



## 29<sup>th</sup> June 2019

Chairman: Peter Charles

Secretary: Emma Weekes  
07595 267448

Treasurer: Christine Fletcher

[www.brighthousecharitygala.org.uk](http://www.brighthousecharitygala.org.uk)   [brighthousecharitygala@yahoo.com](mailto:brighthousecharitygala@yahoo.com)

### Application Form

**Return address:**

Emma Weekes  
41 Dewhirst Road  
Brighthouse  
HD6 4BA

Dear Members and Friends,

You are invited to participate in this year's Brighthouse Charity Gala, in the procession, or by having a stall or activity on the gala field. Please complete the entire form in full and return to the address above as soon as possible to secure your place. The final date for applications will be **19<sup>th</sup> May 2019 5pm**.

**YOUR DETAILS**

Charity/organisation name:

.....

Registered Charity No: .....

Name of contact: .....

Postal Address: .....

Tel: .....

Email: .....

Preferred Contact Method: Post.....Email: .....

Twitter Name: .....

Facebook Page: ..... Instagram Name: .....

**PROCESSION**

This will start at Garden Road and proceed through the town centre to Wellholme Park.

**Start time 12 noon.**

All floats assemble at Brow mills industrial est., Broad Oak by 11.15am

Walking groups and walkers must assemble in Garden Road above Blackburn Road junction by 11.30 am

(Please tick which applies to you)

Organisation/Youth	<input type="checkbox"/>	School / Uniformed	<input type="checkbox"/>	Gala Ambassador	<input type="checkbox"/>	Trade	<input type="checkbox"/>
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Other specify	<input type="text"/>	<input type="checkbox"/>
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Are you a 

Walking Group	<input type="checkbox"/>
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 or a 

Float	<input type="checkbox"/>
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If your organisation is having a float, would you like help to organise a vehicle? Please tick if so.....

If you are organising your own vehicle who is supplying it.....

Who is the main organiser of your float on gala day (name).....

Please also provide a contact (e-mail).....

(Phone number) .....

**(if you are using a float in the procession please complete the additional H&S record sheet on page 6/7  
Should you require any help with this please contact Pat Parker)**

**For further details contact Pat Parker (Procession Chair) on 07549 674110 or via email  
patparker939@yahoo.co.uk**

**GALA FIELD (Ground)/Organisations**

To minimise there being too many of a similar type of activity it is important to give as much information about your charity activity. If you are applying for a trade stall please use the Trade application, this can be found on the website or email for a copy - brighthousecharitygala@yahoo.com.

Type of stall/games (please detail as much as possible)		
Site Size required i.e. 2m deep x 5m wide – remember to allow space for trailers, size of gazebo, guide ropes etc	Width (Frontage): <b>A standard width of 5m will be given to each stall unless otherwise requested</b>	Depth:
Details of equipment		
Appropriate Certificates Attached?		

**For further details contact Steve Lord (Ground Chairman) on 07786 594529 or via e-mail  
[stevlord1@hotmail.co.uk](mailto:stevlord1@hotmail.co.uk)**



## Brighthouse Charity Gala Health & Safety Record Sheet - Stalls

Each Charity/Organization will have their own Constitution and appropriate Health & Safety/Risk Assessment. These need to be completed and submitted along with copy of the Public Liability insurance documents and attached to this form. Submit electronically or by post.

**Description of stall activity**

**Site Method Statement (see Guidance A)**

**Equipment to be used (see Guidance B)**

**Identify Hazard/Risk:**

<b>Hazard:</b>	<b>Measures/controls in place</b>	<b>Low</b>	<b>Med</b>	<b>High</b>
Fire				
Trip				
Scolding				
Other/specify				
	<b>Measures/controls in place</b>	<b>1x</b>	<b>Yes</b>	<b>No</b>
Gas Cylinder[s]				
Pressure Cylinder[s]				
Fire Extinguisher[s]				
Fire Blanket[s]				
Safety check Sheet				

**Health & Hygiene Food Safety Section:**

<i>Documentation Submitted and attached</i>	<b>Ref number</b>	<b>Yes</b>	<b>No</b>
Health & Hygiene/Food Safety Certificate			
Applicable Insurance Certificate			
Equipment Safety Check Report/Certification			
Other/specify			

**Please note that all stalls selling food *MUST* display an allergy information sheet in a visible place where members of the public can see it**

<b>Public Liability Policy (attach copy, see note below)</b>
Name of insurer and policy reference number -

<p>This Health and Safety Section has been completed for the organisation by: -</p> <p>Print name: .....</p> <p>Signature: ..... Date .....</p>
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**Please note:** Reference to documentation should be a photocopy of insurance policies [no originals]. Any additional documented submission of the organisation risk assessment forms should be signed no longer than 2 weeks before submission.

**Guide Line A Method Statement**

To include site check at start of occupation (any hazards)  
 Brief statement of activities on how you set up.  
 Brief statement of activities on how you operate your stall/activity with the public.  
 Brief statement of activities on any safety aspects you apply.  
 Site Checks when leaving and how do you record any records of all of the above.

If you attach a separate sheet as a method statement then print in the box: **separate sheet attached** and give title/ref

**Guide Line B Equipment to be used.**

Please list items being used on your allocated plot.  
 For example:- Gazebo (size), table(s) etc. games/activity equipment.  
 Do you stake and rope your area or other.

If you attach a separate sheet listing equipment, then print in the box: **separate sheet attached** and give title/ref

# Brighthouse Charity Gala Health & Safety Record Sheet - Floats

Method statement and Risk Assessment for procession floats

**Organisation description of float activity -**

**Method Statement (see Guidance A)**

**Equipment to be used (see Guidance B)**

**Identify Hazard/Risk:**

<b>Hazard:</b>	<b>Measures/controls in place</b>	<b>Low</b>	<b>Med</b>	<b>High</b>
Getting on the float				
Trip				
Lose items / Equipment				
Other/specify				
Dismounting the float				
Safety check sheet				

This Health and Safety Section has been completed for the organisation by: -

Print name: .....

Signature: ..... Date .....

**Guide Line A Method Statement**

Brief statement of activities on how you set up and how you get on and off the float

Brief statement of activities on how you operate on the float

Brief statement of activities on any safety aspects you apply

If you attach a separate sheet as a method statement then print in the box: **separate sheet attached** and give title/ref

**Guide Line B Equipment to be used.**

Please list items being used on your float.

If you attach a separate sheet listing equipment, then print in the box: **separate sheet attached** and give title/ref.

## **LEGAL ASPECTS OF THE GALA – PROTECTING YOURSELVES**

As respected organisations wishing to raise funds and awareness we all endeavour to do the right thing. Unfortunately accidents infrequently do occur for which we need to protect ourselves. The following requirements are in place to protect the BCG Committee, member organisations, companies and the general public. Whilst the Committee appreciate that this will mean extra paperwork for some, it is necessary to protect all involved to ensure the success and longevity of the event.

### **Public Liability Insurance**

A copy of your PLI needs to be handed and logged by the BCG Committee by the date required prior to the event (19<sup>th</sup> May at the latest). This needs to cover the entire period that you are involved with the Gala this year and be for at least £5,000,000. This will be provided to Calderdale MBC or any third parties on request.

### **Risk Assessments**

Risk Assessment section of this form is for your event/attraction/activity only on the Ground covering your staff/volunteers and members of the public.

For your procession entry please use a separate sheet and attach this to these documents unless you are only in the procession and then this sheet can be used but please indicate this in the risk box.

You may update this if your circumstances change – please mark as updated copy and date it.

A separate risk assessment as part of the event Management plan as whole will be carried out by the BCG executive committee.

A guide to writing risk assessments can be found at <http://www.hse.gov.uk/risk/>

To assist with completing your risk assessment the BCG Committee will provide on Wellholme Park and in the Procession first aid personnel, first aid equipment and security personnel. On site we will also provide a water supply [limited and not drinking water], Toilets, PA capability. Other than this, you will need to provide any equipment that your risk assessment identifies as being required.

### **Summary**

If the Committee can be of any help or you require guidance, please feel free to make contact.

**WE WILL REFUSE ENTRY TO ANY ORGANISATION, WHICH DOES NOT PROVIDE THESE DETAILS IN FULL.**

### **PLEASE NOTE:**

THE GIVING OR SELLING OF ALCOHOL or LIVE ANIMALS IS NOT ALLOWED

ONLY ONE VEHICLE PER STAND IS ALLOWED TO PARK ON THE FIELD DURING THE GALA.  
ALL VEHICLE MOVEMENT WILL CEASE BETWEEN 12.00 AND 17.00 HOURS.

**PLEASE READ THE TERMS and CONDITIONS ON PAGE 7 AND SIGN THE FORM ON PAGE 8 TO CONFIRM THE ACCEPTANCE OF THE BRIGHOUSE GALA EXECUTIVE CONDITIONS FOR TAKING PART.**

**BRIGHOUSE CHARITY GALA TERMS and CONDITIONS  
Wellholme Park Brighouse**

For the benefit of those who may be new to Brighouse Charity Gala, you should be aware of a few conditions that we ask your participating organisations to keep:

- To benefit from the Gala, an organisation must be a registered charity, a charitable organisation or a local community group. All bookings are at the discretion of the Gala Executive Committee.
- Gala tickets are £1.50 before and £2.00 on Gala Day. This means that tickets purchased during the morning are £2.00 beside those sold on the Gala field. Children aged under 5 will be admitted free. For children aged 5-14 there will be a £1 charge. Pre- sales are of vital importance to gala funds. All organisations are asked to sell as many as you can and will be given a statutory 25 tickets to start. **Remember your organisation keeps 50p out of every £1.50 ticket sold.**
- Each organisation must provide someone to help with the general running of the gala, this includes preparation before and clearing up after gala day. On Sunday, Wellholme Park has to be cleared of litter and all signs of the gala by midday the following day.
- Money raised by the procession street collection must be handed to the gala treasurer, on the field on the day. This is used to pay the administration and general running costs of the gala.
- **All money raised on the gala field, net of expenses, should be handed to the Gala treasurer on the day along with a written declaration of the amount.** This goes into a central fund, which is then allocated, usually in most cases with a percentage increase, to the charities taking part in the gala. So far, no charity has received back less than was handed in on gala day, [deductions would only be made to balance the books].
- All documents required under Health & Safety legislation must be provided to the Executive with this form.
- Food - Confirmation you have registered your premises with the Environmental Health Service at your Local Authority. (Regulation (EC) No. 852/2004 on the Hygiene of Foodstuffs, Article 6(2).
- All stalls serving food **MUST** display a food allergy information sheet in a visible place so members of the public can see it
- All persons bringing Pressure receptacles (Gas cylinders) onto the Gala field, shall have ensured the manufacturing requirements have been carried out either by possessing the written certificate which accompanies the gas cylinder or the gas cylinder itself carries the mark or stamp of the relevant inspection body.
- All persons bringing Pressure receptacles (Gas cylinders etc) onto the Gala, shall have written confirmation that they have been examined at intervals set out in Table 1 to 3 of Packaging Instruction in ADR, as required by the Carriage Regulations, regulation 18 and regulation 21 for cylinders manufactured from 10 May 2004, or Schedule 2, paragraph 4, for cylinders manufactured before 10 May 2004.
- Alcohol is not allowed to be given as prizes on your stall.
- The giving or selling of live animals is not permitted. This is a condition of Calderdale Council.
- The Executive Committee will require the registration for the vehicle to be parked on the field during the period of the Gala. Preferably at the open meeting held on the Monday evening prior to the Gala.
- The B.C.G Committee reserve the right to withhold any part or full uplift of funds that may be awarded to organisation if an organisation does not conform to these conditions.

**BRIGHOUSE CHARITY GALA TERMS and CONDITIONS ACCEPTANCE  
RECORD**

Please complete and sign in order to be considered for a place at this year's Gala.

Print name		
Position in organisation		
Signature		Date

<b>GALA USE ONLY</b>	
Application form received date:	
Insurance Docs included?	Yes / No
Health & Safety review date:	
Ground review date:	
Decision reasoning:	
Notes:	

<b>AUTHORISATION TO TAKE PART IN THE GALA</b>	
	<b>GALA SIGNATURE</b>
<b>Health &amp; Safety Authorisation</b>	
<b>Ground Authorisation:</b>	