



ROUNDTABLE

Saffron Walden Round Table

The National Association of Round Tables of Great Britain and Ireland

No: 582, Area 33

Website: www.8dayweekend.co.uk www.saffronwaldenroundtable.co.uk

2nd July 2017

Dear Procession Participant,

The Saffron Walden Round Table look forward to welcoming you to the common next weekend for the 8DayWeekend procession. This years carnival is set to be epic! We have great acts booked for all of the nights, with the Blast from the Past being a sell out night!! Meaning we will have over 2000 people having a great time in our marquee!! It is not too late to book tickets for the other nights, so please visit our wesbite, or carnival caravan in the market square.

Back to the procession. We have an amazing 72 floats taking part in the procession this year!! The number of large vehicles booked in is mind blowing! This year is going to be better than ever!

Needless to say, the common will be very busy. We therefore ask that you check your parking zone allocation, and **designated arrival time** in the enclosed table. It is important to arrive at your allocated time and report to the marshal for your zone. You will need to return the completed safety declaration form (see attached) and your vehicle will need to be inspected to ensure it is safe to participate in the procession.

All allocations have been made to ensure that the procession is well spread out with noisy floats near quite floats, performance groups separated from each other as much as possible. Unfortunately is is not possible to please everyone, so I appologise in advance if you are unhappy with your allocated position. It is essential to keep to the order.

I have enclosed a further copy of our safety guidance for you to familiarise yourself with.

On Saturday 8th July please enter the common via the point marked Enter Common (near float 28) on attached map. Please note that Common Hill, Ashdon Road, and Chaters Hill may be closed to traffic during the arrival times, so you should plan your route accordingly.



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Please print your float number as big as possible on a sheet of A4 paper and place it in the window of your float.

Checklist:

- Print Float Number
- Print & Complete Safety Declaration
- Ensure your group have refreshment and sun cream / hats etc
- Read Safety Guidance
- Have a great time and share your photos (before and after) with us on social media and email procession@8dayweekend.co.uk

Kind Regards,

Mike Barrett
Outdoor Events Team

Any questions, or queries please do not hesitate to contact me:

procession@8dayweekend.co.uk or 07894444415



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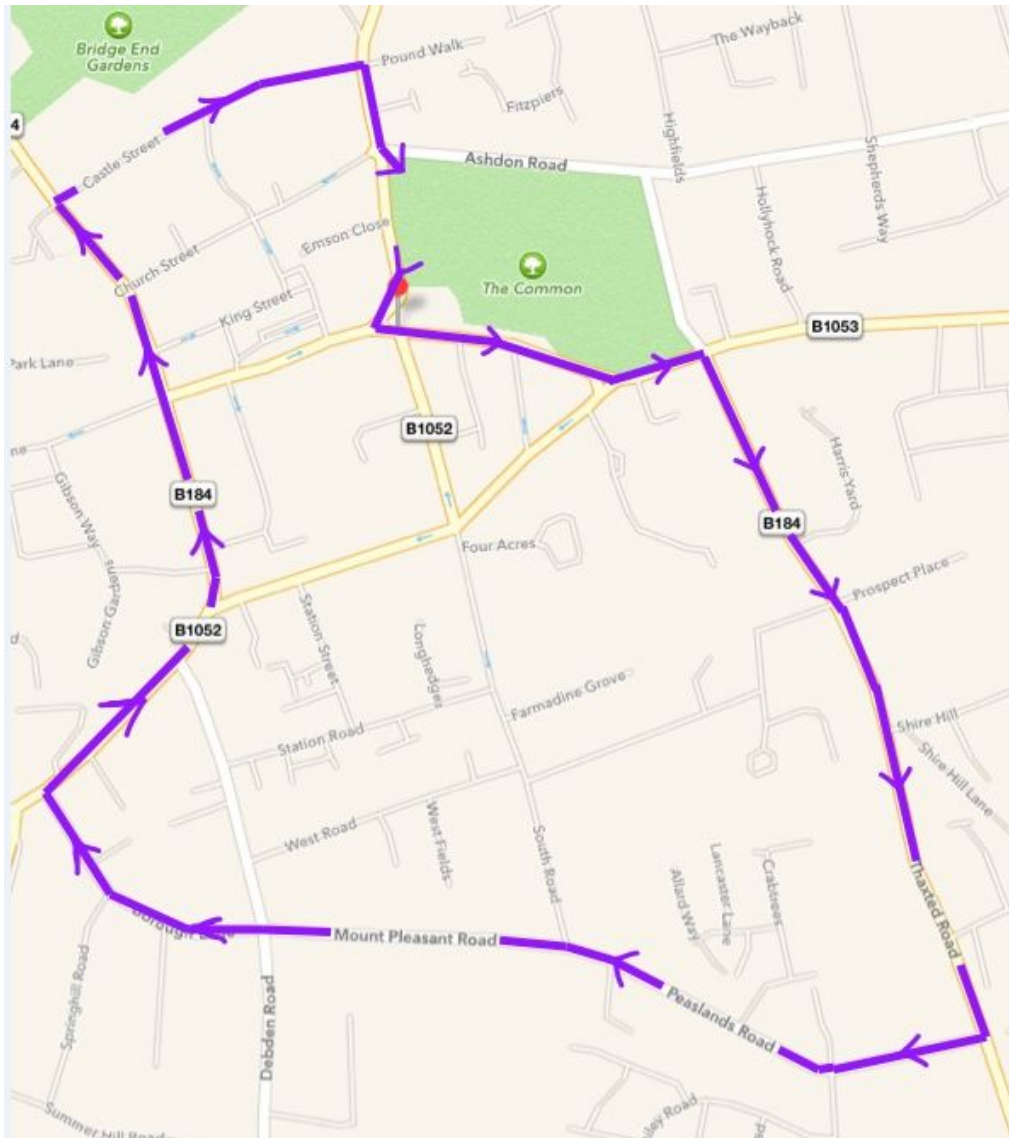
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Map of the Procession Route





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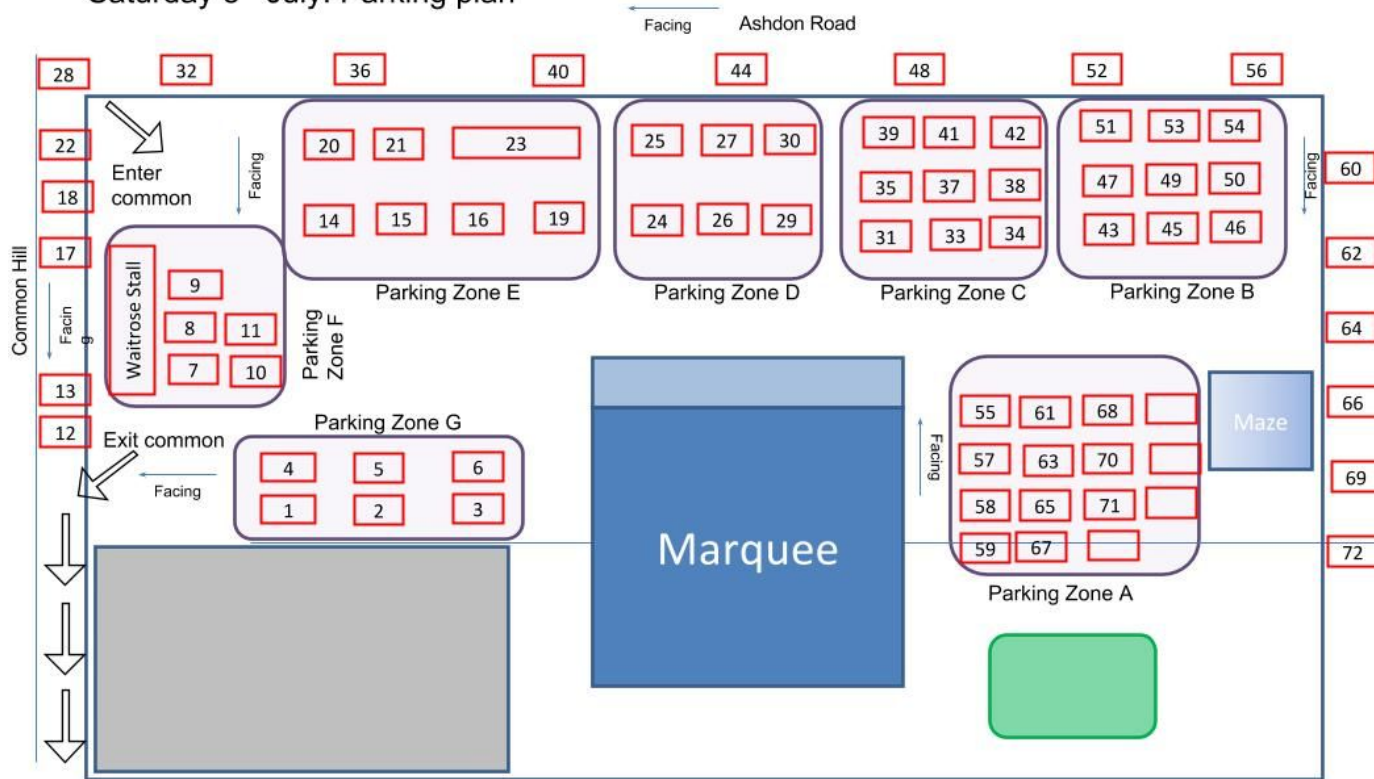
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Common Plan

Saturday 8th July: Parking plan





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Float Allocations

Float No	Parking Zone	Vehicle Type	Arrival Time	Group Name	Theme	Person Responsible for Safety
1	G	Car	13:30	Safety Car	-	Jon Elven
2	G	Car	13:30	Carnival Queen	-	Nick Head
3	G	Car	13:30	Carnival Queen Runners Up	-	Malcolm Head
4	G	Car	13:30	The Mayor	-	Woody's Dad
5	G	Car	13:00	Audley End House and Gardens	-	Mr Horse
6	G	Car	13:00	Just Gym	Gladiator	Alex Sullivan
7	F	Car	11:45-12:00	Thomas Cook	-	Sian Flower
8	F	Car	12:30-12:45	Castle Rock	-	Anthony Dunn
9	F	Tractor	Mrching Band	Stephen Perse Foundation – Dame Bradbury's School	Mr Bloom	Tracy Handford
10	F	Car & Trailer	11:45-12:00	Saffron Walden Dive Club	Scuba Steve	Mark Bushell
11	F	Car	12:30-12:45	Calzone	Super Mario Bros	Ilyas Gunduz
12	Common Hill	Lorry	12:00	The laughter specialists charitable Trust	Casualty	Annie Artis
13	Common Hill	Lorry	12:00	The costume company	Casualty	Annie Artis



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14	E	Van	12:15-12:30	The Saffron Ice Cream Company	Ice Cream	Harry Band
15	E	Van	12:15-12:30	Bright Horizons Crocus Nursery and Preschool	-	Paige Bowkett
16	E	Tractor	12:15-12:30	Saffron Walden Town Band	Britain's Got Talent	Stephanie Thake
17	Common Hill	Lorry	12:15	Saffron Walden Fitness Studio	70/80s	Lorraine Thompson
18	Common Hill	Lorry	12:30	Lord Butler Leisure Centre	Baywatch	Kerry Mulbregt
19	E	Van	12:15-12:30	Tempos Performing Arts / Tiny Tempos	Dancing	Rebecca Oliver
20	E	Van	11:45-12:00	Waitrose	Supermarket Sweep	Ian Haylock
21	E		11:45-12:00	Support 4 Sight	-	Natalie Emuss
22	Common Hill	Lorry	12:45	Saffron Scaffolding Ltd	Avengers/Superheros	Matt
23	E	Cars	11:45-12:00	Saffron Walden Motor Show	HeartBeat	Mr R Abbott
24	D	Bikes	12:15-12:30	Walden bikers	HeartBeat	Mr R Abbott
25	D	Tractor	11:45-12:00	New Life church Saffron Walden	Open all Hours	Dawn Dorrington
26	D	Car	12:15-12:30	Bedazzle Performing Arts	Grease	Lisa Cureton
27	D	Car	11:45-12:00	Victoria Avenue Gang	Only Fools & Horses	Malcolm Bright
28	Common Hill	Lorry	13:00	1st Saffron Walden Scout Group	Top of the Pops / Great British Bake Off	Kevin Rule



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29	D	Tractor	12:15-12:30	Saffron Walden Cricket Club	Rainbow	Michele Hill
30	D	Van	11:45-12:00	Highfield Care Home	Bees Life	Katie Howard and Anne Forbes
31	C	Van	11:30-11:45	Saffron Walden and District Riding for the Disabled	Black Beauty	Helen Doust
32	Ashdon Road	Lorry	12:00	Saffron Building Society	I'm a Celebrity Get Me Out of Here	Claire Hunnoble
33	C	Van	11:30-11:45	Saffron Walden Bouncy Castles	Charlie & the Chocolate Factory	Mark Walker
34	C	Car	11:30-11:45	HyperFusion Theatre Company	-	Sarah Ellis
35	C		11:15-11:30	St Clare Hospice	Bollywood	Gideon Sykes
36	Ashdon Road	Lorry	12:10	"Fast and Furious" – Band on Tour	Rock n Roll	Steve Jackson
37	C	Tractor	11:15-11:30	1st Saffron Walden Girl's Brigade	Mr Men & Little Miss	Julia Attwood
38	C		11:15-11:30	Freshwell Youth Art Club	Strictly Come Dancing	Katharine Childs
39	C	Car	11:00 - 11:15	Jazzercise	Jazzercise	Sarah Sansum
40	Ashdon Road	Lorry	12:20	Harts Business Solutions	-	Zoe Robinson
41	C	Van	11:00 - 11:15	Moments	-	Tracy Start
42	C		11:00 - 11:15	Girlguiding Saffron Walden	-	Margaret Jacobs / Kate Beare
43	B	Car	11:30-11:45	The Party Factory	Sofia the 1st	Sasha Spasic



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44	Ashdon Road	Lorry	12:30	1st Saffron Walden Boys' Brigade	Dr Who	Mike Turner
45	B	Tractor	11:30-11:45	Saffron Walden Rugby Club	Rugby Smash	Mrs Anthea Cassidy
46	B	Car	11:30-11:45	SAFFRON SCREEN	-	Andrew Frostick
47	B	Car	11:15-11:30	Plantation Spartak Girls Football Club (SW PSG FC)	-	Matthew Gil
48	Ashdon Road	Lorry	12:40	The Diamonds	Top of the pops	Nigel Tegg
49	B		11:15-11:30	Kelvin and Ian gardening	The Muppets	Ian morrison
50	B	Cars	11:15-11:30	Steve Sparks	Blast From The Past	Steve Sparks
51	B	Car	11:00 - 11:15	Sophie's Fund	-	Kellie Dorrington
52	Ashdon Road	Lorry	12:50	Pure Rhythm School Of Performing Arts	Flintstones	Sue Raven
53	B	Tractor	11:00 - 11:15	St John Ambulance	Young People	Lee Pearson
54	B	Car	11:00 - 11:15	STRAP (Save the Railways Arms Pub)	-	Tim Walker
55	A	Car	11:45-12:00	Bar House Events	-	Jodie Burgess
56	Ashdon Road	Lorry	13:00	Buffy Playbus	Buffy Bus promotion	Joanne Flynn
57	A	Car	11:30-11:45	Rotary Club of Saffron Walden	-	John Eaton
58	A	Car	11:15-11:30	Rotary Club of Saffron Walden	-	John Eaton



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59	A	Van	11:00 - 11:15	Crocus Saffron Walden Nursery & Preschool	Flintstones	Paige Bowkett
60	Chaters Hill	Lorry	12:00	Saffron Players	Pantomimes	Vanessa Cowell
61	A		11:45-12:00	Cambridge Kangaroos Trampoline Club	-	Francoise Lucas
62	Chaters Hill	Lorry	12:10	Saffron Walden Swimming Club	-	Andy Dunham
63	A	Tractor	11:30-11:45	1st Newport Scout Group	Horrible Histories	Helen Howett
64	Chaters Hill	Lorry	12:20	St Marys Primary School (SW)	-	Kelly Compton
65	A		11:15-11:30	Saffron Walden Judo Club	-	David Price
66	Chaters Hill	Lorry	12:30	Adams Harrison	Britain's Got Talent	Jenny Carpenter
67	A	Tractor	11:00 - 11:15	Saffron Walden MENCAP Society	Fawlty Towers	Patrick Draper
68	A	Van	11:45-12:00	Saffron Walden Lions Club	Medical	John Martin
69	Chaters Hill	Lorry	12:45	Saffron Walden KYOKUSHINKAI Karate	Teenage Mutant Ninja Turtles	Ismail Yildirim
70	A	A	11:30-11:45	Accuro Care Services	Britain's Got Talent	Joanne Rich
71	A	Car	11:15-11:30	St Marks College	-	Peter Hillman
72	Chaters Hill	Lorry	13:00	Essex Fire Service / Saffron Walden Station	Fireman Sam	Paul Curtis



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Safety Declaration

Float Number:

Float name: (E.g. Waitrose, R A Butler Academy)

I hereby confirm I am the person responsible for the safety of the float/vehicle/group described below.

I have familiarised myself with the safety guidance provided on the carnival website (8dayweekend.co.uk/procession) and confirm that the group I represent is safe to participate in the Saffron Walden Round Table Carnival Procession 2017.

I am aware that there is an insurance excess which I may be liable for should I be involved in an accident.

Name:

Signature:

Thank you.

Saffron Walden Round Table Carnival Events Team

For official use:

Vehicle Checked by:



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Carnival Float Safety Guidance

Thank you for wishing to take part in our carnival procession. The Saffron Walden Round Table Carnival Council has drawn up this document to provide information and guidance notes for the construction of Carnival Floats for entry into the Carnival Procession Event.

This document does not provide a definitive list of do's and don'ts but will help when it comes to enter your float into the Carnival.

The Carnival council has an appointed Safety Officer and it is their duty to ensure that all entries are safe and come up to a minimum standard. Any floats considered unsuitable for inclusion will not be allowed to participate in the Procession. We are all here to have fun, whilst being safe. We therefore offer you guidance to make your entry safe and enjoyable for everyone so please don't hesitate to contact us if required.

We would like to draw your attention to some advice to help keep you, your group, and the spectators safe while taking part:

General Information

Please nominate an adult member of your group to be responsible for all aspects of safety, and act as a single point of contact between your group and carnival organisers both before and during the event. This person will be assumed as the existing point of contact unless otherwise notified.



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Although there is first aid provided at the Common and at the rear of the procession, it is advisable to carry a small kit. We would also suggest that some drinking water is readily available as the effects of dehydration can quickly set in on a hot day.

Children should have an adequate number of adult supervisors accompanying them at all times.

We discourage the crowds from throwing coins, as this can cause serious injury, and in return the spraying of water and throwing objects into the crowd is strictly prohibited.

The consumption of alcohol whilst in the procession is strictly prohibited.

Please ensure any electrical items in use are fitted safely, waterproof and are suitable for outside use, remember light bulbs can get very hot. We also suggest that mains operated equipment be inspected before use.

Please ensure that you come equipped for the prevailing weather conditions, for instance that you have a supply of sun screen and drinking water.

If there are any problems, there are stewards and police all along the procession route, and they are there to provide assistance should you have a problem.

If there is an emergency dial 999 immediately.

Pedestrian Entrants

If you are wearing a large costume, be aware that the wind may catch it and force you to fall over. It is always a good idea to have somebody help you with it and



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monitor your fatigue. Remember, costumes are usually flammable; stay away from sources of heat.

If you have children in your walking group, please keep them together and away from moving vehicles and ensure that you have enough adult helpers for the number of children in your party i.e. a ratio of 1 adult – 4 children.

Float Specific Entries

Considerations not to use Flammable materials in the construction of the float. A simple match test will show if any of the materials you are anticipating to use on your float will burst into flame should a naked light come into contact with them.

You should be able to detach and secure parts of the construction of your float to allow for transportation to and from the event at normal highway speeds. You should be able to transport the float to and from the event without the need to drive at excessively slow speeds (causing an obstruction to the highway).

If you are going to have people on your float then a good rule of thumb for capacity would be to allow 1 square metre per person as a nominal load capacity. If they are seated, the seating structure should be secured in such a manner as to prevent the passenger from being thrown should the vehicle have to break abruptly while in the procession.

All vehicles should carry a suitable fire extinguisher. It is recommended that your float does not exceed 14 foot in height and therefore you may wish to make the height of your float adjustable if road height issues should be discovered on the route.



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Where power is supplied by a generator, then ideally this should be a diesel unit. A method to quickly shut down the unit and fuel system from the edge of the float should be deployed, removing the need to remove access panels etc to gain direct access to the unit. The generator should be manned by someone proficient in its operation at all times.

Adequate ventilation should be allowed to keep the unit cool and not allow a build up of heat to occur. You should not rely on a forward motion of the float to provide cooling air and you may choose to carry this unit on your towing vehicle. If you are using a generator, please take all necessary safety precautions when filling it, and store fuel away from sources of heat in approved containers. (The use of a diesel generator is advisable)

The vehicle or towing vehicle and trailer must be in a legal and roadworthy condition. The trailer must not exceed the maximum towing capacity of the towing vehicle.

The driver of the towing vehicle is responsible for the general safety of the vehicle, towing mechanism, break-away chain and general sturdiness of the float, including adequate insurance cover. Anything that could fall off must be secured. The driver of the towing vehicle must have a clear view of the road ahead and both sides of the float at all times.

If there are people on the float, you should ensure they are safe while on the float, consideration should be given to ensure seats are securely attached, or as a minimum adequate handrails to prevent passengers and chairs falling off. Number of people on the float should be restricted to reasonable levels to ensure everyone's safety.



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The driver should keep up with the procession and not allow significant gaps to form which can cause the spectators to spill on to the procession route.

The driver should pay particular attention to spectators trying to cut across the procession ahead of them, and crowding to the side.

The use of adults to walk alongside the float who can be clearly seen by the driver is recommended to provide an additional pair of eyes alongside the float as processions can be very busy.

Nobody should ride on a float hanging over the edge, or go in between the towing vehicle and float when it is in motion.

You should only climb onto or off your float when the vehicle has stopped moving.

Please try to keep your vehicle centrally away from either side of spectators in case a spectator falls or is pushed into the road.

We hope you have safe and a fun carnival and help us to keep it an accident free one, and look forward to seeing you on the day!!

Saffron Walden Round Table have acquired insurance on your behalf so your participation is covered, however if there is a claim through an action deemed your fault, you will be accountable for paying the excess (£1000).

NOTE: You will be expected to sign a statement to the effect that your float complies with all the guidelines set out above. This will be a condition of entry at the event for your safety and that of the public and the event.



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For further information and queries please email:

procession@8dayweekend.co.uk or call 07894444415

The Procession Committee,
Saffron Walden Round Table,
Unit 2, Saffron Business Centre,
Saffron Walden,
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CB10 2NL

Saffron Walden Carnival 2017