



SHELF GALA

Saturday 1st July 2017

PROCESSION ENTRY FORM

ORGANISATION

NAME & ADDRESS OF CONTACT

POSTCODE

CONTACT TELEPHONE ONSITE MOBILE (For use on Gala day)

E-MAIL

WE WISH TO TAKE PART IN THE GALA PROCESSION

- TYPE OF ENTRY:
- BAND
 - ON FOOT – **Please note:** Each walking float must have a rope on middle of the road side of the procession with a flag/notice carried or attached to rope stating what group they are. Also four adults, one at each corner of the float wearing hi vis clothing. Children must be supervised at all times.
 - WAGON (Maximum 7½ Ton) ★
 - CAR
 - OTHER (Please state)

★ Entrants to Gala Procession to provide own vehicle due to insurance constraints
PLEASE NOTE: Shelf Gala Insurance DOES NOT cover participants in the procession. It is the responsibility of the organisation/people who enter a float in the procession.

- Each float (vehicle or walking) can have two people collecting en route. They must wear Hi vis Jackets and have a sealed container with a single slot for donations and the name of the group they are collecting for displayed on the container. They can collect either side of the road on the pavement only but **MUST NOT** cross the road throughout the procession.
- People taking part in the procession (Children, Leaders, Teachers) will be issued with a wristband for free entry to the gala. Everyone else will need to purchase a wristband.

Judging of floats will be at 12.15pm in WITT & SON CAR PARK

Procession will commence at 12.30 p.m. from WITT & SON CAR PARK, turn left on Halifax Road and turn right into Bridle Stile and enter arena at approximately 13.00pm

VERY IMPORTANT – I have read and accept the Procession Rules & Regulations of Shelf Gala Committee 2017 (see separate sheet)

SIGNED DATE

**Completed forms *MUST* be returned by 15th June 2017 to: Nichola Walker
 17 Carr House Road, Shelf, Halifax HX3 7QY
 or by email to: nichola@walkersofshelf.co.uk**

Procession Rules & Regulations – Shelf Gala 2017

Green Light traffic management company has been appointed. They will be responsible for managing the traffic throughout the procession. We have also engaged the use of their services to place cones throughout the whole of the procession route including Bridle Stile from 7.00am to 4.30pm.

A Temporary Road Closure Order will be obtained from The Borough Council of Calderdale (Highways Department) under Section 21 of the Town Police Clauses Act 1847 (TPCA 1847). A signed notice from Calderdale will be displayed at each end of the route.

PROCESSION MANAGEMENT

Intention – To ensure the safe and timely progress of the Gala procession: whilst causing as little disruption to traffic and other road users as possible.

- All Marshals should report to Nichola Walker at Witt & Son's Car Park at **12:00 pm** for briefing.
- ALL marshals will wear full sleeved fluorescent jackets compliant to Class 3 reflective clothing to ensure high visibility to drivers and other road users.
- The Gala procession will assemble off road in the Witt & Son car park situated off Wadehouse Road, Shelf.
- The procession will consist of vehicular floats and pedestrians.
- All participants will be instructed to remain on the correct side of the road at all times.
- There will be marshals walking towards the centre line of the road to protect the participants.
- Each walking float must have four adults wearing Hi visibility clothing at each corner of the float and maintain children supervision within their float. Recent regulations regarding ropes around a walking float have been changed therefore a single rope can be held on the middle of the road side of the procession to stop people on float wandering into oncoming traffic complete with a flag/notice, carried or attached to rope stating what group they are.
- **Please note:** Each float (vehicle or walking) can have two people collecting en route. They must wear Hi visibility clothing and have a sealed container with a single slot for donations and the name of the group they are collecting for displayed on the container. They can collect either side of the road on the pavement only but **MUST NOT** cross the road throughout the procession.
- The procession will assemble at Witt & Son UK car park from around **11.30 am**.
- Procession will leave Witt & Son UK car park at **12.30 pm**, turn left into Wadehouse Road and Halifax Road until the junction with Bridle Stile where a left turn into Bridle Stile is made. Distance approximately ¼ mile with no roads meeting main Halifax Road from left hand side.
- The procession will travel along Bridle Stile to the entrance to Shelf Hall Park where it will assemble in the arena at approximately **13.00 pm** for presentations. Marshals must ensure that they are equally spaced over the whole procession for the duration of the event. Traffic will be moving freely on the side of the road adjacent to the procession in the opposite direction.
- Two way radios will be provided to the marshals to ensure full communication.

PROCESSION ENTRIES

We must advise that due to Health and Safety requirements we ask that you ensure all scenery on the floats is securely fixed. Children are to be accompanied at all times.

- All Vehicles must be roadworthy, taxed and insured to participate.
- For walking floats we ask that you provide four stewards in Hi visibility clothing to walk at the four corners of your float. A rope **MUST** be used on the road side of your float to stop people straying onto the main road.
- Any person being under the influence of alcohol will be asked to leave the Procession.
- All entries in the procession must be ready to judge at **12:15 pm**. No entry will move until directed by the marshals.
- Check for stability, road worthiness and safety of occupants, including length restrictions.
- Float organisers are advised to take out their own Public Liability Insurance and to check that the Motor Vehicle Insurance covers participation in the event.
- No one may alight or disembark any vehicle whilst it is in motion.
- Participants shall not lean over the edge of the vehicle to collect monies or entice people to come close to a vehicle, and nothing is to be handed out to the public from a moving vehicle.
- The Committee reserves the right to refuse entries, which, in their opinion may give offence.
- All Judges and Committee decisions will be final.

The person in charge of the procession will be Nicola Walker who will have the role of liaising with the Traffic Management Company, the Traffic Management Company will have sole responsibility for traffic control and they will maintain overall control of the procession and all Marshals will respond positively to any requests or instruction given by them.