



THE MELKSHAM CARNIVAL & FAMILY FUN DAY

On behalf of **Melksham Carnival** I invite you to enter **Melksham Carnival Procession** on Saturday 22nd July 2017 and to participate in or enjoy our new and exciting **Family Fun Day** in the King George V playing field.

Melksham Carnival is arguably the most anticipated and well supported event that our town offers.

There were some fantastic entries in 2016 and indeed in previous years, Carnival is a great way to showcase your business or organisation and to highlight your community spirit to the town. (Not to mention the bucket loads of fun you can have in the process)

The parade is, as you probably appreciate, the biggest free event in the calendar of the town and with our new Carnival **Family Fun Day** we hope to offer something extra for everyone.

There are some beautiful and highly coveted awards for the winner of each category in the procession and the event is very well covered by the local press, a local historian and other organisations.

The event will also be well covered on the **Melksham Carnival** website, our Facebook pages, and other social media sites.

We welcome everything and everyone including floats, individuals, walking groups, dance teams, twirlers, etc to join us and some amazing vehicles and of course our incredible Carnival Royalty to add the glitz and glamour to the parade.

To enter the parade is free of charge but we must receive a completed form with all relevant documentation no later than **MONDAY 17th July 2017***.

Forms may be posted or hand delivered to **Andy York. 6a Littlebrook centre Melksham Wiltshire SN12 6LP.**

FAMILY FUN DAY

We are also offering the option of a stall in the **King George V playing field** during the daytime but spaces are limited, the response last year was very positive and we are expecting to fill the spaces very quickly. We would like to offer the public a wide range of stalls, without too many duplicates, including those run by charitable organisations, hobbyists and businesses seeking to showcase their wares.

Charitable and non-profit organisations will be charged £20.00 plus a raffle prize or voucher for a pitch and businesses will be charged at £35.00 plus a raffle prize or voucher. Payments may be made by cheque (payable to **Melksham Carnival**) or bank transfer (contact us for details)

Applications for spaces for the Family Fun Day may not be accepted after **MONDAY 17th July 2017***.

Stall holders will NOT be admitted before 10.30 AM* and must be ready to receive customers from 12 noon onwards. We ask that you vacate before 5 PM* to enable everyone to watch the parade.

Further entry forms are available to download and print from www.melkshamcarnival.co.uk, forms for the Family Fun Day will not be accepted without payment in full*.

If we can be of any assistance please don't hesitate to contact us via the Facebook page or the website (*see below*).

Melksham Carnival Committee

**(except by prior agreement)*



FAMILY FUN DAY ENTRY FORM

The Melksham Carnival & Family Fun Day will be held on **Saturday 22 July 2017**, in **King George V Playing Field**. If you wish to book a stall please see stall options below and then fill in the accompanying application form.

This event is for all individuals, groups and organisations commercial, hobby or charities.

A single pitch (4m x 3m)

Costs are;

- £20.00 plus a raffle prize or voucher for charities and other nonprofit organisations
- £35.00 plus a raffle prize or voucher for businesses, hobbyists, and other profit making organisations.

Multiple adjoining pitches will be charged as appropriate.

The Melksham Carnival & Family Fun Day Committee reserves the right to refuse any application for participation, or to accept any application only upon such additional terms and conditions that **The Melksham Carnival & Family Fun Day Committee** shall deem expedient to impose.

Name of business/organisation									
Description of products/activities within your pitch/special requirements, etc. Please attach further sheets if necessary									
Applicants Name & Address									
Telephone	Landline								
	Mobile								
	Email								
No of 4m x 3m pitches reqd									
Stall holders must have the following (tick as applicable) Copies of these must be returned with this form	<table> <tr> <td>Full Public Liability Insurance</td> <td>0</td> </tr> <tr> <td>Food Hygiene Certificate</td> <td>0</td> </tr> <tr> <td>PAT testing of all electrical equipment</td> <td>0</td> </tr> <tr> <td>Gas safety certificate</td> <td>0</td> </tr> </table>	Full Public Liability Insurance	0	Food Hygiene Certificate	0	PAT testing of all electrical equipment	0	Gas safety certificate	0
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PAT testing of all electrical equipment	0								
Gas safety certificate	0								
Please send your completed form, certificates and cheques payable to Melksham Carnival to;	Melksham Carnival & Family Fun Day Andy York 6a Littlebrook Centre Melksham SN12 6LP								

Date



TERMS & CONDITIONS FOR ENTRY TO FAMILY FUN DAY

OWNERS & ORGANISERS & ATTENDANTS OF STALLS & ATTRACTIONS ARE REQUIRED TO NOTE, ACCEPT AND ADHERE TO THE FOLLOWING;

1. Space is allocated and charged for in multiples of the single pitch size of 4m x 3m*
The charges will be £20.00* plus a raffle prize or voucher for charities and other nonprofit organisations and £35.00* plus a raffle prize or voucher for businesses, hobbyists, and other profit making organisations. (*except by prior agreement)
2. Please ensure all persons in your group follow ANY instruction/advice provided by the stewards at any time.
3. NO alcohol to be sold or stored on any stall at any time.
4. If gas is necessarily used it must be by prior agreement with Melksham Carnival and all associated equipment must carry the relevant safety and testing certificates
5. Reasonable precautions must be made to ensure any fire risk to the stall or occupants is negated, where possible. It is advised that every stall should have one appropriate fire extinguisher.
6. In the case of gas, electrical generators or naked flames being used an appropriate fire extinguisher MUST be available. All persons on these stalls must have access to appropriate fire extinguishers and should be fully aware of and familiar with their correct use.
7. Where generators are necessary they should be in an isolated area, secure and contain sufficient fuel for the duration of the event. If additional fuel is required it should be stored in a safe and secure location in PLASTIC containers complying with SI 1982/630.
No attempt to refuel must be made whilst the generator is hot.
8. Any electrical installations on any stall must be correctly installed, with relevant safety switch-gear installed, where possible using low voltage and avoiding the use of conventional glass bulbs. All electrical equipment must be covered by a current PAT test certificate

FAILURE TO COMPLY WITH ANY OF THESE REQUIREMENTS MAY RESULT IN YOUR REMOVAL FROM THE EVENT EITHER TEMPORARILY OR PERMANENTLY.

If In doubt please contact us for advice!

**ALL FORMS, CERTIFICATES AND PAYMENT MUST BE RECEIVED NO LATER THAN
MONDAY 17TH JULY 2017**

I have read, understood and agree to ALL of the above;

Name of Organisation

Name of responsible representative

Signed Date

Please sign & return this sheet with your entry form to;

Andy York Photography, Littlebrook Centre, Melksham, SN12 6LP

PLEASE NOTE. UNLESS WE HAVE A QUERY, YOU WILL NOT BE CONTACTED UNLESS SPECIFICALLY REQUESTED TO DO SO.