

LONDON ST. PATRICKS DAY PARADE 2017

SUNDAY MARCH 19th 2017
PARADE APPLICATION FORM



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We welcome entries from individuals through to walking groups. In addition vehicle entries are also accepted from motorbike clubs through to trucks and everything in between.

Your entry may include:

Walking

- Individuals in fancy dress
- Walking Groups (co-ordinated costumes, established themes, use of banners & props)
- Dancing/marching groups (choreographed routines must be able to change pace in request)

Vehicle

- Trucks
- Open top buses
- Cars (branded, classic, convertibles)
- Motorbikes/cycles

How much does it cost?

	Walking group	Float
Charity or community group	£0	£0
Private Sector	£150	£300

These fees include VAT but do *not* include any costs for vehicles or any other materials, which are your responsibility.

Please note this is an application form, it does not guarantee entry to the 2016 parade. All entries will be assessed on their application form and successful applications will be notified by the end of February.

Application process

All applications must be submitted by February 1st for approval by the parade committee. Please note all entries must comply with the guidelines set out in this document. Further information about the day briefing, check and driver guidelines (where applicable) will be sent to you once your application has been accepted.

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Parade Timings:

St Patrick's Day Parade:	12.00pm – 2.30pm (latest)
Form up area:	Piccadilly Eastbound from Hyde Park Corner to Half Moon Street (nearest tube Green Park/Hyde Park Corner)
Entry for floats:	9:30 – 10:30am
	<i>*(no later or you will lose your park-up slot and be put at the end of the parade, separated from any walking group contingent)</i>
Walkers' Registration:	10:30 – 11:15am
Parade Order Call:	11:30
Move off:	12.00pm prompt
Dispersal:	1pm – 2.30pm (depending on parade section)

Float Construction:

- All floats must be ready for a safety inspection prior to the event. Any floats that fail inspection or do not arrive on time will not be permitted in the procession.
- Any generators must be DIESEL, secured away from reach of children, securely fastened to the float, earthed, and RCD protected.
- No naked flames will be allowed on the vehicle.
- Vehicles and drivers must be fully insured. Drivers will be expected to show their driving license and proof of insurance during inspection.
- All electrical equipment is required to have valid PAT certification. Any generators privately hired are required to produce a valid electrical safety certificate. Failure to do so could mean exclusion from the parade. These documents must be made available at the safety inspection.
- If participants are riding on the floats, safety railings must be fitted to trucks that meet the satisfaction of the Event Safety Advisor.
- All decoration and items to be securely fixed.
- No sharp objects should protrude from the sides.
- Materials and fabrics should be fire-proofed and/or have the relevant fire certification.
- CO2 or Powder fire extinguishers need to be located on each float.

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Group/Organisation	
Name of Group/Organisation:	
Type of Entry	Please Tick
Individual	
Walking Entry	
Vehicle Entry	
Type of group/organisation:	Please Tick
Voluntary sector/charity/trade union/statutory sector	
Private sector organisation	
Other	
Contact Details	
Float Manager:	
Address (correspondence)	Address (Invoicing)
Postcode:	
Telephone	
Mobile	
Email	
The Entry	
Name of Entry	
Theme of Entry	
Description of entry (100 words)	

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Walking Entries	
Number of participants:	
Please supply details of props, and choreographers dance routines:	
Vehicle Entries	
Type of Vehicle	Please Tick
Bicycle	
Motorbike	
Car	
Bus	
Truck (flatbed/open sides)	
Vehicle Dimensions (in metres)	
Length:/Width/Height	
Music DJ/CD/Live PA? Powered by battery/Generator?	
Vehicle Entries – Further Details	
Driver Name:	
Address	
Postcode	
Mobile	
Email	
<p>A copy of each of the below list of documents must be made available for inspection on the day. Failure to produce these will result in your entry being withdrawn</p> <ul style="list-style-type: none"> • Vehicle registration document • Vehicle service record • Driver License 	
Sponsorship & Promotion	

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Is your entry sponsored?	YES/NO
If yes, by which organisations?	
Please submit details of your sponsorship agreement:	
Declaration	
<p>I/we agree to comply fully with the information given in the parade information pack and with any further direction from the St Patricks Day Committee before, during and immediately after the parade. Non compliance will result in my entry being withdrawn from the parade.</p> <p>i/we confirm that the information provided in this form is true and accurate. I /we understand that the Committee accept no responsibility for any personal loss or damage to property or any personal injury during the parade.</p>	
For vehicle entries	
I/we have fully read, completed and signed the parade information pack and agree to fulfil the directions enclosed herein.	
Entry Manager Name	
Signature	
Date	
Fee (where applicable) enclosed	

Application closing date: February 1st 2017

RETURN FORM TO: St. Patrick's Day Parade 2013, 5th Floor, City Hall, The Queen's Walk, London, SE1 2AA, **Email:** daire,.basra@london.gov.uk

For Office Use Only	Date Received
Form completed correctly	
Payment	
Drivers Contact Details	
Approved	
Confirmation Letter	