deadline

All applications must be submitted by **Friday, 30th May 2025**.

Stall Information

- **Number of Stalls Available:** Saturday 60 Sunday 30
 - **Stall Types:**
 - Catering – Food
 - Catering – Alcohol
 - Trade
 - Community Group/Charity/Statutory Organisation
 - Car Boot (Sunday only)
-

Schedule of Charges

Community Groups/Charities/Statutory Organisations

- No charge for pitches.
- Tables are not provided. If required, a table can be rented for £10.00 (Saturday only).

Trade Stalls

Size	Saturday	Sunday
------	----------	--------

Catering Stalls (Food)

- **Saturday:** £150.00
- **Sunday:** £90.00

Catering Stalls (Alcohol)

- **Saturday:** £200.00
- **Sunday:** £120.00

Car Boot Sale (Sunday Only)

- £10 per pitch (standard car width). **No booking required.**
-

Event Timings

- **Set-Up Times:**
 - Saturday: 9:00 AM – 11:30 AM
 - Sunday: 8:00 AM – 9:30 AM
 - **Opening Times:**
 - Saturday: 12:00 PM – 5:00 PM (evening session open until 9:00PM)
 - Sunday: 10:00 AM – 3:00 PM
 - **Leaving Site:**
 - Saturday: 5:00 PM – 6:30 PM
 - Sunday: 3:30 PM – 4:30 PM
-

Evening Trading

- A limited number of stalls (typically catering) may trade during the fireworks display from 8:00 PM – 9:00 PM.
 - Stalls may need to be repositioned for evening trading. All vehicle movement must cease by 7:00 PM.
 - **No lighting is provided** for evening trading.
 - Please indicate on your application if you wish to remain on site for the evening.
 - There is no extra charge for evening trading.
 - Overnight stay is at your own risk, and stalls may need to be repositioned for Sunday.
-

Trading Restrictions

- Only **two traders** selling sweets will be allowed.
- Community groups may sell small quantities of sweets for fundraising but cannot make it their main focus.

Catering Guidelines

The following limits apply to catering stalls:

Gala Day	Ice-Cream~	2
	Desserts	2
	Jacket Potato	1
	Burgers/Bacon/Hotdog*	2
	Speciality Coffee	1
	Ice Bar	1
	Bar	2
	Mocktails/Juice	1
	Pie & Peas	1
	Noodles	1
	Pizza	1
	Specialist Catering	1
Gala Sunday	Ice-Cream~	2
	Desserts	1
	Jacket Potato	1
	Burgers/Bacon/Hotdog*	2
	Speciality Coffee	1
	Ice Bar	1
	Bar	2
	Mocktails/Juice Bar	1
	Pie & Peas	1
	Noodles	1
	Pizza	1
	Specialist Catering	1

* Events organised in conjunction with Moran's Fairground have Showman's Guild rights to attend the event. The fairground vendors are given first refusal to attend this event with ONE specified catering unit.

Party @ Haw Hill Park

Stallholder Information

Event Name: Party @ Haw Hill Park
Event Date: Saturday, 12th July 2025
Event Location: Haw Hill Park, Castleford Road, Normanton, WF6 2HG

Application Deadline

All applications must be submitted by **Wednesday, 30th April 2025**.

Stall Information

- **Number of Stalls Available:** 12
 - **Stall Types**
 - Catering – Food
 - Catering – Alcohol
 - Sweets (one only)
 - Facepainting (one only)
-

Schedule of Charges

- Catering – Food £130.00
 - Catering – Alcohol £150.00
 - Sweets £110.00
 - Facepainting £110.00
-

Event Timings

- **Set-Up Time:** 11:00 AM – 3:00 PM
 - **Opening Time:** 4:00 PM – 9:30 PM
 - **Pack-Up Time:** 9:30 PM – 10:00 PM
-

Catering Guidelines

The following limits apply to catering stalls:

Party @ Haw Hill Park	Ice-Cream~	2
	Desserts	2
	Ice Bar	1
	Jacket Potato	1
	Burgers/Bacon/Hotdog	2
	Pizza	1
	Bar	2
	Mocktails/Juice	1
	Speciality Coffee	1
	Specialist Catering	1

Normanton Gala Parade

Terms & Conditions

Event Name: Normanton Gala Parade
Event Date: Saturday, 13th September 2025
Start Point: Pope Street, Altofts

Application Deadline

- All applications must be submitted by **Monday, 30th June 2025**.
-

Key Timings

- **Set-Up Time:** From 10:00 AM
 - **Departure Time:** 11:00 AM
-

Parade Categories and Spaces

- **Maximum Entries:** 20 spaces available.
 - **Categories:**
 - Small Lorry (7.5t limit) – Up to 10 spaces
 - Other Small Vehicle (Transit Van or smaller)
 - Walking Groups
 - Dance Troupe & Support Vehicle (Transit Van or smaller)
-

How to Apply

- Applications can be submitted via our website or Facebook page.
- Applications must include the form and all supporting documents.

Important Notes:

- Applications must be submitted by an authorised representative over 18 years old.
- The Town Council reserves the right to decline applications without explanation.

- Unsuccessful applicants may be added to a waiting list and offered a spot if one becomes available.
-

Qualification Criteria

- Only **one entry per organisation** is allowed.
 - Priority is given to groups based in Normanton and Altofts.
 - Entries from outside the area will only be considered if spaces remain after the closing date.
-

Entry Fee and Payment

- Each participating group will receive a **£50 donation**, provided all terms and conditions are met.
 - Groups breaching the rules risk losing their payment and being excluded from future events.
-

Confirmation and Cancellation

- Accepted applications will receive confirmation and detailed joining instructions by email.
 - If you need to cancel your entry, notify the Town Council as soon as possible so your spot can be reallocated.
 - Subletting of slots is not allowed. If you can't attend, you must notify the Council.
-

Event Cancellation

- The event may be cancelled due to unforeseen circumstances, such as dangerous weather or a pandemic.
 - Announcements will be made via social media.
-

Health & Safety Requirements

- All participants must submit a **risk assessment** covering their activities, which has been reviewed within the last 12 months.
- Stall holders must provide **Public Liability Insurance** with their application.

- If your insurance is due to renew close to the event date, please send your current policy.
- Normanton Town Council is not liable for losses, damages, or injuries related to the event.
- Floats must have appropriate safety measures, such as barriers to prevent passengers and equipment from falling.
- Participants must follow these rules:
 - No throwing items to spectators.
 - Youth groups must have adequate adult supervision.
 - All vehicles must be roadworthy and insured.
 - Drivers must maintain steady speeds and avoid significant gaps in the parade.
 - All vehicular entrants must be seated where possible.
 - Passengers must not try to get on or off a moving vehicle.

Stewarding:

- Each vehicular float must have **four stewards** to monitor safety.
 - Stewards must supervise behaviour on and around floats and ensure spectators keep a safe distance.
-

General Rules

- **Noise:** Keep music and sound systems at a reasonable level to avoid distressing people or animals.
- **Weather:** Be prepared for all weather conditions (e.g., sun protection or waterproofs).
- **Waste:** Entrants must bring litter bags and dispose of waste responsibly.
- **Fire Risk:** Floats should include basic firefighting equipment.
- **Keep Up:** All floats whether walking or vehicular must keep up with the float in front. Gaps forming means that the parade has to carry out unscheduled stops to allow people to catch up which causes delays.
- **No Stopping to Perform:** Unless agreed in advance, dance troupes must not stop to perform along the route.
- **Water:** Please ensure that there is sufficient drinking water for each person involved with your float.

- **Dogs:** Please ensure that spectators keep dogs under control and clear up after their dogs on the parade.
-

Prohibited Items and Activities

- **Banned Items:** The release of balloons, Chinese lanterns, floating candles is not permitted
 - **No Smoking/Alcohol:** Smoking and drinking on or near floats is strictly prohibited.
-

Facilities

- **Toilets:** Available at the start of the parade and at Haw Hill Park.
 - **First Aid:** First aiders will accompany the parade and be available at Haw Hill Park.
-

Publicity and Photography

- The Town Council may take photos and videos for promotional purposes.
 - Ensure all participants have given consent for photography.
-

Normanton Town Council

Event Stall Holder Terms and Conditions

What's Provided

- You will be provided with a 'pitch' to set up your stall.
 - No equipment or tables will be provided.
-

How to Apply

- Applications can be submitted via a link on our website or Facebook page.
- Please ensure that your application and supporting documents are submitted by the closing date.
- Applications will be reviewed against our **stall/trader criteria** (outlined below).
- Applicants must be over 18.
- Normanton Town Council reserves the right to decline applications without providing a reason, and this decision is final.

Key Points:

- If your application is unsuccessful, you may be added to a waiting list.
 - Notifications will be sent as soon as possible, including payment details for successful applicants.
 - Payment must be made by the stated deadline to secure your pitch. Failure to pay will result in your pitch being offered to someone else.
-

Selection Criteria

The purpose of community events is to offer a diverse range of food, drinks, and attractions. Selection will prioritise:

- **Local Traders:** Preference is given to those based in Normanton or the Wakefield area.
- **Customer Appeal:** Products should cater to a variety of consumers.
- **Quality:** Goods must be of a reasonable standard.
- **Price Range:** Ensuring products offer value for money across different budgets.
- **Retail Mix:** A diverse range of product types is essential to avoid duplication.
- **Past Performance:** Applications may be declined if stall holders have breached terms at previous events.

Additional Requirements:

- Provide an accurate description of your products. Selling unauthorised items may result in stall closure.
 - Caterers must submit their menu and prices with the application.
 - Supporting evidence, such as photos of your stall or links to your website/Facebook page, is encouraged.
-

Charges and Payment

- Charges are listed in the Event Information Sheet.
- Payment should not be sent until your booking is confirmed.
- Payment methods include:
 - Card payment via a link or QR code shown on the invoice.
 - Card payment over the phone or in person.
 - Bank transfer (details provided upon confirmation).

Failure to Pay:

Missing the payment deadline will result in your pitch being reassigned.

Confirmation of Booking

- Upon acceptance, you'll receive written confirmation and payment details.
 - After payment, you'll receive a booking confirmation email with the event information.
-

Cancellations

- No refunds are available once payment is received.
 - Events proceed in all weathers unless it is unless deemed unsafe to proceed.
 - No refunds are issued for your non-attendance due to bad weather.
 - Notify the Council if you cannot attend; subletting of pitches is prohibited.
 - If the Town Council cancels the event, then all traders will be entitled to a full refund.
-

Sales and Product Rules

- Only goods listed in your application can be sold or promoted.

- Restricted items include counterfeit goods, herbal highs, tobacco, flammable equipment, nitrous oxide canisters, and similar prohibited items.
- All toys must display the CE mark.
- Political campaign promotion is not allowed.
- Live animals may not be given away as prizes or sold at Town Council events.

Unsuitable Items:

The Town Council may remove unsuitable products without compensation.

Catering and Licensing

- A **Catering Policy** sets out the number and type of catering stalls permitted at each event.
 - Selling alcohol requires pre-approval and submission of the appropriate licenses.
-

Insurance

- Stall holders must provide **Public Liability Insurance** with their application.
 - If your insurance is due to renew close to the event date, please send your current policy.
 - Normanton Town Council is not liable for losses, damages, or injuries related to the event.
-

Health & Safety

- Stall holders must submit a written risk assessment which has been reviewed within the last 12 months.
- Food vendors must meet a minimum **Food Hygiene Rating of 3** and adhere to UK food legislation.
- Food vendors must be registered with their local authority.

Special Notes:

- LPG users must demonstrate safe handling and provide a current gas safety certificate.
 - Electrical equipment must be tested and safe for use.
 - Generators must be silent diesel models.
-

On-the-Day Arrangements

- Information on access to the site will be provided in advance.
 - Follow staff instructions for unloading and setting up.
 - Vehicles must move slowly (max 5mph) and be parked in designated areas.
-

Waste Disposal

- Stall holders are responsible for disposing of their trade waste.
 - Public bins are for attendees only.
-

Additional Information

- **Dogs and Pets:** Ensure they are under control at all times.
 - **Smoking:** Prohibited at stalls or in enclosed spaces.
 - **Toilets:** Portable facilities and hand sanitizers will be available at most outdoor events. Town Centre events will be able to make use of the toilets at the Town Hall.
 - **First Aid:** On-site first aid will be provided.
 - **Publicity:** The event may be photographed or filmed for promotional purposes.
 - **Water:** There is no drinking water available on site.
 - **Power & Lighting:** There is no power or lighting available at outdoor events.
-

Event Cancellation

The event may be cancelled due to unforeseen circumstances, such as a pandemic. Announcements will be made via social media.

Damages and Losses

If a stall holder, or anyone working with them (including family members or employees), causes any damage to the event venue or equipment provided, they are fully responsible for covering the cost of repairs. Failure to pay for the damage could mean they won't be allowed to attend future events.

Normanton Town Council is not responsible for any financial losses suffered by stallholders, including damage to their equipment, goods, or personal belongings, or injuries to themselves or their staff. Stallholders are also responsible for setting up and taking down their own structures and any problems that arise from using them. The Council cannot be held liable for financial losses due to low attendance or bad weather.

Christmas Lights Switch-On

Stallholder Information

Event Name: Christmas Lights Switch-On
Event Date: Friday, 28th November 2025
Event Location: High Street Precinct, Normanton, WF6 2AL

Application Deadline

All applications must be submitted by **Tuesday, 30th September 2025**.

Stall Information

- **Number of Stalls Available:** 12
 - **Pitch Size:** 3m x 3m
 - **Stall Types:**
 - Community Groups
 - Trade Stalls
 - High Street Businesses
-

Schedule of Charges

- | | |
|--------------------------|-----------|
| • Community Groups | No Charge |
| • Trade Stalls | £20.00 |
| • High Street Businesses | No Charge |
-

Event Timings

- **Set-Up Time:** 2:00 PM – 3:30 PM
 - **Event Time:** 4:00 PM – 7:00 PM
 - **Pack-Up Time:** 7:30 PM – 8:30 PM
-

Catering Policy

- To support local cafes and sandwich bars, no external catering stalls will be invited to trade in the High Street.
- This policy is reviewed annually.

Stallholder Requirements

- **Tables and Gazebos:** Stallholders must bring their own.
- **Pitch Size:** Standard 3m x 3m. Larger spaces can be requested on the application.
- **Gazebo Weighting:** Gazebos must be securely weighted as stalls will be on a paved area.

NORMANTON TOWN COUNCIL
Summary of Receipts and Payments
 Cost Centre 7

EVENTS CTTEE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Income - Gala	4,000.00	4,890.00	890.00				890.00 (22%)
10	Income - Flower Show	300.00	103.25	-196.75				-196.75 (-65%)
11	Income - Christmas Lights	150.00	200.00	50.00				50.00 (33%)
12	Income - Party @ Haw Hill Park	640.00	1,426.75	786.75				786.75 (122%)
75	Gala				32,000.00	31,568.03	431.97	431.97 (1%)
76	Flower Show				2,600.00	1,229.32	1,370.68	1,370.68 (52%)
77	Remembrance Sunday				3,700.00	3,270.00	430.00	430.00 (11%)
78	Children's Party				1,500.00	300.98	1,199.02	1,199.02 (79%)
79	Christmas Lights				5,000.00	3,647.89	1,352.11	1,352.11 (27%)
81	Party @ Haw Hill Park				16,000.00	13,498.23	2,501.77	2,501.77 (15%)
82	Mayor Making				3,000.00	2,123.78	876.22	876.22 (29%)
83	Civic Sunday				500.00	675.40	-175.40	-175.40 (-35%)
85	Brass Band Concert				800.00	250.00	550.00	550.00 (68%)
86	Christmas Celebration				200.00		200.00	200.00 (100%)
87	Halloween				1,500.00	965.62	534.38	534.38 (35%)
88	Information Events				120.00	7.79	112.21	112.21 (93%)
89	Events - General				1,000.00	1,095.17	-95.17	-95.17 (-9%)
115	Gala 2025					370.00	-370.00	-370.00 (N/A)
119	MISC							(N/A)
120	National Events							(N/A)
SUB TOTAL		5,090.00	6,620.00	1,530.00	67,920.00	59,002.21	8,917.79	10,447.79 (14%)

Summary

NET TOTAL	5,090.00	6,620.00	1,530.00	67,920.00	59,002.21	8,917.79	10,447.79 (14%)
V.A.T.					9,344.62		
GROSS TOTAL		6,620.00			68,346.83		