



MonksHill

Showground

Information Pack

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*This document is intended as a guide for minimum compliance that must be exceeded. It forms part of the External Event Producer (EEP)'s agreement with the venue as condition of hire. Failure to follow the guidelines outlined in this document will result in forfeit of the hire period without refund.
For the purpose of this document, the External Events Producer is the Hirer.*

Section 1 - Quick Start

Background

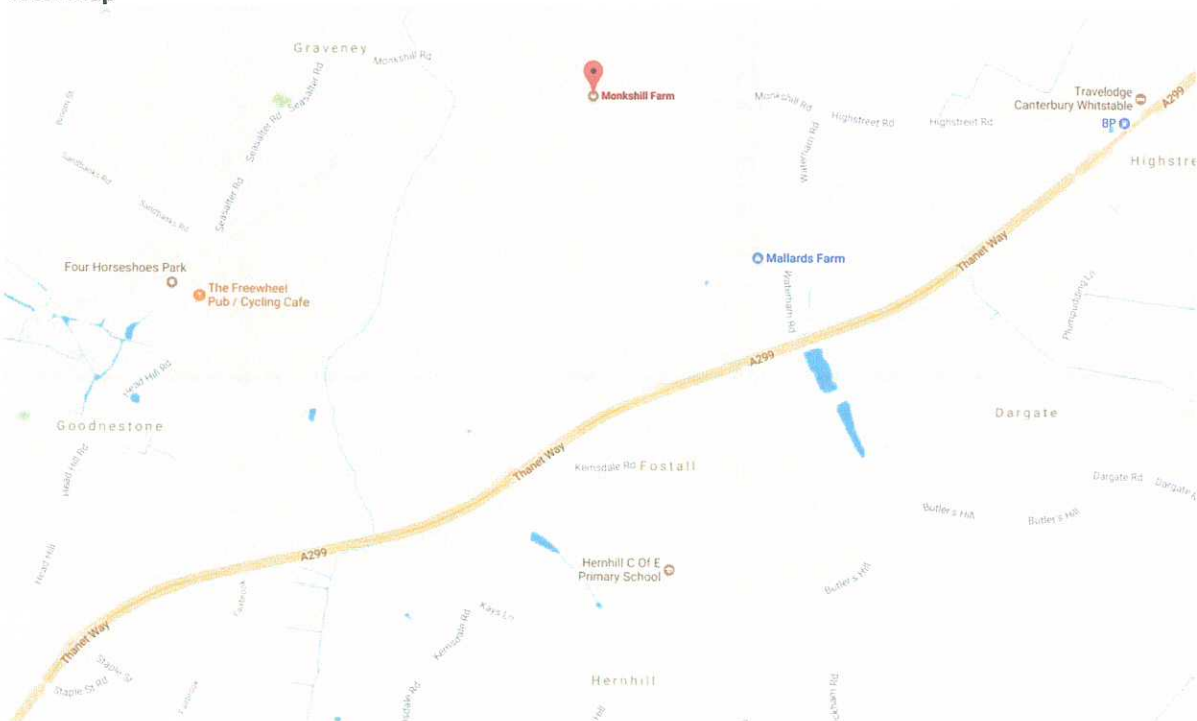
Monks Hill Showground is a 60-acre, 9,999 capacity site positioned between Faversham and Whitstable in the heart of Kent. It is available for dry hire to event organisers with basic facilities catered for, including the provision of potable water and basic electrical supply. The showground is run by Video Illusions Ltd in partnership with the land owners, and boasts a farm shop, restaurant and up-coming **glamping** pods alongside 8 large fields of events space.

Venue Address

The venue address is "Monks Hill Showground, Monks Hill Road, Faversham, ME13 9EH" and it is situated in the district of Swale in the county of Kent. The local council is Swale Borough Council.

GPS: 51.327212, 0.960386

Local Map



Contact Details

Venue / Site Manager: Dave Whiteoak, 07834455663, dave@videoillusions.net

Section 2 - Access

Site Map

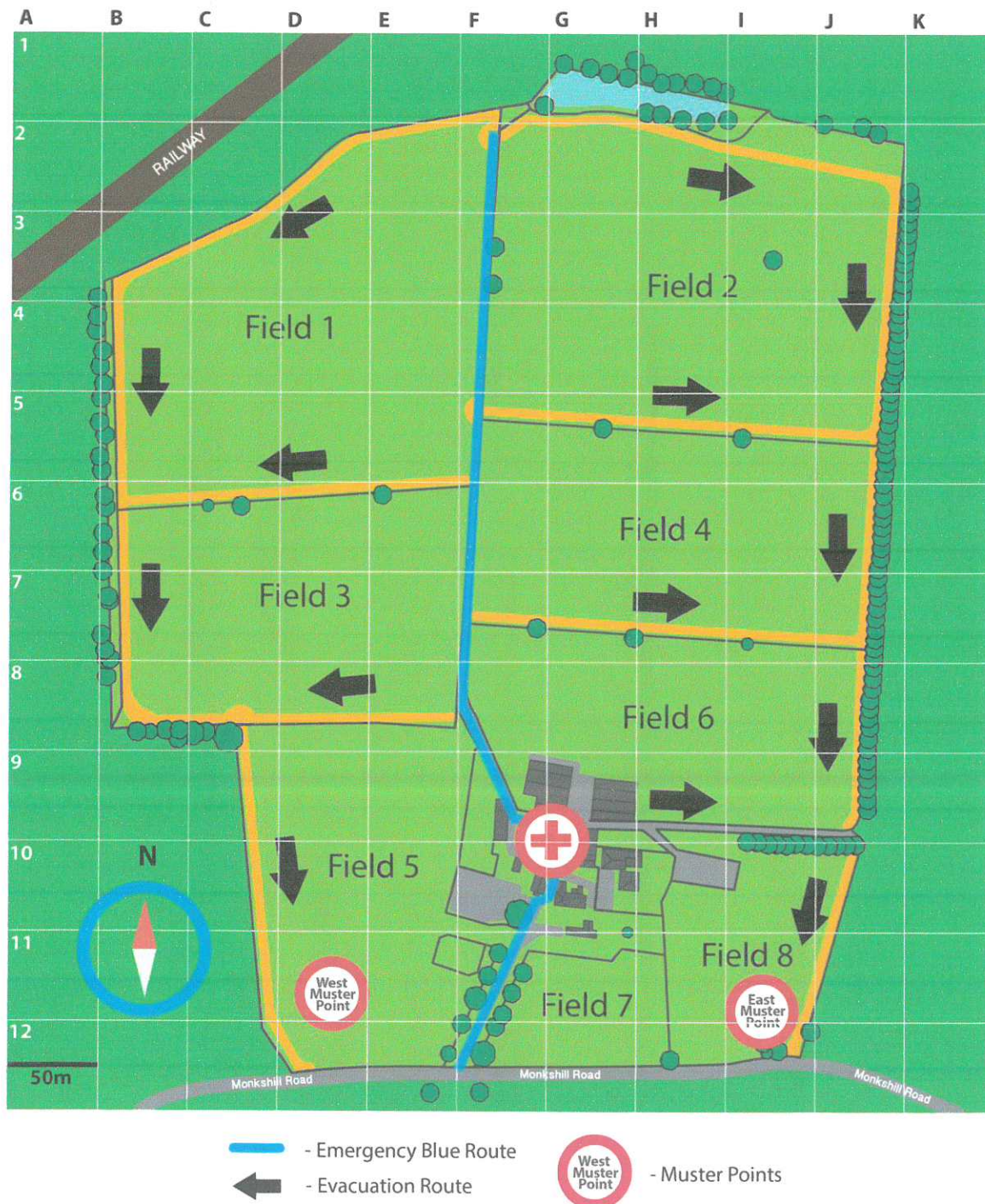


Vehicles on Site

There are roads surrounding each field which are suitable for heavy goods vehicles. Vehicles will stay on the roads wherever possible and will not drive above 5mph when in the events spaces. Vehicles will have their dipped headlights on at all times when the engine is running while on site. Vehicles will not use hazard lights and will indicate whenever changing direction.

Evacuation Procedures

All event management plans should follow the above evacuation routes to ensure continuity. It is expected that the EEP will choose one of the two muster points for their event and provisions must be made to ensure the central access road marked as the Emergency Blue Route is kept clear at all times.



Load-In

The External Event Producer will provide a build schedule to the venue management team prior to work commencing on site. This will include the expected delivery windows for all contractors and logistics teams and will ensure there is a steady flow of deliveries (rather than all arriving at once).

Section 3 - Facilities

Spaces: Fields 1 – 8

The showground is divided up into 8 main spaces, or fields (see venue map at the beginning of this document). Depending on the External Event Producers requirements, they may be hiring one or up to all of these event spaces. There may be other external event producers using other areas of the site simultaneously and so consideration should be made for adequate signage for deliveries and contractors to your area of the site to avoid any failed or incorrect deliveries.

Electricity

There is a small provision of electricity on site. Any persons attempting to attach to the venue electrical supply and energize it are expected to evidence a temporary power test and commission by a suitably qualified and experienced electrician. It is the responsibility of the External Event Producer to organise the inspection, testing and commission of all temporary electrical installations on site and to submit a power plan with loading calculations to the venue as part of their planning paperwork submission to the venue.



Medical

The venue has their own first aider when their staff are on site. The External Event Producer must provide a justified and evidenced provision of first aid for all aspects of their event and hire.

The nearest hospital is Kent & Canterbury Hospital, Ethelbert Road, Canterbury CT1 3NG

Security

It is the responsibility of the external events organiser to ensure that their event continues in a safe and structured manner which aligns with the licensing objectives laid out by the local council. The security contractors supplied by the External Event Producer are expected to reference the licensing objectives within their crowd management plan as well as justification on numbers of stewards and SIA personnel. The crowd management plan must be submitted to the venue prior to the commencement of any work on site by the hirer.

Toilets

The External Event Producer must show evidence of appropriate amounts of toilet and sanitation facilities for the expected amount of people at their event and during their build / break-down. For guidance figures, please consult The Purple Guide, the event safety guide. The venue does not have a provision of toilets suitable for event contractors to use and so it must be assumed there are no facilities available on site. Failure to provide adequate sanitation facilities for your event will result in the ceasing of the event until adequate provision is provided. This will be at the discretion of the venue management team.

Waste

The External Event Producer (EEP) will remove all waste and make good the event site they have used, as well as the immediate surrounding areas if they have been affected by the event. The EEP will ensure there is adequate temporary storage for refuse and it is unacceptable for rubbish, debris, off-cuts, excess, or any other materials to be stored outside of a container fit for purpose.

Inflatables

All inflatables on site will have a valid and in-date certification from PIPA or an equivalent governing authority on the safety of commercial inflatables. This must be available in physical form for inspection at any point while the inflatable structure is on site. Failure to have a certificate available for inspection will mean the inflatable cannot be inflated and cannot be used by any member of staff or public.

Fairgrounds

Similar to inflatables, any fairground rides must have an in-date and valid certification from ADIPS or an equivalent governing authority suitable for commercial fairground use, that includes the regular and documented inspection and testing of the equipment. This must be on site in physical form whenever the fairground rides themselves are on site.

Pyrotechnics/CO2

These must be operated by a suitably qualified and experienced individual. They must be planned and calculated by a qualified and experienced individual before they ever reach the site. That is to say it is not acceptable to manually adjust or otherwise modify an already-set feature once on site, without the submission of the updated paperwork, calculations and risk assessments that have come from a suitably qualified and experienced individual that is the named individual in charge of this department for the specific event.

Licensing

The venue license is available on request and outlines the licensing objectives that all events must comply with. Under no circumstances will any of these conditions be breached and the venue reserves the right to demand, for example, the turning down of audio, the ceasing of fireworks displays, the ending of an event early based on crowd dynamics or any other aspect that may lead to licensing objectives not being met.

We will not make individual exceptions to the licensing rules, so please don't embarrass both yourselves and us by asking for exceptions.

