



# Supersonic Boom

1pm - 5pm, Wednesday, 15 August 2018  
Blaby Road Park, South Wigston



## SITE RULES AND PROCEDURES

### VEHICLES

- Please arrive at the time specified below if you wish to bring a vehicle on to the site;
  - **First Aiders and Security:** Vehicle access from 10:00
  - **Suppliers:** Vehicle access from 10:30
  - **Stall Holders:** Vehicle access from 11:30
- All entry and exit to and from the site will be via the bridleway adjacent to South Leicestershire College; this will be signposted from Blaby Road. Please make yourself known to the Marshal at the entrance who will direct you to your stall location accordingly.
- The main entrance for Blaby Road Park will be closed to all vehicles for the duration of the event.
- All vehicles, unless exempt (informed in advance by the Event Manager), must be offsite by 12:30.
- All vehicles permitted to remain on site do so at their owner's risk.
- A site wide speed restriction of 5mph should be observed across the site at all times and all moving vehicles are required to use their hazard lights.
- Vehicles remaining on site are not permitted to move between 12:30 and 17:30 unless permission has been sought from the event manager. All vehicles moving in this period must, in addition to the above, be escorted by a Marshal. Emergency vehicles are exempt from this rule.
- Vehicles are not permitted to re-enter the site for loading until 17:30.
- An emergency vehicle access route is marked on the Site Map; this should be kept clear of obstructions, including other vehicles, at all times.

### HEALTH AND SAFETY

- No Alcohol or Glass is to be brought onto the site.
- If sharp items (knives, scissors, etc) are required by your stall or attraction please ensure these are stored appropriately when not in use to avoid injury.
- Gazebos are permitted to cover your stall but these must be weighted down or anchored securely. If a gazebo is deemed to be insecure or posing a risk then a Marshal will ask that it be taken down.
- Rubbish is to be collected and taken home, or placed in black bags ready for collection by Council Operatives, at the end of the event.
- Please ensure the immediate vicinity of your stall or attraction is free from slip, trip or fall hazards at all times.
- Please ensure that all staff members operating your stall or attraction are fully aware of the evacuation routes, and the location of the First Aid and Lost Children points, displayed on your Site Map.
- Marshal teams will be wearing blue T-shirts identifying them as 'Event Staff' during Supersonic Boom. The Marshals will be equipped with a radio to summon aid in the event of an emergency and their instructions should be adhered to at all times.

### SAFEGUARDING

- Safeguarding is the responsibility of everyone at Supersonic Boom. Should you witness something that concerns you, or raises suspicions about the welfare of a child or vulnerable adult, please contact a Marshal who will in turn alert the event's Designated Safeguarding Officer.

### EVENT CANCELLATION

- In the unlikely event that Supersonic Boom is cancelled due to poor weather, the site being in an unsuitable condition following heavy rain, or other circumstances beyond our control a notice of cancellation will be issued, via email, to all involved parties as early as possible.
- If heavy rain has been experienced in the immediate build up to Supersonic Boom a site visit will be conducted on the morning of the event to assess the suitability of the site. If the site is deemed to be unsuitable then a notice of cancellation will be issued, via email, to all parties involved by no later than 9:30. You are advised to check your email before setting out for Supersonic Boom in this eventuality.

## **COLLECTION OF MONIES**

- It is not possible for Council Officers or Marshals to take payment of any outstanding pitch fees on site on the day of the event. Stall Holders that are required to have, and have not, paid the pitch fee will be refused access to the site.
- Stalls and Attractions are responsible for the collection and security of their takings on the day of the event.
- Stalls and Attractions wishing to make a voluntary donation to Supersonic Boom's nominated charity, Young Minds (Registered charity numbers 1016968 and SC039700), are welcome to do so at the end of the event. A pair of Council Officers, identified by their Council ID badges, will be collecting donations at the end of the event; as part of this process the donation amount will be documented and signed for by both the donator and the Council Officers.