

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**.
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Key Timings

- **Set-Up Time:** From 10:00 AM
 - **Departure Time:** 11:00 AM
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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)
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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.
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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.
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Entry Fee and Payment

- Each participating group will receive a **£60 donation**, provided all terms and conditions are met.
 - Groups breaching the rules risk losing their payment and being excluded from future events.
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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.
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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.
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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.
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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.
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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.
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Publicity and Photography

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