

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:

- All documents required under Health & Safety legislation must be provided to the Executive with this form before being admitted to the park on the day of the gala.
- 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 sheets and hygiene certificates 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.
- The giving or selling of live animals is not permitted. This is a condition of Calderdale Council.

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 documents need to be submitted to the BCG Committee by the date required prior to the event. This needs to cover the entire period that you are involved with the Gala this year and be for at least £10,000,000. 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/vehicles covering your staff /volunteers and members of the public.

Please email us if your circumstances change.

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 www.hse.gov.uk/risk

BCG Committee will provide on Lane Head Recreation Ground first aid personnel, first aid equipment and security personnel, Toilets, PA capability. Other than this, you will need to provide any equipment that your risk assessment identifies as being required.

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 GALA FIELD DURING THE GALA.

NO VEHICLES WILL BE PERMITTED TO DRIVE ON THE PARK AFTER 12 NOON

FOR THE SAFETY OF EVERYONE AT THE GALA ALL VEHICLE MOVEMENT MUST CEASE ON THE PARK BETWEEN 12 NOON AND 16.00 HOURS

PLEASE READ THE FOLLOWING TERMS and CONDITIONS AND SIGN THE FORM AT THE END TO

CONFIRM YOUR ACCEPTANCE OF THE BRIGHOUSE GALA EXECUTIVE CONDITIONS FOR TAKING PART.

PLEASE ALSO ENSURE YOU HAVE COMPLETED AND SIGNED THE HEALTH AND SAFETY RECORD SHEET.

**BRIGHOUSE CHARITY GALA TERMS and CONDITIONS
Lane Head Recreation Ground 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.
- This year as we are at Lane Head Recreation Ground it will be a free to enter gala with no admission tickets required. As the Gala will not be receiving money from ticket sales each charity/organisation is being asked to pay a small deposit of £20 to assist with the expenses and running costs needed to put on the gala

- If there is any uplift this year this will also be paid to charities but an organisation must provide someone to help with the general running of the gala, this includes preparation before and clearing up after gala day. Lane Head Recreation Ground 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** only board the float at the designated assembly point. **NO ONE** will be allowed to board the float 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, or a written declaration of the amount should be handed to the Gala treasurer on the day. 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]. However, please see above that this is a free gala this year and the gala will be receiving no money from ticket sales to share out between charities.
- All documents required under Health & Safety legislation must be provided to the Executive with this form before being admitted to the park on the day of the gala.
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- 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 any funds that may be awarded to organisation if an organisation does not conform to these conditions.