

Event Management Plan

Christmas Fantasia

Horsham

2016

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Event Background

The Horsham Christmas Fantasia Event is a Christmas themed event that is open to the public and is centred on a temporary ice rink experience. The event also will host a Christmas market consisting of 20 wooden retail sheds, three fairground rides, a Santa's Grotto experience and an Alpine themed Umbrella Bar.

The event is a new concept to the District and 2016/17 will be its first season. The concept is well proven on other sites around the UK with good attendance.

The venue is an out of town retail park, which currently has a large garden centre, a wood merchant, some storage facilities and a large camping retailer (The promoter). The site has considerable parking for 250 cars with an existing filter lane and double car access on and off the main road (A281).

A Profile of Horsham District

Total Horsham District Population by Age Group

Resident population (percentage)

50: 50 Gender Split

Age	%
Under 16	21
16 to 19	4
20 to 29	9
30 to 59	44
60 to 74	14
75 and over	8

CHARACTERISTICS

The Horsham District covers an area of 205 square miles and is one of the 7 District and Borough's within West Sussex. The District is made up of 23 picturesque rural market towns and villages and the tastefully developed historic market town of Horsham.

Recent accolades include:

Being in the top 10 for the 2nd year running of the best places to live in the UK, (Channel 4's Location, Location, Location).

Winning the Gold in the 2007 Britain in Bloom competition

Voted 2nd in a national survey on satisfaction with sports & recreational facilities (Sport England)

In the top 6% of places to bring up a young family (Readers Digest).

The District is 85% rural and derives much of its economic success from its location midway between London and the coast and its close proximity to Gatwick airport with excellent transport links:

- Less than 20 minutes from Gatwick International Airport
- Direct routes to London and the South Coast via M23, M25, A24
- Good access to the South Coast ferry ports
- Over 80 rail connections to London Victoria daily – fastest journey time around 51 minutes

The area has two designated Areas of Outstanding Natural Beauty, the South Downs and the High Weald and has a considerable architectural heritage.

ECONOMIC CHARACTERISTICS

RESIDENT POPULATION - TOTAL POPULATION (2005)

	Horsham	West Sussex	South East	Great Britain
All people	125,800	764,400	8,164,200	58,485,000
Males	61,300	368,100	4,003,500	28,634,900
Females	64,600	396,300	4,160,700	29,850,200
Source: ONS midyear population estimates				

WORKING AGE POPULATION (2005)

	Horsham	Horsham	West Sussex	South East	Great Britain
	Actual	%	%	%	%
All people - working age	74,500	59.2	57.9	61.4	62.1
Males - working age	38,500	62.8	62.1	65.2	65.8
Females - working age	36,000	55.7	53.9	57.7	58.5
Source: ONS midyear population estimates					

AGE PROFILE

Horsham District has a population aged 60 and over that is slightly higher than the South East average (1.4%) and national average (1.7%), but quite a significant percentage less than the average for West Sussex (-3.1%), the County in which Horsham District resides. Research shows this could be explained by the coast of West Sussex being seen as a popular retirement destination. Horsham has a higher than average population that is aged 14 and under, which highlights its popularity as a place to bring up a young family, a fact reinforced by a recent readers digest poll (<http://www.readersdigest.co.uk/best-places-in-britain-to-raise-a-family-i-227.html>) that placed Horsham in the top 6% of places in the country to raise a young family

Population	Horsham	Horsham	West Sussex	South East	Great Britain
	Actual	%	%	%	%
Total	125,800				
14 and under	24,000	19.08	17.52	18.26	17.88
15 to 59	72,900	57.95	56.41	60.13	60.85
60 and over	28,900	22.97	26.09	21.61	21.27
By ethnic group					
White		97.83			
Mixed		0.74			
Asian/British		0.54			
Black/British		0.26			
Chinese or other ethnic group		0.62			
Source: Annual Population Survey - Number of Persons by Age, Sex and Ethnicity, January 2004					

GVA (Gross Value Added)

GVA (Gross Value Added)	Horsham	West Sussex	South East	Great Britain
	£	£	£	£
Annual GVA Per Head	18,384	17,051	19,110	15,585

The Venue

The Camping World site is an existing retail business within the Hornbrook Park trading estate off the Brighton Road (A281).

The owners of Camping World would like to increase the footfall to their retail outlet and make use of the large tent display space (60m x 70m) directly in front of the store. The Camping World site (the venue) is secured by a 3m high metal mesh fence with access being through a 5m wide gate.

The venue is in a rural position with little residential properties around the intended site, those that are would not be effected by noise or light pollution due to the large retail building forming a barrier.

The venue has good vehicle access and parking facilities. An existing filter lane of the A281 guides traffic turning right into the estate.

The event (except parking) will be completely contained within the venue.

The event will be free entry with token payment system for activities such as ice skating, Christmas market, grotto, fairground and food and beverage.

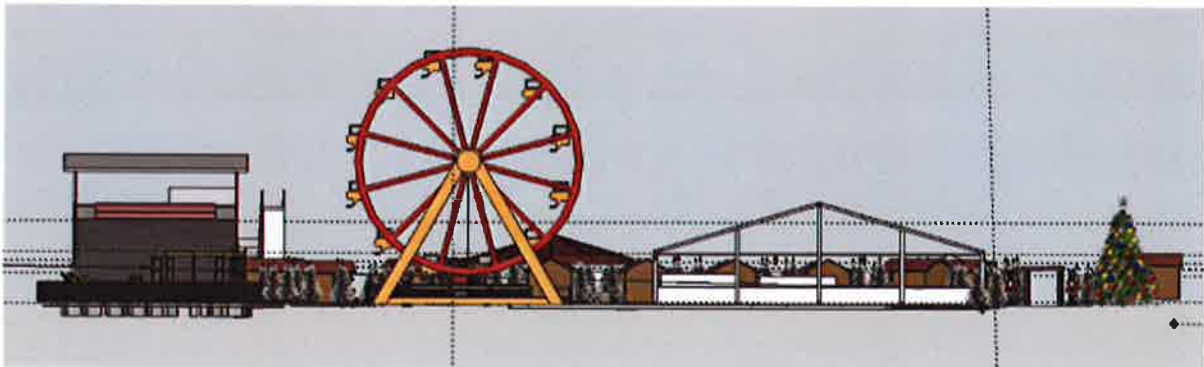




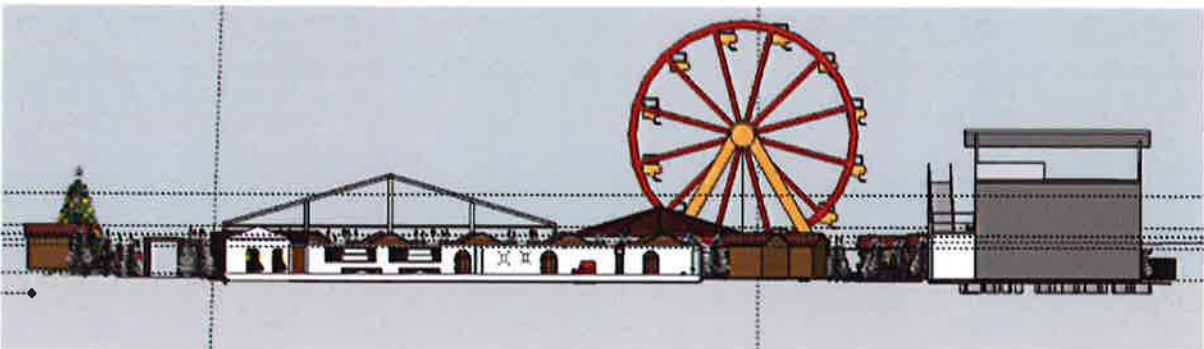
Left Side Elevation (facing North)



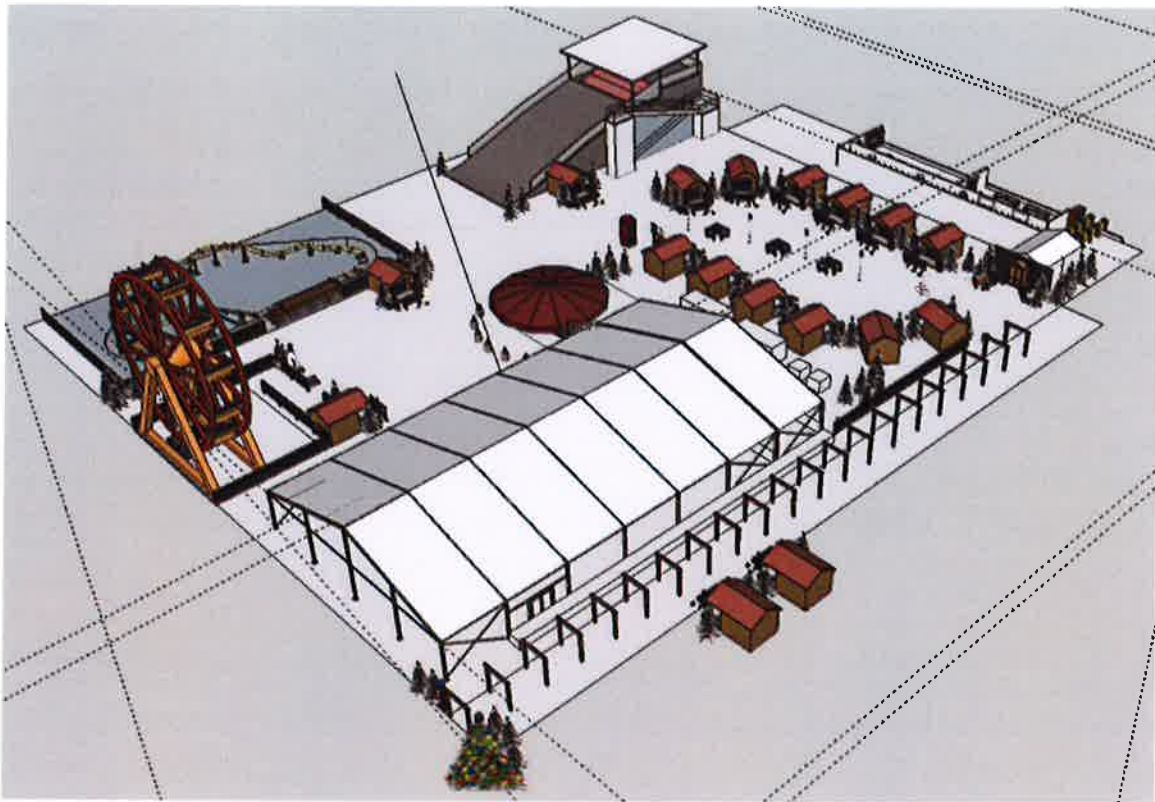
Right Side Elevation (facing South)



Front Elevation (facing West)



Rear Elevation (facing East)



Isometric View

Event Evaluation

The Horsham Christmas Fantasia mission statement is :- "To take the whole family on a Christmas journey."

Historically it's shown that the audience profile presents little or no risk in terms of hostile or confrontational behaviour. This could only be an issue if the public thought they were not getting value for money or in the case on non delivery of the experience. The producing team have a twenty five year reputation of delivering events that always exceeds expectation. The promoters are keen not to tarnish their current excellent business reputation and fully accept that a quality delivery is essential to any success.

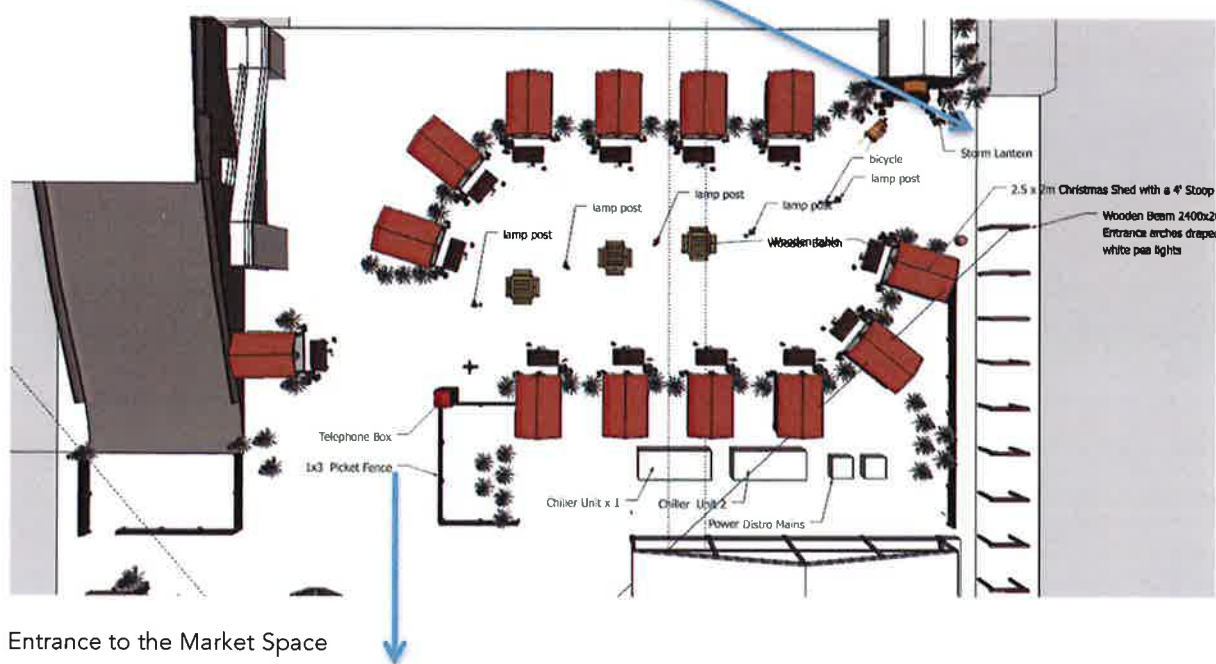
Entrance to the site is free with the ice skating and grotto pre-ticketed with an incentive for pre-booking in advance via the bespoke ticketing website.

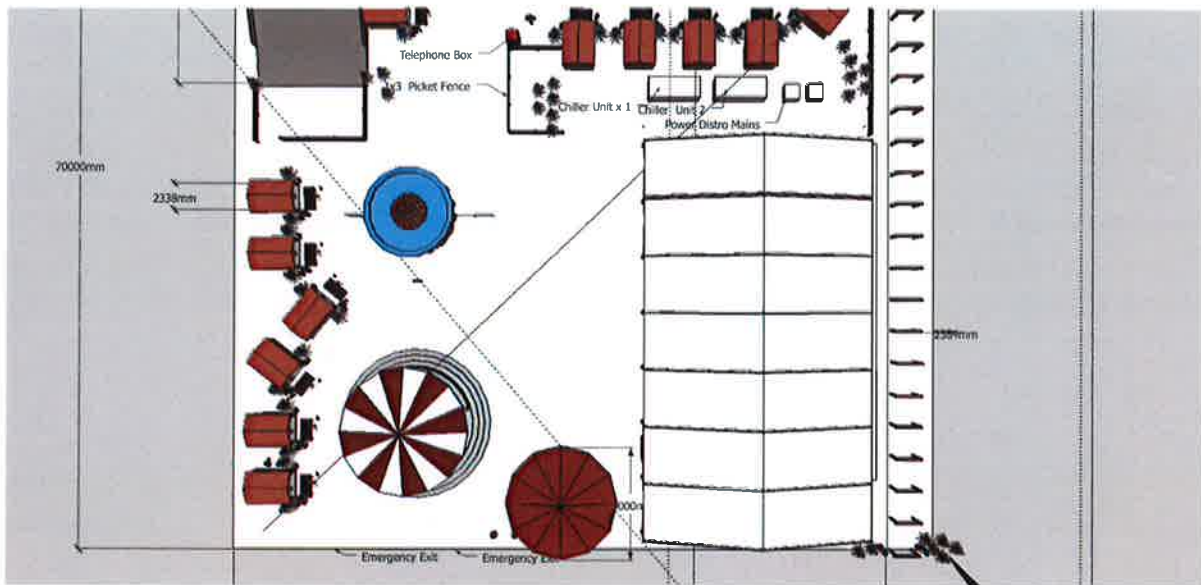
The attractions and entertainment is made up of:

- A temporary covered (real) ice rink
- A Ferris Wheel and a child Roller Coaster
- A Santa's Grotto
- A Christmas Market
- Alpine themed Umbrella Bar

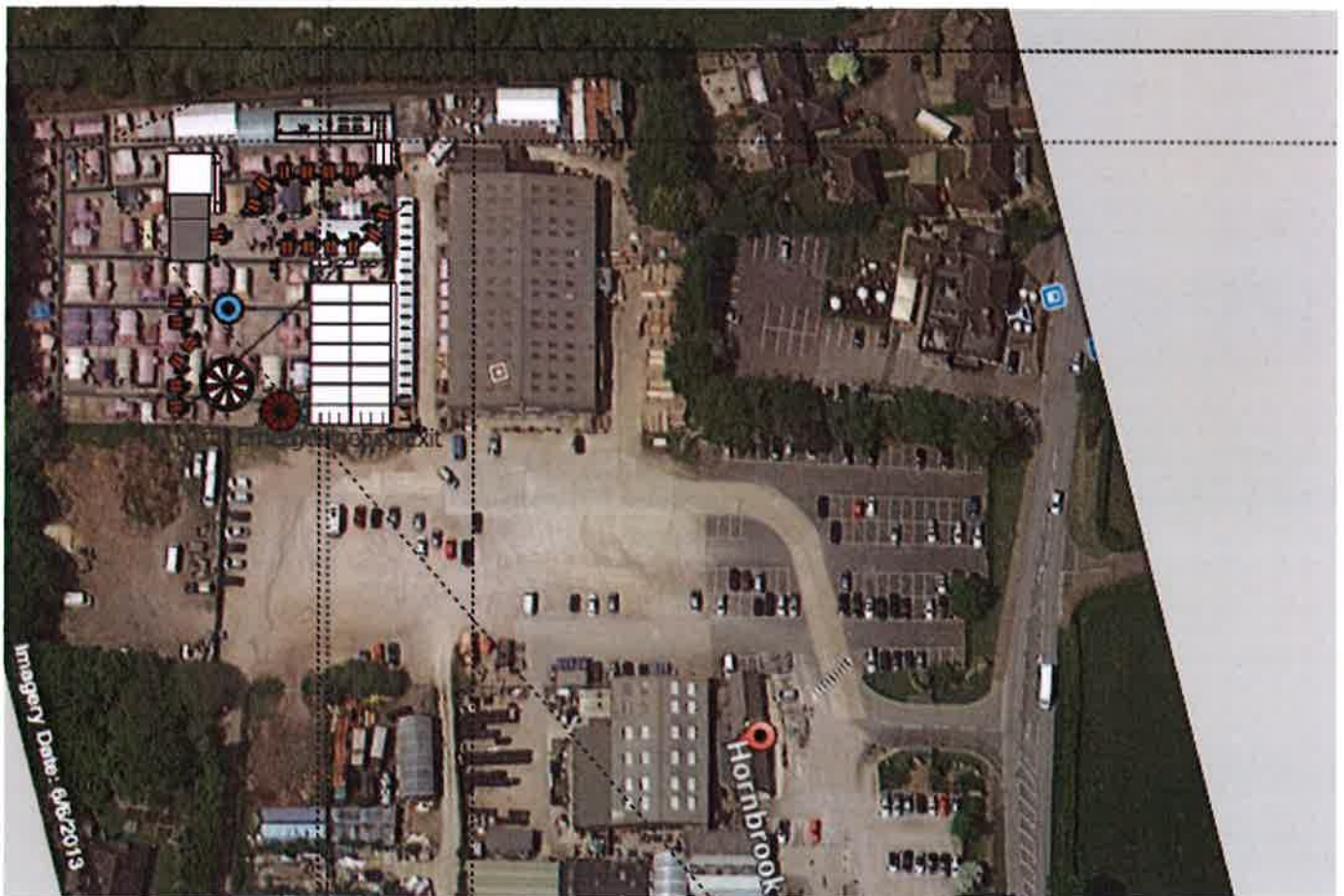
The sale of alcohol will be strictly within the permitted regulations and will only extend to the sale of mulled wine, warm cider, hot chocolate and craft beer. Because the site is rural and therefore needs to be driven to, it is not anticipated that the drinking of alcohol will be a primary reason for attending the event.

Parking for those attending the event and the regular daily use of the car park for other retail outlets is not considered to be a major issue. A comprehensive transport plan will be implemented to accommodate the right resource to manage the traffic with a contingency for communicating to those traveling to the venue and/or arriving at the venue.

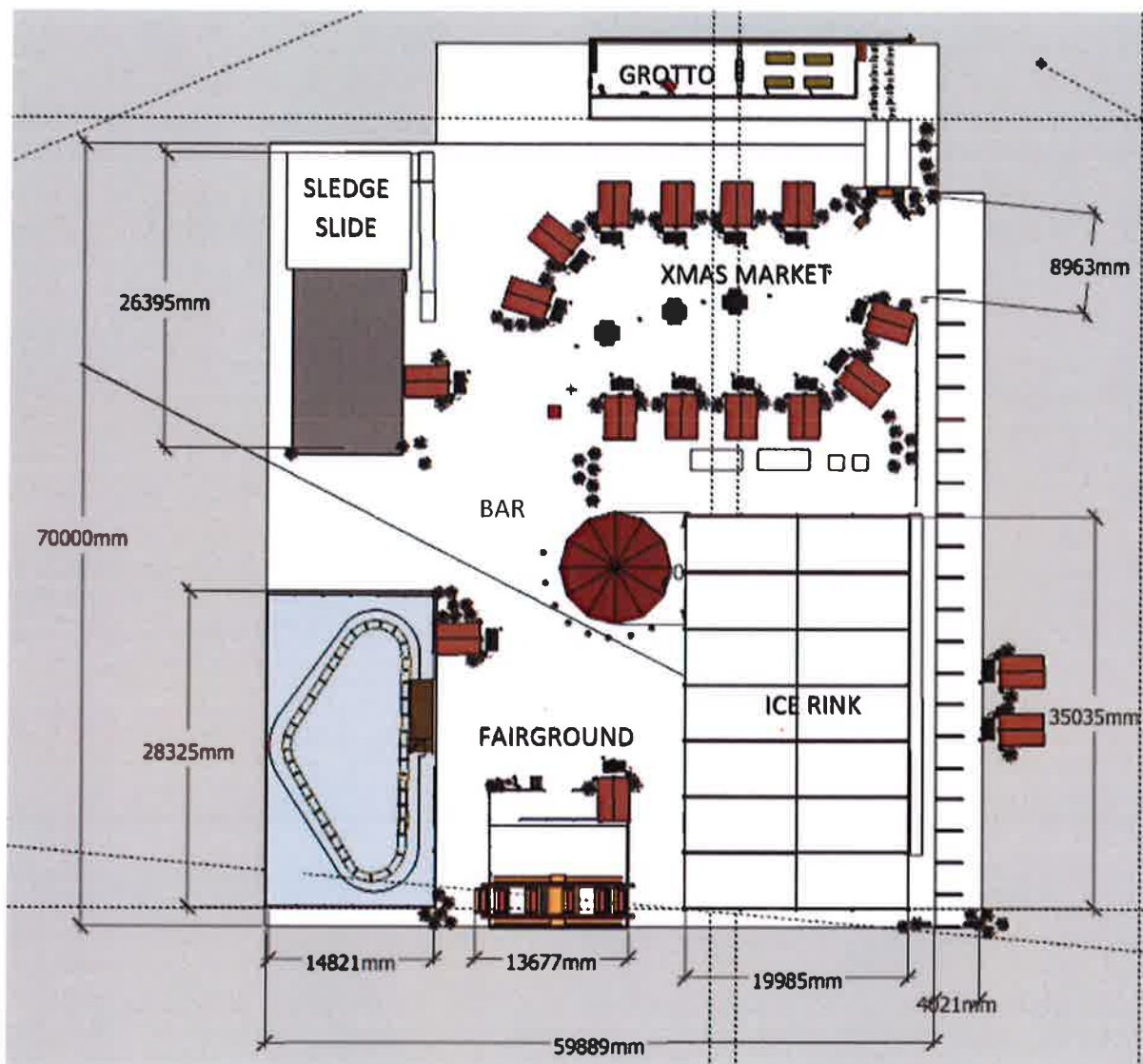




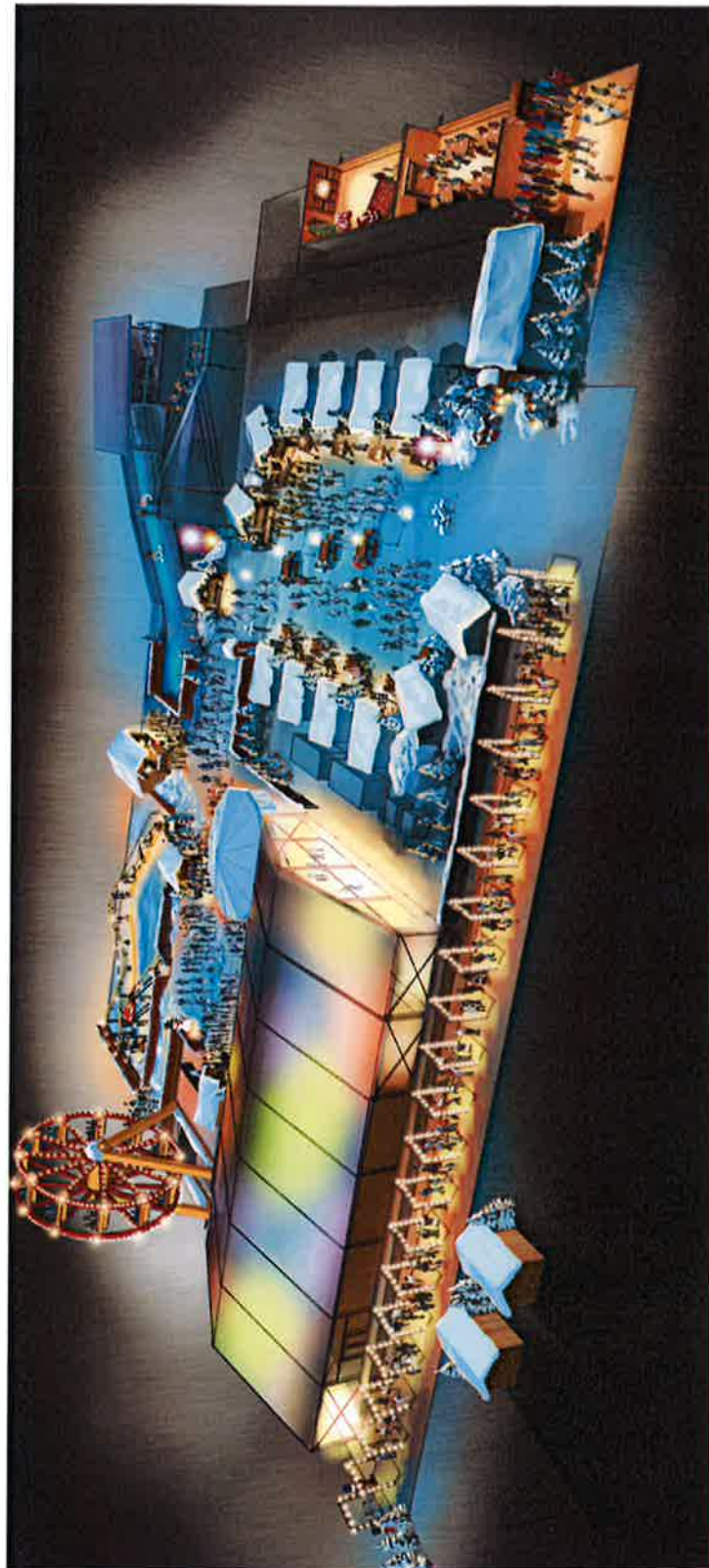
Fairground and Ice Rink space



Map Overlay



Plan with basic dimensions



Capacity and Timings

A Public Entertainment License for live performance, recorded, live music and the selling of alcohol will be applied for with a capacity of 500.

The Ice Rink

The Ice Rink will operate from Friday 21st October - Sunday 29th Jan.

Prices; Peak (weekends up to 6.45pm session and school holidays)

Adult £9.00

Child £7.50

Penguin £3.00

Family- 2 adults and 2 children or 1 adult and 3 children £29.50

Off peak (weekdays and 6.45pm onwards session. School holiday is peak all day)

- Adult £6.50
- Child £6.00
- Penguin £3.00

Ice Rink Timing

The Ice rink will run from 10am to 9pm. Last session starts at 8pm

Christmas Fantasia

Christmas Fantasia is operating on the following days:

26th, 27th Nov

3rd, 4th, 10th, 11th, 17th, 18th, 19th, 20th, 21, 22, 23, 24, 26, 27, 28, 29,

30, 31 Dec

1st, 2nd Jan

We will probably also operate Fantasia on a Friday eve.

Fantasia will operate 10am - 10pm.

Ice rink will operate the same hours as Fantasia when it is open

The Target Audience

The target audience will be all families living in the West and East Sussex area.

The target age of the children will be 2yrs to 14yr olds. 50/50 male – female split

Claimant unemployment in West Sussex is low, lower than regionally or nationally

There are 530,000 residents aged 16-74 years in the county, 69.4% are economically active, this is similar to the South East.

Activity rates are highest in Crawley, Horsham and Mid Sussex districts (Census 2001).

Organisation

Production Company

Terbell Ltd is a creative and production resource for the event marketing industry.

Established by Adam Proto in 1999, Terbell Ltd has been providing support directly and in-directly to blue chip clients all over the World.

Terbell Ltd has over twenty years of diverse experience and brings a broad spectrum of services to the event including design, pre-planning, on-site management, budgeting etc

Terbell Ltd is providing a Creative Executive Producer role to the Promoters with a focus on the following scope:

Scope:

1. Creative direction of the project
2. Initial design of the site after workshops with the client and key stakeholders
3. Briefing in of supporting visuals
4. The development of scaled, working technical plans and drawings
5. Liaison support with the local authorities
6. Venue liaison and planning meetings
7. Initial budget creation
8. Operations planning inc. occupant capacities
9. Site infrastructure planning
10. Supplier and contractor support

The creation of supporting event documentation including:

- Risk Assessment and Risk Mitigation
- Event Management Plan (EMP)
- Emergency and Crisis Management Planning (CMP)
- Supplier tendering documentation
- License and planning documentation
- Traffic Management Planning (TMP)

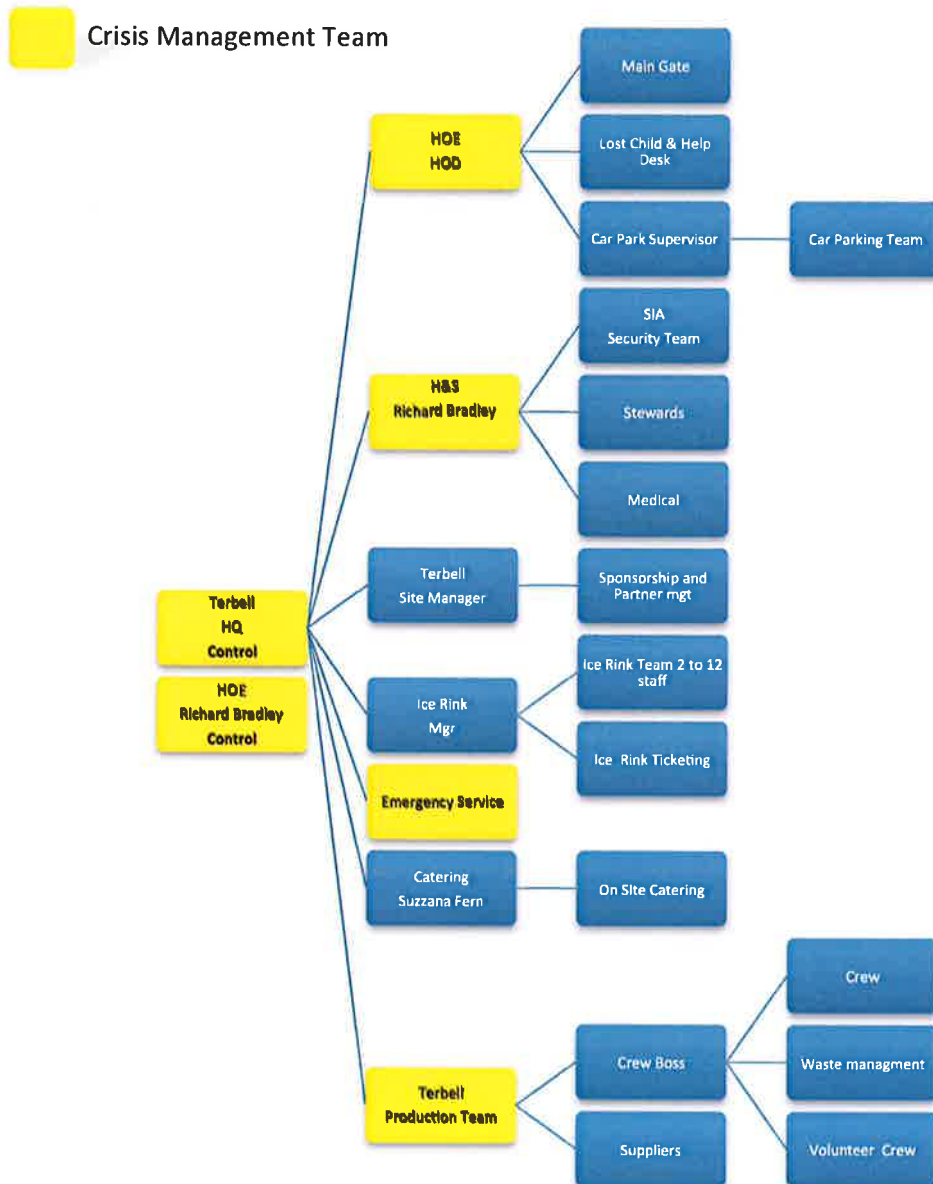
Promoter

David Fern and Richard Bradley have formed a company called "**Horsham Outdoor Events Ltd**" who are the promoters of the event and working alongside the existing company Camping World (Owned by David Fern) who are the rights owners of the venue.

Horsham Outdoor Events Ltd will be the sole financial providers for the event with funding already secured and in place. Horsham Outdoor Events will hold the responsibility for the final delivery of the event under the consultancy of Terbell Ltd.

Richard Bradley has extensive experience in the operation and running of ice rinks including 2014 to 2016 at the Worthing Ice Rink and event operations on the Worthing Pier. He is NEBOSH qualified and a Station Manager for the West Sussex FRS specialising in fire safety.

Organisation Chart



Health and Safety

Christmas Fantasia employs a H&S officer (Richard Bradley) to oversee the build, show and strike of the event.

Terbell Ltd has a comprehensive H&S policy which all contractors and suppliers are required to adhere to whilst working on the event.

All the contractors and suppliers will be briefed both verbally and in writing as to standard of H&S on site and will be expected to comply with the PPE guidelines in place.

All contractors will be required to provide evidence of insurance and the appropriate training for the task they are employed for and or the equipment they are using.

Contractors, suppliers and performers will be required to submit the relevant documentation inc. risk assessment, structural calculations / tolerances and method statements prior to setting up or performing

No petrol generators are allowed on site, power will be provided via an appropriate source and power distribution supplied by the event electrician.

Waste will be carefully managed with regular sweeps to ensure that any build up from the contractors and catering is cleared to the appropriate location.

A well proven "Lost Child" procedure will be in place to manage any incident in the appropriate manner.

Performances, all forms of entertainment and food and beverage offerings will be fully risk assessed to ensure they are practical and suitable for the environment.

A traffic management plan will be in place to ensure congestion around the venue is kept to a minimum the plan will be coupled with a communication plan in to monitor car park space and advise motorist accordingly.

Event team communication will be via radios with a well briefed protocol and channel assignment.

Suitable cover from the elements has been included in the planning process along with a covered ice rink, warm spaces and the availability of warm F&B as required.

The audience are required to wear a wrist band on entry to the event, parents or guardians are encouraged to write a contact number on the children's wrist band as part of the lost children procedure.

RAMS Documentation

The RAMS documentation will follow the planning process and follow the recommendations of the relevant authorities after consultation.

Crowd Management

The audience profile and historical evidence doesn't suggest that crowd behaviour will be an issue at the Christmas Fantasia Event.

Crowd management will be managed using the following tools:

- Pedestrian Barrier
- Herres Fencing
- Security and stewarding team
- Internal communication system
- Site PA (horn) system
- Ice rink PA system
- The venues existing chain link perimeter fence line
- Local radio and press
- Event web site including notices on the Horsham Council websites

The venue has one main entry and exit points into the site. The gate will have a proven queuing system splitting the audience into the following:

- Advance tickets
- Cash
- Credit Card
- Pick up desk / Competition Winners and guests.

Crowd barriers and propose will manage audience crowding around potentially high density areas that are specific to the audience profile such as the toilets, catering units and queuing for the ice rink and fairground.

The profile of the entertainment and the audience does not present a crowd risk around the rink area, barriers will secure a safe "pit" around the chiller units and power distribution areas behind the ice rink.

The maximum expected crowd density within the venue is approx. 1 person / 2.5 sqm of clear space, this is approx. 60% of the 4,200 sqm is taken up with production, set and operations.

The audience arriving by car will be directed to an available space, all pedestrians will be channelled down a dressed tunnel of wooden arches along a safe access pathway to the entrance of the experience. Every effort will be given to avoid any significant queue build up outside the venue main gate.

Queuing times will be displayed on popular attractions and constant announcement over the site PA will keep the audience informed of the event timings.

Tickets will be available at the door at a higher price to encourage pre-purchase and minimise "on the door" ticket purchase queues at the main gate.

The proposal is to operate a time slot system during busy periods so that ticketing and customer expectation can be managed.

Security and Stewarding

The security team on site will be made up of 1 x S.I.A registered security team during weekdays and 2 x SIA security during peak times contracted from a reputable local supplier under direct supervision of the nominated H&S advisor on site.

The stewarding and event team are recruited from the existing Camping World resource and freelance event professionals.

The staff, contractors and team on site will be DBS (Disclosure and Barring Service) checked especially those whose specific role is to cover the Lost Child Tent, Meeting Point and Grotto.

A written security/staff event document gives the backup information and verbal briefings every morning ensure the team work "joined up" and any incidents are dealt with in a professional manner and according to the event policies. The team will also have a de-brief at the end of the day to provide an update and feedback on the event.

The site will be broken into grid areas to provide the team with an accurate positioning system

Communication

Communication between crew and the management team will be via an 8 channel VHF radio system to be used in conjunction with the site venue grid system for identifying locations. Mobile phones will provide the backup communication tool.

All radio users will have radio protocol training and will be familiar with the following emergency codes:

All emergency calls will be preceded by "Priority Call" and followed with a grid location.

- Fire – Mr Ash
- Bomb – Mr Case
- Lost Child – Christopher Robin has flown the nest.
- Lost Parent – Lonely Christopher Robin
- Medical – Medical

All priority calls will be intercepted by the Control, the event staff will stand by to implement the appropriate procedure according to the instructions given by their line manager.

Channel Distribution

- Channel 1 Open communication (Main listening channel)
- Channel 2 Security
- Channel 3 Control
- Channel 4 Medical
- Channel 5 Ice Rink
- Channel 6 Conversational
- Channel 7 Conversational
- Channel 8 Spare

Communication to the public

During the event will be via the following mechanics:

- Local radio (GP travelling or thinking about attending the event)
- On site PA system (on site)
- Ice Rink Sound system (on site)
- Security and Staff (on site)
- Signage (on site and outside the venue)

Pre-briefed messages will be ready to broadcast to the audience on site using the PA system and the general public travelling to the event will be accessible via the local radio.

Communication (Advertising and Marketing)

The event will be advertised to the general public using the following marketing mix:

- Local Newspapers
- Leaflet Campaign
- Poster Campaign
- Radio
- Roadside Banners
- AA road signs
- Mailing Lists
- Google Ad-words
- Social media

Emergency Procedures

All the staff and contractors on site are briefed in both written and verbal form regarding the emergency procedures and how to report or respond to an incident.

Lost child/parent or guardian

A well proven "Lost Child" procedure will be in place to manage any incident in the appropriate manner.

Lost Parent (Lonely Christopher Robin)

A child is found on the site without an apparent parent or guardian nearby.

The staff member or security (that find the child (Find Team) should remain in the same location and report into Control using the Priority Call system. No details will be transmitted and the appropriate code will be used.

The Find Team should remain in situ for approx.. 10min to see if the parents or guardians find them.

After the 10min Control will instruct the Find Team to escort the child to the Lost Child Point inside the main shop building.

DBS checked staff will remain with the child at the tent until the parents are found and escorted to the location. The parents or guardians will be asked the name of the child, age etc. to ensure the identity of correct Christopher Robin is validated.

Lost Child (Christopher Robin has flown)

A parent or guardian reports a child missing or lost

The staff or security that are approached by the parent or guardian (Find Team) should remain and search the same location and report into Control using the Priority Call system. No details will be transmitted and the appropriate code will be used.

Control will order a "Lock Down" procedure and all the exits from the secure site will be shut to the public until the lock down is cancelled by control.

The Find Team should remain in situ for approx. 10min to see if the child is found nearby. Roaming stewards and security support will move the reported location be advised of the description and extend the search.

Staff, security, concessions and crew will search the immediate area they are responsible for, reporting back to control once they are satisfied that their location is clear.

After the 10min Control will instruct the Find Team to escort the parent to the Lost Child location. (or the main exit)

The search will continue until the child is found and reunited with the parent or guardian.

Fire (Mr Ash)

To minimise the risk of fire on site the following precautions have been taken at the planning and implementation stage:-

Materials within tents or in enclosed spaces will have flame retardant properties

The appropriate fire extinguishers and fire fighting equipment will be supplied and positioned at key locations around the site and well sign posted.

No petrol generators will be allowed on site.

A 4m emergency access space between major structures with a fire appliance accessibility around the site of a maximum 50m radius

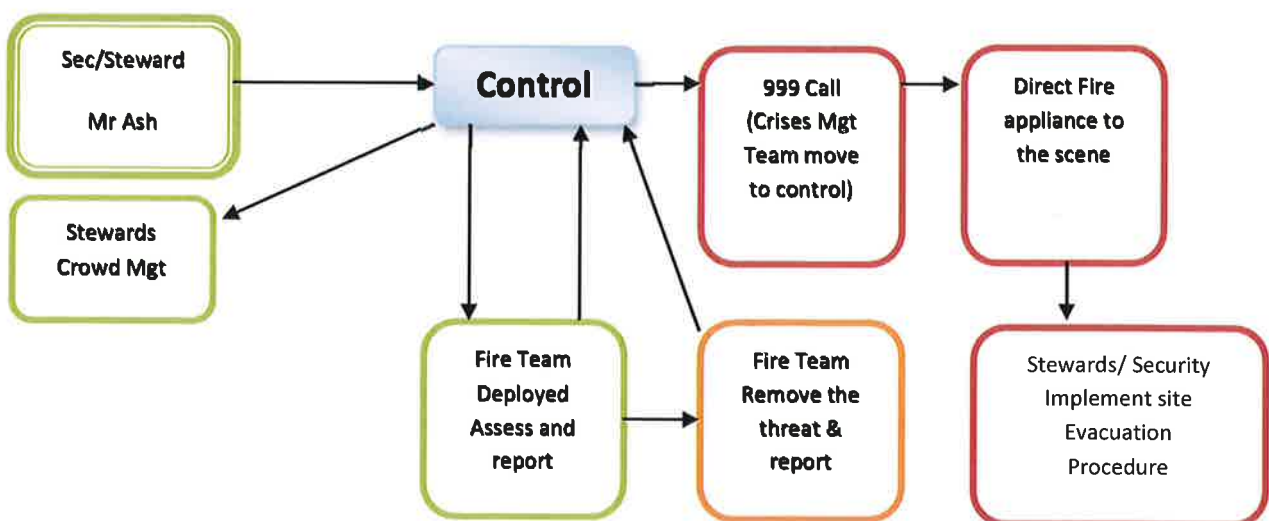
A nominated fire team will be briefed on the "Mr Ash" procedure

On the discovery of a fire the location and severity of the fire will be reported immediately to Control via the normal communication channels and under a Priority Call. Control will deploy a security/staff team to handle crowd management and move the audience to safe area of the venue.

The nominated event fire officer (Richard Bradley acting Station Manager LFB) (and team) will also be deployed at the same time to assess and extinguish (if safe to do so) the situation and/or report back to Control if a 999 call is required.

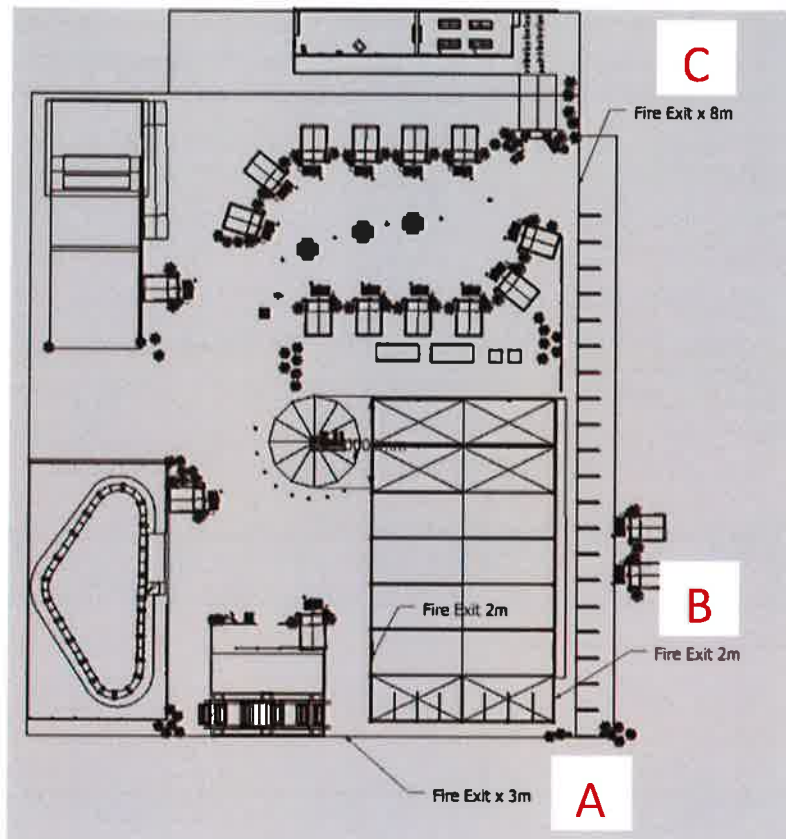
In the event of the Fire Service being called to site, the appliance will be met at the main gate of the venue and a team of staff and security will ensure there is a clear access to the incident location. The fire service will be informed and updated on the situation by the nominated fire officer Fire Officer.

If the incident is likely to threaten the safety of the audience then evacuation of the site will be instigated on the command of the Crises Management Team.



Means of Escape & Audience Evacuation

The main gates + three additional designated emergency exits will form the means of escape from the venue.



In the event of an site evacuation, staff will open the Fire Exit gates and direct the public through the most appropriate exit on the instruction of the H&S Officer.

6 units of exit space is required for an expected occupant capacity of 720 persons with a maximum estimated evacuation time of 3min from any one area.

6 units x 525mm (1 unit) @ 40 persons/min = 3.1m of exit

- Gate A, = 3m
- Gate B = 3m
- Gate C = 8m

Total available exit space is 14m of width = 26 units

Emergency Exits x 3 (to evacuate the site)

The site is a retail site and secured with a high fencing perimeter which will be modified to create the facility of a 3m wide emergency exits A

Fire Precautions

Fire Fighting Equipment

- | | |
|-------------------------|---|
| • Ice Rink | Water Extinguisher x 2 / Dry Powder/Foam Extinguisher x 1 |
| • Market Area | Water Extinguisher x 6 / Dry Powder/Foam Extinguisher x 4 |
| • Chiller units and B/H | Dry Powder/Foam Extinguisher x 4 |
| • Catering | Water Extinguisher x 1 / Dry Powder/Foam Extinguisher x 1 (each) |
| • Fire Points x 6 | Water Extinguisher x 2 / Dry Powder/Foam Extinguisher x 2/ Fire Blanket x 1 |

- 1) All waste will be removed at regular intervals to a designated area and stored in metal skips
- 2) No petrol generators / vehicles will be allowed on site
- 3) Catering units will be checked for certification and fire fighting equipment
- 4) Exits will be clearly marked and marshalled
- 5) 6 Fire Points will be located at strategic points around the site

Noise Control

Noise pollution to residents or businesses in the area is not expected, all sound will be directed away from the residential area to the South of the venue.

Barriers and Fencing

The audience profile, historical evidence and the entertainment program suggests a very Low Risk audience in terms of crowd management and the potential of crowd disruption.

The site will be secured with a mesh fence perimeter.

Crowd control barrier, Soft trees, picket fencing barrier will be used for crowd management both internally and externally to the site.

The main entrance gates will use a channel system of pedestrian barrier to filter cash, advance tickets and credit card users.

The emergency vehicle route will be kept clear at all time using car park stewarding and clear signage

Special Effects

Special effects will extend only to fake snow machines and set dressing which will all be in place prior to any public opening

The use of special effects will be strictly monitored by the H&S officer with the relevant certification and licences presented before the event.

Risk assessments will be obtained prior to the event and the site design will take into account the controls outlined.

All special effects intended for use during the event will be rehearsed (tested) prior to the event being open to the public.

Medical

The site will have a First Aid medical team and all staff will hold a basic first aid certificate. The staff will come under the supervision of an experienced event professional who has knowledge about the potential accidents and injuries common with ice rinks and live events.

Incidents will be treated on site and reported appropriately by the medical team and the H&S officer. Casualties requiring hospital will be transported via the NHS ambulance service..

The medical team will be sited at the main shop entrance and clearly sign posted

Communication to the medical team will be made via the site radio, the team will be provided with three radios and monitor channel 1 for a "Priority Medical Call". The team will then have channel 4 dedicated as medical only.

The medical team are responsible for making medical 999 calls using mobile phones (advising Control)

Any ambulance movement on site will be escorted by stewards under blue light and at a maximum of 5mph

Casualties will be transported to the medical room located inside the Camping World shop by the onsite team and extracted to the NHS from that point.

The medical team along with the H&S officer will comply with RIDDOR reporting regulations, all other accidents will be recorded by the H&S officer in the on-site accident book.

Where specialist care is required the medical team will take the lead from the guardian or parent and provide medical support as required.

First Responders

Horsham

Marc Harrold

Mobile 07941 384 265

www.horshamresponders.org

Structures

Structures expected at the event:

- 1) Clear- span marquees
- 2) Concession wooden sheds
- 3) Scaffold sledge slop
- 4) Fairground rides
- 5) Umbrella Bar

Prior to construction the following documents or procedures should be logged / considered with the event team and as required signed off by the H&S representative on site.

- Structural calculations
- Ground conditions / gradient
- Wind calculations
- Ballast

- Guy ropes or restraining wires (appropriate and non-obstructive)
- Choice of appropriate design and materials
- Proper planning and control of work practices
- Inspection of the finished product.
- Access and egress solutions (including disabled)

All structures will be erected by competent crew who are experienced in the particular construction and work with the correct equipment.

Handrails and other restraints will take into account the potential low age of the audience and will compensate accordingly.

A competent "Baby Sitter" will be available to call out to the structure and be available 24/7 to advise and deal with any issues regarding the integrity of the structure or its use.

Obstructions, trips or hazards will be clearly marked.

It's not expected that any structure will be subjected to excessive loads that exceed the capability of the design.

Electrical Installations/Services

All electrical Installation will be carried out by professional and certified electrical engineers with experience in Event Events. A team of two electricians will be on site for the duration of the build.

The main electrical intake will be sited where it is accessible for normal operations or emergencies, but segregated from public areas of the venue.

Danger warning signs will be displayed around the intake or enclosure. The signs will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996

All electrical equipment which could be exposed to the weather, eg consumer units, distribution boards, etc, will be protected by means of suitable and sufficient covers, enclosures or shelters. Or be IP65 rated

As far as practicable, all electrical equipment will be located so that it cannot be touched by members of the public or unauthorised workers.

If cables have to be run on the surface they will be protected against sharp edges or crushing by heavy loads, eg by covering with ramps or rubber mats. Overhead cables runs will be secured to a supporting wire and clearly marked.

Ramps should be conspicuously marked to avoid tripping hazards

Portable Electrical Equipment

Portable electrical equipment is defined as equipment which is not part of a fixed installation but is, or intended to be, connected to a fixed installation or a generator by means of a flexible cable and either a plug and socket or a spur box, or similar means.

Any person/contractor/concession that may bring portable electrical equipment onto the site must demonstrate that the electrical equipment is maintained correctly and the equipment has been subjected to routine inspection and testing.

No petrol generators will be allowed on the site.

Waste Management

Types of waste expected to be generated include the following:

- Paper and cardboard packaging;
- Food and drink containers;
- Left-over food debris;
- Plastics; metal cans
- Waste food from food concessions;
- Human waste products (vomit, urine and faeces, sanitary towels and tampons often placed in miscellaneous containers);
- Medical waste such as needles and bandages;
- Waste water from toilets; and hand-washing basins

Waste will be managed using a number of receptacles placed strategically around the venue (wheely bins)

The bins will be monitored and the waste removed on a regular basis to the nominated waste dump area by the crew.

The waste dump will consist of one large skips secured within a security fence and located on the perimeter of the site with easy access to the road for pick-ups and delivery.

The waste dump will be monitored on a regular basis to pre-empt the need for a pick-up and delivery of new skips.

Concessions will be advised of the waste procedure and will be expected to maintain the area around their concession.

A medical waste/ sharps bin will be provide in the medical room. The correct removal and destruction of this waste will be the responsibility of the medical team.

An adequate provision for sanitary services on site will ensure that human waste products are properly managed and stored. The toilets will be serviced every day (morning).

Crew will be supplied with the appropriate clothing and equipment.

Transport

The venue is outside Horsham Town Centre and has limited public transport so it is expected that the majority of the audience will travel by car the venue.

Bus

Horsham is serviced by 51 bus routes, one coach route and a Park and Ride facility.

The venue is serviced by a number of routes traveling along the A281 Brighton Road (Routes -17, 89)

Train

The venue is a 25min walk from the Horsham main line railway station with direct and regular services to the following destinations:

- London Bridge
- Victoria
- Bognor Regis
- Chichester
- Tunbridge Wells
- Portsmouth

Taxi

A taxi rank is located outside the train station and in the main town centre. The staff will have taxi numbers available and will call a service for customers who require it.

Road

The venue is adjacent to the main artery roads in and out of the town, the A281.

Key Contacts

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