



Dear All,

Thank you for being part of our St Lawrence Fair procession on Saturday 4th July. We want everyone to have a great and safe day so we need to ensure that the following issues are understood and applied.

Floats – applies to motorised and walking

- **Nic Stenning** will control the procession. It is critical that team leaders report to them with details, before starting. You will be asked to sign and confirm that this letter has been received and understood.
- There must be a team leader for each float who has a mobile phone with them on the day – this number should be given to the procession controller when high-vis vests are collected if it is different from the one listed on your application form
- That person to be responsible for all those on the float
- There are sufficient adults to supervise any children on board (but not walking alongside motorised vehicles)
- All participants must be in a safe position at all times. Remember to allow for sudden stops occurring
- The leader should have all children's information and parent/carer contact details in case an emergency occurs on the day
- Motorised floats - check that the Float is in a road-worthy state, comply with relevant working regulations, fully licensed and insured. The fair does not accept any liability for accidents, you should make sure that the insurance you have for the vehicle covers you for carrying passengers on the rear and that your Public Liability Insurance covers you for this activity
- The driver has a current licence that permits them to drive the float
- Walking floats, please check your organisations Public Liability insurance and make sure you are covered
- There must be two marshals for each float, wearing hi-vis jackets – available from and to be returned to the procession controller, and walking either side of the float
- No smoking at all times.
- No water guns to be taken on board or used at any time.

- No objects to be thrown.
- No one may leave or board the float once the procession starts until authorised by the field marshals at South Avenue.
- Once on the South Avenue arena, no one is to leave or board until cleared by field marshals. In an emergency, marshals will help, and resolve the situation.
- Please explain to parents and carers, that it is important we apply the rules, as safety at all times is critical for an enjoyable procession

Whilst in the procession, all participants will be riding at their own risk, therefore it is important you review all areas of safety and risk for your own float

In the event of extreme heat or rain, we will follow a shorter route turning immediately left into Cuckfield Road from Marchants Road and along the High Street. This will be confirmed to your Group's lead contact on Friday 3rd July if we need to so please ensure you check your messages.

The Procession can be stopped at any time to ensure everyone's safety

Nic's mobile number is 07983 753674

contact her immediately if a problem arises. **Please only use this number for 2026 procession and then delete it (Data Protection requires us to ask you to delete it after the event)**

First Aid – will be provided by Pulse South Coast – procession leader will have direct walkie-talkie contact with them so please contact them or any committee member in the event of an emergency. In addition, the fire service also follows the procession (unless an emergency call comes in). Obviously the most effective way to get emergency help is to phone 999 and as soon as possible contact Procession Lead to inform them of the issue - there will be committee members walking the route as well and we will make sure we are vigilant to any issues as well.

You make St Lawrence Fair a great day.
Please ensure everyone remains safe.

Many thanks.

St Lawrence Fair Committee

I hereby confirm that I have read all of the above terms and can confirm that our float complies with them

Signed.....

Name.....

Date.....

Organisation/Float Group.....

Please return this form as soon as possible to: slf.procession@gmail.com