

Part of Colchester Amphora Trading Ltd.

Outdoor Events

Application Form

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Details** | | | |
| Event Name: | Colchester City Carnival and Funfair 2026 | | |
| Event Start Date: | 18/07/2026 | | |
| Event Start Time: | 12:00 | | |
| Event End Date: | 18/07/2026 | | |
| Event End Time: | 20:00 | | |
|  | | | |
| Event Location: | The Carnival Procession will begin at Sir Isaac’s Walk (CO1 1JJ) and end at Lower Castle Park, Colchester (CO1 1UD), where the celebration will transform into a lively Funfair. Floats, vintage cars, and eCargo bikes will join the parade, setting off from Headgate and Essex Street. | | |
| If applicable, locations within Castle Park.  \*Please also specify whether you will be using Kings Meadow or Bowls Green alongside. \*Use of either will need to be confirmed on the hire agreement to be included. | Not applicable | | |
|  |  | | |
|  |  | | |
| Description of Event: | The Colchester Diverse Communities Network (CDCN) - a dynamic and inclusive alliance of organisations representing Colchester’s many diverse communities - presents the Colchester City Carnival and Funfair 2026. This flagship event celebrates diversity, social cohesion, and cultural exchange, showcasing music, dance, national costumes, food, and traditions from across the world. It reflects CDCN’s ongoing commitment to creating a sense of belonging for all residents of Colchester. | | |
| Please provide a short description of your event: | On **Saturday, 18 July 2026**, CDCN members and community groups will gather at Sir Isaac’s Walk and Eld Lane at midday. The **Carnival Procession** begins at **12:45 pm**, parading through Sir Isaac’s Walk, Head Street, Church Street, and the High Street with floats, vintage cars, a steam engine, eCargo bikes, music, and traditional dances in colourful national costumes. The procession will salute the Mayor, local MP, and sponsors at the Town Hall before continuing to **Lower Castle Park**.  At **2:00 pm**, the celebration continues with a **Funfair at Lower Castle Park**, running until **7:00 pm**. The Funfair features live performances from local and international groups, including the Colchester Pipe Band, Nepali Band, Korean dance, Chinese Dragon Dance, Indian Classical Dance, Caribbean Dance, Ukrainian Dance, African drummers and acrobats, and many more. Cultural workshops, exhibitions, and demonstrations (including Chinese calligraphy, fire-eating, food workshops, and artefacts from Nepal and Africa) will also take place, alongside family entertainment such as stilt walkers, breakdancing, children’s Funfair rides and music groups.  Food from around the world will be available at **16 international food stalls** and two ice cream vans, open from 1:30 pm. Traders will contribute towards CDCN, with discounted rates for members. | | |
| Approximate number of people to attend: | Over 1,000 participants in the Carnival procession. Several thousand spectators expected along the parade route. More than 5,000 visitors anticipated at Lower Castle Park for the Funfair. | | |
|  | | | |
| **Organiser Details** | | | |
| Name of Organisation: | Colchester Diverse Communities Network (CDCN) CIC | | |
| Name of Event Organiser(s): | Major (Ret’d) Udaibahadur Gurung MBE Chair/Trustee and Trustees | | |
| Charity Number (if applicable): | CIC Company number 14010250 | | |
|  | | | |
| **Billing Details** | | | |
| Flat/House Name/Number: | RAMA House | | |
| Street/Road Name: | 31 Eld Lane | | |
| Town: | Colchester | | |
| County: | Essex | | |
| Post Code: | CO1 1LS | | |
| Tel. No. Home: | Not Applicable | | |
| Tel. No. Work: | Not Applicable | | |
| Mobile: | 07711284246 | | |
| Email: | udaibahadurgurung@gmail.com | | |
|  | | | |
| **Contact Details for Public Enquiries** | | | |
| Please indicate if you are happy for us to pass contact details to a trader etc.? |  | | |
| Tel. No. | 07711284246 | | |
| Email | udaibahadurgurung@gmail.com | | |
| Website | cdcn.org.uk | | |
|  | | | |
| **Event Type** | | | |
| Type of Event: | Community Service Event | | |
|  | | | |
| **Site Occupation** | | | |
| Date to enter site for preparation: | 17/07/2026 | | |
| Time to enter site for preparation: | 13:00 | | |
| Date the site will be vacated: | 18/07/2026 | | |
| Time the site will be vacated: | 21:00 | | |
| Is the event site to be closed for casual public use and therefore only open for the event itself? | No | | |
| **Admission Charges** | | | |
| Is the event free? | Yes | | |
| If no please give detail of charges: | Click here to give further detail. | | |
|  | | | |
|  | | | |
| **Content of Event** | | | |
| Do you intend to utilise or permit any of the following attractions at the event?  Events which involve the performance of live music or the use of recorded music, may be charged a fee relating to the Performing Society licence of the park. | | | |
| Alcohol  Animal Breed Exhibitions or Shows  Arts Workshops  Charity Collections  Children’s Activities/Rides  Civic Event/Ceremony  Dancing  Drama  Fairground Equipment  Fireworks/Pyrotechnics  Food/Drink Sales |  | Horse or Other Domestic Animals  Horticultural & Environmental Stall/Demo  Live Entertainment  Live Music (amplified)  Living History/Re-enactment Group  Market/Table Tops Sales  Military Displays  Recorded Music  Sports Activities  Other |  |
| Other - e Cargo Bikes, Floats, Vintage Cars and Steam Engine display and Carnival Queen, Prince and Princesses will be taking part. | | | |
| **Sale of Alcohol** | | | |
| Please provide details of your proposals if alcohol is to be sold at your event: | **No Alcohol will be sold only soft drinks and food** | | |
|  | | | |
| **Food and Drink Concessions** | | | |
| Please provide details of your proposals if food and drink is to be sold at your event: | We will invite local traders and ethnic minority businesses to sell food and soft drinks only. Traders wishing to sell clothing, garments, or other goods will also be welcome. All traders will be asked to contribute towards CDCN: CDCN member traders: £100 for food stalls, £50 for non-food stalls. Non-member traders: £70 for small stalls, £120-£300 for larger or specialist trades (depending on the type of business). | | |
|  |  | | |
| Note: | | | |
| * Organisers will need to ensure that their event complies with the CATL Events policy and other policies relating to events – these policies can be found on the Council’s website. | | | |
|  | | | |
|  | | | |
|  | | | |
| **If you require any of the following services and equipment, please indicate below how many: NOT applicable** | | | |
| 63amp 3 phase (lower castle park only): | | Yes | |
| 63amps (lower castle park only): | | Please enter amount. | |
| 32amps (lower castle park only): | | Please enter amount. | |
| 16amp/ 13 amp (domestic | castle park only): | | 12 | |
| Wheelie Bins: | | 5 | |
| Water Standpipe (castle park only) : | | Yes | |
| White Line Marker (Groundsman Type- Castle Park): | | 10 | |
| Tables (max 12) (Castle Park): | | Yes | |
| Chairs (Castle Park) | | Yes | |
| 1m x 2.5m fencing: | | Please enter amount. | |
| 2m x 3m fencing: | | Please enter amount. | |
| Delivery/Installation: | | Yes | |
| Chemical Toilet – Disabled: | | 1 | |
| Chemical Toilet – Single: | | 6 | |
| Do you require overnight security? | | Please select. | |
|  | | Yes | |
| Please submit any other specific requirements: | | Two recycling bins will also require. | |
| Note: Staffing of the event will be charged to the promoter. Levels of staffing required will depend on the event\* | | | |
| **Footpath Closure: Not applicable** | | | |
| Do you anticipate the need for closure of the Castle Park Folley – Footpath 100? | No | | |
|  | | | |
| **Car Parking and Vehicle Access: Not applicable** | | | |
| Will you be requiring car parking spaces for the general public? | Please select. NO | | |
| Will you be requiring car park spaces for event staff? | Please select. YES | | |
| Please provide details of the approx. number, weight and size of delivery vehicles and/or participating vehicles and whether they intend to remain on site overnight:  Note:  Colchester Amphora Trading Ltd reserve the right to cancel parking permission at short notice, as a result of inclement weather and/or ground conditions | Traders will be bringing vehicles and parked behind stalls. | | |
|  | | | |
|  |  | | |
|  |  | | |
| **Litter and Refuse** | | | |
| How will you ensure the area will be free from litter and refuse? | The organiser will sweep at the end of the Funfair to ensure Lower Castle Park is free from litter and refuse. | | |
|  | We will employ two x litter pickers from 12 pm until 8 pm so Lower Castle Park will be free from litter. | | |
| **Documents Required (3 months before your event)** | | | |
| * If permission is granted for the event to proceed, the event organiser will be required to agree and sign the “Hire Agreement”. * In addition, the following documentation may also be required: | | | |
| **Insurance:** | | | |
| * Event Organisers are required to hold a current policy of insurance in respect of Public Liability or Third-Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by CATL’s Risk and Insurance Section and Legal Section. Under no circumstance shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary. * Organisers will be responsible for ensuring that any exhibitor, band/dance act, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the event, has adequate insurance in respect of Public Liability or Third-Party Risk. * Cover must be for the full period of occupation of the site including the time taken to prepare for the event and dismantle afterwards. | | | |
| **Event Safety Plan to include:** | | | |
| * A generic risk assessment for the event, identifying all risks associated with the event and what preventative measures are to be taken to minimise these risks. * Emergency procedures. * Communication procedures to be used. * Details of the number, qualifications and role event stewards, security staff and door supervisors to be employed. * Details of first aid procedures and first aid organisations to be employed. * Details of child protection and vulnerable adult procedures. * Accident reporting procedures. * A detailed site plan showing the positions of entrances and exits, control points, steward positions, stalls, marquees, arena, exhibition units, car parking etc. is required. In respect to races etc. a detailed route plan which must also show location of route marshals, must be provided. * Schedule for the set up and set down of event including times, access points and details of the number/weight of vehicles to be used. * Details of Amplification/P.A. equipment to be used and procedures that will be put in place to comply with CATL noise control policy. * Copies of any permit and/or licences or consent required in respect of the event and venue. * Operational details for the sale of alcohol and details of the personal licence holder responsible for the sale of alcohol. To include a signed copy of the “Permit to Supply Alcohol” (supplied with the Hire Agreement). * Details of food and drink concessions. * An event programme providing a timetable of all activities that are to take place. * Copies of all publicity material including any posters, tickets and publicity material. * Written evidence that tents and marquees are manufactured to current British Standards. * In the case of live music, details of the programme to be performed * Event organisers will be required to inform the Emergency Service of their event where appropriate. | | | |
| **During the Event:** | | | |
| * Site Risk Assessment * Evidence that the insurance and risk assessment of all participants and stall holders has been checked and approved by the organiser. * Details of noise level control procedures and record of complaint received. | | | |
|  | | | |
| If permission is granted for the event, I hereby agree to comply with CATL Event Policy, Licensing Plan, the conditions set out in this form and all other reasonable instructions given by an authorised Officer.  \*Once we receive your application and permission is granted for the event, you will be required to pay a booking fee to hold a date. | I Agree | | |
| Name: | Udaibahadur Gurung MBE | | |
| Position: | Chair/Trustee | | |
| Date: | 04/09/2025 | | |
| If you have experienced any problems completing this form, please contact us using the following details:  Email : Megan.ruff@colchesteramphora.com  Tel : 0330 0538064 | | | |