



THE BEDFORD PARK FESTIVAL

10TH TO 26TH JUNE 2022

Briefing notes for Green Days stall holders

I hope this list of dos and don'ts will help with the smooth running of the weekend. **Do not publicise it widely as it contains security information and phone numbers.**

Queries

If you have any queries please contact:

Vicky Brooke (Site Manager) 07909 688362

Jane McCabe (Green Days Coordinator and Safeguarding Officer) 07725 091307

Nicola Chater (Festival Administrator) 07801 099547

Helen Dods (Money team) 07733 323479

Torin Douglas (announcements) 07860 422992

Vehicle access

Small vehicles such as cars can enter the Green via the gates directly opposite Turnham Green tube station or from the roundabout off Bath Road (please note the kerb height). Larger vehicles must use the entrance on South Parade, near the junction with Esmond Road. See site plan. There is no parking on the Green. **Vehicles must be moved off the Green by 10.00 am** on Saturday and by **9.45 am** on Sunday before the formal opening and children's Fancy Dress Parade. **Please do not leave vehicles unattended** because they can cause obstructions. There is free parking at the weekend in residential streets all around the Green.

Site plan

As you can see, the final site plan for Saturday and Sunday has a numbered key to the stalls. There will also be a copy on the St Michael's Information stall and at the entrance to the green opposite the tube station.

Badges

All stallholders will receive at least one Festival badge to identify helpers. They can be used – sparingly and with tact, please – to jump the queues for food and refreshments.

First Aid

This is in the hands of First Aid Cover who will be located next to the Church Stall.

Food and drink The Church refreshments stalls are: BBQ, crepes, Salad Days, cakes, refreshments marquee (lunches, teas and strawberries & cream) and the beer tent (selling soft drinks as well as beer, wine and Pimms). There will be a coffee van serving coffee and they are giving a share of their profits to the Festival.

Lost Children

All lost children should be taken directly to the Bandstand where an announcement will be made. Jane McCabe is the Safeguarding Officer and can be contacted if necessary during Green Days.

Loos

These are in St Michael's Parish Hall. They will be open from 10.30 am and manned from 11am till 6pm on Saturday and from 12 noon to 5pm on Sunday. The Tabard and Trinity have alternative facilities.



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Power

Please don't plug anything into the electric power system unless you have agreed this with Vicky. Stallholders are allowed lighting and nothing else. Questions about power or lighting should go to Vicky or to Jane McCabe.

Stall signs

All Church stalls will be provided with at least one laminated poster stating what they are, which charities the money goes to and the fact that the stall is manned by volunteers from the church. Please display prominently.

Waste Management / Recycling

Green Days is about caring for the community, and we want to care for the environment at the same time. The aims are simple: to reduce the amount of waste we create and recycle everything else. Please manage your stall to produce as little waste as possible, and take home as much as you can at the end of the day. Please dispose of your waste at the end of each day on the Green, and encourage others to do the same by putting it into the relevant bins on site. **There are skips available for your use at the West end of the Green.**

Money/security

Please be careful with the takings and your own handbags, wallets and purses.

Floats will be available from the Raphael Room from 8.30 am on Saturday. Otherwise, the money team will be in purdah. If you want to contact them don't go looking for them – ring Andrew Bickley's mobile (number above).

Money will be collected regularly by the counting team.

Do not accept £50 notes under any circumstances and watch out for counterfeit £20 notes. Hold notes up to the light and there should be an unbroken metal strip. Do not accept £20 notes for low-value items.

In the event of an incident, phone Vicky Brooke on 07909 688362 or contact the police (although we haven't had definite confirmation that they will be present). If they are they will be in the Cycle Zone.

Lost property should be taken to the Bandstand in the first instance, so an announcement can be made. If it is not claimed straight away, it should be taken to the Church stall for safekeeping. At the end of the weekend, items can be reclaimed from the Parish Office (020 8994 1380).

Nicola Chater

29 May 2022