

TOWN CLERK
Mrs Sarah Villafuerte-Richards

DISS TOWN COUNCIL
11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone/Fax: (01379) 643848
Email: townCouncil@diss.gov.uk

Please ask for: Sonya French
Our ref: CA 09.01.24
Date: 04.01.24

To: **ALL MEMBERS OF THE CARNIVAL SUB-COMMITTEE**

Dear Members,

You are invited to attend a meeting of the **Carnival Sub-Committee** to be held at **Diss Town Council Offices** on **Tuesday 9th January 2024 at 7.00pm** to consider the business detailed below.



Chief Operations Officer

A G E N D A

- 1. Apologies**
To consider apologies for absence.
- 2. Minutes**
To approve the minutes of the last meeting held on 14th November 2023 (copy details herewith).
- 3. Declarations of Interest¹**
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to councillors only).
- 4. Public Participation**
To consider a resolution under Standing Orders 3 d., e., f., g., & h. to suspend the meeting and receive comments from members of the public on items to be discussed on the agenda. (*Members of the public are entitled to speak for a maximum of three minutes*).
- 5. Items of URGENT Business**
To discuss any item(s) of business which the Chairman has previously been informed of at least 24 hours before the meeting and decides should be considered as a matter of urgency (councillors are reminded that no resolutions can be made under this agenda item).
- 6. Infrastructure**
To receive an update on infrastructure booked for Carnival 2024 and discuss outstanding tasks on roles and responsibilities list (copy details herewith).
- 7. Application Form**
To review the application form for Carnival 2024 ready for release on 12th January along with theme promo video (copy details herewith).
- 8. Entertainment**
To discuss entertainment ideas for Carnival 2024 (copy details herewith).
- 9. Site Layout**
To receive an update on site layout ideas for Carnival 2024.
- 10. Sponsorship & Grants**
 - a) To review existing sponsorship packages form for businesses (copy details herewith).
 - b) To discuss grant applications to submit for Carnival 2024.
- 11. Member Updates**
To receive updates from committee members not reported elsewhere on this agenda.
- 12. Date of Future Meeting**
To note the next meeting of the Carnival committee is scheduled for Tuesday 13th February 2024.

<u>MEMBERS</u>	<u>For information: Councillors</u>
<u>Cllr. S. Browne</u>	<u>J. Robertson</u>
<u>S. French</u>	<u>J. Wooddissee</u>
<u>S. Kiddie</u>	<u>D. Collins</u>
<u>S. Richards</u>	<u>A. Kitchen</u>
<u>K. Jaynes</u>	<u>E. Taylor</u>
<u>A. Rackham</u>	<u>J. Welch</u>
<u>T. Howard</u>	<u>S. Olander</u>
<u>R. Ward</u>	<u>M. Gingell</u>
<u>G. Waterman</u>	<u>K. Murphy</u>
<u>J. Mayes</u>	<u>L. Sinfield</u>
<u>C. Halil</u>	
<u>L. Montgomerie</u>	
<u>Al, Rackham</u>	

NOTES

1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the councils website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.

The reports and enclosures referred to in this agenda are supplied to councillors only. They are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours.

MINUTES

DRAFT

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 14th November 2023 at 7pm.

In attendance: T. Howard (TH) (Chair)
S. French (Deputy Town Clerk & Vice-Chair)
S. Kiddie (SK)
R. Ward (RW)
Andy Rackham (AR)
Alex Rackham (ALR)
L. Sinfield (LS)
G. Waterman (GW)
C. Halil (CH)
J. Mayes (JM)

CA1123/1 Election of Chairman

To elect a Chairman for Carnival sub-committee 2024. It was

RESOLVED: To elect T. Howard as Carnival Chair for 2024 Carnival.

CA1123/2 Apologies

There were two apologies received and accepted by the committee from L. Montgomerie and Councillor S. Browne.

CA1123/3 Election of Vice-Chairman

To elect a Vice-Chairman for Carnival sub-committee 2024. It was.

RESOLVED: To elect Councillor S. Kiddie as Carnival Vice Chair for 2024 Carnival.

CA1123/4 Minutes

Members approved the minutes from the last meeting. It was

RESOLVED: that the minutes of the meeting on 6th June 2023 were a true record and duly signed by the Chairman.

CA1123/5 Declarations of Interest

There were none.

CA1123/6 Public Participation

There were no members of the public present.

CA1123/7 Items of URGENT Business

There were no items of urgent business.

CA1123/8 Review of the day

Members reviewed the overall running of Diss Carnival 2023. Committee members discussed the difficulties that were experienced during the Carnival event which included dealing with the heat and complaints from stallholders. The setup procedure was discussed, and the committee felt that there was an improvement in getting the stallholders onto the park and that the extra road space attributed to this, there was further discussion about the map layout of stallholders and maybe listing the stallholders in alphabetical order in next year's Carnival.

The committee discussed parking for visitors to the event and that they felt that it could have been signposted better to ensure that residents and visitors knew where they could park. It was

RESOLVED: To create new A3 signs for public car parking for the event and putting maps listing stallholders in alphabetical order for volunteers to use on the day.

- CA1123/9 Finance**
Members received an update on the final financial figures for Carnival 2023.
- CA1123/10 Feedback**
Members reviewed all feedback from Carnival 2023 and will take on board all comments received regarding the Carnival event.
- CA1123/11 Date of Carnival 2024**
Members discussed and considered the date of Carnival 2024. It was
RESOLVED: Diss Carnival will take place on Sunday 16th June 2024.
- CA1123/12 Theme**
Members discussed and agreed on a theme for Diss Carnival 2024. It was
RESOLVED: To have a Wild West theme for Diss Carnival 2024 – “Diss Town ain’t big enough for the both of us!”
- CA1123/13 Member Updates**
Committee received updates from committee members not reported elsewhere on this agenda.
- CA1123/14 Date of Future Meeting**
Members considered and agreed dates for future carnival meetings. It was
RESOLVED: Future meetings will take place on 9th January 2024, 13th February 2024 and 5th March 2024.

Meeting closed at: 20:23

SUB-COMMITTEE CHAIRMAN
T. Howard

Agreed Roles and Responsibilities for Carnival 2024

Roles can be shared between members, and members of the committee can be appointed to more than one role provided that tasks are completed in good time. At least one representative for each area should provide an update report to the meetings of Carnival.

Committee member name	Key task	Date to be completed	Actions
	Chairman/Operations		
Tammy Howard	Appoint Carnival Chair - Chair Committee, responsible for all aspects of Carnival completion	15.11.2023	Completed
Sue Kiddie	Appoint Vice Chair - Working alongside Chair, in their absence completing their tasks	15.11.2023	Completed
	Operations		
Andy & Alex Rackham	Appoint - Operations Manager - Oversee event on Carnival day	15.11.2023	Completed
Sonya	Order 10 chemical toilets for Park and High School with transport	01.01.2024	Completed
Keith Kiddie	Contact Mervyn Lambert to discuss exact toilet locations for High School and park loos	01.04.2024	
Sonya	Order radios and security stewards from Phoenix	01.01.2024	Completed
Sonya	Organise 6 x 1100l refuse bins with Graham Minshull SNC	01.01.2024	Sonya emailed Graham 20.12.23. No reply yet 02.01.24
Sonya	Source rope for main arena	01.01.2024	Completed
Alex & Andy Rackham	Organising stewards and volunteers on Carnival day	16.06.2024	
sonya	Email Michelle Earp SNC to get exclusive use of the car park on Diss Park for Carnival Day	01.01.2024	Sonya emailed Michelle 20.12.23. No reply yet 02.01.24
Sonya	Contact SNC to get permission for Bus Station for large procession vehicles after parade	01.01.2024	
Tammy/Sue	Organise parking provision from Morrisons (used to be Feather Factory)	01.03.2024	
Keith Kiddie	Liasing with School stewards to ensure running of Parade on time	16.06.2024	
Rackhams/Kim/Sonya	Arrange site layout and finalise stall positions by End-May, listing them in alphabetical order for volunteers to find easier	20.05.2024	
SF/KJ/Rackhams	Visit Park to re-measure and work out stall measurements on site	w/c 06.06.2024	
keith Kiddie	Point of contact and arranging procession stewards for Carnival	15.05.24	
keith Kiddie/	Liasing with Stewards to ensure safe procession through town, incl traffic management	16.06.2024	
Kim	Arrange suitable sound for the event with Simply Sound	01.01.2024	Completed- confirmed same again with extra sound by Mere - site meeting to be arranged in Jan with Andy R & Kim
Rackhams/Robert/Sonya	To oversee health & Safety and complete Event Management Plan for Safety Advisory Group (SAG) for SNC (EMP to be submitted 3 months before event)	01.03.2024	
Rackhams/Sonya/Robert	Liaise with RL regarding H&S such as emergency services, risk assessments and work on SAG form	01.03.2024	
Sonya/Kim	Sort first aid	01.01.2024	Sharon F.A.S.T not available. Kim emailed A11 Medical Services 02.01.24
Sue Kiddie	Source hay bales for Fun Day	01.04.2024	

Sonya	Buy red and white barrier tape and Blue/Red chalk paint	01.01.2024	Already have in stock
Sonya	Buy cable ties	01.01.2024	Already have in stock
Sonya	Keys to be arranged through DTC office for toilet block	16.06.2024	
Sonya	Ask Masonic Lodge if we can use their building as a changing area for acts	01.01.2024	
Tammy Howard	Ask PHS if Simon (her husband) can clean the sanitary bins on Friday 9th June to stop overflowing from Carnival day	01.01.2024	
Sonya/Robert	Book Mary Moppins for extra cleaning on Carnival day	01.01.2024	
	Volunteers & Stewards		
Joe/George	Recruiting volunteers and stewards to help run the Carnival Procession and Fun Day	01.04.2024	
KJ/ SF	Send out volunteer briefing packs on email with the rota		
Sue/Tammy	Organise refreshments for volunteers and the entertainment acts who require food. SK to buy 300 bottles of water and boxes of crisps. AJ will source some crisps TH to arrange sandwich platters from Greggs	01.06.2024	
Kim	Order 6 orange hi-vis vests with CARNIVAL written on the back	01.05.2024	
Sonya/Robert	Arrange for maintenance staff cleaning and jobs on the day including putting up barrier fencing around mere ahead of event	01.05.2024	
Sonya/Kim	Go through volunteer and staff rota for jobs on the day.	01.06.2024	
Sonya/Kim	Finalise volunteer briefing sheet and send out to all volunteers	01.06.2024	
	Stalls		
Tammy/Kim	Allocating spaces for fundraising stalls, maintaining a good balance between charitable, commercial, food, drink and crafts	Ongoing	
Tammy/Kim	Sending out and collating stall application forms and payments to be passed to RFO	Ongoing	
Sonya	Liaise with sound/lighting technician and acts on the day and oversee entertainment, ensuring all co-ordinators are advised of schedule alterations/issues	16.06.24	
Sonya/Kim	Organise bar tender form etc		
Sonya French	Create and laminate pitch number signs and all signs needed for the park	01.01.2024	
Kim & SF	Send out emails to all stallholders 1-2 weeks before Carnival with final details for the day (allocated arrival time & parking)	2 weeks before - w/c 5th June	
	Admin		
Sonya	Complete NCC's Road Closure application form and send to streetworks with payment	Dec-23	DONE 29.11.23 - awaiting permit
Kim/Tammy/Sonya	Manage Carnival email inbox and respond accordingly		Ongoing
Kim	Complete and disseminate Agendas and Minutes to committee		Ongoing
Kim	To update procession members details onto relevant form once received from procession team		
Kim	Update sponsorship packages form and send out to all local businesses in an email	Jan-24	
Kim/Melissa	admin to arrange street collection agreement from SNC for carnival event	01.01.2024	DONE. Confirmation received 27.11.23
Melissa	Check if lotteries license has been paid for raffle (usually covered by xmas lights one already)	15.11.23	DONE. number 18/01033
Kim	To update carnival website and arrange promotional booklet	Ongoing	
Kim	Book in diary and promote fundraising events for Carnival. Eg cake stalls and car boots		

Kim	Keep carnival master spreadsheet updated		ongoing
Kim	Organise delivery of road closure notices - MLP	Jan-24	
	Letters to be delivered to Mount St residents, walcot road, parkside court ref Carnival parade / parking in car parks on the day		
	Order raffle tickets for prize raffle (doing instead of booze barrow)		
Melissa / Sue H	Process any monies from Carnival fundraising events and money made on the day		
Kim	Make sign to go on Park car park "This car park is closed to the public. Access for authorised vehicles only"	near to event	
	Procession		
Sue Kiddie	Liaising with promotions to contact local businesses, school groups and societies for inclusion into the Procession	01.02.2024	
Sue Kiddie	Carefully consider the order of the floats and provide contact details to the Admin Team for people in the procession	01.06.2024	
Sue Kiddie	organise Point of Contact for those in Procession at the School	01.06.2024	
Sonya	organise card system for those in the procession to know where they can park their vehicles	01.06.2024	
Sue Kiddie	High School layout plan drafted for procession entrants	01.06.2024	
KJ	Send emails out to all procession entrants 1-2 weeks before event with their allocated arrival time and details for the day & info on children's pick up point and coloured cards for front of vehicles	01.06.2024	
SF	To add SF to job for end of procession route - signpost vehicles from their card colours.	16.06.2024	
	Create A4 laminated signs for MUGA 'children's pick up point'	01.06.2024	
AR	Book special insurance for Gillings truck	01.06.2024	
AR	To contact Simon Gillings to see if we can use his truck again for Mayor and Dinsdale	01.01.2024	
SF	Update and print procession judging sheet	01.05.2024	
Sonya/Kim	Buy x 2 shields for use for procession judging and shop judging.	01.01.2024	
	Entertainment		
Kim/Alex	Arrange suitable entertainment and liaise with committee for agreement	01.02.2024	
Kim/Alex	To timetable acts and liaise with promotions to publicise events, ensuring a schedule is prepared before the print deadline.	Ongoing	
Andy R	Book Larry Gray's Funfair		Funfair booked. AR confirmed.
SF	To organise Compere and appropriate equipment required for them. (Ie microphone)	01.01.2024	Completed. Paul Preston Mills booked

	Finance		
Tammy/Sonya	Seek out funding sources such as grants and sponsorship alongside admin team and liaising with committee for agreement	01.01.2024	
Kim and Sonya	Seek sponsorship from businesses by sending out a bulk email with sponsorship packages on. Update sponsorship spreadsheet and send out package confirmation letters via email to each sponsor which details deadlines for artwork etc	01.03.2024	
Kim	To arrange and oversee (with committee) fundraising activities preceding the Carnival		
Sue Kiddie	To liaise with stewards to arrange bucket collections on the day for carnival funds	16.06.2024	
RFO	To manage the Carnival accounts and provide statements and costings when required.	Ongoing	
Sonya	To work alongside the RFO to ensure that the accounts are correct and up to date	Ongoing	
	Town Window Dressing		
Ruth/Kim	Organise window dressing documentation in conjunction with the admin team	01.05.2024	
Ruth	Visits shops to organise competition	01.04.2024	
Ruth	To invite the new Mayor, Mayor's Cadets & Honoured Citizen to judge the displays on weds 5th June 2024 at 6pm - meet Ruth outside Spire Solicitors	05.06.2024	
Kim	Source new shield trophy for Pete Gillings Cup	01.01.2024	Ordering from Diss Trophy Centre - awaiting quote
Sonia B	Organise recovery of trophies from last year	01.04.2024	
Kim	Create certificates for window display winners and trophy winners for Best dressed float, best walking group & most flamboyant PG cup	01.06.2024	This may change and we may use shields
Kim			
	Promotion		
Sonya/Kim	Write press release with support from Chair/Vice Chair	2 weeks before	
Kim	Throwback Thursday posts on social media and carnival countdown posts	Ongoing	
Kim	Add Carnival event to online events listings	Ongoing	
Kim	Complete promo perks for all sponsors including banners	Ongoing	
Kim	To release Carnival date and theme to the press, on social media and update website	09.01.2024	
Kim	Article submitted for Diss Matters magazine to promote Carnival	01.04.2024	
Kim	To produce carnival programme and posters, and arrange for print and distribution	01.05.2024	
Kim	To put up laminated posters around the town (collect from town council office)	01.05.2024	
Andy Rackham	Update A-board with main arena schedule	01.06.2024	
Kim	Create new A3 signs for public parking for the event		
Kim	To arrange decoration of the Town including bunting, banners and flags.	01.05.2024	
George	To liaise with Park Radio to arrange interview slots and promo releases	Ongoing	
Kim	Update buckets with Carnival fundraising label	01.05.2024	

APPLICATION FORM

Thank you for your interest in getting involved with this year's Carnival on Sunday 16th June 2024! Please indicate how you would like to be involved below. Try to include as much detail as you can including your contact details.

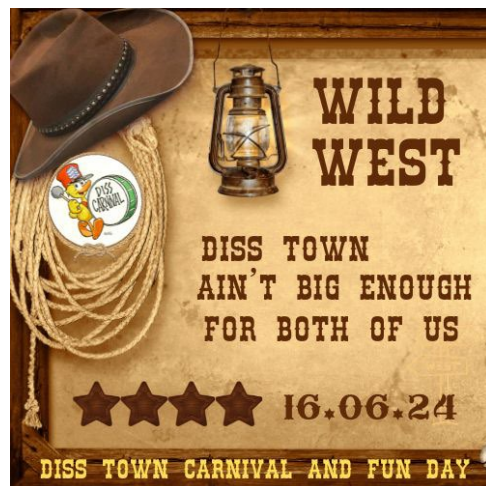
The theme this year is:

WILD WEST

'DISS TOWN AIN'T BIG ENOUGH FOR BOTH OF US'

Please complete and return form to Diss Town Council Offices.

PART 1: Your Information



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

✓	"I'd like to..."	More information:
	<p>Have a Stall Please include the size of your stall and what you'll be offering. Complete Part 2 below.</p>	
	<p>Enter the Procession Tell us: size/type – walking group? Vehicle? Please use one application form per vehicle and confirm the size of the vehicle. Complete Part 3 on next page.</p>	

PART 2: Stallholders

Please complete the following and attach copies of any relevant paperwork.

*** There is no electricity supplied for stallholders. If you require electricity, you will need to bring your own generator.**

Will your stall/activity produce sound? If yes, please provide details	
*Please enclose a copy of Public Liability Insurance (to value of £2 million)	
*Please complete and return Risk Assessment (identify any specific risks to what you're doing)	
*Please enclose a copy of your food hygiene certificate	
Payment: To be made by BACS or via card payment at Diss Town Council Offices. Please await confirmation of your stall before making payment. BACS details: Barclays Bank Plc, Sort Code: 20-26-34, Account: 00361127	

Stall Fees

Stalls up to 3m x 3m	£120 inc VAT
Stalls over 3m x 3m and up to 6m x 3m	£180 inc VAT
Stalls over 5m	£240 inc VAT
Charities (3m x 3m)	£80 inc VAT
Craft Stalls (3m x 3m)	£60 inc VAT

*Charity Pitches

We have **5 free pitches** available for locally based small charities & Not for Profit community groups. These will be allocated on receipt of the application form.

PART 3: Procession

	Yes /No	
Will your group/vehicle have music or loud noises?		If Yes, provide details:
Is your vehicle taxed, insured and have a valid MOT?		Please provide signature as confirmation:

Throwing objects from vehicles is not allowed. If you have any freebies, sweets, etc to distribute, these must be given out by hand.

The only collection buckets allowed throughout the parade are for Diss Carnival. Any other collection buckets are NOT allowed along the parade route. You are welcome, however, to collect monies on the park at the Fun Day.

Please return your application forms and all supporting documentation as soon as possible - applications will be accepted on a first come first serve basis.

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

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

Privacy Notice

Diss Town Council takes your privacy seriously and will only use your information in relation to your application for Diss Carnival. However, we may like to contact you with details of future Diss Carnivals and other town events of interest to you. If you consent to us contacting you for this purpose, please tick the box(es) to say how you would like us to contact you.

Email Telephone / SMS

If you prefer not to be contacted with details of Diss Carnival and other events, then please tick this box.

For further information, please refer to our GDPR Policy at www.diss.gov.uk.

Any questions? If you have any questions, please get in touch with the Carnival Crew- **Like & Share our Facebook page:** www.facebook.com/DissCarnival/

RISK ASSESSMENT FORM – DISS TOWN CARNIVAL 2024

Organisation:	Diss Carnival Committee	Contact Person:	
Site:	Diss Town Park	Date and time:	Sunday 16th June 2024 - 12.30pm-6pm

Hazard	Who might be harmed and how?	How to control risk	What further controls/actions are required?	Current Risk Factor High/Med/ Low	Timescales for further actions to be completed (within ...)	Responsible person's job title
Vehicles & Movement	Public, event organisers, dignitaries and staff	<p>Vehicles should only be present on Diss Park during set up and dismantling of your stall.</p> <p>Be especially vigilant for pedestrians & all vehicles should use a banks man when reversing.</p> <p>Only vehicles with permission are allowed to drive onto the Park and must be supervised at all times.</p> <p>All vehicles going onto the Park must adhere to the Carnival stewards at all times.</p> <p>All vehicles must adhere to Carnival Event Management Plan for entry and exit times.</p>	<p>Remove all vehicles from the park after setting up and dismantling equipment</p> <p>Parking Marshalls and Carnival representatives are on site to utilise as banksman when required.</p> <p>Parking marshalls to check that vehicles have permission to drive onto the park.</p> <p>All stewards/Marshalls to wear hi viz jackets to be easily identifiable.</p> <p>Event Management Plan must be available for all stallholders attending the Carnival.</p>	1 x 4 = 4 Low Risk	Immediately on the day of Carnival	<p>Vehicle owner</p> <p>Vehicle owner in conjunction with Parking Marshalls</p> <p>Parking marshall</p> <p>Stewards/Carnival Marshalls</p> <p>Chair of Carnival Committee</p>
Setting up and dismantling stalls	Public, event organisers, dignitaries and staff	All stallholders are responsible for the safety of the public when setting up and dismantling their stalls.	Stallholders must ensure all poles, stall sections, tables, crates and/or gazebos are placed in a tidy manner to avoid trip hazards.	2 x 2 = 4 Low Risk	Immediately on day of Carnival	Stallholder
			<p>All gazebos or tents must be weighted down at each corner to avoid any accidents due to adverse weather.</p> <p>Safety officer to check all stalls have the required weights attached to their legs.</p>			<p>Stallholder</p> <p>Nominated safety officer (TBC)</p>

Stall Tables	Public, event organisers, dignitaries and staff	All tables must be in a good condition and constructed of suitable materials.	<p>Ensure tables are not overloaded with display items to avoid collapsing.</p> <p>All tables must be placed on a level surface.</p> <p>Safety officer to check all tables are safe and not overloaded.</p>	2 x 2 = 4 Low Risk		<p>Stallholder</p> <p>Stallholder</p> <p>Nominated safety Officer (TBC)</p>
Slips/falls/trip hazards	Public, event organisers, dignitaries and staff	Regularly ensure floor area and walkways are clear of debris and cables.	<p>Ensure any trip hazards that cannot be removed are clearly marked with hazard tape.</p> <p>Cables that are over walkways must have rubber matting to ensure no trip hazards.</p> <p>All boxes or goods to be stacked and stored in a safe manner.</p> <p>Safety Officer to check no obvious trip hazards before event.</p>	2 x 2 = 4 Low Risk	Immediately and during the event.	<p>Stallholder</p> <p>Stallholder</p> <p>Stallholder</p> <p>Nominated safety officer (TBC)</p>
First Aid	Public, event organisers, dignitaries and staff	Report any emergencies immediately to event stewards/marshalls who will either direct people to the first aid tent or in emergencies contact the emergency services.	<p>There will be a first aid tent and first aiders available on site.</p> <p>The tent is clearly identified by a flag.</p> <p>The PA system will mention the first aid tent clearly throughout the day.</p>	1 x 4 = 4 Low Risk	Immediately and during event.	<p>Carnival Chair</p> <p>First Aiders</p> <p>Carnival Chair</p>
			Carnival chair and staff to ensure radios are working correctly.			
Removal of rubbish	Public, event organisers, dignitaries and staff	All food vendors must provide their own litter bin & take rubbish away post event.	Extra bins to be sited around the park to ensure that there is no hazards from rubbish collected.	1 x 1 = 1 Low Risk	Immediately and during event.	Stallholders, DTC to provide extra bins.

Fire Safety	Public, event organisers, dignitaries and staff.	Stalls posing a fire risk must have their own appropriate control measures	<p>Each stall posing a first risk will provide a fire extinguisher/blanket.</p> <p>Safety Officer to check that the stalls meet the above requirements.</p> <p>All stewards/marshalls to have walkie talkies which are connected with the main arena PA to ensure crowd safety.</p>	2 x 4 = 8 Medium Risk	During set up before event.	<p>Stallholders</p> <p>Nominated safety officer</p> <p>Carnival Chair</p>
Food Safety and Hygiene	Public, event organisers, dignitaries and staff.	<p>All stallholders handling food must have an up to date food hygiene certificate.</p> <p>Ensure any equipment is situated on a solid foundation with caution signs nearby.</p> <p>Traders should ensure that generators are suitable for use in close proximity to others.</p>	<p>Caution signs to be sited so as not to be a trip hazard to the public.</p> <p>All hygiene certificates will be checked before setting up commences.</p> <p>All generators should be properly maintained and have no noxious fumes emitting into the atmosphere.</p> <p>Fuel should be stored in an approved container away from the stall.</p> <p>The event team reserves the right to request a trader to turn off a generator if complaints are received.</p>	1 x 4 = 4 Low Risk	Stallholders	<p>Nominated safety officer</p> <p>Nominated safety officer</p> <p>Stallholders</p> <p>Stallholders</p> <p>Carnival Chair/Safety Officer</p>
Toilets	Public, event organisers, dignitaries and staff.	Permanent and portable toilets will be available on site.	Toilets will be monitored and cleaned during the event.	1 x 1 = 2	Throughout the event	Contract cleaners (TBC)

Risk Rating**Action Bands**

Likelihood	Severity of Injury	Rating Bands	Actions
1 = Most Unlikely	1 = Trivial Injury	1-2 = Minimal Risks	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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Risk assessments undertaken by Maintenance Manager and authorised by the Town Clerk.

Sam Coe & The Long Shadows? Live country music
Annabelle Holland - Calamity Jane act including knife throwing
Contacted story photoboosts

1. **Shootout Showdown:** Set up a shooting gallery where participants can try their hand at target shooting with toy guns. Create a Wild West scene with cardboard cutouts of bandits, and offer prizes for the most accurate shots.
2. **Live Wild West Shows:** Arrange for professional Wild West performers to stage live shows with cowboy shootouts, stunt riding, bull riding, barrel racing and interactive skits.
3. **Gold Rush Gem Mining:** Create a gem mining station where participants can sift through sand to find colorful stones and gems. Design the area like a gold rush scene, complete with wooden mining carts and barrels. Participants can take home their finds as souvenirs.
4. **Panning for Gold:** Set up a gold panning station with troughs and water. Participants can experience the excitement of panning for gold, and you can hide small gold-colored trinkets or chocolate coins in the sand for them to discover.
5. **Saloon Photo Booth:** Create a photo booth designed to look like an old Wild West saloon. Provide props such as cowboy hats, bandanas, and toy guns for participants to use in their photos. You can also hire actors to play saloon characters for added authenticity.
6. **Rodeo Bull Riding:** Set up a mechanical bull for an exhilarating rodeo experience. Participants can test their skills and endurance while riding the mechanical bull. Offer prizes for those who can stay on the longest.
7. **Wagon Wheel Ring Toss:** Create a ring toss game using wagon wheels as targets. Participants can try to toss rings onto the wagon wheels to win prizes. For added challenge, use different-sized rings with varying point values.
8. **Sheriff's Badge Making Station:** Set up a crafting station where participants can make their own sheriff's badges. Provide materials such as cardboard, foil, and markers. This activity can serve as a fun and creative souvenir from the carnival.
9. **Western-themed Dunk Tank:** Incorporate a dunk tank with a Wild West twist. Instead of a traditional tank, design it to look like a jail cell. Participants can try to dunk the "sheriff" or other Wild West characters.
10. **Country Music Hoedown:** Host a live country music performance or hire a DJ to play country tunes. Set up a dance floor and encourage attendees to join in a Wild West hoedown. Consider organizing line dance lessons or square dancing for added entertainment.
11. **Wild West Wagon Rides:** Offer horse-drawn wagon rides around the carnival grounds. Decorate the wagons in a Wild West style, and families can enjoy a leisurely ride while taking in the sights.
12. **Cowboy and Cowgirl Costume Parade:** Organize a costume parade where families can dress up as cowboys, cowgirls, and other Wild West characters. Have a designated area for a photo shoot, and reward the best costumes with small prizes.
13. **Old-Timey Photo Studio:** Set up a photo studio with a Wild West backdrop where families can take vintage-style family portraits. Provide costumes and props for an authentic experience.
14. **Western-themed Petting Zoo:** Create a petting zoo with animals commonly found in the Wild West, such as miniature horses, goats, and chickens. Kids and families can interact with the animals in a safe and supervised environment.
15. **Gold Rush Treasure Hunt:** Organize a treasure hunt with clues and a map leading families to different carnival attractions. The ultimate goal is to find a hidden "treasure chest" filled with goodies. Provide a small prize for each participating family.

16. **Kid-Friendly Saloon Games:** Set up carnival games with a Wild West twist that are suitable for children, such as cactus ring toss, horseshoe throwing, and bean bag toss. Offer small prizes for winners.
17. **Storytelling Campfire:** Create a cosy campfire area where a storyteller dressed as a cowboy or cowgirl tells Wild West tales. Families can gather around, roast marshmallows, and enjoy the storytelling experience.
18. **Rustic Arts and Crafts Corner:** Set up an arts and crafts station where families can create Wild West-themed crafts like paper plate cowboy hats, stick horses, or bandana decorating. This provides a creative and interactive experience for kids.
19. **Pony Rides:** Arrange for pony rides suitable for younger children. Ensure that experienced handlers guide the ponies and that safety measures are in place. This can be a memorable experience for the little ones.
20. **Lasso Demonstrations and Lessons:** Bring in a skilled cowboy or cowgirl to demonstrate lasso techniques. After the demonstration, offer lasso lessons for families to try their hand at this classic Wild West skill.
21. **Wild West themed punch and judy**
22. **Craft area** – Kids can create their own Western-themed crafts, such as cowboy hats, bandanas etc.

Remember to incorporate rustic decorations, signage with Wild West fonts, and staff dressed in cowboy attire to enhance the overall theme and atmosphere of the carnival.

SPONSORSHIP PACKAGES 2024	Bronze £100	Silver £250	Gold £500	Platinum £1000
"Friend of Diss Carnival 2024" certificate for display in your premises.	✓	✓	✓	✓
Your Company name & logo inclusion on Diss Carnival 2024 website & Facebook pages.	✓	✓	✓	✓
Dedicated Facebook & Twitter "Thank You"posts with links to your Company's website.	✓	✓	✓ + hyperlink	✓ + hyperlink
Your Company name/ logo mentioned in the Diss Carnival 2024 programme.	✓ name	✓ name	✓ logo	✓ logo
Publicly thanked at (via tannoy system) and after (via social media) Diss Carnival 2023		✓	✓	✓
Advert within the Diss Carnival 2024 programme.		✓ 1/4 page	✓ 1/2 page	✓ Full Page- prominent position
720mm x 1400mm Banner with your logo to be displayed on the Main Arena or Craft Tent. (subject to availability; first come, first served basis) (8 available)		✓ logo	✓	✓
OR (for Gold and Platinum sponsors) 720mm x 1400mm Banner with your logo to be displayed either in Market Square, Pump Hill, or on the MUGA (Multi-Use Games Area) in Diss Park. (subject to availability; first come, first served basis) To be displayed from April 2024 until June 2024. (5 available)			✓	Choice of town or arena ✓
Use of the "Proud Sponsor of Diss Carnival 2024" logo on all your business stationery and websites.			✓	✓
Press release stating Companies support.				✓
Free pitch on the park during the Funday.				✓
Opportunity to be one of our Carnival judges - be part of the Procession or Window Dressing judges' panel.				✓

Please tick your chosen sponsorship package:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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YOUR CONTACT DETAILS

Company name:

Contact name:

Telephone:

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Cash accepted in person to the Town Council Offices

Cheques made payable to *Diss Town Council*

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