



Canvey Island Carnival Association

CARNIVAL PROCESSION

Entrants Information Pack & Entry Form

www.canveycarnival.co.uk

Email: canveycarnival@hotmail.co.uk

1. WELCOME

Thank you for your interest in taking part in our grand parade.

The Canvey Island Carnival will take place on Saturday 11th July 2020, setting off at 11.00 noon. The street collection will be raising money for local based charities and projects.

Following, you will find all the information you need to know to enter, be it a walking entry or a float. Please complete the application form on pages 8 and 9 of this pack and send it, together with a copy of the vehicle insurance certificate if your entry is a float, plus a copy of the vehicle hire agreement if appropriate, to 22 Van Diemens Pass, Canvey Island, Essex, SS8 7QF. Your entry will be acknowledged, either by email if provided, or by first class post, within 5 working days. The closing date for entries is 3rd July 2020.

We look forward to seeing you there.

The Canvey Island Carnival Committee

2. ENTRY DESIGN

All persons in charge of entries in the procession are referred to the information in the following sections of the pack and should ensure that any participant in the procession connected with their entry is made aware of the contents of this pack:

- **Drivers Vision** – all entries **must** ensure that the design of your entry does not restrict the driver's all-round vision
- **Electrical Cables** – ensure that any electrical work needed on your float is completed by a competent person. Additionally, make sure that all cables are secured to reduce any danger of people tripping over them.
- **Safety** – you should carry the appropriate Fire Extinguishers and First Aid kit.
- **Safety Rails** – adequate guard rails **must** be fitted to prevent persons falling from the vehicle. If it is necessary to carry small children, they **must** be kept well away from the vehicle edge and should remain seated unless proper holds are provided.
- **Speed Humps** - the route passes over a number of speed tables both in the high street and around the one-way system. Your entry **must** be designed to pass over these without holding up the procession. All participants who walk the procession route **must** keep clear of the speed tables when motorised floats are trying to negotiate these points.
- **Speed Restrictions** – the procession speed will be restricted to walking pace at all times, even when it may be necessary to try to close any gaps in the procession.
- **Tractor Units** – no person is to be carried on the drawing unit of any articulated vehicle other than in the cab. The area immediately to the rear of the cab is particularly dangerous.

- **Trailer Rear Doors** – if the design of entry requires these to remain open on the procession route, entrants **must** ensure they are locked back in the open position.
- **Movement On Vehicle Entries** – movements on vehicle entries should be limited, NO acrobatics or other similar activities may take place.
- **Children** – under 16's are welcome in the procession, but they must be accompanied by an adult and are not permitted to carry a shaker to collect money unless partnered with an adult. Where a large number of children are taking part, for instance a dance school, then an adequate number of adults will be required to supervise them. Please note that collecting shakers/buckets cannot be issued to under 16's. Please be aware, the person named as the 'Responsible Person' on the entry form, will be held liable.
- **Vulnerable Adults** – are permitted to take part in the procession as long as they are supervised at all times.
- **Breakdown** – in the event of a breakdown, the Association may use it's contractor to clear the route, however, the Association will not be liable for any costs incurred by the entrant.
- **Use of Hire Vehicles** – the use of hired vehicles is permitted in the procession. The "Conditions of Hire" set out by the hirer must be followed at all times and a copy must be lodged with the Association before the date of the Carnival. The details of at least two drivers must be lodged with the Hirer and copies of the driver's licences must be lodged with the Association at least one week before the Carnival.
- **Journey To and From the Procession** – the journey to and from the procession will be completed under normal Road Traffic rules and regulations and no entry is to arrive at the assembly point or leave the dispersal area carrying passengers, other than in the cab.
- **Risk Assessment** – all vehicle entries must carry out a risk assessment covering your participation. The risk assessment is to be available for inspection at the parade.

3. ASSEMBLY POINT

No entry is to arrive at the assembly area carrying passengers other than in the driver's cab. The Assembly Area is Thorney Bay Park, Thorney Bay Road, Canvey Island, SS8 0DB. Please take note of the following information:

- **Entrants Information Point** – will operate at the assembly point 9.00am until 10.30am.
- **Times** – Entrants should arrive at 9.00am. **Judging of entries will start at 10.00am promptly** and the procession will move off at 11.00am. It is expected that the procession will return to Thorney Bay Park by 1.00pm.

PLEASE DO NOT ARRIVE AT THE ASSEMBLY POINT EARLIER THAN 9.00AM

4. FLOAT & GROUP ENTRY STEWARDS

Each motorised or group entry **must** provide 2 stewards. The role of the steward is to assist your entry to navigate the route safely, especially over the speed tables and to work with the driver of motorised entries to ensure he/she keeps the vehicle moving at the correct pace, thereby avoiding gaps in the procession.

Each steward will be issued with a high visibility jacket and they should report to the Information Point to be issued with a jacket and instructions. The high visibility jackets are to be returned with the collecting shakers/buckets at the Information Point in the dispersal area. Failure to return the jacket will result in a fee being charged to the entrant, for the cost of replacement.

5. JUDGING

For judging purposes entries will be divided into 5 classes:

- **Best Decorated Vehicle** – any vehicle decorated to enter the procession
- **Adult Fancy Dress** – this includes individuals and groups/organisations walking
- **Child Fancy Dress** – this includes individuals or groups/organisations walking
- **Majorettes/Dance Groups**

In the event of only 1 or 2 entries being received for a class, the class will not be judged and the entry will be moved into one of the other classes. The committee will also enter your entry into any other classes which may be appropriate. Trophies will be awarded for 1st place in each group plus overall winner and certificates for 1st, 2nd and 3rd places.

Judging of entries starts at 10.00am sharp. Judges will be recognisable by their red rosettes. Majorettes and Dance Groups will be asked to perform a 3-5 minute sequence. The Judges decisions are final. Overall Winner will be selected by our Carnival Court of the day.

6. STREET COLLECTION

The purpose of the carnival is to not only provide entertainment to the local community and visitors, but to raise money for a local charity. This is done by collecting the loose change from the watching public. On your entry form you will have the opportunity to indicate how many collecting shakers/buckets you require and this information will be used in order to issue and collect the shakers/buckets. All shakers/buckets will be ready for collection at the Information Point at the assembly area. At the end of the procession, all entries are to be cleared of coins and all collecting shakers/buckets **MUST BE** returned to the Information Point at the dispersal area. Every entry **MUST** use the official collecting shakers/buckets to collect the money and any entry seen to be using any other container will have that container confiscated.

7. ALCOHOL and NON-PRESCRIPTION DRUGS

The carrying and/or consumption of alcohol or non-prescription drugs is prohibited at any time throughout the Procession proceedings. No person who is apparently drunk or otherwise incapacitated will be allowed to participate in the event, either walking or riding on an entry. Marshalls and the Police will be monitoring the consumption of alcohol/drugs throughout the procession and this may result in any insurance becoming void and could also result in prosecution.

8. FIRST AID

First aid will be provided along the route (full details will be provided to your entry leader on request).

9. TOILET FACILITIES

There are toilet facilities at the assembly point and public toilets are available along the route in the Sainsbury's car park. Please do not ask local residents for use of their facilities.

10. REPORTING OF ACCIDENTS/INCIDENTS

All accidents/incidents, however minor, **must** be reported to the Canvey Island Carnival Association either via a Canvey Island Carnival Marshal on the route or at the Information Point before you leave the dispersal area. Please ensure you receive an Accident Number before you leave the event.

11. DISPERSAL AREA

The procession will end at Thorney Bay Park around 1.00pm. All collection shakers/buckets and high visibility jackets **MUST** be returned to the Information Point. After the event no entrant is to leave the dispersal area carrying passengers other than in the cab.

12. RULES OF ENTRY

1. All vehicles and drivers must be fully covered by third party liability insurance and will be required to observe all relevant road traffic or relevant legislation which apply to participation in a procession on the public highway. PLEASE ATTACH TO THIS ENTRY A PHOTOCOPY OF THE RELEVANT CURRENT CERTIFICATE OF MOTOR INSURANCE RELATING TO THE AFORESAID COVER FOR OUR RECORDS. THE VEHICLE INSURANCE CERTIFICATE MUST BE AVAILABLE FOR INSPECTION AT THE PROCESSION ASSEMBLY POINT.
2. By completion of this application:
 - (a) I/We agree to indemnify the Canvey Island Carnival Association (the "Association") against any liability at law otherwise which the Association may incur as a result of my/our participation in the Canvey Island Carnival Procession.

- (b) I/We accept that, except in the case of personal injury and death due to negligence of the Association, any liability in respect of any claim for damage caused by the Association, its officers, employees or volunteers should be limited to £5 Million. Under no circumstances shall the association be liable for any loss of profits or business or other consequential loss however caused. All persons in charge of entries in the procession are referred to the information contained in the Canvey Island Carnival Association Entrants Information Pack relating to participation in the Canvey Island Carnival Procession and must ensure that any participant in the procession connected with their entry is made aware of the information it contains.
- (c) I/We accept that, except in the case of personal injury and death due to negligence of the Association, any liability in respect of any claim for damage caused by the Association, its officers, employees or volunteers which occurs outside the procession controlled area (including for the avoidance of doubt on the journey to and from the procession) shall be excluded PROVIDED THAT should this clause 2(c) be held by the court to be invalid, the remainder of the rules of entry, including, but not limited to, rules 2(a) and 2(b) shall remain in force.
3. THE CARRYING AND CONSUMPTION OF ALCOHOL OR NON-PRESCRIPTION DRUGS ON FLOATS IS PROHIBITED AT ANY TIME BEFORE OR DURING THE PROCESSION.
 4. No giveaways or other items are to be handed down or thrown from floats, although they may be given by walkers accompanying the floats.
 5. No children under the age of 16 years will be allowed in the procession unless accompanied by a responsible adult throughout the procession.
 6. Collecting can only be done with the official shakers/buckets which will be provided on request. Collecting shakers/buckets cannot be issued to persons under the age of 16 years, they may however be issued to an accompanying adult.
 7. No individual cars will be permitted in the procession except cars which are vintage, veteran or of special interest as determined by the Association.
 8. AT THE DISPERSAL POINT ALL COLLECTING SHAKERS/BUCKETS MUST BE HANDED IN AND ALL VEHICLES MUST BE CLEARED OF MONIES DONATED BEFORE DEPARTURE FROM THE DISPERSAL AREA. **Failure to do so will incur a £50.00 penalty charge to the entrant.**
 9. Whilst there is every desire for participants to enter into the “carnival atmosphere” you are reminded to avoid causing a nuisance to other entrants or the general public. No water, flour or other substances likely to cause offence or distress to the public will be allowed.
 10. ALL FLOATS MUST BE SUITABLY DECORATED. Stewards will not allow an insufficiently decorated vehicle to join the procession.
 11. No skates, skateboards, “heeley’s” or wheeled type of shoe will be permitted in or around the procession.
 12. In the event of a breakdown of any entry, the Association will not be liable for any costs incurred by the entrants for recovery of their vehicle.

13. In all matters relating to the procession the decision of the stewards or judges is final and no discussions will be entered into with any entrant or interested party.
14. Each vehicle in the procession must provide sufficient entry stewards for the size of entry as detailed in Section 4 of this Information Pack. The stewards must be identified by the high visibility jacket provided by the Association.
15. The use of hired vehicles is permitted in the procession. Each entrant must, prior to the date of the procession, provide Canvey Island Carnival Association with a copy of the conditions of hire set out by the hirer together with details of at least two drivers who are registered with the hirer and copies of each of their current licences. If these requirements are not complied with the stewards or members of the procession committee reserve the right to refuse any float entry to, or remove any float from, the procession. The conditions of hire set out by the hirer shall be followed at all times.
16. The stewards or members of the procession committee reserve the right to remove any float or entry from the procession for failure to comply with these rules and may change any of these rules if circumstances require it.

PLEASE ENSURE YOU KEEP A COPY OF THE RULES OF ENTRY FOR YOUR RECORDS

13. ENTRY FORM

To enter the Canvey Island Carnival Procession, complete the entry form on the next two pages and send it, either by email to parade@canveycarnival.co.uk or by first class post to the Procession Co-ordinator at the address shown on the form.



PROCESSION ENTRY FORM

I/We wish to enter the 2020 Carvey Island Carnival Procession on Saturday 11th July 2020:

ENTRY NAME: _____

ENTRY CLASS: _____

(please refer to Section 5 of the Information Pack for the Class most appropriate to your type of entry)

CONTACT NAME: _____

ADDRESS for correspondence: _____

_____ Post Code _____

TELEPHONE NUMBER: _____

Daytime

Evenings

EMAIL ADDRESS: _____

NAME OF THE RESPONSIBLE PERSON AT THE PROCESSION: (this person must be present on the day):

DO YOU INTEND TO HAVE MUSIC ON YOUR ENTRY: Yes/No

PLEASE STATE APPROXIMATE TOTAL NUMBER OF PARTICIPANTS IN YOUR ENTRY: _____

FOR CHILD FANCY DRESS ENTRANTS:

AGE (if under 16*): _____ Name of Accompanying Adult: _____

*Please note that it is illegal for anyone under the age of 16 to carry a shaker and collect money from the public

FOR ALL OTHER ENTRANTS:

BRIEF DESCRIPTION OF ENTRY: _____

IS ANY VEHICLE, BEING USED AS PART OF YOUR ENTRY, ON HIRE FROM A HIRE COMPANY?: Yes/No

VEHICLE REGISTRATION NO.: _____

VEHICLE TYPE: _____

(please provide approx. size of vehicle)

VEHICLE INSURANCE CERTIFICATE NO.: _____

(please enclose a copy of the insurance certificate with your entry, this certificate is to be available for inspection at the procession)

I/We agree to abide by the rules and conditions of this entry as contained in Section 12 of the Carvey Island Carnival Association Entrants Information Pack

SIGNATURE OF ENTRANT/ACCOMPANYING ADULT: _____

NAME (in block capitals): _____ DATE: _____

CLOSING DATE FOR PROCESSION ENTRIES IS 3rd JULY 2020



Entrants Name: _____

COLLECTION SHAKER/BUCKET REQUIREMENTS

The purpose of the carnival procession is to raise money for local charity by means of a street collection from the public.

Please indicate below how many shakers/buckets you require:

Number of Collection Shakers: _____ **Number of Collection Buckets:** _____

Please remember, the collection is for charity and all shakers/buckets are to be returned to the Information Point at the dispersal area. You will be asked to sign for the shakers, buckets and high visibility jackets you take. **Under no circumstances may any other container be used to collect – anyone seen using a collecting tin other than the official CICA provided ones will be challenged.**

FINAL PROGRAMME – ADVERTISING OPPORTUNITY

We also offer you the opportunity of advertising space in the final programme. The programme will be A5 in size, full colour, gloss finish and provides an affordable way to reach both local residents and visitors to the Island. We will contact you separately for your artwork and the following rates apply:

I/We would like to take advertising space in the final programme of the Canvey Island Carnival Parade:

¼ Page @ £50.00: _____ ½ Page @ £75.00 : _____ Full Page @ £150.00 : _____

Cheques should be made payable to **CANVEY ISLAND CARNIVAL ASSOCIATION**

PLEASE NOTE THAT THE CLOSING DATE FOR ADVERTISING IN THE FINAL PROGRAMME IS

29th June 2020

When you have completed both pages of the entry form, please send it, with copies of your vehicle insurance if appropriate, to:

Canvey Island Carnival Association,
22 Van Diemens Pass, Canvey Island, Essex SS8 7QF.

REMEMBER: THE CLOSING DATE FOR PROCESSION ENTRIES IS 3rd JULY 2020