Mary Stevens Hospice Summer Fayre Parade

Saturday 1st September 2018

Thank you for entering this year's Mary Stevens Hospice Summer Fayre charity parade.

It's really easy to enter, just fill in the form overleaf and drop it back to us at the address below. Alternatively, apply on line at www.marystevenshospice.co.uk.

Please take time to read our terms and conditions for entering the parade and ensure you fully accept the terms by signing and returning the application form(s).

We welcome entries from:

Schools, Community Groups, Sports Clubs & Teams, Businesses, Clubs and Societies, Marching Bands

The theme for the parade this year is "Best of British",

Let your imagination flow!

Entrants will be split into 4 categories for judging:

Mini Floats/Vehicles - Themed

Prizes awarded for best dressed!

£10 entrance fee

This category can include participants travelling on decorated vehicles such as: pulled trailers, flatbeds, low loaders, pick up trucks and cars and vans (artic size lorries are not allowed due to safety and space restrictions within the grounds of the hospice) Please see health & safety information

Vehicles - Non Themed

£1 entrance fee per participant

This category will include participants travelling within non-themed vehicles to include: motorbikes, cycles, display vehicles, cars, vans and mini buses, tractors etc.

Walking Groups

£1 entrance fee per participant

This category will include participants walking as part of a group. Young people and adults with additional needs can be accompanied by a supervisory adult.

Walking Fancy Dress

Prizes awarded for best dressed!

£1 entrance fee per participant

This category can include fancy dressed participants walking individually or as a group, decorated wheelchairs and mobility vehicles.

If you are part of a registered charity and would like to apply to take part in our Parade, please contact Paul on 01384 377778 or by email paul@mshfundraising.co.uk for further information.

Group / Organisation name	
Are you a registered charity?	YES / NO (IF YES PLEASE CONTACT PAUL DURNALL ON 01384 377 778 OR paul@mshfundraising.co.uk FOR FURTHER INSTRUCTIONS)
Name of Entry Lead Person	
Contact Number	
Email	
Name of Entry (theme)	

Each walking participant will need to purchase a wristband to enter the parade. (£1 per person). You will be able to gain free entry into the summer fayre with this wristband A suggested minimum donation of £10 is requested to enter a fancy dress/group/business float into the parade with all donations going directly to funding patient care here at the hospice. No other charity can be represented, endorsed or advertised without permission from Mary Stevens Hospice and no collections will be allowed during the parade for any other charity.

Numbers of those attending and donations to the hospice are not required at this stage but will be gladly received no later than 10th August 2018

Please provide name of 2 people who will marshal your parade entry / float / group

Please Tick category that best describes	*Additional information*
VEHICLE (float themed, with a suggested minimum donation of £10)	☐
VEHICLE - Non themed	☐
WALKING GROUP	☐
WALKING FANCY DRESS	☐

Please sign below to acknowledge that you have read the important information that is stated in our terms and conditions and that you are responsible for completing your own health & safety risk assessments and adhering to them.

SIGNED DATE

PRINT NAME

Please return this form to : Paul Durnall, Mary Stevens Hospice, 221 Hagley Road, Oldswinford, Stourbridge, West Midlands DY8 2JR cheques made payable to Mary Stevens Hospice or call 01384 377 778 to make a payment by phone

Terms & Conditions. Information

Whilst we endeavour to make this event as safe as possible, our liability insurance does not cover your participation in the parade.

PARTICIPATION IN THE PARADE IS ENTIRELY AT YOUR OWN RISK

PLEASE TAKE EVERY PRECAUTION TO ENSURE YOUR PARTICIPANTS ARE SAFE

Mary Stevens Hospice, its Trustees, Staff , Sponsors or Associates accept no responsibility for any accident or injury or loss of life sustained as a result of any persons participation in the parade.

- **The Parade will begin at 12 noon from the Hagley end of Worcester Lane (Close to Stourbridge Golf club). All vehicles need to be in place by 11.15am and there is no additional parking available in this area.**
- **Upon arrival at the start point, please ensure your vehicle participation number is showing and that all safety checks have been made by yourselves.**
- **If you are walking the parade route please make your way to the start point by using the pavements until the road closure has been enforced by the highways team.**
- **You will be sectioned into categories such as floats, walkers and this order must be maintained for the duration of the parade.**

Information - Vehicles

- **All vehicles must display a unique registration number on their windscreen—this will be issued before the event and must be displayed throughout the parade and under no circumstances be removed.**
- **Filling or emptying of fuel tanks is prohibited at anytime.**
- **Vehicles must be taxed and driver be insured to drive the vehicle. All drivers must hold, and are not disqualified from holding, a license to drive the class of vehicle being displayed in the procession.**
- **No parade vehicle may be left running unattended.**
- **No vehicle can run on trade plates.**
- **All vehicles are accepted into the parade on the understanding that the event organisers cannot be held responsible for damage or injury to the vehicle or persons. Similar for loss or theft of vehicles, contents and equipment.**

Information - Responsibility of the Entry Lead person

- **It is the responsibility of the Entry Lead Person to supply two marshals to walk alongside your float / group.**
- **It is the responsibility of the Entry Lead Person is to ensure that his or her float / group is conducted throughout the parade in a safe manner and to ensure that the participants and spectators nearby do not come to any harm.**
- **The Event Lead Person must: Accompany the entry at all times during the procession and nsure the float travels at a safe speed for the duration of the parade.**
- **Ensure that everything on the float, including people, are secure and not likely to fall over, fall off or otherwise cause injury to participants or spectators.**
- **Ensure nothing is thrown from the floats to include sweets/water and leaflets.**
- **Collection of donated money must be done in an appropriate and safe way such as by using Mary Stevens Hospice collection buckets and nets. The collection of money by encouraging spectators to throw coins onto the float is not allowed.**
- **Pass any monies collected during the parade to an official collector within the hospice grounds.**
- **Inform parade officials of any incident or situation where help is needed (accident, illness etc).**
- **Ensure that floats / groups proceed at a safe speed and safe distance from other participants.**

All vehicle & group entries must provide two persons designated as stewards/marshals. The number of stewards required is dependent on the size of vehicle being used (Single van/car - one steward, van/car pulling a trailer - one steward, lorry - two stewards, pedestrian/bicycles - none).

Stewards /Marshals are required to:

Ensure all entrants on the float have a safe and enjoyable time.
Ensure all members of the public do not get too close to your entry.
Ensure none of your party step on or off your vehicle whilst the vehicle is moving.
Wear hi-visibility vests/jackets and assist in any emergency evacuation of the area.
Ensure your vehicle keeps up with the pace of the procession.

Children need to be supervised by a responsible adult at all times.

Dogs are welcome to take part in the parade however they need to be on a lead at all times.

Support Your local Hospice!

Would you like to become a main supporter of our Fayre Parade?

We are currently looking for local businesses and groups to work alongside us to make this years parade a great success. If you would like to find out more about sponsoring the parade please contact the Fundraising department .

info@mshfundraising.co.uk