



# GRAMPIAN PRIDE

## FLOAT GUIDE

## Contents

Introduction .....	3
Who can take part.....	3
Who can provide a float?.....	3
Information about Charity and sponsored entries .....	3
Cost .....	3
Responsible Person .....	3
Stewards .....	4
Floats and Vehicles .....	4
Electrical systems .....	4
Fire Safety .....	4
Alcohol and Substance abuse .....	5
Public Liability Insurance.....	5
Vehicle Insurance .....	5
Risk Assessment .....	5
On The Day.....	5
After the day .....	6
Parade Placement .....	6
Collections.....	6
Terms and Conditions of Entry .....	6
Pride Timetable.....	6
Village Tickets.....	7

## Introduction

Grampian Pride is a celebration of the LGBT+ community in Scotland, The Parade reflects the diversity of LGBT+ community as a whole. Where individuals, organisations, businesses and community groups come together. The Parade also raises awareness of campaigns for LGBTI equality. This guide contains all the necessary details to help you develop your parade float and be prepared for what the Parade entails.

## Who can take part

The Parade is open to individuals, organisations, businesses and community groups who either provide direct services to the LGBTI community or support or celebrate the LGBTI community, its achievements, culture and aspirations. No one is required to register for the parade unless you are providing a float.

## Who can provide a float?

Anyone willing to organise and pay for a float is welcome.

We have broken down the types of floats into 3 simple categories

1. Community float – this is a float organised and run by an individual or community group.
2. Charity Float – this is a float organised and run by or on behalf of a charity.
3. Sponsored float – This is a float organised and run by or on behalf of a business/organisation.

## Information about Charity and sponsored entries

- Floats will be allowed to display their charity or sponsored logo from two locations i.e. one on each side of their float.
- The sponsors must support diversity and inclusion within their organisation.
- The sponsors must exhibit a message to show support for the LGBT+ community group.
- The length of your signage should not exceed 50 % of the length of your vehicle or give cause for health and safety concern.
- If displaying a group name; your organisation's/sponsors name/logo should also be prominent and at least the same size as the group name.
- i.e Inter-energy sponsored by BP or Out & About a Four Pillars group
- Above all your float must be colourful and represent the LGBT+ community as a whole
- Float organisers are required to share information about participation on social media and/or other outlets, such as email bulletins leading up to the event.

## Cost

Grampian Pride will not charge participants; individuals, groups or organisations for partaking in Grampian Pride 2018. However, if you are from an organisation and have in place the means to either become an official sponsor of Grampian Pride or make a kind donation we would be most grateful. If this is an option for you, please contact [fundraising@grampianpride.org](mailto:fundraising@grampianpride.org)

By becoming a sponsor or making a donation you are helping us to ensure Grampian Pride stays free for those that need it. Creating an all inclusive and fun event.

## Responsible Person

Each float entry is required to provide a "responsible person" to be the point of contact for Grampian Pride. The point of contact in your organisation will receive a copy of this pack at the time of booking alongside other relevant emails including parade timings and information about briefings. This person is responsible with communicating the information provided by

Grampian Pride to all members of the float team. You are required to send at least one member of your group to attend a pre-parade briefing in the weeks before the event.

### **Stewards**

- Each organisation is required to provide at least 2 stewards for their float. One to be stationed each side of the vehicle. Grampian Pride have in place extra security and stewards should this be required above and beyond the required 2 designated stewards per float.
- Each organisation can nominate 2 extra stewards to walk alongside their float, These stewards are not designated to the float itself.
- All stewards must be in High Vis Vests.
- Stewards designated to floats must walk alongside the front of the vehicle in line with the first wheel.
- Stewards designated to the vehicle will not be permitted to collect or distribute items with the spectators.
- Stewards with the group/organisation that are not designated to the vehicle will be permitted to distribute or collect items with spectators.

### **Floats and Vehicles**

- Your float needs to be able to fit onto the road and make the necessary turns easily without holding up the parade.
- The Maximum dimensions for vehicles are:
- Width 2.5 Metres, Length 10 Metres, Height 4 Metres
- All floats that have participants on, outside of the drivers station, must include secure handrails fitted at a height of 1m, an additional rail is recommended to be fitted at 0.5m
- All construction and decorative materials should be treated with fire retardant coatings.
- All vehicles must comply with Highway regulations.
- Drivers must be insured for the vehicle they are driving and must have the correct driving license. The license and insurance certificate should be available in the vehicle for inspection prior to the start of the Parade.
- Vehicles will be inspected by the Grampian Pride team prior to the start of the parade, if deemed 'unfit for purpose' the float will not be allowed to participate in the parade.

### **Electrical systems**

Any electrical systems and wiring used must be approved for exterior use and should have sufficient capacity and be properly installed and secured. If batteries are used these should be fixed securely and protected against the weather and moisture. A spill kit should be included with any battery installation.

### **ALL ELECTRICAL SYSTEMS SHOULD BE INSTALLED AND CERTIFIED BY A COMPETENT AND QUALIFIED PERSON**

***If Generators are used then the following rules apply:***

- Only diesel or solar generators are allowed and must be safely secured.
- Generators Exhaust gases must be directed over the offside of the road and not placed so its behind or in front of the vehicle so as to not go over other parade participants.
- The generator should be monitored at all times
- NO PETROL GENERATOR SHOULD BE USED
- Refilling generators during the parade is forbidden and no additional fuel should be carried on the vehicle.

### **Fire Safety**

- No naked flames or smoking should be allowed on the vehicles.

- All Vehicles must have at least 1 5L Fire Extinguisher on board. This should be of an appropriate type

### **Alcohol and Substance abuse**

No parade participant shall consume alcohol or controlled substances prior to or during any stage of the parade. Grampian Pride reserves the right to remove the complete float from the parade if they believe anyone to be under the influence of alcohol or controlled substances. Anyone suspected to be under the influence of, or in possession of, controlled substances will be reported to the police.

### **Public Liability Insurance**

All participants on floats, in association with a float and the vehicle itself; must be protected by their representing organisations Public Liability Insurance. This document must be submitted with your application or to [floats@grampianpride.org](mailto:floats@grampianpride.org) before 25<sup>th</sup> March 2019

### **Vehicle Insurance**

Any participating vehicles must be fully insurance and taxed and where required have a valid MOT certificate. Proof of these must be submitted with your application or to [floats@grampianpride.org](mailto:floats@grampianpride.org) before 25<sup>th</sup> March 2019 and be available upon request on the day.

### **Risk Assessment**

Each group should complete a risk assessment for their float. This document must be submitted with this application to [floats@grampianpride.org](mailto:floats@grampianpride.org) before 25<sup>th</sup> March 2019

### **On The Day**

- You are required to have your float in place and ready for inspection on Albyn Place between 9am & 9.20am on 25<sup>th</sup> May 2019.
- Stewards will guide you to your starting position as you arrive on Albyn Place.
- Once in position please turn off your engine and do not move your vehicle unless instructed by a Grampian Pride/ShowSec steward.
- Participants going onto the float should be in place no later than 10:15am, after this time Grampian Pride or ShowSec stewards may refuse entry onto the float for safety reasons.
- Please turn your vehicle back on between 10.20 – 10.25 to ensure it is ready to start.
- The parade will start at 10.30am prompt.
- Please follow leading stewards along Union Street at a steady pace.
- Please drive along Union Street with your right inner wheel on the white line in the middle of the road.
- If you experience mechanical difficulties, please pull over to the left side of the road as safely and quickly as you can.
- If you experience minor technical difficulties, i.e music fails to play but does not pose a threat to life please do not stop your vehicle.
- If you experience technical difficulties, and you feel life is in danger / you feel the need to disembark participants, please pull over safely to the left hand side of the road.
- Stewards may guide you on to a side road, please follow instruction.
- If the vehicle in front of you experiences problems and needs to pull over please go around the right hand side of the vehicle in a safe manor, do not stop and hold up the event unless instructed to do so by a steward.
- Participants on foot are not permitted to walk along side the vehicle unless they are designated stewards. If you have participants on foot, they will be in the foot parade

that follows the floats it may be wise to ensure they have a banner to tie your two groups together.

- At the end of Union Street, the parade, please turn left onto King Street, Stewards will guide you as to where to disembark.
- Please turn off your engine before allowing people to disembark.
- Once everyone is safely off the vehicle and the float is made secure, road safe, from any potential loose items please inform a Grampian Pride/ ShowSec steward.
- The Steward will guide you up King Street towards the traffic lights.
- Once at the lights please follow the highway code, road laws as usual. Once the traffic lights are on green you may leave the parade.
- Please do not park your float illegally within Aberdeen City
- Please ensure if you are leaving your float; it is secure, and all banners, decorations and equipment has been removed.

### **After the day**

We ask that anyone providing a float provides a detailed report after the event.

This report should include things like: Size of float used, number of participants on float, number of stewards used by your organisation, overall cost to your organisation, how you engaged with Grampian Pride prior to the event, the experience of the event on the day, if you feel things should be improved/changed for future parades, any other information you see fit.

### **Parade Placement**

The placement of your group or float in the parade will be decided by Grampian Pride on the day.

### **Collections**

A city-wide street collection licence has been granted to Four Pillars on 25<sup>th</sup> May 2019 for the purpose of raising funds for Grampian Pride.

As per the collection licence rules; no individual, charity or organisations are permitted to collect donations on the parade route, or at the village, unless for the purpose of Grampian Pride. If you wish to make collections on behalf of Grampian Pride on or around your float please email [floats@grampianpride.org](mailto:floats@grampianpride.org) so we can supply the collection buckets on the day.

### **Terms and Conditions of Entry**

- Conduct – Whilst we recognise that Pride was born out of protest, and we encourage political participation, parade entries will not be permitted if they defame the work of Grampian Pride or other charities, groups or businesses participating in the Parade.
- No Nudity will be permitted
- No alcohol or drugs should be consumed whilst participating in the parade
- Nothing should be thrown from a vehicle at any time
- You agree to cascade train your safety stewards prior to the parade

### **Pride Timetable**

- Pride float interest should be made as soon as possible
- Pride float paperwork, as described above, should be submitted on or before 25<sup>th</sup> March
- Parade Briefing for Participants will be emailed shortly after the closing date. A requirement for all groups to send at least one steward to this briefing.
- 25<sup>th</sup> May 2019 Grampian Pride Parade.
- A full report/feedback should be completed by 25<sup>th</sup> June 2019

## **Village Tickets**

Being apart the parade in a float provided by your organisation does not automatically entitle you into the pride village after the parade. Individuals wanting to partake in the festivities between 1pm & 8pm will need to register for their free ticket via our website.

Charities/organisations that also have a stall within the village do not need to obtain a ticket as per your stall agreement. Anyone extra to this agreement will need to obtain a ticket.