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Farnham Carnival 29th June 2024

**Guidance for Carnival Parade Entrants**

**Health and Safety and General Guidance**

There are many participants in the Parade including many children and vehicles, this is always a dangerous combination and ALL participants should take care whilst moving around the assembly areas. No vehicle moving around the area must exceed a speed of 5 mph.

Always obey the instructions and guidance of the Stewards who are in hi-vis jackets --- they are responsible for the safety of all.

In case of emergency or an incident, please immediately speak to a Steward, each area is in radio communication with Event Control and can summon assistance from organisers, officials, first aiders or the emergency services.

In the event of an emergency in the Upper Hart Car Park (UHCP) the assembly point is:

***Outside the main entrance to the University of the Creative Arts in Falkner Road.***

**Lost Children**

There is a lost children gazebo on the central island of the car park, which will act as a meeting point for anyone lost.

**Arrival**

The Upper Hart Car Park (UHCP) is closed to the publc all day so you can arrive to set up your entry at anytime.

On arrival please register at the registration desk at the entry to UHCP. They will issue you with your welcome pack and you will be shown to your designated area to prepare for the parade. Your welcome pack will contain some general information and number as an identifier. You will be advised by the stewards of your position in the parade so you will know exactly when to go.

**Timings**

The parade starts at 6pm and will end at approximately **7:30pm.**

If your entry is to be judged please arrive in good time. Judging will commence at **4:45pm**.

If you do not wish to be judged you should arrive no later than **5pm**

Please ensure that you are ready to join the parade by **5:45pm.** The Main Parade will start to leave at **6pm.**

**Car Parking**

**There is no car parking in the Upper Hart Car Park (UHCP), only vehicles taking part in the parade will be able to remain in the UHCP.**

If you are delivering equipment etc., you may bring your vehicle into the Upper Hart Car Park (UHCP), however after unloading please remove your vehicle.

**Drop off zone**

Parents and others dropping off children may use the drop off zone at the front of the UHCP car park – cars MUST NOT be parked here as this will lead to congestion.

**Weather protection**

Each entry leader should make arrangements to ensure that all participants and especially children are protected from the weather. This includes but is not limited to shelter, rainwear, sun protection and water to avoid dehydration.

**Entertainment and refreshments**

This year there will again be special children’s entertainers in the UHCP from 4pm. These entertainers will move around the groups of children during the 2 hours before the parade begins. An Ice cream van will be in the car park. A limited supply of bottled water is available at the registration gazebo. Please place used bottles in the designated sacks for recycling. The Baptist Church will again be offering some refreshments.

**Toilets**

The nearest public toilets are in the Hart. There will be two unisex porta-loos in the Upper Hart Car Park. Also, the Baptist Church has kindly allowed their toilets to be used by Carnival participants. Please respect this kind offer.

Disabled toilets are at the public toilets in the Hart and at the Baptist Church.

**Joining the Parade**

On arrival you will have been given a number identifier. A steward will notify you when it is your turn to join the parade.

**During the Parade**

1. You must ensure a large gap does not develop between you and the Entry in front of you. Lengthy gaps are potentially dangerous as spectators may use them as an opportunity to stray into the road.
2. The Parade Marshals along the route are there to help. Please follow any instructions they give you. If due to an incident affecting safety it becomes necessary to move out of the area, please leave all vehicles and equipment safe and quickly follow Parade Marshal directions to exit routes.
3. We ask all participants to take collection buckets to accept the donations of the crowd. The buckets are available from the “Fund Raising” gazebo on the central island of the Upper Hart Car Park. The monies raised are distributed amongst the schools charities and community groups that take part in the parade. The Carnival are licensed for Street Collections at the event. NO OTHER GROUP MAY COLLECT MONEY FOR THEIR OWN PURPOSES!

**At the end of the Parade**

The parade finishes at the UHCP, which was the assembly point. Please return to your positions for dis-assembly --- again be aware of the people and vehicles around you. Please do not try to leave the Upper Hart Car Park by motor vehicle until all the Parade Entries have returned AND the Road Closures have been lifted.

At the end of the parade your collection buckets will be collected or you can return them to the “Fund Raising” gazebo.

**Problems**

If you have any problems or questions please speak to one of the UHCP Stewards in the hi-vis yellow or orange jackets.

***Most importantly have fun!!!!***