

MOLESEY CARNIVAL 2023

FLOAT INSTRUCTIONS and ENTRY FORM

On behalf of the Molesey Carnival Committee, it gives me huge pleasure to welcome you to Molesey Carnival 2023.

Below are Float instructions, which we hope are informative and will help to make Carnival 2023 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.

We look forward to welcoming you on Saturday 10th June!

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 Marshals

- 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



Motorised 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 on the Parade 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

Float Prizes

- Floats will be judged just before the parade leaves Walton Road 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

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 10th June.



Float Entry Form — Molesey Carnival 10th June 2023

Please return, with payment, to 53 First Avenue, West Molesey, Surrey KT8 2QW, by 20th April
NB. Applications by post only.

Entrant details (*All fields are required, and in CAPITALS please.*)

Name of organisation			
Contact name			
Email address			
Phone number			
Float type (tick) All entries are £5	Walking only	Motorised only	Both vehicle & walkers
Will your float have music playing? Yes / No			
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 10th June 2023 and we will forward the new certificate by:- NB. late receipt may result in refusal by Elmbridge Borough Council and so, regretfully, our refusal too.	

Payment: Cheque or cash please. We currently cannot accept online payments (working on it!)

If there are any problems in providing us with details of your PL Insurance please contact the Carnival Committee before the closing date above info@moleseycarnival.org

Checklist (*tick*)

- ☐ Form completed
- ☐ Public Liability Insurance certificate or letter from insurers enclosed
- ☐ NSC details provided
- ☐ Payment included – cheque (made out to 'Molesey Carnival') or cash (£5)