



## Southend Carnival Procession 2018 **18<sup>th</sup> August – 6.45pm** Entrants Information Pack

Thank you for considering taking part in this year's carnival parade – one of Southend's largest community events! In this pack you will find information, advice and guidance on taking part in the procession.

This year, the carnival procession takes place on **Saturday 18th August 2018 at 6.45pm**, filling Southend seafront with illuminated floats, drummers, energetic dancers, colourful costumes, live bands and much more.

This is your chance to be part of one of Southend's largest community events, promoting the town's diverse culture and supporting local charitable organisations.

### **Raise money for your preferred charity**

Southend Carnival has always raised money for local charities and organisations, but you now are able to collect donations for your own good cause, providing it is a registered charity and you comply with Southend Carnival's Terms and Conditions of Entry. An entry fee will apply

The better your entry and the more collectors you have on the night will mean more money raised for your chosen charity. So now is the time to start planning your carnival entry, the bigger and more eye-catching - the better!

If you don't wish to collect for a nominated charity you can still collect money during the procession for Southend Carnival, who support charities within the Southend Borough.

**Note: All** collectors will be licensed with Southend Borough Council under the Southend Carnival Street Collectors Permit. Southend Carnival will issue these permits to you on the day of the procession. **You do not need to arrange your own collecting permits.**

## Entry fees

In order to allow procession entries to collect donations for their nominated charity, we charge an entry fee to cover our operational costs. Details of these entry fees are below.

Category of entry	Entry fee
<b>Commercial business</b> <i>(Providing Sponsorship - Please contact us to discuss how you can support and sponsor Southend Carnival's events)</i>	<b>Free</b>
<b>Commercial business</b> <i>(Collecting for own charity of choice)</i>	<b>£200</b>
<b>Registered charity/Not-for-Profit Organisation – With an annual income of more than £10,000</b> <i>(Collecting for own charity of choice)</i>	<b>£50</b>
<b>Registered charity/Not-for-Profit Organisation</b> <i>(With an annual income of less than £10,000)</i> <i>(Collecting for own charity of choice)</i>	<b>£30</b>
<b>Majorettes/cheerleaders/twirlers/marching band</b> <i>(Collecting for own charity of choice)</i>	<b>£30</b>
<b>Majorettes/cheerleaders/twirlers/marching band</b> <i>(Collecting for Southend Carnival's nominated charities)</i>	<b>£15</b>
<b>Individuals/family group/group of friends</b> <i>(Collecting for own charity of choice)</i>	<b>£10</b>
<b>Individuals/family group/group of friends</b> <i>(Collecting for Southend Carnival's nominated charities)</i>	<b>Free</b>
<b>Carnival court</b> <i>(Collecting for own charity of choice)</i>	<b>£10</b>
<b>Carnival court</b> <i>(Collecting for Southend Carnival's nominated charities)</i>	<b>Free</b>

## Planning Your Procession Entry

The following factors should be considered when designing and building your entry. The aim of this guidance is to ensure everyone has a fun and safe carnival.

The person in charge of an entry on the day must be familiar with the information in this pack and ensure that any participant connected with their entry is made aware of the information too.



**Height Restriction** - All entries **must** be able to pass under the pier (16ft) without stopping the procession.

**Drivers Responsibilities** - All entries **must** not hamper the driver's all round vision. Drivers should not engage in any activities other than driving. If the Event Safety Team are concerned that a driver's attention is being distracted, they may take action.

**Electrical Cables** - Ensure that any electrical work whilst building your float is completed by a competent person. Make sure that any cables are properly secured to avoid a trip hazard.

**Safety** - You should carry the appropriate fire extinguishers and first aid kit.

**Safety Rails** - Adequate railing **must** be fitted on floats to prevent persons falling from the vehicle. If it is necessary to carry children, they **must** be kept well away from the vehicle edge and should remain seated unless proper holds are provided.

**Articulated Vehicles** - 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 whilst in the procession, entrants **must** ensure they are locked in the open position and a suitable safety rail should be fitted across the opening.

**Movement on Vehicle Entries** - Movement on vehicles should be limited and no acrobatics or other similar activities should take place.

**Children** - Under 16s are allowed in the procession but must be accompanied by an adult. Where a large number of children are taking part, for instance from a dancing school, then an

adequate number of adults will be required to supervise them. Money collecting shakers and buckets cannot be issued to under 16's.

**Disclosure and Barring Service Checks** - If the children or vulnerable adults taking part in the procession are not accompanied by a family member, the responsible adults must hold a valid DBS check.

**Vehicle Entry Stewards** - All vehicle entries **must** have persons designated as stewards.

The number of stewards required is dependent on the size of vehicle being used (Single van/car - one steward, van/car pulling a trailer - one steward, lorry - two stewards, pedestrian/bicycles - none).

Southend Carnival will provide hi-visibility jackets for Float Stewards on the day.



Stewards are required to:

- Ensure all entrants on the float have a safe and enjoyable time.
- Ensure all members of the public do not get too close to your entry.
- Ensure none of your party step on or off your entry whilst the vehicle is moving.
- Assist in any emergency evacuation of the area.
- Ensure your entry keeps up with the pace of the procession.

We are intending to run a briefing session for Vehicle Entry Stewards prior to the event.

**Use of Hire Vehicles** - The use of hire vehicles is permitted in the procession. The “Conditions of Hire” set out by the hirer must be followed at all times. The details of at least two drivers must be lodged with the hirer and copies of the driver’s licences must be available for inspection by Southend Carnival on the day of the procession. You will need to discuss your plans for use of the vehicle in the procession with the hirer.

**Vehicle insurance** - Normal comprehensive vehicle insurance should cover vehicles used in the procession but it is advisable to check with your insurance company prior to the procession.

**Public liability insurance** - Your organisation’s public liability insurance should cover entry in to the procession but it is advisable to check with your insurance company prior to the procession



**Journey to and from the procession** - The journey to and from procession will be completed under normal road traffic rules and regulations and no entry is to arrive at the set-up area or leave the dispersal area carrying passengers other than in the cab. The journey to and from the event will not be at restricted speeds and there is obvious danger on the back of the entries.



**Alcohol and non-prescription drugs** - The carrying and/or consumption of alcohol or non-prescription drugs is prohibited at any time before or during the procession. No person who is apparently drunk or otherwise incapacitated will be allowed to participate in the event, either walking or riding on an entry. It should be noted that a local byelaw prohibiting the drinking of alcohol in a public place is in force on the procession route with fines attached.

**Risk Assessment** - All vehicle entries must carry out a risk assessment covering your participation in the parade. The risk assessment is to be available for inspection at the set-up of the procession. A template risk assessment is available on request. Please contact the Procession Secretary at: [entry@southendcarnival.org.uk](mailto:entry@southendcarnival.org.uk)

**Tasteful Entries** - 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. Therefore no water, flour or other substances likely to cause offence or distress to the public will be allowed. Please consider the impact of your behaviour on children and other vulnerable people who are there to enjoy the atmosphere.

**Judging** - All entries are judged and certificates and trophies awarded. Entries are judged on lighting, carnival spirit, skill and expertise in construction, uniqueness, colour and costume. The classes for judging are:

- *Pedestrian*
- *Float – commercial*
- *Float – non commercial*
- *Majorettes, cheerleaders, twirlers*
- *MPs' choice*
- *Peoples' choice*

**Peoples' Choice category** – Class winners on the night go forward to this category and are voted for by the general public via Facebook. If you win your class, why not encourage your friends and family to take part by ensuring you can contact them all on the night and get them to vote for you.

If you have any questions about how to prepare for the carnival procession please contact: [entry@southendcarnival.org.uk](mailto:entry@southendcarnival.org.uk)

## What Happens On Carnival Day?

**The Set Up Area** – You will need to arrive at the set up area in Southchurch Park East via Lifstan Way, there is no access from the Seafront. Lifstan Way will be closed south of Northumberland Crescent and you should follow the directions of the stewards from the road closure.



**Dropping Off** – There are sufficient streets around Lifstan Way, Northumberland Crescent and Greenways for you to drop participants off. They can then walk to the set up area in Southchurch Park East. If you have equipment that needs to be taken to the set up area you will need a permit to allow vehicle access. This vehicle will not be allowed entry after 6pm and must leave the set up area by 6pm. Please contact the Procession Secretary at: [entry@southendcarnival.org.uk](mailto:entry@southendcarnival.org.uk) for a permit.

**Free Entrants Bus Service** – A free bus service will operate from Western Esplanade, near to the Toulouse Restaurant, to transport entrants to the set up point. There is free off-street parking available in the area north of the seafront and some pay and display parking on the seafront (Charges apply). The service will start at approx. 3.30pm and you will need to book places by contacting the Procession Secretary at: [entry@southendcarnival.org.uk](mailto:entry@southendcarnival.org.uk)

**Registration** – A representative from each entry should report to the Information Point in the set up area as soon as you arrive to sign in. You will receive your judging card, information of any changes to arrangements, hi-visibility jackets for vehicle stewards and your Street Collectors Permits. Unless you register you will not be able to take part. The registration table will be located near the entrance to the set up area, food stalls and toilets.

**Judging** – All entries will be judged between 5.30 and 6.00pm. Details of the judging classes are in the information pack.

**Toilets** – Toilet facilities are available in the set up area and at various places along the route. At the end of the route there are toilets at the bottom of Shorefield Road and Chalkwell Shelter at the far end of Western Esplanade.

**Catering facilities** – There will be a small number of catering stalls within the set up area. There is also a small supermarket within easy walking distance

**Collection Tins** – If you are collecting for Southend Carnival you will be able to collect your pre-ordered shakers and buckets from the Information Point in the set up area.

**First Aid** – You should contact a Southend Carnival steward if you require First Aid.

**The Procession** – The carnival procession will leave the set up area promptly at 6.45pm and make its way in a westerly direction along Eastern Esplanade, Marine Parade and Western Esplanade to finish at Grosvenor Road. We expect the front of the Procession to arrive at the finish at approximately 8.45pm.



**Dispersal** – Entries will be directed to parking areas on the carriageway in Western Esplanade. In an effort to minimise the disruption to the people living in the area, please follow these guidelines:

- When you have parked-up in the dispersal area, turn-off any music and please keep it switched off for the journey home.
- Southend Carnival's collecting buckets/shakers and hi-visibility jackets are to be returned to the Information Point in Western Esplanade.
- Coaches will be parked in Western Esplanade at the pick up point.
- Due to road closures in place, entrants will not be able to be picked up by car at the finish point. Instead, we suggest that entrants arrange to meet outside the Toulouse Restaurant in Western Esplanade with parking nearby in side roads.
- Western Esplanade will remain closed to traffic until 11.00pm – please ensure that you have started your journey home by this time.
- No entry is to leave the dispersal area carrying passengers other than in the cab. The journey home will not be at restricted speeds and there is obvious danger to passengers on the back of open vehicles.

**After the event** The conditions of the Southend Carnival Street Collectors License require that we make a return to Southend Borough Council. If you are collecting for your own nominated charity you are required to inform Southend Carnival of the amount you have collected by 30<sup>th</sup> September 2018 by contacting the Procession Secretary at: [entry@southendcarnival.org.uk](mailto:entry@southendcarnival.org.uk), Failure to do this could jeopardise entry into future carnival events.

Thank you and have a great time!