

## **Marlow Carnival Committee - Parade Guidelines**

Thank you for your interest in the Marlow Carnival Parade, we are looking forward to a brilliant day that is fun and safe for all.

Due to insurance criteria we have identified below some points you must adhere to and some information you may find useful before and during the event.

Detailed timings will be issued prior to the event and these must be strictly adhered to if the parade is to be a success.

If you have any questions, please contact the chair of Marlow Carnival Committee – Lindsay Robinson on 07730 895547 or [marlow.carnival@gmail.com](mailto:marlow.carnival@gmail.com)

### **Safety**

The carnival committee has an appointed safety coordinator (Lindsay Robinson), whose duty it is to ensure that all entries are safe and reach a minimum standard. The committee have the right to refuse entry into the procession. The Marlow Carnival Committee are here to help and guide you and to ensure that floats are safe and suitable for the Carnival.

### **Vehicular Entries - Floats**

Each float needs to provide:

- A safety officer - an adult member of the group to be responsible for all aspects of safety and act as a single point of contact between your group and the parade organiser/safety coordinator (Lindsay Robinson). This person will also be responsible for checking in on arrival at the meeting point on carnival day.
- 2 walkers – these 2 participants will need to wear a hi-vis jacket (provided on the day if needed) and will need to walk 1 in front and 1 behind the lorry and they will need to be visible to the driver at all times during the parade – this is to highlight any issues immediately and to stop anyone trying to mount or dismount the vehicles while in motion
- A suitable stepladder or similar for the on/offboarding of the participants

### **Insurance**

**Walking participants are covered by the Marlow Communities Associations public liability insurance. All floats must ensure they are covered by their organisations own public liability insurance. Your insurer is likely to require the number of people on your float, details of the vehicle type and a copy of the safety guidelines.**

**Please ensure that the insurers of the vehicle are made aware that you intend to use it as a parade float on 15<sup>th</sup> September.**

**If you have any further questions, please just ask.**

**Each float will need to ensure:**

- Children have an adequate number of adult supervisors - as a minimum we suggest 1 adult to 8 children
- Care should be taken to ensure you have adequate ropes and/or rails in place to stop any passengers from being thrown should the vehicle have to break or stop abruptly whilst in the parade. We recommend 1 square metre per person as nominal load capacity to avoid overcrowding
- No objects are thrown from any vehicle – this includes water/sponges/confetti/paper.
- The consumption of alcohol is strictly prohibited during the parade
- All electrical items are fitted safely, waterproof (in the event of bad weather) and are suitable for outdoor use. All equipment should be inspected before use and able to do the job required
- All vehicles should carry a suitable fire extinguisher
- All people mounting and dismounting the vehicle must be done once the vehicle is stationary and the engine switched off – At Higginson Park participants will only be able to mount/dismount once the parade has completed or in emergency circumstances
- You are equipped for the weather - hopefully we will have a lovely sunny day but please be prepared for rain/wind/high temperatures and please dress/prepare accordingly.

**Drivers must ensure**

- The vehicle or towing vehicle and trailer must be in a legal and roadworthy condition. The trailer must not exceed the maximum towing capacity of the towing vehicle
- They follow the instructions and direction of the Parade Marshalls and Safety coordinator at all times.
- They keep up with the parade and not allow significant gaps to build up between vehicles and other parade entrants
- They are aware of spectators trying to cut across the procession ahead of them, and crowding to the side
- The vehicle is kept in a central road position where possible
- The vehicle insurance company are aware of the intention to use the vehicle as a float in a parade.
- They carry a valid license and insurance for the vehicle they are driving

**Vehicular Entries – Cars**

- All vehicles must carry appropriate insurance for the vehicle
- The vehicle must be in a legal and roadworthy condition
- The driver must sign in on arrival at the designated meeting point
- The driver must follow instructions given by Parade Marshalls and Safety coordinator, keep a safe distance from the vehicle/pedestrians in front at all times
- The driver must keep up with the parade and not allow significant gaps to build up between vehicles and other parade entrants

**Pedestrian Entries – any person not in a motorised vehicle**

- Please make sure all participants are able to complete the route.
- Please keep a safe distance from all moving vehicles. Keep all children in a group and make sure that they have adequate adult supervision. We suggest a minimum recommendation of 1 adult to every 8 children
- Each group must appoint a safety officer - an adult member of the group to be responsible for all aspects of safety and act as a single point of contact between your group and the parade organiser (Lindsay Robinson).

## **General Information**

### **First aid**

There is a central first aid point inside Higginson Park, and there will be a first aider at the rear of the procession.

### **Weather**

The Carnival and Parade will go ahead in all conditions unless deemed unsafe by the senior safety officer so please ensure all eventualities are prepared for (sun cream/waterproofs etc)

### **Collecting Buckets**

There will be collecting buckets in use during the parade, all collections made must be passed to Marlow Carnival Committee at the MCA tent on arrival at Higginson Park. All monies collected will be counted and issued as a prize to the winner of the best float competition, if this is a business the prize money will be issued to a local charity of their choice. You are not permitted to make your own collections.

### **Confirmation**

A form will be sent to the organiser of your parade entry, which will need to be signed and returned to the Safety coordinator to confirm that you accepted the conditions set out.

This will be a separate document that will be issued prior to the event and will include detailed timings and meeting points.

The carnival is a fun day for any age and by following the guidelines set out above we can ensure it is safe for all as well.

If you have any questions or concerns, please contact us

Best Wishes and Thanks

Lindsay Robinson and Jane Douglass

Marlow Carnival Committee

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