

**CANNOCK CHASE MILITARY HISTORY WEEKEND**

**18<sup>TH</sup> & 19<sup>TH</sup> AUGUST 2018**

**RE-ENACTOR / TRADER INFORMATION**

**EVENT ORGANISER**

**STEVE SPACKMAN**

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**RANGER SERVICE**

**SALTERS LANE**

**WERRINGTON**

**ST9 0DA**

**EVENT CONTACT: 07773792399**

**CANNOCK CHASE SITE MANAGER**

**STEVE ARCHER (HEAD RANGER)**

**07817863303**

**GENERAL INFORMATION / RULES.**

**ALL ATTENDEES MUST SIGN AND RETURN THIS FORM TO THE EVENT ORGANISER TO ACCEPT RECEIPT OF THIS INFORMATION AND TO ACKNOWLEDGE THEY HAVE FULLY READ AND UNDERSTOOD ITS CONTENTS.**

ALL ATTENDEES MUST READ AND COMPLY WITH THE EVENT RISK ASSESSMENT, ESPECIALLY NOTING THE SECTIONS RELEVANT TO THEIR STAND / DISPLAY.

ALL ATTENDEES MUST SEND A COPY OF THEIR PUBLIC LIABILITY INSURANCE, RISK ASSESSMENT, FOOD HYGIENE CERTIFICATES ( WHERE APPROPRIATE), BEFORE THE EVENT, TO THE EVENT ORGANISER.

ONLY ATTENDEES AUTHORISED BY THE EVENT ORGANISER WILL BE ALLOWED TO DISPLAY, SET UP, OR TRADE.

TRADERS / DISPLAYS MUST USE THE PITCH ALLOCATED. SHOULD ANY ISSUES ARISE, PLEASE NOTIFY THE EVENT ORGANISER IF A MOVE IS REQUIRED BEFORE DOING SO, TO OBTAIN PERMISSION.

NO POLITICAL MATERIAL OR MATERIAL DEEMED OFFENSIVE IS TO BE BROUGHT ONTO THE SITE.

ANYONE IN BREACH OF ANY RULES WILL BE ASKED TO LEAVE THE SITE.

THE COUNTY COUNCIL CAN ACCEPT NO RESPONSIBILITY FOR ANY INJURY SUSTAINED, LOSS OR DAMAGE OF, OR TO, ANY PROPERTY, ITEMS OR VEHICLES, NOT DIRECTLY ATTRIBUTABLE TO THE COUNCIL.

IT IS THE RESPONSIBILITY OF ALL ATTENDEES TO CHECK THEIR DISPLAY / STAND AT REGULAR INTERVALS, TO ENSURE IT IS IN A SAFE MANNER AND COMPLYING WITH THE EVENT RISK ASSESSMENT.

ALL ITEMS ARE TO BE CLEARED FROM THE SITE AFTER THE EVENT, INCLUDING LITTER WHICH IS TO BE DISPOSED OF PROPERLY, IN RECEPTICLES PROVIDED.

ALL ATTENDEES ARE ASKED TO BE ON SITE AND SET UP FOR 10.00 EACH DAY, READY TO RECEIVE THE PUBLIC, UNTIL AT LEAST THE 16.00 CLOSE.

ALL PAPERWORK WILL BE SUPPLIED TO YOU BY THE EVENT ORGANISER, PRIOR TO THE EVENT, INCLUDING INSURANCE, CONTACT DETAILS, MAPS, AND DIRECTIONS TO THE SITE.

ANY ITEMS LEFT ON SITE ARE LEFT AT THE TRADERS OR OWNERS OWN RISK.

#### CAMPING

ANYONE WISHING TO CAMP OVERNIGHT ON SITE MUST INFORM THE EVENT ORGANISER PRIOR TO THE EVENT.

THE SITE WILL BE OPEN FROM FRIDAY 17<sup>TH</sup> AUGUST, TO ALLOW SETTING UP OF DISPLAYS AND CAMPING.

OVERNIGHT CAMPING ON 17<sup>TH</sup> / 19<sup>TH</sup> CAN BE ALLOWED BY PERMISSION, IF REQUIRED.

#### FIRES

ANYONE WISHING TO HAVE A FIRE FOR CAMPING AND / OR DISPLAY PURPOSES MUST INFORM THE EVENT ORGANISER PRIOR TO THE EVENT.

PLEASE READ CAREFULLY THE RISK ASSESSMENT SECTION CONCERNING FIRES.

#### ANIMALS

PLEASE READ CAREFULLY THE RISK ASSESSMENT SECTION ON HORSES.

ANY PETS BROUGHT ONTO SITE MUST BE KEPT CONTROLLED AT ALL TIMES. DOGS MUST BE ON A LEAD AT ALL TIMES ON THE EVENT SITE.

DOGS CAN BE EXERCISED OFF LEADS, UNDER CLOSE CONTROL, ON THE FORMER RAF CAMP SITE, TO THE EAST OF THE DISPLAY AREA.

#### VEHICLES

PLEASE READ CAREFULLY THE RISK ASSESSMENT SECTION ON VEHICLES.

ANY VEHICLES BROUGHT ONTO THE SITE MUST BE CLEARED FROM THE PUBLIC AREAS DURING EVENT OPEN TIMES, 10.00 – 16.00, UNLESS FOR DISPLAY / TRADE PURPOSES.

NO VEHICLES ARE TO BE MOVED DURING EVENT OPEN TIMES, IN THE PUBLIC AREAS, UNLESS PERMISSION GIVEN BY THE EVENT ORGANISER.

PARKING IS IN THE COUNCIL COMPOUND, AND VEHICLES MUST BE PARKED CLEAR OF ANY GATES / DOORS ETC.

WEAPONS

PLEASE READ CAREFULLY THE RISK ASSESSMENT SECTION ON WEAPONRY.

NO LIVE AMMUNITION ALLOWED ON SITE AT ANY TIME.

ALL RELEVANT PAPERWORK FOR ANY WEAPON / BLACK POWDER MUST BE HELD AND AVAILABLE AT THE EVENT. BLACK POWDER TO BE STORED IN THE DESIGNATED STORE ONLY.

DISPLAY / STALL FURNITURE & EQUIPMENT

ANY GAZEBOS / TENTS / MARQUEES / ETC MUST BE SECURELY FASTENED DOWN AND CHECKED REGULARLY, AND ESPECIALLY DURING ANY HIGH WINDS. FABRIC MUST BE FLAME RETARDENT WHERE POSSIBLE.

ALL EXITS, GATES, PATHS ETC ARE TO BE KEPT CLEAR AT ALL TIMES.

Trader / group title: .....

Signature .....Date.....