



# **NEWPORT PAGNELL CARNIVAL PARADE ENTRY INFORMATION PACK**



**Your guide to getting the most out of the  
Carnival weekend!**

If you have any queries, please email us at [parade@newportpagnellcarnival.com](mailto:parade@newportpagnellcarnival.com)

# Privacy Policy

By submitting a completed form to the Newport Pagnell Carnival Committee, you understand that all data submitted will be held by the Newport Pagnell Carnival Committee with the sole purpose of contacting you about the event. We will not pass your details onto any third party.

# Terms and Conditions

Newport Pagnell Carnival is run by volunteers, please bear this in mind when contacting members of the committee – we will respond to all queries as soon as possible. Where possible, please contact us via email [parade@newportpagnellcarnival.com](mailto:parade@newportpagnellcarnival.com)

## Important Dates

30th June 2024	Deadline for parade applications
3rd July 2024	Parade numbers and arrival times emailed out

## 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. If you have any questions to ask beforehand, please do get in touch by email [parade@newportpagnellcarnival.com](mailto:parade@newportpagnellcarnival.com)

## Planning your Parade Entry

- ★ We welcome transport methods of all kinds 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 method of transport.
- ★ Floats should be decorated to reflect the spirit of Carnival. Get your thinking caps on to plan how you are going to approach this year's theme. You might go for the obvious, you might think outside the box, it is entirely up to you. Please remember that this is a family community event. Any floats decorated in a manner deemed to be crude or inappropriate will not be allowed to enter the parade.

## Equipment

Parade entrants may want to consider bringing the following:

- ★ Costumes/Fancy Dress
- ★ Sunscreen and hats
- ★ Music and speakers - Please indicate on the entry form if you will be playing music
- ★ Collection buckets - See 'Collecting Money' section below
- ★ Promotional material such as flyers to hand out
- ★ 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. If we receive a complaint about a parade entrant, we may have to ban the use of water pistols in the future.
- ★ Health and safety equipment – It is your responsibility to ensure the safety of all float passengers. Your float may require safety barriers, fire extinguishers etc.
- ★ Generators – If you plan to use a generator, please be aware that **only diesel generators are allowed**. There is no exception to this rule.

## Collecting Money

- ★ In previous years the parade has facilitated raising thousands of pounds for local charities and good causes. It is a fantastic way to collect money for a charity or organisation. If you wish to collect money during the parade, you must indicate on your entry form whether you have a permit to do this or if you need to be added to the Carnival permit. If you have your own permit, please make sure that you have the correct licence – if you are unsure please contact us.
- ★ If you will be collecting money you must follow the regulations as set out by MK Council in accordance with the Police, Factories etc (Miscellaneous Provisions) Act 1916. More information can be found [HERE](#)
- ★ After the event, you are required to inform the Carnival Committee of the total amount collected by you on the day no later than 20th July 2024. We are required to declare this information to Milton Keynes Council under the conditions of our own permit.
- ★ **Failure to inform us of the amount collected by the stated deadline, will exclude your organisation from taking part in future events held by Newport Pagnell Carnival.**
- ★ If you are in any doubt about the information we require, please email us at [parade@newportpagnellcarnival.com](mailto:parade@newportpagnellcarnival.com)

## Judging

- ★ Please indicate on your entry form if you want your parade entry to be judged and if so, which categories
- ★ Independent judges will be selected ahead of the event
- ★ Winners are announced in the main arena at Riverside Meadow. Estimated timings will be published in the Carnival Programme. Winners in 1st, 2nd and 3rd place will all receive a small trophy to take home on the day.
- ★ The 1st place winner in each category will also be awarded a large Winner's Shield which is retained for one whole year. We encourage Winners' to have their names engraved on the shield. Whilst engraving is at your own cost it is a long standing tradition and part of Carnival history.
- ★ If you are lucky enough to take home the Winners Shield please remember that it remains the property of the Carnival Committee and it must be returned for the following year's Carnival event. We will contact you one month prior to the big event to arrange a collection of the shield.

## Health and Safety

To ensure the safety of all spectators and participants there are some rules that we ask **ALL** parade entrants to adhere to:

- ★ You must appoint one person within your entry to hold responsibility for Health and Safety.
- ★ The Health and Safety Representative should brief all participants on proper conduct and ensure that everyone is dressed appropriately for the weather conditions on the day ie; sun cream, hats, waterproofs etc
- ★ Participants either on or in vehicles must remain so throughout the procession – entrants who leave a parade vehicle once the parade has begun may be cautioned and removed from entering future events
- ★ No items should be thrown from the parade 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

The Carnival Committee uses social media and local publications to promote the event and its participants. If you would like to share photos and/or experiences with us, please let us know and we may be able to raise your organisation's profile in our blogs and/or social media posts.

## The Week Before

In the week before the Carnival event, please make sure that all parade entrants, parents/guardians and anyone wishing to come along to watch the parade have been fully briefed on arrival times, drop-off points, collection points and health and safety requirements.

If you have arranged transport, it is a good time to re-confirm arrival times with your provider.

## On the Day:

### Finding Us

The carnival parade begins in Blakelands. Using the postcode MK14 5BP, this will take you to Tanners Drive. Carnival Volunteers will be at the entrance of the industrial estate to direct you.

### Arrival Time

All floats (vehicles) can **arrive from 10am** however ALL vehicles **must be in position by 11:30am**

Upon arrival, please have your parade number to hand or memorised.



## **Setting up**

On arrival you will be directed to your float assembly point where you will be able to carry out any last minute finishing touches. All participants should be assembled and ready no later than 11:45am.

Your parade entry number must be clearly displayed on your float i.e; in the windscreen of the lead vehicle/lorry/walker. Even if you have chosen not to be judged, you must still display your entry number.

## **Parking / Dropping off**

The drop-off point is shown on the map above. Please note that cars (other than those in the parade) are not allowed beyond the red line. There will be ample parking available by taking the first left hand street turning as you enter the industrial estate. In the interest of Health and Safety, it is not possible to allow cars beyond this point.

## **Toilets**

Whilst we endeavour to make toilets available at Blakelands, this is dependent on the generosity of local businesses and we cannot guarantee that facilities will be available for use. There are toilet facilities available at the end of the parade route on Riverside Meadow.

## **Carnival Times**

Once the police are happy that all 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 11:55am. The parade takes approximately one hour to reach Riverside Meadow. The Meadow is open to the public from 12:00 midday.

## **Route**

You will be guided throughout the parade route by a member of the Carnival Committee. Please remember that 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 entrant in front of you. We must keep the parade together for safety reasons and to ensure you and the public watching get the most fun from the day.

If you consistently cause gaps in the parade you will be placed towards the back in future years so as not to affect the entries behind you.

A reminder that once the parade has begun, participants should remain on their float/vehicle until the parade reaches Riverside Meadow.

## **Uh-Oh**

Very occasionally things in the parade go wrong. Whether this be a medical emergency, mechanical emergency or a member of the public breaks through one of our road blocks.

If something does go wrong, please do not panic. We have Committee members, Marshalls, Police and Event Specialists along the entire route. We also ensure that there are medical professionals with you until the parade reaches the Meadow. If you have an emergency, remain stationary and alert the nearest road marshall. Please remember that the majority of our Marshalls and helpers on the parade route are volunteers.

## **Friends and Family**

We strongly encourage you to invite friends, family, work colleagues and neighbours to come and support you whilst enjoying all the fun of Carnival. In the meadow we have a wide variety of stalls, entertainment, live music, food, drink and a funfair – so direct any supporters to Riverside Meadow. Entry to the meadow is £2 adults and £1. Parking details for the meadow can be found at the end of this pack.

## **End of the Parade**

The parade finishes on Riverside Meadow. If your vehicle will not be entering Riverside Meadow, please let us know in advance. We will then direct you on a slightly different route. All parade entrants are entitled to free entry into Riverside Meadow. Entrants on a float/car/vehicle will automatically gain free access as the parade enters the meadow. A walkers pass is available for anyone who will be walking alongside their float. You will have indicated the number of walking passes required on your entry form and these will be supplied in your entry pack. Each parade entrant is limited to 10 x walking passes. Additional walkers will need to pay the entry fee and enter the meadow via Trent Gate.

Please remember that the carnival is a self funded community event. We rely heavily on the income generated at the entrance gates. Any parade entrants found to be acting against the spirit of the carnival eg; allowing people to join 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.

Marshalls 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. Your transportation method will be able to leave the field approximately two hours after the parade finishes, however any vehicle movement must adhere to strict health and safety rules. Please inform the Carnival Parade Coordinator when your vehicle is ready to leave and they will be escorted safely from the field.

## **Collection of Children**

A pickup / collection point for any children participating with your parade entry should be organised and communicated in advance to avoid unnecessary confusion and worry for parents/guardians.

Due to the high volume of people entering the field at the end of the parade, it is not possible for us to allow parents/guardians to enter the field free of charge to collect their children. Please ensure they are aware of this to avoid any confusion on the day.

If parents/guardians do not wish to enter the meadow to collect their children, you should arrange a collection point off site.

## **Wet Weather Plan**

British weather can be unpredictable, most years we are fortunate and have a dry Carnival. On occasion we have had a little rain. If the weather is extremely bad which results in the entertainment on the field being cancelled our wet weather plan will come into action. Luckily, we have only needed to implement our wet weather plan twice in 60 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 into Severn Drive at the Kings Arms public house. Once vehicles have come to a complete stop participants can then disembark. We ask that entrants be as quick and efficient as possible when disembarking, so that the residential road can be reopened promptly.

If we need to implement the wet weather plan, you will be informed of this upon arrival at Blakelands of your party.

## Behaviour

The Carnival Committee will not tolerate any verbal or physical abuse before, during or after the carnival event. 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 have their application declined, 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 everyone whether they take part or come along to watch. We are always looking for ways to improve so please send any feedback to [chair@newportpagnellcarnival.com](mailto:chair@newportpagnellcarnival.com)

## Site Map

Please refer to the Carnival Programme (available on our website) for the current meadow layout.

## Parking

If you are travelling from afar or have parents/guardians enquiring about parking at the end of the parade route, please be advised that on site parking can be accessed via Wellend Drive – use postcode MK16 9DX to locate the correct entrance, however there will also be signs and road marshalls in place for additional guidance.

## Directions

- Turn onto Severn Drive (By Harben House not Kings Arms)
- Take a left onto Thames Drive
- Take a left again into Wellend Drive
- Follow Wellend Drive until the road forks
- At the end of the left fork there is a gate onto the field
- Go through the gate and park where guided

Please ensure that any queries or enquiries are submitted prior to the carnival weekend. The Committee will be unable to monitor email or social media messages during the event weekend.

**Should you encounter any problems on the day, please contact a member of the Committee. We are here to help.**

# Thank you and...enjoy!

# The Carnival Committee

[www.newportpagnellcarnival.com](http://www.newportpagnellcarnival.com)

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