

Parade Application Form - 2007

ALL FORMS MUST BE AT THE MANCHESTER PRIDE OFFICE BY 5.00PM FRIDAY 29 JUNE 2007

PLEASE NOTE THAT THERE ARE LIMITED PLACES FOR THE MANCHESTER PRIDE PARADE



Registered charity: 1117848

1

Main Contact

Phone

Organisation

Mobile Phone

Address

Email

Postcode

2

Please describe your entry (this will be used to evaluate your application and to decide your entry in the parade).

3

TYPE OF ENTRY ...

Walking entry only Vehicle entry only

No. OF PARTICIPANTS

Walking Vehicle

No. OF VEHICLES

Number ...

TYPE OF VEHICLE ...

Truck Car, or small van Motorbike or cycle Other (specify...)

VEHICLE DIMENSIONS

Length (m) Width (m) Height (m)

MUSIC ...

Please tick if there will be music in your entry and provide details of how it will be produced, e.g. DJ, CD via PA, live percussion. Please also provide details of how this will be powered... (Note: Petrol Generators are not allowed)

4

Fees – Please tick ONE category. The fee is relates to one entry ONLY, either walking or vehicle. Entry will be not confirmed until a cheque has been received payable to Manchester Pride Ltd.

LGBT/HIV Organisation (non funded) – Free Public Sector/Services £225 LGBT/HIV Organisation (funded) - £50 charity number: Small Business - £650 Non LGBT/HIV Charity/NFP - £175 charity number: Commercial Entry - £1,250

5

I / We have read the Parade information pack and parade guidelines.

I / We agree to be present at or to send a representative to the Parade briefing meeting.

I/We understand that non-compliance with the Manchester Pride guidelines may result in the organisation being excluded from the Parade.

I / We agree to be bound by these conditions and will obey all instructions provided by designated Manchester Pride officials before, during and immediately after the Parade.

I / We confirm that the information provided in this form is true and accurate.

I / We the undersigned understand that Manchester Pride Ltd. accepts no responsibility for any loss or damage to property, or any personal injury during the Parade.

Name Position Signature Date

Please send completed forms by 5.00PM Friday 29th June 2007 to:

Manchester Pride, Unit 235, Ducie House,
37 Ducie Street, Manchester, M1 2JW
Fax: 0161 228 2960
Email: jackie.crozier@manchesterpride.com

Parade Information Pack - 2007

Manchester Pride Parade, Saturday 25 August 2007

This pack provides you with guidelines for completing your Parade entry form and ideas for how you can create your entry in the Parade.



Introduction

PLEASE ENSURE THAT YOU READ THIS PACK BEFORE YOU BEGIN COMPLETING YOUR ENTRY FORM

Alternatively, if you want to contact a member of the Manchester Pride Team about your parade entry, either e-mail the Manchester Pride office at jackie.crozier@manchesterpride.com or tel: 0161 238 4515.

The aim of the parade is to have fun; celebrate the LGBT community in Greater Manchester, the UK and overseas; and raise awareness of the issues around HIV and Aids.

Important Dates

Deadline for Parade submission: 5pm Friday 29 June 2007

Confirmation of entry upon receipt of payment

Receipt of payment: 29 June 2007

Parade Briefing Meeting: 7pm Thursday 9 August 2007.

Each entry (international and non-Greater Manchester entrants excluded) **MUST** send a representative to the Briefing Meeting or their entry may be excluded from the Parade.

Parade Theme

We would like to encourage you to be creative, imaginative and original, and have fun in the process. Building upon the success of previous parades, this year we are trying to encourage more walking floats because we have seen in the past that this can be far more expressive and impressive than larger entries using vehicles.

This year there is no theme to the parade as such. Instead we have decided to ask you to show, through your entry what pride means to you and how your group is unique to our LGBT community.

The Manchester Pride Team has contact with a number of artists who may be able to support your organisation if you have accessed funds to create your entry. We will be happy to put you in contact with a range of artists who can advise you on costume making, circus skills, float making, papier-mâché model making etc and will be running workshops to help with the design of entries.

Funding is currently being sourced to provide open workshops from June – August for groups and individuals to be supported in the process of making costumes, decorating floats, learning parade skills. The Manchester Pride Team hope that this will be possible, but will provide further details as they are available. Most importantly, we hope that you enjoy your involvement in the Manchester Pride 2007 parade.



Regulations & Safety Guidelines

The Parade is about having fun and celebrating, but to ensure that the experience is safe and enjoyable for everyone, all entrants must comply with the following regulations and safety guidelines.

1. Attendance at the Parade briefing meeting at 7.00pm on Thursday 9 August is ESSENTIAL (excluding national and international entries). Entrants that do not send a representative may be excluded from the Parade.
2. All entries must have their own insurance cover, including Public Liability Insurance to cover people involved. A photocopy of the certificate or a Disclaimer will be required by the Manchester Pride Team.
3. Entries must not be more than 15' high, 8'6" wide or 35' long unless authorisation has been approved by the Police.
4. A distance of 18' should be kept between each entry.
5. No alcohol is to be consumed at any point before or during the Parade. Any persons found with alcohol may be asked to leave the Parade.
6. When crossing the Metrolink lines, the top level of all double deck buses must be cleared. If necessary, the vehicle will be stopped and not allowed to continue until the top level is empty.
7. Loose ropes must not hang down from any entry.
8. There must be a 2-foot distance of any decoration from floats to the ground.
9. Helmets must be worn at all times on motorcycles.
10. Flags, props or banners must NOT be waved over the Metrolink crossover points.
11. Decorations must be secure and safe.
12. The distribution of free material is now subject to consent from the Council, this includes leaflets, newspapers, cards, packaged food products, stickers and flyers.
13. Anyone distributing material without permission can be fined up to £2,500. The only exemptions are Registered charities, where literature relates to that charity. Religious organisations and political organizations. For more information telephone: 0161 234 4917 or email licensing@manchester.gov.uk. A consent will cost between £55 and £405 dependant upon the criteria, which is specified on the application form.
14. For more inform telephone: 0161 234 4917 or email: licensing@manchester.gov.uk
15. Young children in the Parade must be supervised at all times. Any child under 10 years of age travelling on a vehicle must be seated.
16. Ensure appropriate footwear is worn, particularly in wet weather.
17. If anyone in your entry is injured at anytime, this is classed as a Road Traffic Accident, and you may be subject to a BREATHALYSER TEST at a hospital if necessary.
18. Once the Parade is moving, NO ONE must leave a vehicle until the end of the Parade.
19. All entries must lower their music levels when passing Albert Square to enable announcements to be heard clearly.
20. Numberplates, both front and rear, must be clearly visible at all times during the Parade.
21. Any person or persons taking part in the parade displaying nudity, simulated sex or acting in any lurid way will be pulled out of the parade and will take no further part. They may also be liable to prosecution under the public decency act. They will not be invited in future years to take part in the parade.
22. Petrol generators are not allowed

Creating Your Entry

Manchester Pride welcomes a range of entrants – you can be flamboyant, colourful, loud, individual, funny, entertaining – whatever is important or representative of you or your group.

Original and effective entries do not necessarily require big budgets and large vehicles. Some of the most effective entries can be created through simple co-ordinated costumes, props or banners, and original ideas.

Please visit the Manchester Pride website www.manchesterpride.com to look at the photo gallery from last year's parade to see the variety of entries.



Foot Entries

Individual Entrants

You do not require a group to take part in the parade – many individual entrants have been flamboyant, and highly effective costumes.

Important Points

- Ensure you can see – there will be no one there to guide you
- Be weatherproof
- Your costume/prop is not too heavy to walk the whole route
- Appropriate foot ware – the parade route can take a long time to complete

Small/Large Walking Groups

Whether you are a group of friends who are interested in a humorous theme (Eurovision) or a large community group, walking groups can make a big impact by using simple costume, props, flags, banner or a routine.

It is important to create a visual identity and tell people who you are, particularly for larger walking groups.

Straggling groups of people walking create less impact than a tightly formatted, evenly spaced group, so think how you will move along the route.

Important points – including points above

- Co-ordinated costumes – may be simply the same colour T-shirts
- Establish a theme or identity
- Evenly spaced walking
- Use of banner, props or routines



Dancing/Marching Groups

You need to pace your routine so that it can keep up with the speed of the Parade, yet be flexible to allow for changes in speed and prevent gaps in the Parade.

Potential Health & Safety risks have been identified as the result of gaps being allowed to develop in the Parade, and you may be asked to cut short a routine if this happens. You will be expected to comply with the requests of the Parade stewards.

Also how will the music to accompany your entry be transported? If it is a sound system, think about decorating the transport also to co-ordinate it with your entry and continue the theme. How will it be powered?

Important points

- Co-ordinated costumes – may be simply the same colour T-shirts
- Establish a theme or identity
- Evenly spaced walking
- Use of banner, props or routines

Vehicle Entries

Truck

Trucks provide a large presence in the Parade – but size does not mean you can be lazy. It is important that your truck has an exciting theme and is well decorated.

Utilise material, make figures, be funny – do not simply rely on a big truck and a loud sound system – the crowd wants to be entertained.

Car entries

Car entries provide impact by decorating the vehicle with a theme or an identity – particularly if it is only part of your entry.

Motorbikes/Cycles

Will be allowed in the Parade but licensed drivers of motorbikes MUST follow strict safety guidelines provided by the official Parade staff.

Problems may be experienced with chain drives due to the slow pace of the Parade.

Vehicle Entries - Important Points

- Do not rely on size – people want to be entertained.
- Ensure you have sufficient petrol to get you to the end of the route.
- Do not cover generators – it could start a fire.
- Ensure that the vehicle is appropriate to you entry and meets the safety requirements of the Parade.
- Your driver must remain with the vehicle at all times before, during and immediately after the Parade.
- Ensure that your vehicle has a first aid kit and a tool kit
- Carry water in case your radiator overheats
- Waterproof your entry where possible
- Ensure that your driver has the appropriate Driving Licence
- Ensure your vehicle is in good working order. If the Parade Manager feels your vehicle will not complete the route – you will NOT be allowed to take part.

Other Items

Props, Flags & Banners

Props and banners can be used to identify your group or identify your theme. They can create colour, humour and height to your entry – remember, many people's view is often restricted.

Important points

- Do not make your prop or banner too heavy to be carried for the entire route.
- Ideally, make them weatherproof.
- Carry a Stanley knife in case the wind gets too strong and you need to cut free your banner.
- If using flags, create a choreographed routine.
- A wide range of items can be installed on poles and carried – papier-mâché objects over wire frames, fruit or stuffed toys, plastic flowers, hats etc.
- Flagpole or fishing rod holders round the waist make props, flags and banners easier to carry.

Dragons

Recreate the Chinese Dragon and give them a unique "gay" feel – it enables those who are shy to take part and not be seen.

Puppets/Giants

Larger-than-life puppets can be made and carried by one person, sitting on their shoulders whilst two other people move the arms. Create huge characters with caricature faces, or smaller puppets that can be operated by one person.

Important points

- Ensure that you use lightweight materials to create the structure.
- Create sufficient padding on the shoulders – the route may seem a long way when carrying a puppet.
- Weatherproof materials as much as possible

Prohibited Articles

- Fire, open flames, fireworks, flammable goods, welding, flares, sparklers are all prohibited as they are liable to cause fire, explosion or injury to people and property.
- Racist, sexist, ageist, political, religious and homophobic material will not be allowed in the Parade.
- Animals may be at risk of stress or injury during the Parade, and are not permitted entry.

Competition

This year, there will be four categories in the Parade and judges will select the best entry from each, taking in to account creativity, fun and originality. The categories are:

1. Best Overall Float
2. Best Community entry
3. Best Walking entry
4. Best Commercial entry

Prizes will be presented on the main stage on Sunday 26 August 2007 in the Manchester Pride festival site.

Contact Us

Remember, the Manchester Pride Team is here to help and support you

Please contact the Team on 0161 238 4515 or

E-mail: jackie.crozier@manchesterpride.com