



# Float Entry Form Molesey Carnival 11<sup>th</sup> June 2022

Return to 53 First Avenue, West Molesey, Surrey KT8 2QW, by 20<sup>th</sup> April

**NB. APPLICATIONS WILL ONLY BE ACCEPTED BY POST**

(Print block capitals please)

Name of Organisation

Contact Name

Email Address

Phone Number

Float Type (tick)

Pedestrian  
£2

Mechanised  
£12

Nominated Safety  
Coordinator's  
(NSC) Name

NSC Mobile No.

## Public Liability Insurance (PL)

We confirm that we have PL Insurance Cover of £5m or more and **attach a copy of our certificate\*** or written confirmation of cover from your Insurers. (Please ensure this is for **PUBLIC LIABILITY** Insurance!)

Our renewal date is

Our current policy expires before Saturday 11th June 2022 and we will forward the new certificate by:- **NB. late receipt may result in refusal by Elmbridge Borough Council and so, regretfully, our refusal**

Any problems in providing us with details of your PL Insurance please contact the Carnival Secretary ASAP before the closing date above [info@moleseycarnival.org](mailto:info@moleseycarnival.org)

Checklist (tick)

Form Completed

PL Insurance certificate or letter from Insurers enclosed

NSC details provided

Cheque included – made out to **MOLESEY CARNIVAL**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>



## FLOAT INSTRUCTIONS FOR MOLESEY CARNIVAL 2022

On behalf of the Molesey Carnival Committee, it gives me huge please to welcome you to Carnival 2022.

We would welcome your help in advertising this change amongst your contacts to ensure no one misses out!

Below are stall instructions, which we hope are informative and will help to make Carnival 2022 safe and enjoyable for everybody. Please ensure all members of your stall are fully briefed about its content.

Lastly, please remember that the Carnival Committee are unpaid volunteers, that we make decisions that we consider are the best for the Carnival as a whole, and that our busy lives out Committee duties mean we cannot always respond immediately.

### General

- Floats and participants to arrive at Walton Road Car Park at 12:30pm, on arrival please advise a Carnival Committee member (red hi-vi vest)
- There is very limited space at Walton Road Car Park and participants are asked to share cars where possible
- Please follow the instructions of our Carnival Committee members and Security officials at all times
- Seek assistance from stewards if required
- Parade will be formed to leave at 1:15pm

### Nominated Safety Coordinator (NSC) and Marshalls

- Each float must have a Nominated Safety Coordinator (NSC) who will also be a Marshal, and who will act as a point of contact up to and on the day. (see Float Entry Form)
- In addition to the NSC, each float must have two other adult marshal (as last year), and all are to wear yellow florescent vests
- Marshals and the NSC will be briefed before the parade departs
- Marshals and the NSC are to monitor their float and participants safety en-route and ensure the central white line is not crossed

### Float Pedestrian Safety on Arrival

- All float pedestrians are to congregate in the 'Safe Zone' at the back of the car park with all minors supervised by responsible adults
- Float pedestrians are to remain within the Safe Zone until instructed by Carnival Committee or Security Officials
- Any minors traversing the car park to use the toilets must be accompanied by responsible adults

### Mechanical Floats

- Vehicles are restricted to a maximum length of 30ft

- Ensure passengers are protected from injury in case of sudden stops
- Everything on-board must be secured to withstand sudden stops
- Drivers to remain with vehicles instructions for prompt clearing of arena
- Vehicles will be inspected before departure to ensure they are safe

For safety reasons vehicle larger than a small van will be ask to wait outside the Car Park exit on Matham Road (adjacent to the Legion). Judging will take into consideration any floats with Vehicle/Pedestrians separated prior to the start.

### **Safety En-route**

- The parade will travel at walking pace
- All participants must stay to the left of the central white line
- Adults should ensure children are not over fatigued or over exposed to excessive sun etc.
- An ambulance will follow the parade
- We are still finalising arrangements but police usually assist in traffic management
- All participants must follow instructions of Police, Carnival Committee or Stewards

### **Street Collection**

- The Street Collection is the Carnival Committee's major fundraiser to cover the substantial costs of staging the event. Without this the event cannot take place
- All committee members are volunteers, and as no one is paid all monies raised go straight into covering event costs
- We arrange the necessary permits to allow us to collect on the street
- We therefore prohibit any other collection during the parade

### **Float Prizes**

- Floats will be judged just before the parade leaves Molesey Car Park
- Winners will be announced to the public as the parade arrives at the Carnival field
- Prizes will be awarded when all floats are on the field

Please check our website regularly for bulletins [www.moleseycarnival.org](http://www.moleseycarnival.org)

Lastly, judging of floats will be completed by **1pm**- please don't miss this. Please be kind to our judges- we love all the effort that goes into your floats but not everyone can win!

We look forward to seeing your colourful creations and participants on 11<sup>th</sup> June.