

THE BIGGEST **FREE** GAY & LESBIAN 2 DAY PARTY IN THE UK!

birmingham pride 2011

[One World]
[One Love]
[One Community]

Parade Pack

Sat 28 & Sun 29 May

Set in the heart of the
Birmingham Gay Village

Scan with your smart phone
OR scanner to find out more



Partners:





Birmingham Pride LGBT Carnival Parade 2011, 28th May at 12 Noon.

Birmingham Pride LGBT Carnival Parade

Introduction

Welcome to the Birmingham Pride LGBT Carnival Parade Briefing Pack 2011. We are proud to announce that this year the floats are back again! We have up to 20 individual floats all with their own interpretation of 'One World, One Love One Community' theme.

This year we have a new and high profile route encompassing many of the city centre landmarks, this is one of the most exciting developments for many years, and we hope to build further on the successes of previous Pride Festivals in the city. Birmingham Pride (UK) would like to thank all participants and hope you all enjoy the Parade that you have helped make happen.

Assembly – Floats Assemble on Chamberlain Square on Saturday 28th May at 11.15pm

Assembly – Walkers Assemble on Victoria Square on Saturday 28th May at 11.15pm

Register outside the Museum & Art Gallery.10.30am

Parade will start at Victoria Square Leading on to New Street.

Street: Start at Victoria Square Leading on to Colmore Row

Street: Bull Street

Street: Temple Row

Street: Temple Street

Street: New Street

Street: Hill Street

Street: Station Street

Street: Dudley Street

Street: Ladywell Walk

Street: Hurst Street- **Finish**

- If we have to re-route the Parade for any reason on or before the day, full instructions on the new route will be supplied to all participants.
- The Parade does not necessarily follow the normal route of traffic and /or flow of traffic, as the roads are especially closed for the Parade.
- We expect approximately a 45 minute time allowance for all participants to navigate each section.
- The floats will take an egress route especially chosen for safety considerations and this is fully displayed on the route map.
- Walkers are encouraged to walk down the suggested walking route into the Village.

Planning your float

This information has been compiled to help you go through the process of Health & Safety procedures

Please note: that all designs must be approved beforehand by our safety team

Please note: all motorised vehicles/ floats MUST register before the Parade – This is a requirement of Birmingham City Council and West Midlands Police.

All technical specifications must comply with health and safety regulations.

Make sure your design has no overhang and can be safely stored in the workshop car park.

Some basics of good design

- Decide what message you want to convey and does it fit with the overall theme of the Parade.
- Think about the visual imagery and impact you want to get across to the audiences.

- Make your interpretation entertaining and fun, the use of humour grabs the crowd's attention
- Do not attempt to overcrowd your float: one or two clear images are usually the most effective.
- Often simple designs of one or two colours are effective.
- Select a place for the organisations name or emblem, place it high and unobstructed in large bold lettering / or symbols.
- Movement will attract the audience's attention to your float before it appears and after it moves on.
- Remember to design your float to be seen visually from someone at the back of the crowd.
- Think about what materials you are using and try and use recycled material or re-useable materials and how they are put together, is it safe?
- Plan to give enough time to your float and remember all electrical items should be installed by a qualified electrician.

Placing of floats in the Parade

It is the sole responsibility of the Parade Resources Manager to decide the order in which the floats and walkers and bands are placed within the Parade. All decisions are final.

The order of floats is decided with the following objectives:

- ✓ An overall balance to the Parade
- ✓ The visibility of the theme of the Parade to be clear to spectators and participants
- ✓ The safety of floats that have associated walkers
- ✓ Quality of the overall design
- ✓ The requirements of floats whose members have additional needs

Experience has shown that there is no advantage commercially, or in terms of visibility of your float, with regard to the placing of your float.

Do's and Don'ts:

The Birmingham Pride LGBT Carnival Parade rules define a float very broadly as "any motorised vehicle or manually powered entry that has been constructed in such a manner that the individual components create a unified whole". This means there is plenty of scope for designing a float which is imaginative and innovative! However – you need to take the following Do's and Don'ts into account, which form part of the terms and conditions of your entry.

Float Dimensions:

- ✓ Length: Max 20 feet (not including towing unit)
- ✓ Width: Max 8 feet
- ✓ Height: Max 13 feet (this is needed to clear all street/traffic lights)
- ✓ Ground clearance for uneven road surfaces (we do not want your float to be damaged or cause damage)
- ✓ Handrails **MUST** be fitted around the edges of your float to ensure no one falls off, these should be four feet high.

Note: The Carnival Parade Director will **NOT** allow floats to enter the Parade exceeding the above dimensions.

Basic Foundation:

For all flatbed trucks remember the frame needs to be made out of strong materials like wood or steel and **NOT** cardboard.

Driver:

Motorised float drivers must have valid driver's licence, available for inspection if necessary.

Driver's Vision:

Floats shall be designed to provide full exposure to the drivers head with 180 degrees of clear vision to the front and sides of float.

Fire Extinguishers and naked flames:

At least one 10 pound, all glass extinguisher shall be carried in support or towing vehicle. All fire extinguishers shall be sealed, tagged, and dated within the previous 12 month period. Naked flames are prohibited.

Decorations:

All decoration material's must be manufactured or treated with fire retardant. This is determined by holding a sample of material in a vertical position and placing a match flame a few inches below it. If the material ignites, it must self-extinguish when the flame is removed. Decorative material that is not manufactured as flame retardant may require treatment with a commercial flame retardant solution.

Vehicle maintenance:

Vehicles and trailers shall be properly serviced. Vehicles pulling floats shall be serviced for gas, oil, water, tires, and battery prior to reporting to Safety Control. The Festival Organiser and or Safety Officer shall have the exclusive right to ban any unsafe vehicle.

Electrical systems:

Electrical wiring must be of a type approved for use for which it is being used, shall have sufficient capacity, shall be secured to prevent damage (may not be attached with wire staples), shall have all connections made in approved devices or electrical boxes, and shall be properly fused. Batteries may not be used. It should also have protection from the weather!

Generators:

No generators are to be used and only electrical converters are permitted

Speed:

Floats shall be capable of maintaining a minimum speed of 5 miles per hour under expected conditions.

Wheel Stewards:

It is the responsibility of the float organiser to provide sufficient wheel stewards to ensure no one injures themselves due to the floats operation.

It is a requirement to provide 6 marshals per float

The following is a guide only.

General Safety Rules:

- No sharp or unfinished edges should be exposed
- No glass/crystals should be used
- No leafletting of any kind
- No objects should be thrown from the float during the Parade

No alcohol or illegal items or substances are permitted during any stage of the Parade.

- **At their discretion, the Festival Director, Chief Steward, & Safety Officer may remove a float from the parade if they believe anyone to be under the influence of alcohol or illegal substances.**

Jurisdiction:

A matter of safety not covered in these rules can be reviewed and required to be corrected by the Festival Director, Chief Steward, & Safety Officer. This also includes but is not limited to West Midlands Police, West Midlands Fire Brigade & Birmingham City Council. Matters considered hazardous to the extent that they pose a risk to the participants and/or public should be corrected. Failure to correct the hazard identified can result in the removal of the float from the Parade. This is at the complete discretion of those named above. For Logistical and event purposes no discussion will be entered into with any matter concerning Health & Safety and wellbeing on the day itself.

- **Any changes to all of the above will be notified before the Parade**

The parade will depart from Victoria Square at 12 noon 28th May 2011 and will take a circular route as defined in the route map supplied. The parade disperses upon arrival back in Victoria Square.

Final preparation area:

We have organised city living car park for the participants to carry out any final checks and final health and safety checks.

Float participants:

Your float must be able to maintain a speed of 5 miles per hour. We recommend up-to six persons per float for safety. However, the Stewards have the right to stop and ultimately remove any float they feel is unsafe. Remember, drivers of motorised floats must have 180 degree clear vision at the front and sides of the vehicle.

Mounting & Dismounting from a moving float:

This is **NOT** permitted except in an emergency. During the Parade there will be times when floats have cause to stop. You should wait for one of these pauses, using your wheel stewards to communicate to your driver that members wish to mount or dismount your float.

The weather:

Birmingham Pride (UK) Ltd has no control over the weather, your float and its participants should be able to withstand the rain and wind of a British summer. In extreme conditions, the Festival Organiser may slow the parade and the persons on the float should take extra care. Remember, you are responsible at all times for the Health & Safety of your float and everyone associated with it.

Advice to float participants:

As the day is a long one. We strongly advise you to have suntan lotion (it has been known to be hot), drinking water and comfortable walking shoes (dismantling a float in high heels may cause you pain after dancing the route of the Parade). A change of clothes is a good idea. We advise you not to carry heavy bags: as there will be nowhere to store any personal belongings.

Speed restrictions and spacing:

There will be a maximum speed limit of 5 miles per hour, and everyone in your float must be able to maintain that constant speed. There will be a Stewarding officer at the head of the Parade and Stewards along the parade who will help to keep floats and walkers spaced out. You must adhere to any instructions to slow down or speed up. We would also ask that you use common sense. If a float ahead of you is moving slowly, make sure you leave enough space in front of your float. The Stewards will constantly monitor the Parade and will know very quickly if a particular float has a problem, in which case they will deal with them directly. Good manners are essential and everyone is expected to show their manners to all participants and spectators.

Sound systems:

Any sound system is permitted, as long as it is safe.

The level of sound, however, should not be so loud that it affects the experience of another float or to members of the spectating public or walking Wheel Stewards. The Stewards will let you know when you can switch on your sound system. This is to ensure that they can communicate effectively with all the floats before the Parade starts. Along the route, should the Stewards receive complaints while passing through a residential area, they may ask you to switch off your sound system. To assist in the dispersal of all the persons taking part, we ask that sound systems are turned off at the end of the Parade. Having parked at the dispersal area, the Stewards will tell you when to move to the de-staging area where you can dismantle your float before departing to the Festival.

Distributing leaflets:

You may, **NOT** distribute leaflets throw **gifts of CD's or any other item from the float whatsoever.**

Emergencies:

Should your float have a mechanical problem along the way, please let a steward know immediately, so that the situation can be dealt with promptly. During the Parade an emergency situation may arise. The steward's team will keep the float driver (or person in charge) of your float informed of the emergency situation. Should the situation be serious enough to warrant an immediate dispersal of the Parade, the Stewards team will advise you which route you should then take.

In any emergency situation, the instructions of the Festival Director, Chief Steward, and Parade Manager should be adhered to- these instructions are for your safety.

All motorised floats to carry a first aid kit. If you think you need first aid assistance, contact any Wheel Marshall or steward who will assist you.

Facilities:

There are no special arrangements for refreshments or toilets. However, along the route there are many coffee shops and small stores. We strongly advise you to carry bottled water especially if it is very hot.

Litter & Clean-up:

Please do **NOT** litter during the parade. There will be a skip at the dispersal area for all your rubbish. There are many rubbish bins along the Parade route, but these tend to get very full. Please take your rubbish with you to the dispersal area.

Contact Information:

Birmingham Pride (UK) Ltd	Wynner House, Bromsgrove Street	0121 622 4218
Festival Director	Lawrence Barton:	07968075644
Festival Director	Darren Barton:	07966390274
Festival Co-ordinator	Samuel Johnston:	07534984194
DPS/Patron	John Beard:	07958604323
Chief Steward	Mac Clark:	07795467738

Birmingham Pride LGBT Carnival Parade 2011

Regulations:

These regulations are intended to allow all participants to take part in the Parade safely and to ensure that no dangers are presented to any other person – participant or spectator. The regulations **MUST** be complied with.

The Parade assembles from 10.15 hrs. and commences at 12:00 hrs. Vehicle entrants have access from 11:00 hrs.)

Any vehicular entrant arriving after 11:30 hrs. will **not** be permitted to enter the main Parade on the grounds of safety.

The following terms and conditions apply:

- a) A 'Float' is considered to be any vehicle travelling under its own power.
- b) With no exception double decked buses are not permitted to participate for safety reasons.
- c) The final inclusion of any float or walking tableaux on the Parade is at the discretion of the Festival Organiser.
- d) All floats are to be in place by 10.15 hrs. To facilitate safety checks.
- e) At the time of registration, groups must identify and nominate a contactable and responsible person, who will be responsible for the entry and all associated participants and must be present and remain with the entry for the duration of the Parade.
- f) Vehicle drivers to remain with their vehicles at all times and to be in their cabs by 11:45 hrs.
- g) A minimum of 6 Safety Stewards per float arranged by the submitting organisation and confirmed to Birmingham Pride (UK) Ltd by the submission closing date. The entrants must confirm that these Stewards have received appropriate information and training to allow them to fulfil their role properly.
- h) Stewards will wear high visibility identifying tabards.
- i) Floats must comply with general construction and safety requirements and those relating to any use of generators.
- j) Low loader or trailer floats must be fitted with adequate and suitable guard rails to prevent accidents.
- k) Floats and any other vehicles must:
 - Comply with relevant road traffic legislation
 - Be covered by adequate insurance
 - Be of sound and sturdy construction and where combustibles/materials is used be properly treated with flame retardants
 - Be adequately equipped for the health and safety of any person carried in or on the vehicle, including precautions to protect against extremes of weather.
 - Be suitable for purpose.
 - Be inspected for compliance.

The nominated person will be required to sign a checklist to confirm compliance

- l) The carriage and/or consumption of alcohol on floats are strictly prohibited. Acts as such would significantly increase the risks to all involved and might invalidate insurance.
- m) Nothing should be carried in or on any float, nor thrown or distributed that may cause injury, damage or unnecessary litter.
- n) Live animals are **NOT** permitted.
- o) Any vehicle that fails to meet the required standard will, where appropriate be given the opportunity to make repairs or alterations. However, where such cannot be reasonably be affected the entry will not be permitted entry.

- p) Where repairs or alterations could be affected, but the nominated person, or any other person involved refuses to comply, the entry cannot be permitted entry and will be excluded from the Parade, or if already participating, consideration will be given to extracting them. In any event, notice will be served on all participants at the time of registration. Persons who fail to comply will also be prohibited from inclusion in the Parade and future Parades.
- q) All floats/walking tableaux will carry identification numbers visible from front and rear.
- r) Non registered vehicles/ tableaux will not be permitted to participate in the official Parade.

This is not finite, nor an exhaustive list and the parade organisers and officials reserve the right to make additions and or amendments as required in the light of any changes to legislation and/or circumstances.

There must be:

- A minimum 1 x fully charged (2 gallon/5 litre) suitable fire extinguisher; readily accessible on the vehicle carrying the generator. Consideration should be given to the size and nature of the float and to carrying more than one extinguisher.
 - A person trained in its use, on hand with the extinguisher during any refuelling sequence.
 - Sand available which must be used to immediately cover any fuel spillage. The sand to be removed once fuel has been absorbed. Extra care must be taken to prevent a spread if water is present or if it is raining.
 - Notification to float stewards & passengers prior to any refuelling.
 - A safe exit available to both sides of the carrying vehicle, without the need to pass over or near the generator. The Festival Organiser/Chief Steward **must** be notified of any fire or incident immediately, regardless of size or severity.
- If it should occur whilst the vehicle is moving:
- Float stewards and the Parade chief steward must be informed
 - The Fire Brigade must be summoned via 999
 - Driver must be instructed to halt and isolate the vehicle
 - All persons must leave the vehicle / float immediately
 - One person may attend to / fight the fire **provided it is safe to do so and they are trained to do so**
 - Float Safety stewards will: assist persons alighting, keep public away from the vehicle: stop following floats

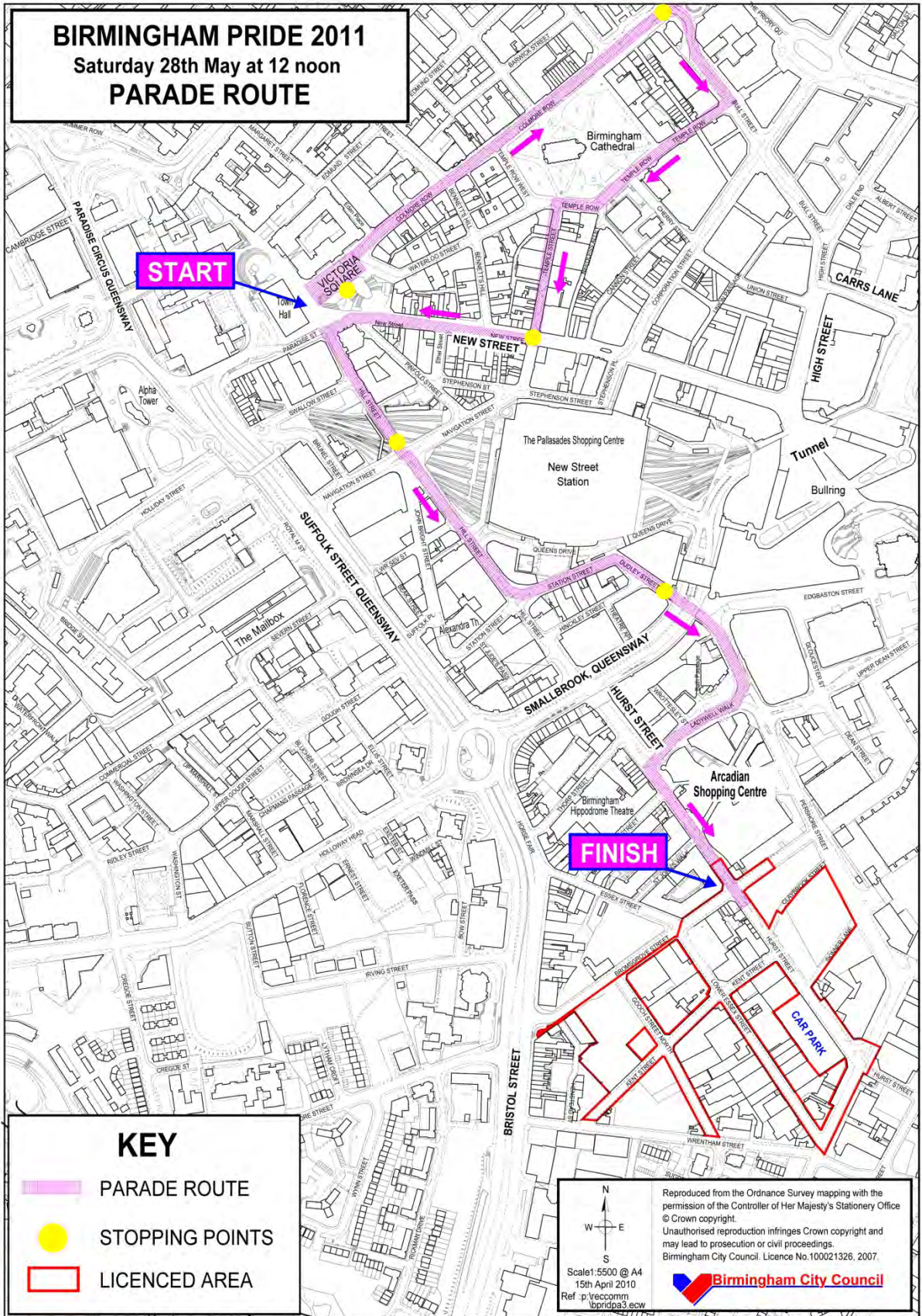
The Parade Chief Steward will inform the Festival Organiser and summon further help where necessary. **The Safety Officer must be informed immediately.**

First Aid:

The stewards can contact [Birmingham Pride Medical Services](#) should you need it.

Safety Brief will be held on 27th May at 6:00 pm, The Penthouse, Wynner House, First Floor, 143 Bromsgrove Street, Birmingham, B5 6RG – 0121 622 4218

BIRMINGHAM PRIDE 2011
Saturday 28th May at 12 noon
PARADE ROUTE



Map produced by : Survey & Mapping Team, BPS, Resources Directorate, Alpha Tower, Suffolk Street Queensway, Birmingham, B1 1TR. Tel 0121 303 3867

Birmingham Pride LGBT Carnival Parade 2011: Risk Assessment
Saturday 28th May 12 Noon

Hazard	Safety Issue	People Affected	Control
Formation Area: Uneven Brickwork	Trips	General Public Participants	Informing Participants of control measure in briefing pack and on arrival Checking conditions of Victoria Square prior to arrival and clearly marking any hazards
Steps	General Injury	General Public Participants	Stewards in position on Victoria Square from Midday
Formation of Parade: Participation & Public mix	General Injury	General Public Participants	All floats to be checked and cleared for safety prior to Parade start time
Bottlenecks en-route	Personal Injury	General Public Participants	Route to be walked on day of Parade to check road closures are in place with no potential bottlenecks
Fixed Bollards / Street Furniture:	Personal Injury Damage to public / private Property	Participants	All participants informed in briefing pack and given description of Parade route on day. Stewards Briefed to assist in difficult areas
Parade & Pedestrian mix in Gay Village main site:	Personal Injury Crush	General Public Participants	Hurst Street area to have crowd barriers installed ahead of Festival start time
Vehicles en-route	Personal Injury Damage to Property	General Public Participants	Stewards to walk route with leaflets to leave on vehicles and stewards left with vehicles if necessary Parade to follow simple system of stop & start on instruction from the Chief steward

Large Costumes Sculptures / installations	General Injury	General Public Participants	All costumes to be checked prior to start time Public Liability Insurance in place Ambulance to follow procession Environmental Services to sweep route following the parade
Decorations Floats	General Injuries	General Public Participants Stewards	Floats to be checked prior to acceptance into the parade All Health and Safety guidelines to be administered Briefing pack outlining requirements to be made publically available Vehicles failing final check will not be admittance
Vehicles en-route	General Injuries	General Public Participants Stewards	Parade route leafleted Birmingham Pride (UK) Ltd is not responsible for participants prior to arrival in

			Victoria Square
Post Parade: Vehicle & Public mix	General Safety	General Public Participants	Stewards to clear Parade route Participants made aware of dispersal area
Other Issues:	General Safety	Participants	Radio contact throughout the Parade route Police surveillance Police in attendance

PARADE ENTRY PRICING

WALKING ENTRY

WALKING ENTRY (CHARITIES / VENUES / LGBT GROUPS
NON COMMERCIAL ORGANISATIONS)

Free Entry

WALKING ENTRY FOR COMMERCIAL ORGANISATIONS

£250

FLOAT ENTRY

VENUES, CHARITIES, ORGANISATIONS PROVIDING THEIR OWN
TRUCKS THAT MEET AND ADHERE TO ALL HEALTH AND SAFETY GUIDELINES.

Free Entry**

COST OF FLOAT TO BE PROVIDED BY BIRMINGHAM PRIDE UK LTD

£550***

COMMERCIAL BODIES PROVIDING OWN TRUCK/FLOAT
if needed)

£250** (+ Cost of Float

**Where Float entry is Free (£250 for commercial entry) the entered float must follow and adhere to all health and safety guidelines including insurance, safety rails and wheel Marshalls.

***Includes float, driver, fuel, safety rails and insurance (Excludes dressing and wheel Marshalls.

This part is to be retained by Birmingham Pride (UK) Ltd

Disclaimer

I agree that I have read and understood the regulations and that I have attended the safety brief. I agree to abide by the terms of conditions set by Pride (UK) Ltd 2011 and that I will conduct myself in a courteous and safe manner at all times.

Signed: _____
Print Name: _____
Organisation: _____
Float Name _____
Walking Group _____
Date: _____/_____/2011

Payment Received By Official----- Date-----

**The Parade organisers (Birmingham Pride (UK) Ltd) and officials reserve the right to make additions and or amendments as required in the light of any changes to legislation and/or circumstances.
Birmingham Pride (UK) Ltd takes no responsibility for personal items such as bags and belongings and no liability for any injuries caused outside the stated rules and regulations.
All decisions made by Birmingham Pride (UK) Ltd and their representatives are final.**