



# LONG EATON COMMUNITY CARNIVAL ASSOCIATION

## Long Eaton Carnival and Show

Saturday, 8th June 2024

### WEST PARK

Wilsthorpe Road, Long Eaton, NG10 4AA

## Entertainment Indoor & Outdoor Application Form

**Closing date for all bookings is Noon on Wednesday 10<sup>th</sup> May 2024.**

Many thanks for your interest in the carnival and show, I do hope you decide to take part in this year's event.

The application form for Entertainment at the showground is attached along with further details to help you fill it in:

#### PRE-SUBMISSION CHECKLIST

- Your completed application form
- Copies of your insurance documentation
- Any other relevant information

Completed application forms should be sent to the following address:

**The Secretary, LECCA, 148 Wilmot Street, Sawley, Long Eaton, Derbyshire, NG10 3DQ**

Applications must arrive no later than **noon on Wednesday, 10<sup>th</sup> May 2024**

If you have any queries regarding completion of forms or want any further information, please give me a call on 07938 619 297 or email [secretary@longeatoncarnival.org.uk](mailto:secretary@longeatoncarnival.org.uk).

Kind regards and good wishes.

*Wendy Parker-Cullen*

Secretary, Long Eaton Community Carnival Association

# **Long Eaton Community Carnival –8th June 2024**

## **Entertainment (indoor and outdoor) Booking Form**

### **IMPORTANT INFORMATION ON BOOKING ENTERTAINMENT PLEASE COMPLETE CAREFULLY**

There are three parts to this form:-

#### **1 Application for Entertainment**

This is where you give us your contact details etc and provide an outline of the space required in addition to details of your entertainment/performance/demonstration.

The Long Eaton Community Carnival Association (LECCA) hires the showground site at West Park from Erewash Borough Council and is duty bound to adhere to the council's rules and regulations regarding its use, "Guidance Notes" which can be found on the council's website – [www.erewash.gov.uk](http://www.erewash.gov.uk) amongst those regulations are to ensure that any licensable activities undertaken on the Carnival Field are approved by the relevant authorities.

#### **2 Declarations about Certificates, Health and Safety and Child Protection**

This is where you tell us about your insurance and health and safety details.

LECCA accepts its duty of care for the health, safety, and welfare of those contributing, participating, the public in general and children in particular. LECCA requires that those involved also accept their duty of care.

The main legislative requirements will be the Health and Safety at Work etc Act 1974 and Child Protection legislation which lay down general duties to ensure the health, safety and welfare of those at work or affected by that work or activity.

#### **3 Risk Assessment**

The risk assessment simply helps you to consider all the things that might go wrong, how to minimise the chance of them happening, and reduce the severity of injury to people (yourselves or the public) if they do. You need to consider risks when building up at the beginning of the event and breaking it down afterwards as well as during the event itself.

The risk assessment is very important in cases

- where there is use of hazardous substances or significant structures or equipment.
- where activities, services or products can cause harm by physical failure/contact with equipment, materials, substances.
- where there are any hygiene implications; and
- where there is use of any equipment, vehicles or structures covered by statutory requirements because all activities involve the public or possible contact with the public.

### **Booking instructions**

When you have filled out the form, please send it along with copies of your insurance to the address above, ensuring that you affix correct postage stamps for size and weight of envelope.

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### **Showground opening times**

The Carnival showground will be open from 8am on Saturday 8th June for exhibitors/entertainment; set up prior to this time can be made under exceptional circumstances by prior arrangement only.

Vehicular access to the showground will be until 11am at which time any remaining vehicles, which are not part of the entertainment, should be removed to the designated parking areas. The showground will officially open to the public at 12noon. If access is required after this time this should be arranged with the Site Manager

Further vehicular movements will not be permitted on the showground until 5pm unless otherwise indicated.

The Showground attracts an estimated 5,000 visitors over the course of the day.

### **Liability Insurance**

**You must provide a copy of both your Public and Employers liability insurance.**

These policies are sometimes sold together under a Commercial Combined policy. Public liability insurance indemnifies you in respect of any interactions you have with members of the public; employer's liability insurance covers you, your employees, volunteers and other persons in your direct control.

**We are unable to accept any applications from organisations without this cover, so please check with your broker or head office if in any doubt.**

**PLEASE RETAIN INTRODUCTION - FOR YOU INFORMATION**

**PARTS 1 to 3 MUST BE COMPLETED IN THEIR ENTIRETY**

**Long Eaton Community Carnival –8th June 2024**  
**Entertainment (indoor and outdoor) Booking Form**

**Part 1 – Application for Entertainment**

**About your Business / Organisation**

Name of your organisation		
Is the organisation	a business <input type="checkbox"/>	Registration no.:
	a charity / not-for-profit <input type="checkbox"/>	
Organisation website		

**About you**

Your name:		
Your address		
Your postcode		
Your telephone numbers	Landline:	
	Mobile:	
Your email address:		
Position within organisation:		

**Details of Space Required**

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# **Long Eaton Community Carnival –8th June 2024**

## **Entertainment (indoor and outdoor) Booking Form**

### **Details of Entertainment/Performance/Demonstration**

Please give a brief description of your business/organisation's entertainment/performance/demonstration etc including time requirement, number of participants (including ages if under 18, for example 9 aged 10 years) and facilities required.

Generators (should be diesel – not petrol) may be used if booking outdoor space provided health and safety legislation, rules and regulations are observed (an appropriate fire extinguisher must be available and all electrical equipment being used should be portable appliance tested and certified before use.

Evidence of current inspection certificates for certain equipment may be requested in addition to licences/competency certificates for users of specific equipment.

Do you intend to erect a complex structure? Please tick one box    Yes                       No

Examples of complex structures include

- Inflatable equipment or passenger-carrying amusement devices
- Structures that require cross-bracing
- Stand fittings over 4 metres in height
- Multi-deck stands including double-deckers
- Stairs and staircases
- Platforms and ramps over 600 mm to which public have access
- Staging
- Lighting towers and rigs
- Temporary grandstands
- Tiered seating

If it is your intention to erect a complex structure as listed above or similar, please note that full structure calculations and method statements may be requested.

# Long Eaton Community Carnival –8th June 2024

## Entertainment (indoor and outdoor) Booking Form

### Part 2 – Declarations about certificates

#### Insurance and indemnities

I confirm that the following insurance/policies/certificates are current and valid and **relevant copies are attached**

<b>Name of Insured</b>		
<b>Public Liability Insurance</b>	Insurer:	
	Policy number	
<b>Employers Liability Insurance</b>	Insurer:	
	Policy number	
	Yes	No
<b>Health and Safety Policy</b>		

#### Health and Safety at Work etc Act 1974

It is a condition of entry into any exhibition organised by the LECCA that every exhibitor, participator, contractor, sub-contractor, supplier and their agents comply with the Health and Safety at Work etc Act 1974, and all other legislation, rules and regulations associated with the venue.

The exhibitors/participators accept that it is their legal and moral duty to ensure that their own and others health and safety is not endangered by their action or inaction throughout the build-up, event day(s) and break down periods.

The exhibitors/participators must ensure that all those volunteering or employed by them are provided with suitable information, instruction and training to ensure the safety of themselves and others.

We agree to liaise with the LECCA on all matters regarding health and safety prior to and during the event where necessary to ensure the health and safety of all parties who may be affected by our action/inaction.

We recognise that the LECCA reserves the right to issue a suspended action notice for contravention of the health and safety rules of the LECCA and/or relevant statutory provisions and may, given the circumstances, prohibit an exhibit or activity where the agents of the LECCA consider that the health and safety or welfare of personnel or public is at risk.

#### Point of Contact/Safety Representatives for all Safety Matters

Health and Safety Contact		Child Protection Contact	
Name		Name	
Position		Position	
Contact no.		Contact no.	

#### Manager or most senior person responsible for safety matters, e.g. managing director/owner

Name		
Position		
Sign		Date

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### **Data Protection**

Long Eaton Community Carnival Association (LECCA) accepts it's duty to protect any personal information you provide to the organisation. Your information will be used for the following purposes:

- To process your application to attend the Long Eaton Carnival Show, this includes sharing limited information about you and your organisation with Erewash Borough Council

Optionally, we would like to retain your information for the following purpose:

- To inform you about news regarding future events organised by the Association
- To seek feedback from you about your experiences of the event.

**If you consent for the association to retain your information for these optional purposes, please tick this box**

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**Part 3 – Risk Assessment**

Name of Business/Organisation			
Phone numbers – Landline			Mobile _
<i>Please tick relevant boxes:</i> Build Up <input type="checkbox"/> Event Day(s) <input type="checkbox"/> Break Down <input type="checkbox"/>			
Risk Assessment conducted by (block capitals please):			
Signature:			Date

**Activities and Risks**

There are some examples to help you fill out the Risk Assessment on the next page

<i>Activity/Task</i> <small>(what is being done during set-up/event day(s)/break down)</small>	<i>Hazard</i> <small>(what is the potential harm)</small>	<i>Persons at Risk</i> <small>(who might be exposed to the hazard)</small>	<i>Current Controls or Controls Required</i> <small>(measures taken to control hazard)</small>	<i>Risk Ranking</i> <small>(likelihood of someone being injured)</small>



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<b>Examples to help you fill out the Risk Assessment</b>				
Electricity for hot water boilers	Shock		Electrical equipment test (PAT)	Low
Persons making contact with hot water boilers	Scalds		Boilers away from public reach	Low
Diesel stored and used to fuel generators; LPG for cookers	Fire/explosion		Away from public and in locked cage [ <i>good practice</i> ]; placed behind caravan [ <i>not securing wouldn't be acceptable practice</i> ]	Low; High
Personnel and public standing on platforms/performing on stage	Fall to below which could result in sprains/broken bones		Performers trained/experienced to work on stage	Medium
Public allowed to abseil/climb up structures	Fall to below which could result in death/broken bones		Qualified persons/instructors; appropriate climbing equipment inspected	Medium
Public coming into contact with animals, horses, show dogs, birds of prey	Bites/kicks/transferable diseases		Collar and lead and/or muzzled; in cages/ fenced areas; tethered	Low
Display boards etc on tables/ground	Fall over		Secure all items in position and provide constant supervision	Low