



Newport Pagnell Carnival Parade Entry Information Pack



Your guide to getting the most out of the Carnival
Weekend!



Introduction

Thank you for entering the Newport Pagnell Carnival 2018 parade. The Carnival is an annual community event that sees thousands of people gather together for a weekend full of fun, entertainment and community spirit.

We want you to get the most out of your time at the Carnival and so have put together this information pack to make that happen.

If there is anything not covered by the pack, or you have any questions or any suggestions, please contact us on the contact details on the last page.

Thank you for supporting the Carnival and enjoy!

The Carnival Committee

The Committee

The Carnival Committee is run by a group of volunteers, in their spare time and around their full time work and commitments. When contacting members of the committee please be patient and bear this in mind – we will respond to all queries as soon as we possibly can.

Important Dates

04 June 2018	Deadline for parade applications collecting money in the parade
22 June 2018	Deadline for parade applications not collecting money in the parade
29 June 2018	Parade numbers and arrival times emailed out
07 July 2018	Carnival Saturday Parade
08 July 2018	Carnival Sunday and Vintage & Classic Car Parade

What happens now?

Once you have submitted your parade application you might think that things have gone a bit quiet. Don't worry, we are busy working away in the background. You won't hear from us until we confirm your parade number and pack via post, approximately two weeks before the carnival. If you have any questions to ask beforehand please do get in touch (contact details on final page) – but otherwise enjoy the quiet whilst you can!

If you have any queries please email us at parade@newportpagnellcarnival.com or call Sarah Brandon on 07738607448





Planning your Parade Entry

This year's parade theme is Transport and Travel! You might already know what you are doing for your entry or you might be after some inspiration...









We welcome all kinds of transport methods into the parade – lorries, bikes, cars, walkers, roller skates, horses; the more variety the better! However, unfortunately we do not have the resources to help you arrange your transport.

Floats must be decorated to reflect the true spirit of the Carnival. Get your thinking caps on to plan how you are going to approach the year's theme. You might go for the obvious, you might think outside of the box, you might have lots of ideas and put it to the vote! Once you've decided what you're doing you then need to get to work creating that vision. Have a look at our [website](#) and [Facebook](#) pages to see the entries from previous years.

Please remember that this is a family community event. Any floats deemed to be crude or inappropriate will not be allowed to enter the parade.

Equipment

Most parade entrants will come armed with the following:

-  Beautiful decorations.
-  Sun cream and hats!
-  Music and speakers - Please note that you must indicate on the entry form whether you will be playing music.
-  Collection buckets - If you are collecting money please make sure you read the section below.
-  Promotional material – You can hand out as much promotional material as you want but be sure to not throw anything into the crowds.
-  Water pistols – Some entrants like to cool the crowds down a little with water pistols. If you do intend to bring water pistols please be considerate in their use and act in the spirit of the carnival (and remember that the people wearing hi-vis jackets don't have the opportunity to go home to get dried!)
-  Health and safety equipment – You will be expected to ensure that all vehicles are equipped with safety barriers, fire extinguishers etc.
-  Generators – If you are using a generator please remember that **only diesel generators are allowed**. There is no exception to this rule.

Collecting Money for Your Chosen Cause

If you have any queries please email us at parade@newportpagnellcarnival.com or call Sarah Brandon on 07738607448





The parade is a fantastic way to collect money for a chosen charity or cause. In previous years the parade has collectively raised approximately £3,500! You will have indicated on your entry form whether you want to be added to the Carnival's permit or whether you have your own. If you do have your own please make sure that you have the correct licence – if unsure please contact us.

If collecting money you must be aware of and follow MK Council's Regulations. These can be found at www.milton-keynes.gov.uk (search for street collection).

It is important that you take the time to read the Regulations. It is entirely your responsibility to ensure that their rules are adhered to, with the exception of section 25, which does not apply because we are a moving parade.

It is also important that following the parade, you inform us of the total amount collected for the group by 13 July 2018. We have to declare this information to Milton Keynes Council as part of the conditions for our own permit. Plus it's great publicity for you as we'll announce it on our website and social media sites.

Failure to inform us of the amount you collected by the deadline, unfortunately means that you will be unable to collect in the following year – so please do let us know.

If you are in any doubt about the information we need – please contact us.

Judging

On your entry form you should have selected whether you want to be judged and if so, in what categories.

We think that the judging of parade entries is a bit of fun and encourages people to get into the spirit of the weekend.

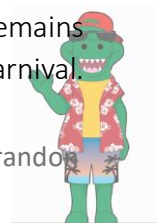
Judges are all completely independent of the Carnival Committee and although we might have our personal favourite we have no say in who wins...we just announce it on the day.

Winners are announced on the main stage at Riverside Meadow. The time will be confirmed alongside the official announcement of the weekend's events. First, second and third places all receive a miniature trophy to take home, keep and show off to family, friends, colleagues, neighbours, the postman etc.

The winners of each category will also get to keep the Winner's Shield for one whole year. This is an important part of the Newport Pagnell Carnival History, as the winners from each year are engraved on the shield. We strongly encourage winner to get their name engraved and become a part of Newport Pagnell Carnival's history. This is at your own cost but we're sure you'll agree that it is well worth it.

If you are lucky enough to take home the Winner's Shield you must remember that it remains the property of the Carnival Committee and it must be returned for the following year's Carnival.

If you have any queries please email us at parade@newportpagnellcarnival.com or call Sarah Brandon on 07738607448











We will contact you one month prior to the big event to arrange collection. It is an important part of Newport Pagnell's history so please look after it!

Health and Safety

We want everyone to enjoy the carnival in a safe environment and accordingly we have to ask that you abide by the following:

-  You must appoint one person within your entry to be responsible for health and safety.
-  The health and safety representative should brief all participants on proper conduct and ensure that everyone is wearing necessary weatherproof wear and that appropriate weather precautions are taken (e.g. wearing suncream, hats etc.)
-  People on / in vehicles must remain so during the procession – anyone seen to be jumping on and off of vehicles will be cautioned and may be removed from the parade.
-  No items should be thrown into the crowds.
-  Drivers must remain in their vehicles at all times.
-  Vehicles must be adequately equipped (i.e. safety barriers, fire extinguishers etc.)

Spreading the Word

We work hard to publicise the carnival as much as possible in order to attract big numbers but we can always do with a helping hand. Please follow us on Facebook and Twitter, visit our website and look out for us in local magazines and news publications and share, share, share!

newportpagnellcarnival.com - facebook.com/newportpagnellcarnival - twitter.com/npcarnival1

If you are particularly excited, have a unique entry or had a wonderful time and raised lots of money please do contact us as we may be interested in including you in one of our blogs and / or social media posts! Contact us at pr@newportpagnellcarnival.com.

Week Before

In the week before the Carnival make sure that all parade entrants, parents, guardians and anyone coming to watch are fully briefed on the times, drop-off points, collection points and health and safety.

If you have arranged transport, it is a good idea to confirm the dates and times with your provider.

Add the final touches to your decorations and get excited.

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The Night Before

We know it's a little hard to sleep the night before the Carnival but it's important to get a good night's sleep because Saturday can be a long day. Do a double check that you have all of your equipment, that your alarm is set to the right time and then get some shut eye.

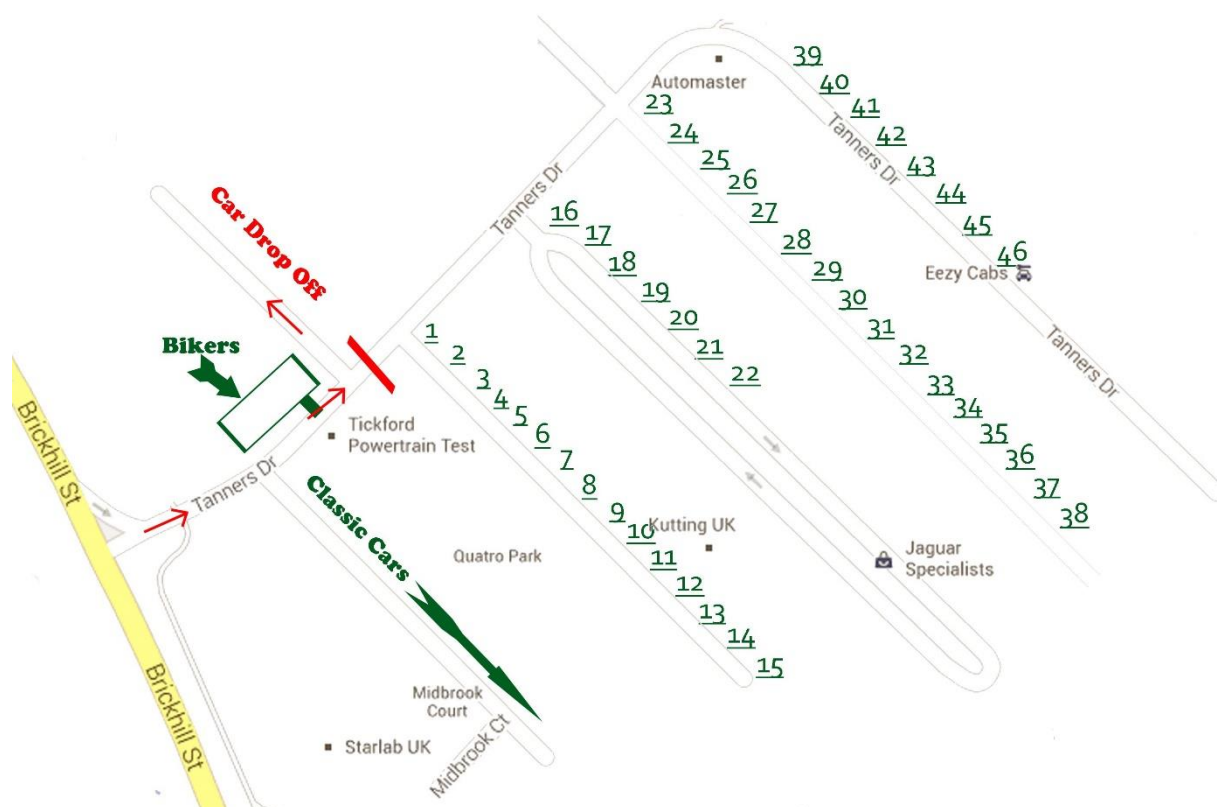
On the Day

Finding Us

The carnival parade begins at Blakelands. Pop MK14 5BP into your satnav and it should bring you right here. Members of the Carnival Committee will have yellow or blue hi-vis jackets on, walkie-talkie head sets and generally be running around looking very stressed but equally very happy. Please see the final page for contact details.

Arrival Time

Lorries and entrants should begin arriving at Tanners Drive, Blakelands from 10:00 onwards. Please make sure you know your parade number and consult the following map to see where your setting up space is.



Upon arrival please make sure you have your parade number to hand or memory, so that you can be directed where to go.

Setting up

If you have any queries please email us at parade@newportpagnellcarnival.com or call Sarah Brandon on 07738607448





Once you have been shown to your plot space you can begin setting up. All entrants should be assembled and ready by 11:30 at the very latest.

Your parade entry number must be clearly displayed on your float entry, i.e. in the windscreen of the lead vehicle / lorry / walker. This is so that the judges can identify who you are and also so that the committee can keep track of the entries - so even if you are not being judged you must still display your entry number.

Your parade entry is also required to display a banner or something similar on the lead vehicle that says the name of your organisation. Again, this is to help the judges and the public distinguish who you are!

Parking / Dropping off

The drop-off point is shown on the map above. Please note that cars (other than those in the parade) will not be allowed beyond the red line on this map. Please ensure you take the first turning on the left for ample parking. This is because there are a lot of lorries, children, adults, committee members etc. and in the interests of health and safety it is not possible to allow cars any further.

Toilets

Whilst we endeavour to make toilets available at Blakelands, this is dependent on the local businesses and accordingly we cannot guarantee that facilities will be available for use.

Carnival Times

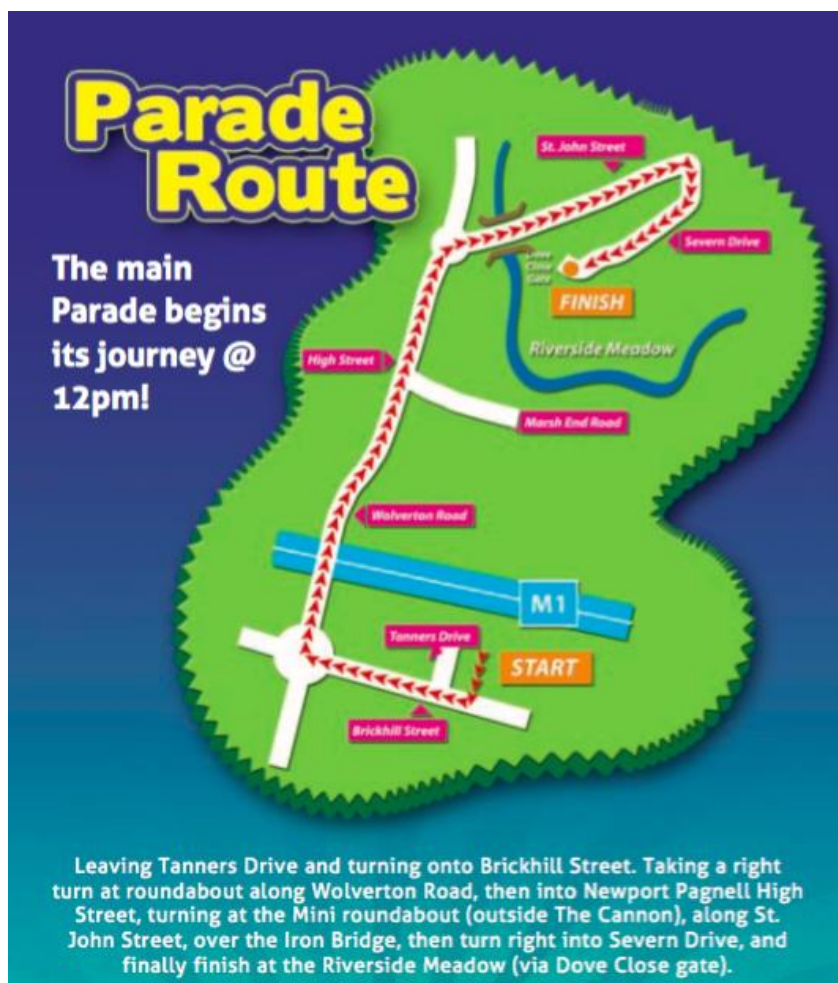
Once the police are happy that all of the roads along the parade route are adequately marshalled, they will give the Carnival Committee the go-ahead to start the parade. Entrants will be directed by a member of the committee to join the parade route. This will happen at approximately 11:50.

The parade takes approximately one hour to reach Riverside Meadow. The field is open to the public from 12:00.

Route

If you have any queries please email us at parade@newportpagnellcarnival.com or call Sarah Brandon on 07738607448





Drivers must remain in their vehicles at all times.

Keeping Up

It is your responsibility to keep up with the entry ahead of you in the parade. If you fall behind it is important that you quickly catch-up with the people in front of you. Failure to do so may result in your being separated from the parade by traffic, which we want to avoid.

Uh-Oh

Very occasionally things in the parade go wrong. We have had fainting mice mascots, broken down classic cars and sneaky cars breaking through the road block.

First off – don't panic. The Carnival Committee will do that for you. We have committee members, the police, event specialists and road marshals along all of the route, with walkie-talkies so that they can be in constant contact. Someone will come and help you – just remain stationary and alert a marshal; we'll sort everything out as quickly as we can.

Friends and Family

We strongly encourage you to invite friends, family, work colleagues, neighbours....anyone, to come and enjoy the fun of the Carnival. We have a wide variety of stalls, entertainment, funfair

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rides, food and drink – so give them the address, tell them the entry fee (£2 for adults, £1 for children) and let them thank you later. Details for parking can be found at the end of this pack.

End of the Parade

The parade ends on Riverside Meadow. Parade entrants get free entry into Riverside Meadow. Entrants on their method of transport (e.g. people on lorries, bikes, in cars etc.) or obviously within a walking group will gain automatic entry. Anyone walking the parade alongside their float/entry will require a 'walker's pass' to gain free entry. You should have indicated the number of walking passes required on your entry form. You are limited to 10 per parade entry. Any additional walkers will need to pay the entry fee (£2 for adults, £1 for children) and enter the field via Trent Gate (maps at the end of the pack).

Please remember that the carnival is a community event that relies heavily on the money raised by charging people to enter the field. Any entries found to be acting against the community spirit (i.e. allowing people onto their parade transport for the sole reason of gaining free entry into the field) will be asked to leave and may have future entries rejected.

Marshals at Dove Gate will direct you into the parking area and groups are asked that their lorry / transport comes to a complete stop before disembarking.

Collection of Children

A pick up / collection point for any children in your parade entry must be organised by yourself. It is a good idea to have this in place and communicated to parents beforehand.

Because of the volume of people entering the field following the parade, it is not possible for us to allow parents or guardians to enter the field for free in order to collect their children – it is not something that we have the capacity to monitor.

Therefore we advise that if the collection point is on the field, that parents / guardians are informed of the entry price to Riverside Meadow (£2 for adults, £1 for Children). £2 is a little price to pay for the amount of fun your children are going to have! Alternatively you can arrange a collection point off of the field.

Wet Weather Plan

Some years we have rain; some years we have shine; and some years we have torrential downpours. If the weather is extremely bad, and the entertainment on the field is cancelled, the wet weather plan will come into action. Luckily we have only needed to put this into practice twice in 54 years.

The parade will continue because we appreciate all of the time and effort already gone into it but the route will be altered slightly. Instead of entering Riverside Meadow the parade will turn off at the Kings Arms public house and stop along Severn Drive, where people can disembark. This does mean that some of the Rivers estate will be missed out but it also means that the parade can still go ahead.

If you have any queries please email us at parade@newportpagnellcarnival.com or call Sarah Brandon on 07738607448





If this does happen you will be informed upon arrival at Blakelands, so that you can advise the rest of your party.

Please be as quick and efficient as possible, so that the road can be reopened promptly.

Please also remember that the committee will do its utmost best to ensure that the weather does not hinder the carnival plans. If the wet weather plan is put into action we will be just as sad as you are; but just as determined to show the weather that it won't stop us— so please do make sure you still join in the fun!

Behaviour

Newport Pagnell Carnival is run by a committee of volunteers. We will not tolerate any verbal or physical abuse before, during or after the carnival. Anyone who is deemed to be acting against the spirit of the carnival (either to a committee member, another parade entrant or to a member of the public), will be asked to leave the carnival and/or have all future applications rejected.

Feedback

We would love to hear your feedback following the event. We work hard to make sure that the carnival is enjoyed by not only the public but the parade entrants (and the committee) too. Any feedback that would make our day or that would enable us to improve is hugely appreciated.

If you have any queries please email us at parade@newportpagnellcarnival.com or call Sarah Brandon on 07738607448





Maps:

The stalls and entertainment on both Saturday and Sunday take place on Riverside Meadow in Newport Pagnell.

We fully encourage people to walk to Riverside Meadow and enter the field as follows:



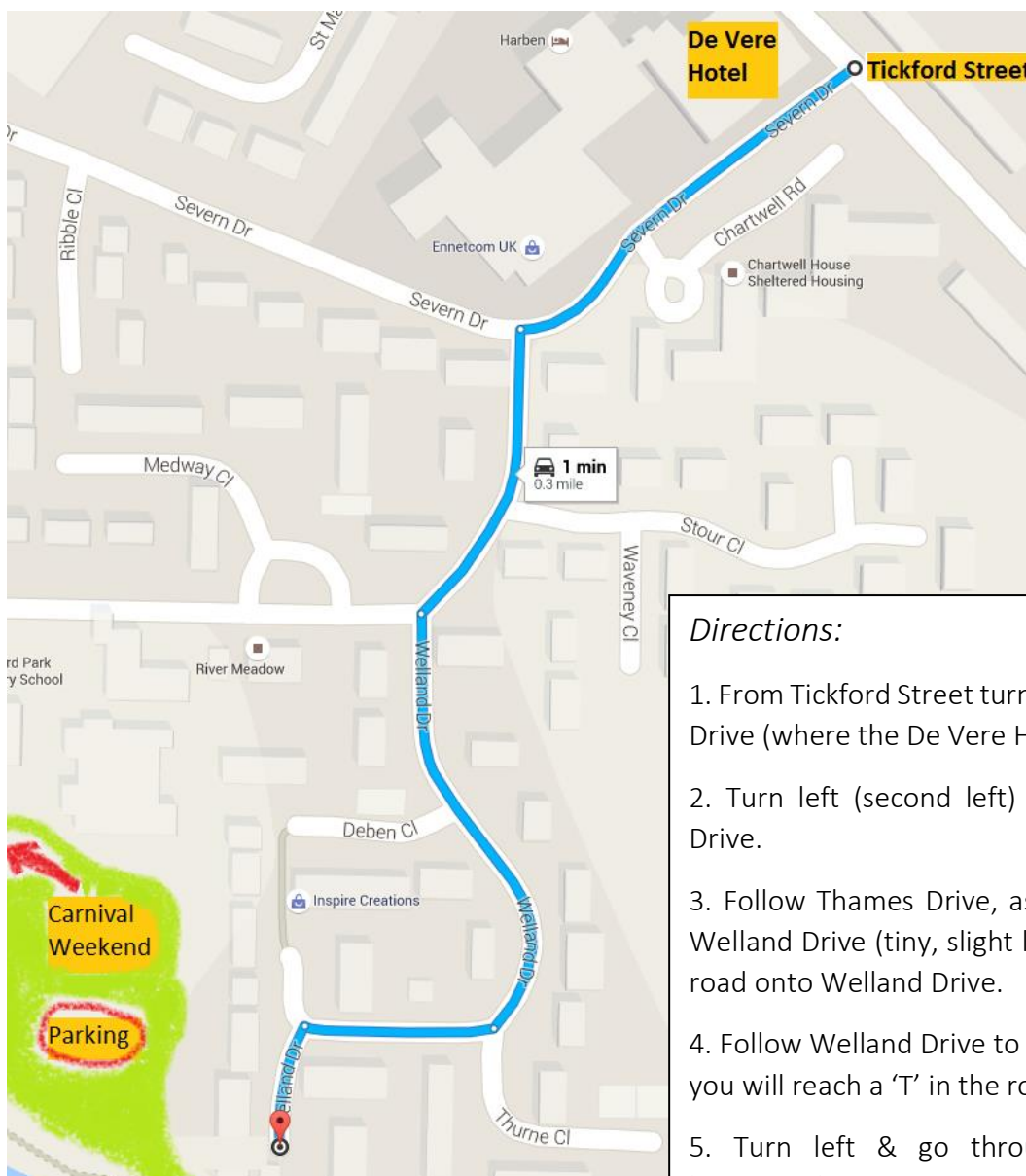
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Parking

If you are travelling from afar parking is available and can be accessed via Welland Drive – Pop MK16 9DX into your satnav and it should bring you to the right place. We are, however, the first to admit that the parking isn't the easiest to find; please be patient and if lost ask anyone in a high-vis jacket.



Directions:

1. From Tickford Street turn down Severn Drive (where the De Vere Hotel is).
2. Turn left (second left) onto Thames Drive.
3. Follow Thames Drive, as it turns into Welland Drive (tiny, slight left curve) the road onto Welland Drive.
4. Follow Welland Drive to the end when you will reach a 'T' in the road.
5. Turn left & go through the gap between the two garages to get onto the field. Turn right to stay on Welland Drive

If you have any queries please email us at parade@newportpagnellcarnival.com or call Sarah Brandon on 07738607448





Useful Contacts

Newport Pagnell Carnival Parade Coordinator

Sarah Brandon

parade@newportpagnellcarnival.com

07956420985

Newport Pagnell Carnival Chair:

Samantha Miller

chair@newportpagnellcarnival.com

07955355615

Newport Pagnell Carnival PR:

Niki Tibble

pr@newportpagnellcarnival.com

07709122116

In case of emergencies please call the police on 101.

If you have any queries please email us at parade@newportpagnellcarnival.com or call Sarah Brandon on 07738607448

