

Sheffield Fayre, 30-31 August 2009 – Participants' information

Society/group organisers – please distribute this to your members in advance of the event (and don't edit it, as this can cause problems). Please read this in conjunction with our standard terms & conditions for participation at www.eventplan.co.uk/conditions_of_participation.htm. All common sense, but important to highlight.

Sheffield City Council, Norfolk Heritage Park and EventPlan look forward to your participation at this, our seventh annual Sheffield Fayre.

Venue: Norfolk Heritage Park, Norfolk Park Road, Sheffield S2.

Directions: *From the North, East or South:* M1 Junction 33, then A630/A5/A61S to city centre via Sheffield Parkway. *From the West:* A57 to city centre.

From city centre: From the main Park Square roundabout (off Sheffield Parkway) take the A61(S) (Sheaf Street), past the railway station. Bear left, still on the A61(S) into Suffolk Road, then straight over the next roundabout past MacDonalds and up Farm Road. Turn next left into Park Grange Road under the Metro, then *immediately* left again to continue on Norfolk Park Road (if you go up the hill past Park Grange Croft Metro station, you have overshot!). The usual event entrance will be on the right. Brown signs are in place but temporary event road signs should be up to guide you from the city centre. *Do not* use the normal entrance to the park (on other days) off Guildford Avenue - this will be closed to vehicles during the event.

Please note that in case you intended using them, the local trams aren't running Sunday or Monday, for maintenance work.

Arrival time: Preferably after 10am on Saturday 29th August to give us set up time (or 3pm Friday 28th the absolute earliest, and if you pre-warn Howar). Please arrive before 8pm ie during daylight to simplify setting up. If you arrive Sunday, do so before 9am as all modern vehicles must be off the living history camp by 9.30am. Please note that the main park gates are locked/closed to vehicles nightly from Midnight to 8am (but open to pedestrians).

Departure time: Preferably by 8pm Monday 31 August (although you can stay over to Tuesday if wished, albeit without security staff on site).

Setting up: See site plan. Please ensure that you follow the correct route to your living history area, as these are on the hillside as well as on the flat at the bottom of the park. Please could a nominated co-ordinator from each group contact us *as early as possible* on arrival to confirm your spot. Group members should not set up until we've confirmed exactly where, otherwise you might well have to move! Modern camp as per usual, ie on the left as you enter the park - please park on the slope and camp on the flat ground.

Vehicles: Off the living history site 9.30am Sun to (Officially, 6.30pm Monday but in practice probably 5.30pm...await announcements). The only exceptions are official vehicles, static WWII vehicles (except during displays), & any agreed in advance with EventPlan for weapons storage at night.

Fires & rubbish: Shallow fire pits are permitted in living history areas as long as you carefully cut, water and reinstate the turf at the end. Wood will be provided, do not hoard stocks. Replace any unused wood where you found it. Bring an axe (or chainsaw) in case you need to chop any up, as in the past the contractor has not always cut logs small enough. Afterwards, cool and place all ash & rubbish in a skip, or within the tree line if completely cold. Sorry, no camp fires on the modern campsite (as these are football pitches). *Leave "your patch" spotless.*

Powder storage: Off site, groups have made their own arrangements.

Timetable: Attached. Please note the walk through for group co-ordinators/senior officers at 9.30am Sun & Mon.

Site services: In addition to portaloos/water etc available 24 hrs a day, facilities will be available in the *Centre in the Park* 8am – 5pm Saturday, 7am – 6.30pm Sunday, 7am – 6.30pm Sunday.

There'll be catering on site and the Centre's cafe will open early to offer their excellent cooked breakfasts at a very reasonable rate. During event hours, always avoid consuming anachronistic modern food/drink/ice cream if in period kit, it looks awful!

Beer tent with snacks and games Sat and sun nights. This year this will be located on the hillside overlooking the main arena. Please see the attached flyer, should be fun!

Security: Security will operate at night, council stewards during the day. *However*, as the park is an open site and the council reasonably emphasise that they cannot be held responsible for everybody's belongings, ensure you safeguard your kit, particularly during visitor opening hours – NB: sentries look good, and would help with this too. Don't leave weapons or valuables lying around unattended (we suggest you leave a modest "camp guard" during your arena displays, to augment stewards). Firearms and other weapons must be locked away "out of hours" unless physically guarded/slept with. Report any problems immediately and if anyone is acting suspiciously, keep an eye on them.

Wet weather: In the event of wet weather/ground, the council will no doubt require arrivals to drive onto the grass at specific points. So please advise your participants to take care when driving vehicles on site, listen to stewards, take note of any alternative arrangements made.

Health & Safety: Think and act safety at all times! Please carefully read and act upon the appropriate section in our terms & conditions of participation. Each society should produce and act on their event risk assessment.

Event enquiries or if lost: EventPlan – Prior to event: 01509 815645. From PM Thursday 28th: 07779 340108 (mobile).

For general enquiries, the *Centre in the Park* number during opening hours is 0114 2860400.

EventPlan Limited
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5.8.09