

APPLICATION FORM



Thank you for your interest in getting involved with this year's Carnival! Please indicate how you would like to be involved below. Try to include as much detail as you can including your contact details.

The theme this year is **PRE-DISS-TORIC!**

Please complete the form and return to Diss Town Council Offices (see below for contact details)

✓	"I'd like to..."	More information:
	Have a Stall Tell us: organisation and what you'll be offering* and complete details below.	
	Enter the Procession <i>Tell us: size/type – walking group? Vehicle? Please inform us if you're using an oversized vehicle.</i>	
	Compete in the games with a team of 5 <i>Tell us: organisation.</i>	
	Volunteer at the Carnival Interested in helping us with this fantastic event? We'd love to hear from you!	
	Sponsor the Carnival	
	Provide a vehicle for a local group to take part in the procession	

Please fill in the below details, so we can get in touch with you:

Name:		Company/Organisation:	
Tel:		Email:	
Address:			

Stallholders, please complete the following table and provide as much relevant paperwork as you can:

Do you require electricity?	
Are you intending to sell alcohol or alcohol products?	
Will your stall/activity produce sound? (E.g. playing music)	
Enclosed Public Liability Insurance (to value of £2million)	
Completed Risk Assessment (please identify any specific risks to what you're doing)	
Evidence of your registration with your Local Authority (if operating a food business)	
Fee (Cheques payable to Diss Town Council)	

STALL FEES (based on 3 x 3m pitch)

Commercial food stalls	£130
Non-commercial food stalls	£80
Business/trade stalls & large charities	£80
Other stalls / charities	£50

Charity Pitches

-A donation towards our 'Booze Raffle' would be welcomed.

We have a limited number of free pitches for locally based small charities & Not for Profit community groups. Those who support the theme and offer engaging activities will be given preference. *We encourage stalls to offer engaging activities.

Any questions? If you have any questions, or just want to run through your ideas, please get in touch with the Carnival Crew via our Facebook page www.facebook.com/DissCarnival/

Please like and share the page to keep up to speed with Carnival news.

Please return completed application forms and supporting documentation to:

Address: C/O Carnival Committee, Diss Town Council, 11-12 Market Hill, Diss, IP22 4JZ

Telephone: 01379 643848 **Email:** towncouncil@diss.gov.uk

RISK ASSESSMENT

Please complete this form including rating bands & any additional hazards specific to your organisation. Return it signed and dated with your booking form.



Event:	Diss Carnival Fun Day	Date and time:	9 th June 2018 12pm-5.30pm	Number of participants:	5,000
Your Organisation:		Contact Person:			
Stall Description: (Depending on the type of stall a more comprehensive risk assessment may be requested)					

Hazards involved with activity	Safety measures you will put in place to reduce the risk of accidents	Rating band (see table below)
Vehicles & Movement	Vehicles should only be present on Diss Park during set up and dismantling of your stall. Be especially vigilant for pedestrians & use a banks man if necessary. Display vehicles must be supervised at all times. Please avoid taking vehicles onto soft ground. Vehicle movement times will be restricted as per the main event Risk Assessment.	2 x 2 = 4
Setting up and dismantling stalls	Ensure all poles, stall sections, tables, crates and/or gazebos are placed in a tidy manner to avoid trip hazards and weighted down where possible particularly in windy weather.	
Stall Tables	Table construction to take account of product weight and be constructed of appropriate materials.	
Slips/falls/trip hazards	Regularly ensure floor area and walkways are clear of debris and cables. Ensure any trip hazards that cannot be removed are clearly marked with hazard tape.	
First Aid / Fire Safety	First Aid cover will be available via the event team. Please report any emergencies immediately to event stewards who will contact the emergency services. Stalls posing a fire risk must have their own appropriate control measures e.g. Fire extinguishers/fire blankets.	
Food / Drink Trading	All food vendors must provide their own litter bin & take rubbish away post event. Stallholders handling food should have a minimum of Level 2 training. Ensure any equipment is situated on a solid foundation with caution signs nearby and safely away from the public. Traders should ensure that generators are suitable for use in close proximity to others; are properly maintained; do not pollute the environment with excessive exhaust fumes & are properly ventilated. Fuel should be stored in an approved container away from sparks and the generator and fumes should be directed away from food stalls and other premises. The event team reserves the right to request a trader to turn off a generator if complaints are received.	

Risk Rating		Action Bands	
Likelihood	Severity of Injury	Rating Band	Action
1 = Most Unlikely	1 = Trivial Injury	1 - 2 = Minimal Risk	Maintain Control Measures
2 = Unlikely	2 = Slight Injury	3 - 4 = Low Risk	Review Control Measures
3 = Likely	3 = Serious Injury	6 - 8 = Medium Risk	Improve Control Measures
4 = Most Likely	4 = Major Injury or Death	9 - 12 - 16 = High Risk	Consider not running the event

Signature:		Print name:		Date:	
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For DTC staff use only:
Comments:

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