



25th June 2022

Chairman: Peter Charles

Secretary: Emma Weekes
07595 267448

Treasurer: Sue Brewster

www.brighthousecharitygala.org.uk 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 **31st May 2022**.

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 participants in the procession will need a ticket to enter the Gala field. Take advantage of the pre-sale tickets and keep 50p of each sale of an adult ticket for your organisation.

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"/>
Other specify	<input type="text"/>		<input type="checkbox"/>				

Are you a Walking Group or a Float

Theme of procession Entry.....

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

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): A standard width of 5m will be given to each stall unless otherwise requested	Depth:
Details of equipment		
Appropriate Certificates attached?	YES / NO	

For further details contact Emma Weekes (Ground Secretary) on 07595 267448 or via e-mail brighthousecharitygala@yahoo.com

GALA SUB-COMMITTEE REPRESENTATIVE

It is a **REQUIREMENT** of our constitution that each organisation provide a member to serve on one of the gala sub-committees. This will secure an enhancement from a Gala profit to be added to the return of monies raised on the day by your organisation.

Please indicate your representatives' details and indicate the sub-committee that they will support:

Procession Committee **Yes/No** Ground Committee **Yes/No**

Representative Name:

Address:

Email: Phone.....

GALA TICKETS

Gala ticket - these serve only as entrance tickets. By selling tickets through your organisation prior to gala day, your organisation can benefit from 50p for every adult ticket sold.

Presale tickets are priced at Adult 15yrs+ £2.00, Child 5-14yrs £1.00, Under 5's go free.

On the day prices are Adult £3.00, Child £1.00.

For every Adult ticket your organisation sells before gala day, your organisation can keep 50p of the ticket sale and £1.50 will be returned to the gala.

Please advise us how many tickets you would like for pre- selling: Adult: _____ Child: _____

GALA AMBASSADOR NOMINATIONS

Would you like to have an extra £100 and more promotion for your charity??

If yes then please consider nominating someone from your charity/organisation to be the Gala Ambassador, this person could be male or female over 16 from the Brighthouse area who deserves recognition for the amazing work they do. Do they volunteer for you? Are they always willing to lend a hand? Do they go over and above for you? Have they made a difference to a charity, person, family member or the local area etc?

Nominations must be returned by the 5th April 2022; these will be reviewed, before the end of April 2019 by Brighthouse Ladies Circle and nominees will be contacted directly by Brighthouse Ladies Circle.

The chosen Gala Ambassador will attend the procession, take part in the opening ceremony, receive a commemorative gift and a cheque for their chosen charity. They may also be invited to attend other events during the year to represent the Gala.

(Additional nomination forms can be found on the B.C.G website)

Nominee:

Address:

Email: Phone.....

Reason for nomination:

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:

Hazard:	Measures/controls in place	Low	Med	High
Fire				
Trip				
Scolding				
Other/specify				
	Measures/controls in place	1x	Yes	No
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>	Ref number	Yes	No
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

Public Liability Policy (attach copy, see note below)
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>

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:

Hazard:	Measures/controls in place	Low	Med	High
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 (31st May 2022 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 complete the Risk Assessment section for floats covering your staff /volunteers and members of the public.

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 9 AND SIGN THE FORM ON PAGE 10 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 Adult 15yr + £2.00 before and £3.00 on Gala Day. For children aged 5-14 there will be a £1 charge. Children under 5 will be admitted free. 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 £2.00 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. Wellholme Park must 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.
- Everyone who is taking part in the procession by riding on a float **MUST** board the float at Brow Mills Industrial Estate. **NO ONE** will be allowed to board the float at Garden Road or anywhere on the procession route. This is a serious breach of Health & Safety and any group found to be doing this will not be asked to return to 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 issue 1 parking permit per organisation attending on gala day. Only 1 vehicle per stall to be on the field during the period of the Gala. These will be handed out 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

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

AUTHORISATION TO TAKE PART IN THE GALA	
	GALA SIGNATURE
Health & Safety Authorisation	
Ground Authorisation:	