



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 and is free to enter. *(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 entirely funded by donations and grants. 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, bands 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 **Family Fun Day** 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 *(see application form)*. Payments may be made by cheque (payable to **Melksham Carnival**), cash 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)*



PROCESSION ENTRY FORM

Please fill in ALL information, USING BLOCK CAPITALS

We will enter you into the relevant judging category and appropriate position in the procession.

Entry Name

Brief description of your entry

e.g., Walking group of Dancers, with music themed Fame.....

Details of entry (please tick as applicable)

- Walking Group/Individual
- Dancers
- Marching Band
- Majorettes/Baton Twirlers
- We have a support vehicle

- Small float (car, van, etc.)
- Large float using lorry, tractor, trailer, etc.
Approx. Length of Vehicle
- Entry includes live animals
- WE WILL BE ACCOMPANIED BY OUR OWN MUSIC

Judging Category

(Please tick the category you would prefer to be judged in and is most appropriate for your entry)

Tick ONE box only

- Walking Group/Individual**
- Performance Group**
- School**
- Float (car, van, lorry)**

Person responsible for entrants safety and adherence to Carnival rules

Contact number(s)

Contact Email

Contact address

Approx. number of adults Children

Date

CRB Holder (where applicable) CRB No

Copies of Insurance Certificates, etc. Attached Yes No

Any other relevant information, special requirements, etc. (Please attach further sheets if necessary)

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NB. It is a requirement of entry to Melksham Carnival that you read and follow the information found here <http://www.wiltshire.police.uk/departments/roads-policing/auto-generate-from-title>

Please return this form with a signed copy of terms and conditions BEFORE MONDAY 17th JULY to;
Andy York Photography, Littlebrook Centre, Melksham, SN12 6LP

PLEASE NOTE. PARTICIPATION IN MELKSHAM CARNIVAL ASSUMES ACCEPTANCE OF OUR TERMS AND CONDITIONS UNLESS WE HAVE A QUERY, YOU WILL NOT BE CONTACTED UNLESS SPECIFICALLY REQUESTED TO DO SO.

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.



TERMS & CONDITIONS FOR ENTRY TO PROCESSION

ORGANISERS OF FLOATS ARE REQUIRED TO NOTE, ACCEPT AND ADHERE TO THE FOLLOWING;

1. There will be road closures in place to ensure the safety of all participating in the procession. Carnival stewards will maintain these closures. (5.30 - 8.00 pm)
Reflective jackets or Carnival uniform will easily identify the stewards or officials - please follow any instructions given by any of these officers.
2. When in motion, **DO NOT** attempt to get on or off of the vehicles.
3. Children must be supervised at all times when travelling on or near to moving vehicles
4. Please ensure participants in your group follow ANY instruction/advice provided by the stewards or officials when the procession is underway.
5. Each float must provide one wheel marshal for each wheel of the vehicle and a nominated representative* as a point of contact and to ensure that all conditions are met and is accountable for its safety.
6. **NO alcohol to be consumed or stored on any float at any time.**
7. Reasonable precautions must be made to ensure any fire risk to the float or occupants is negated, where possible using fire proof /resistant fabrics and building materials. Every float must have AT LEAST one appropriate fire extinguisher which must to be shown to our safety marshal before the procession begins.
8. The driver of each float must have access to the appropriate fire extinguishers and should be fully aware of and familiar with the route. The driver should travel the route in advance of carnival day.
9. Each driver will be briefed on the day with details of the route, regulations and safety notes for use during the procession. A signed declaration will be required from each driver on the day stating that they are entitled by law to drive the class of vehicle and have relevant insurance. They will also be required to provide their contact details.
10. The use of generators is advised against, but often necessary. Where possible these should be in an isolated area, secure and contain sufficient fuel for the duration of the event.
No additional fuel is to be carried upon the float.
No attempt to refuel must be made whilst the generator is hot or after the procession has left the start point.
Any electrical installations on any float must be correctly installed, with relevant safety switch-gear installed, where possible using low voltage and avoiding the use of conventional glass bulbs.
11. Due to the terms imposed upon us by our street collection licence, you are only permitted to collect donations for Melksham Carnival Funds whilst in the procession. You are NOT permitted to collect donations for ANY other cause

Each float will be inspected for safety before the procession begins.

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

If In doubt please contact us for advice!

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ALL FORMS & CERTIFICATES MUST BE RECEIVED BY MONDAY 17TH JULY 2017

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

Name of Float

Name of nominated representative* (see above)

Name of organiser (printed)

Signed Date

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

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

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