



## Portchester Community Association CIO

2 New Parade, 38 West Street, Portchester, Fareham, PO16 9UY

Tel: 023 9221 0048

Email: [admin@portchesterca.org.uk](mailto:admin@portchesterca.org.uk)

Website: [www.portchesterca.org.uk](http://www.portchesterca.org.uk)

Registered Charity No. 1154548



### Portchester Gala Parade - Saturday 20<sup>th</sup> June 2020

The organisers of Portchester Gala invite you to take part in a Parade which takes place as the opening event to this highly successful and popular community event.

#### Organised groups wishing to take part in this event should complete:

- The application form which accompanies this invitation by 1<sup>st</sup> June 2020
- A written risk assessment
- A copy of your public liability insurance
- Provide approximately 100 words to describe your organisation and the float you are entering.
- Provide two Marshalls with email address and mobile number.
- Your application **will not be accepted** without the above.

**Start of parade:** Vehicle and walking floats will form up in the Wicor Primary car park which opens at 8am. Please arrive no later than 10.30am. **The parade will step off at 11.00am** and follow a route to the Castle via White Hart Lane and Castle Street. **The parade aims to arrive at the Castle by 12.30pm.**

All areas within Wicor Primary School are strictly NO SMOKING.

Supervision of all children is the sole responsibility of your organisation and your own appointed Marshalls. Please be aware that the use of the School's playground equipment is strictly prohibited.

**Parking for participants:** will be available on the field subject to the surface being dry. There will be a limited number of other parking spaces within the school car park and playground. Each float will be allocated two parking spaces in addition to float. Car registration numbers are required in advance.

**Entering the castle grounds:** On arrival at the Castle, the float vehicles (not classic cars or bikes) will park up on the left in the car park area to unload their passengers and will then leave the parking area. Adults and marching bands plus pushchairs and wheelchairs will enter via the main gate (The Keep) and march to the end of the road inside the castle grounds, past the church and will turn left as indicated into the arena. Cars and bikes also entering via the main gate will be directed onto the right hand field to their display area. Gala Marshalls will be at the Castle to meet the floats and give directions.

**Safety Marshalls:** Will be required at Wicor Primary School by 10.00am for briefing and will remain on duty until the parade arrives at the Castle. They will be allocated a specific road junction to control from commencement until the parade has passed them, at which point they will be required to join the rear of the parade and make their way to the Castle. Marshalls must provide a mobile number and email so we can send a briefing before the event. Buckets, hi-vis jacket and walkie-talkie (if provided) should be returned to the Portchester Community Association tent located by the PA system.

[Type text]

**APPLICATIONS WILL NOT BE ACCEPTED UNTIL AT LEAST TWO NAMED MARSHALL ARE NOMINATED (See form)**

**PORTCHESTER GALA PARADE**  
**APPLICATION TO ENTER A FLOAT IN THE PARADE - FREE ENTRY**  
**SPECIALITY VEHICLES WELCOME**

ORGANISATION/GROUP \_\_\_\_\_

ORGANISER'S CONTACT DETAILS

NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

FLOAT TYPE - VEHICLE / WALKING GROUP (PLEASE DELETE AS APPROPRIATE)

ESTIMATED NUMBERS ON FLOAT / IN GROUP \_\_\_\_\_

VEHICLE TYPE – LORRY (NO ARTICULATED LORRIES) / VAN / CAR / OTHER (PLEASE SPECIFY) \_\_\_\_\_

FANCY DRESS THEME (IF KNOWN) \_\_\_\_\_

MUSICAL CONTENT – YES / NO (PLEASE DELETE AS APPROPRIATE)

EXPECTED NOISE LEVEL – LOUD / MEDUIM / QUIET (PLEASE DELETE AS APPROPRIATE)

ANY OTHER COMMENTS / DETAILS \_\_\_\_\_

\_\_\_\_\_  
EACH FLOAT / WALKING GROUP WILL BE **REQUIRED TO NOMINATE AT LEAST TWO** ADULT PARADE SAFETY MARSHALL TO ASSIST WITH GETTING THE PARADE SAFELY FROM WICOR PRIMARY SCHOOL TO THE CASTLE. THEY WILL BE PROVIDED WITH SAFETY CLOTHING AND GIVEN A CLEAR BRIEFING BY THE ORGANISER.

PLEASE GIVE DETAILS OF YOUR NOMINATED MARSHALLS

NAME \_\_\_\_\_ PHONE NO \_\_\_\_\_

EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ PHONE NO \_\_\_\_\_

EMAIL \_\_\_\_\_

[Type text]

**ENTRY CHECKLIST**  
PLEASE BE AS DETAILED AS POSSIBLE.

NAME OF ORGANISATION \_\_\_\_\_

ABOUT YOUR ORGANISATION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABOUT YOUR FLOAT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Consent for us to contact you in future: The law changed from May 25th 2018 we must ask for you to respond to below.**

I would like to be contacted in future about Portchester Gala (Notification of form availability and updates on your booking process also for any other similar event we are involved in). Please tick here ☐ or respond to this email as we have to receive your consent for any future correspondence.

**Please note your data will be stored securely at Portchester Community Association for 2 years.**

PUBLIC LIABILITY ENCLOSED (PLEASE TICK) ☐

RISK ASSESSMENT ENCLOSED (PLEASE TICK) ☐  
(PLEASE BEAR IN MIND ADVERSE WEATHER  
CONDITIONS WHEN COMPLETING THIS)