



CONDITIONS OF PARTICIPATION FOR PERFORMERS AND WORKSHOP PROVIDERS

ALL PERFORMERS AND WORKSHOP PROVIDERS

1. **VEHICLE ACCESS** - For reasons of public safety, no vehicles will be allowed on the site other than briefly for unloading purposes only between 8.30 and 11am. All vehicles must be removed promptly once unloaded (maximum speed 5 mph) to the parking area by 11am. Vehicles can return for loading only after all events and/or the festival is over at 6pm, or unless permission has been granted prior to the event so that stewards can be arranged to escort you safely through the site. *Please note that you will need to provide the registration number for any vehicles that will be entering the site, without this information you may be refused entry. This needs to be completed one week prior to the event at the very latest.*
2. **EQUIPMENT** - You are expected to provide all your own equipment for the safe construction of your performance or workshop activity. If you do require any equipment such as tables, chairs or musical equipment, please include details of this in your application. Please note we will not be able to provide any such equipment on the day without prior agreement.
3. **HEALTH & SAFETY** – You must comply with all Health & Safety regulations at all times, this includes any Covid related guidance. If you are on-site before midday please be aware that the event will still be in build mode and as such health & safety issues are a concern. If at all possible avoid the centre of the Common and walk around the edge where less activity will be taking place. We cannot be responsible for your safety at that very busy time so use your own caution and avoid entering the site.
4. **SMOKING & ALCOHOL** - Please refrain from smoking or drinking alcohol in/on our stage and workshop areas.
5. **ACCEPTABLE BEHAVIOUR** - Please remember that this is a family audience, and as such refrain from swearing or any lewd behaviour and clothing. We also do not allow political or religious oratory.
6. **CHANGING FACILITIES** - Unfortunately we do not have changing facilities. Please do not use the ladies toilet in the Rugby Club as a changing facility.
7. **PROPERTY** - Please note that the area to the back of the stage is a working area and is not secure, so any belongings that you leave there are left at your own risk, we take no responsibility for any lost or damaged property.

8. **PUBLIC TRANSPORT** - We encourage you to use public transport wherever possible. The festival site can be reached easily by bus routes (buses 51, 53 and 291 all stop at the site), it can also be reached by overground train to Plumstead followed by a 10 minute walk uphill. You can also go to Woolwich Arsenal overground or DLR stations and get buses 51, 53 or 291 to the site, or taxi cabs for approximately £6 for a mini-cab. Please check the Transport for London journey planner to plan ahead.
9. **BYE LAWS** - Plumstead Common is subject to Bye Laws, which can be viewed at the Town Hall. These byelaws cover amongst other offences, litter, creating damage, parking, noise and nuisance. Breach of any byelaws will result in removal from the site by a Council Officer or Constable and/or prosecution. No person shall be allowed on the grounds without the consent of the Council (via the Plumstead Make Merry committee), to sell or offer or expose for sale or let to hire or offer or expose for letting to hire, any commodity or article.
10. **HANDOUTS** - We do not allow you to distribute promotional material around the site, if you have specific leaflets/ flyers etc. that you would like attendees to have access to, they can be left at the Information Tent, but please note that this is by prior agreement only. If you would like to take advantage of this, please email entertainment@plumsteadmakemerry.co.uk no later than one week prior to the event.

PERFORMERS ON THE BANDSTAND AREA

11. Please ensure that you adhere to the conditions set out in points 1 to 10 above.
12. **PAYMENT** - We are unable to pay performers in these areas.
13. **BACKING TRACKS** - If you have a backing track for your act, then please send it to entertainment@plumsteadmakemerry.co.uk by 12 noon on Friday 28th May. Backing tracks will need to be on an appropriate format that you can send by email so that they can be passed onto our sound engineers. It is essential that you number the tracks in the correct running order for your set. If you are unable to provide this by 8th May you will need to let us know as soon as possible so that an alternative arrangement can be made. If your backing track is unable to work this will affect your stage time, the schedule is tight and over-runs are not permitted so you may have your allocated time cut accordingly or may not be able to perform at all.
14. **STAGE TIMES** - You may request a preferred performance time at the time of application. However, there is no guarantee that you will get this slot, though we will do our best to accommodate your request. Please be patient and await your time allocation once the schedules are confirmed in early June. Amendments are unlikely unless there are cancellations. Performance times are strict as there is a very tight turnaround between acts, therefore if you arrive late there is no guarantee that you will be able to perform. Please also ensure that you do not over-run your time as this has a knock-on effect on the schedule.
15. **ARRIVAL** - Please ensure that you report to your stage manager when you arrive on site and then again no less than 15 minutes before your performance time, and ready to perform.

16. **INSTRUMENTS** - The Bandstand area has a full backline. If you have specified that your act includes a drum kit or a keyboard, one will be available for your use on the stage. If you have any other requirements please let us know at time of application.
17. **SOUNDCHECKS** - Unfortunately due to the time of the build in the morning, sound-checks are not available.
18. **THE 'TWO YEAR RULE'** - Due to the cancellation of the 2020 festival, we are waiving this rule for 2021.

ACTIVITY PROVIDERS IN THE WORKSHOP TENT

19. Please ensure that you adhere to the conditions set out in points 1 to 10 above.
20. We have five sessions that each last one-hour in our Workshop Tent.
21. If you are running a Workshop, you will need to provide the following prior to the event (these are expected by 1st May 2021 at the latest):
 - Risk Assessment
 - Public Liability Insurance
 - Your website address we can promote
 - A photograph we can use for publicity purposes
 - Details of your session
22. If you are running a session in The Workshop Tent, please ensure that you report to the stage manager in The Bandstand area no less than 15 minutes before your start time. Please also make sure that you leave that area tidy and free from litter for the next session provider.
23. We do not provide any power in this area. If your activity requires power please let us know at time of application. If it has been agreed prior to your acceptance of application that you can provide a generator, you will need to ensure that it is placed safely away from the public, suitably fenced off and can only be refuelled after being turned off and allowed to cool down. If you will be using a generator you must provide adequate fire extinguishers and notify the organisers at the time of application of your intention to use a generator. This is requirement of the License and anyone not fulfilling this will be required to leave the site, according to the Health & Safety regulations.
24. If you intend to offer prizes, they must not include alcohol, livestock or any other animals, food or drink, flammable materials, plastic knives, toy guns or any other articles that may prove dangerous in the hands of children or encourage acts of violence.
25. In line with legislation, only registered food providers can make and sell food or drink on the day. Unless you are a registered food stall with us, you are not permitted to do so.
26. We must insist that noise from activity areas is kept to a minimum level, which will not cause a nuisance to others and allow the main public address systems to be heard.

PLEASE RETAIN THESE CONDITIONS FOR YOUR INFORMATION

The Plumstead Make Merry is organised and run by a non-profit making group of volunteers with an aim to organise a public fun day and enable organisations, charities and local businesses the opportunity to promote their work. To help ensure that the festival continues, we are always looking for donations. If you are able to publicise our event please do so.

You can find our website at

www.plumsteadmakemerry.co.uk

You can also find us on social media at

www.facebook.com/PlumsteadMakeMerry

www.twitter.com/PlumMakeMerry

www.instagram.com/PlumsteadMakeMerry/

YOUR PERSONAL DATA:

Personal information needs to be collected so that we can contact you and process your application and to comply with obligations outlined under our terms and conditions. For information on how we use your personal data, please see our privacy policy on our website.