

Gala Festival Contractor Pack



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**PLEASE ENSURE YOU HAVE READ AND SIGNED THIS DOCUMENT
PRIOR TO ARRIVAL ONSITE.**

Welcome,

We're very pleased that you will be working with us to produce Gala Festival at Peckham Rye Park.

This pack is designed to prepare you for the event and to provide you with all the information you need. It also reminds you of the information that you need to provide us with to ensure your arrival on site is as smooth as possible.

All accreditation and health and safety documents must be uploaded to Eventree by **Monday 2nd May**. You will not be allowed onsite without your tickets, so please ensure that you have filled out this form and submitted your documentation, else your tickets will not be sent to your team.

If you have any further questions please contact julia@wearethefair.com

We look forward to working with you,

Gala and We Are the Fair.

OVERVIEW

Project: Gala Festival 2022

Event Overview:

GALA is a three-day independent music, culture and arts festival which showcases the best food, drink and music from South East London and the surrounding areas. Gala launched in 2016 at Brockwell Park. This year it will be the sixth edition of the event and its fourth year in Peckham.

Live dates and times:

THURSDAY 2ND JUNE 2022	Doors: 11:30 Main stage curfew: 22:30 Bar curfew: 22:00 Catering curfew: 22:15 Public Offsite: 23:00
FRIDAY 3RD JUNE 2022	Doors: 11:30 Main stage curfew: 22:30 Bar curfew: 22:00 Catering curfew: 22:15 Public Offsite: 23:00
SATURDAY 4TH JUNE 2022	Doors: 11:30 Main stage curfew: 22:30 Bar curfew: 22:00 Catering curfew: 22:15 Public Offsite: 23:00

Build/Break dates and times

BUILD MONDAY 23RD MAY – WEDNESDAY 1ST JUNE 2022	08:00 – 20:00 Daily
THURSDAY 2ND JUNE 2022 (LIVE DATE)	Morning: 08:00 – 10:30 Closedown/overnight: 23:00 – 0:00
FRIDAY 3RD JUNE 2022 (LIVE DATE)	Morning: 08:00 – 10:30 Closedown /overnight: 23:00 – 0:00
SATURDAY 4TH JUNE 2022 (LIVE DATE)	Morning: 08:00 – 10:30 Closedown /overnight: 23:00 – 0:00
BREAK SUNDAY 5TH JUNE – THURSDAY 9TH JUNE 2022	08:00 – 20:00 Daily

PRIOR TO ARRIVAL ONSITE

Documents:

All of the listed documentation are required by **Monday 2nd May**
(please upload these to Eventree – if you have any problems
uploading please contact julia@wearethefair.com

- Site specific Risk Assessment
- COVID-19 Risk Assessment
- Method Statements
- Evidence of appropriate Public, Product & Employers Liability insurance
- PAT Testing
- Evidence of flame proofing or certificates for fire retardant fabrics.
- Structural and wind calculations
- Any other relevant safety documentation needed for your field of work

Food Traders must additionally supply:

- Proof of registration as a food business
- Latest hygiene inspection score
- Risk Assessment
- Fire Risk Assessment
- Method Statement
- HACCP (Hazard Control Point and Critical Analysis)
- Insurance – Public, Product and Employers Liability
- H&S Policy (if you have more than 5 employees)
- Staff Training Records
- Gas Safe (if applicable)
- Electrical Inspection report/ PAT Test results
- Allergen Information

Accreditation:

Accreditation will be done through Eventree and each crew member will receive a ticket.

– Please direct accreditation queries to Julia on
julia@wearethefair.com

- Accreditation form MUST be completed by **Monday 2nd May**

Information on accreditation upon arrival is later within this document.

Site Requests:

- If you require the use of plant, radios, power, waste or other site services, please request these by EOP 2nd May via

Eventree. Power is provided for this show; you must supply power requests in advance.

- No connection will be made to equipment that fails to meet current regulations.
- Plant use must be booked in advance and signed out from the site office daily.
- Operators must file a valid licence before plant can be signed out.

Prohibited items:

Please do not bring any of the following to the event:

- Glass in any form.
- Fireworks, except where part of a certified installation.
- Explosives.
- Bottled gases, except where part of a certified installation.
- Animals, including pets.
- Controlled Substances.
- Legal Highs.
- Under 18's - whether they're your children or best mates' son! This site is licensed for over 18's ONLY and is also unsafe for minors.

General H&S Rules:

- All contractors are required to provide their own first aiders and first aid kits.
- All contractors must provide their own PPE
- Any accidents that occur must be reported to the Site Office immediately.
- Any near miss incidents must be reported immediately to the Site Office.
- The organisers are not liable for any loss of property whilst on site. Keep your belongings safe.
- Keep your work areas tidy to avoid trip hazards
- During show days anyone requiring first aid treatment should request Quad Medical from Event Control.

Additional:

Please also ensure you bring all the required tools, consumables and PPE required for your job to site. Anything taken from the site office will be charged to you.

All contractors must be ready for a site inspection either upon install completion during the build phase or 2 hours prior to opening on live days.

LOCATION

Site Address:

Gala Festival Production Entrance (GATE 1 & GATE 2)
Strakers Road
Peckham Rye Park
London
SE15 3UA



What 3 Words:

Access Gate 1: hungry.weep.passes

Access Gate 2: lance.chops.drama

Production & Accreditation Location: bubble.punch.party

ACCESS INFORMATION

It is extremely important this page is circulated to your staff / drivers to ensure smooth and safe entry to site. There is a café & playground which runs parallel with the main route in and out of the park for vehicles – this is a concern for the local authorities so we have created an extensive access plan which we expect all drivers to adhere to.

If you're in a vehicle OVER 3.5t please use GATE 1. The postcode for this gate is: SE15 3UA (map below).

If you're in a vehicle UNDER 3.5t please use GATE 2. The postcode for this gate is: SE22 0LU

GATE 1 (SE15 3UA)

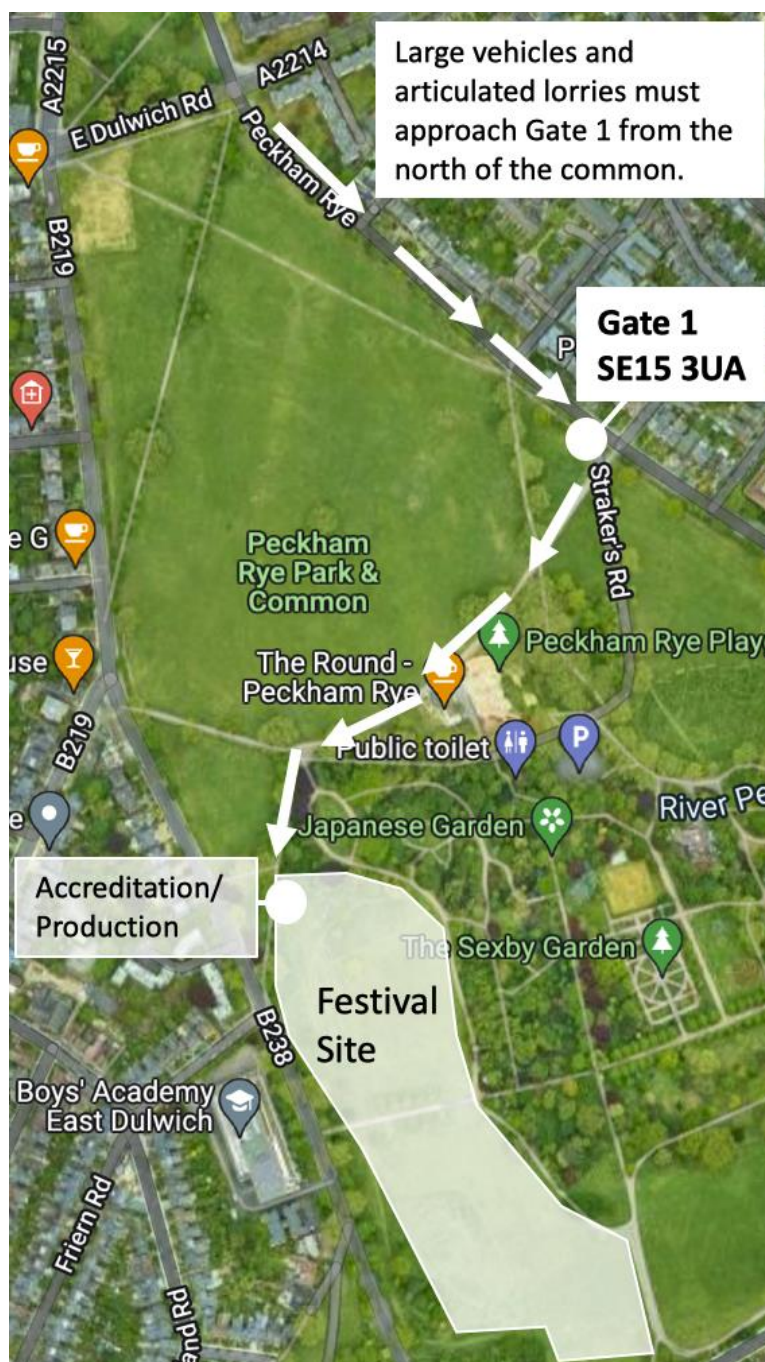
**Suitable for large vehicles & artics*

GATE 2 (SE22 0LU)

**Suitable for small vehicles up to 3.5 tonnes*



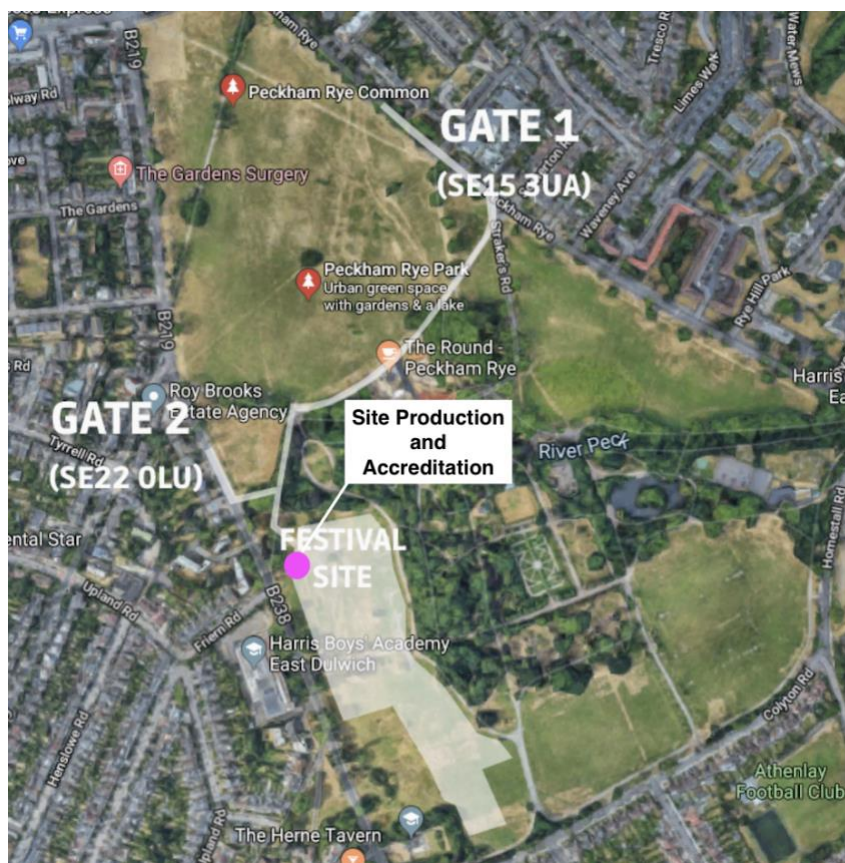
If you are arriving in an articulated vehicle or lorry, you must approach Straker's Rd from the north to use GATE 1. The turn is too tight to approach the gate from the south.



When you reach either gate there will be a steward in hi vis ahead of you. Please stop at the barrier and wait for the steward to instruct your next movement. The steward will direct you to the correct route. Before you are allowed to enter, the security member will check you off the accreditation list. Please allow extra time as vehicles are not permitted to move until full approval from the relevant parties. You will then be escorted to the main festival entrance. Please ensure you list the detail of every vehicle so we can ensure you use the correct entrance and exit to and from site.

Please bear in mind the park is constantly in use by others so there is a **STRICT** 5mph speed limit. You **MUST** have your beacons or hazards on. Please be extra careful of children and dogs and keep a good eye of your surroundings as the park is usually extremely very busy.

EVERY SINGLE VEHICLE MUST BE ESCORTED ON AND OFF SITE. PLEASE ALLOW EXTRA TIME.



Arriving by Public Transport:

The closest train stations to the event site are:
 East Dulwich (Southern)
 Honor Oak Park (Overground)
 Nunhead Station (South Eastern)
 Peckham Rye (Overground, South Eastern)

Deliveries/Collections

THERE WILL BE **STRICTLY NO VEHICLE MOVEMENT** ON THURSDAY 2ND, FRIDAY 3RD AND SATURDAY 4TH JUNE **BETWEEN VEHICLE CREW HOURS 10:00 - 23:30*** you will be granted access to the site following the event only once Event Management have signed off to do so.

VECHILE ACCESS DURING THE **BUILD AND BREAK IS BETWEEN 08:00 - 20:00 ONLY**

- You must request a pass for any vehicles that need to remain on site, this barcode will be provided via **Eventree in advance and exchanged for a pass at the Site Office on arrival.**
- Any vehicles that are given permission to remain on site must not move within the vehicle curfew time
- All vehicles must be escorted on and off the site.
- Where a beacon is not fitted, please use dipped headlights.
- We operate a HAZOFF site, Please do NOT use hazards once you reach the site (hazards to be used while travelling through the park). Indicate where necessary.
- When reversing, a banks man with a hi-visibility jacket must be used.

Parking:

- There is **extremely limited on site parking.** All non-essential vehicles including delivery vehicles must leave site straight after their jobs are complete.
- You must request a pass for any vehicles that need to remain on site in advance via Eventree. These will be sent out with your tickets prior to arrival.
- Any vehicles that are given permission to remain on site must not move within the vehicle curfew time
- The event day vehicle curfew runs from 09:30 - 23:30 on the Thursday 2nd, Friday 3rd, Saturday 4th June.

Please note:

- Please note that the responsibility for Congestion Charge, LEZ and other payments and fines lies solely with you. The event organisers will not cover these costs, parking or other fines.
- Vehicles must give way to other park users and pedestrians at all times.
- Make sure you arrive for your agreed build & break times promptly or you may not be able to access site.
- During Build and Break day, vehicle access is between 8am - 8pm **ONLY.**

LOAD IN & OUT

ALL CONTRACTORS MUST

- Supply and wear hi visibility jackets for themselves and their staff. Please note that unless you are working on stages on live show days, hi-vis must be yellow or orange, not any other colour.
- Be ready for H&S Inspections 2 hours before the venue opens at 09:30 on Thursday 2nd June.
- Clear all vehicles except for vehicles that are required for their work 2 hours prior to trading start time. (All vehicles will require accreditation, please see the accreditation section later in this pack).
- All static vehicles must be approved by the production team, please make sure you send over size and vehicle details at least a full week prior to event day.

Load in:

- Please arrive promptly on your agreed arrival date and time, we ask that you please stick to your designated arrival time. If you are going to be late or early please let your site contact know (numbers listed below).
- Upon arrival at the gate you will need to show your barcode ticket. security staff will give you clearance to enter the site. You may have to wait a little while before entering the site, please be patience with our staff. Please stick to your given schedule times to alleviate as many issues as possible.
- Following this you will then be directed to the site/accreditation office were you will need to be accredited. Further details on the accreditation procedure are later within this document.
- Passes are to be collected individually on arrival by each person in your group. All passes must be picked up from the site office.
- You **MUST** check in with the production manager before starting work. Please make sure your staff are prepared for this. Do **NOT** start any work on site until you have been met by the production/site manager who will discuss your individual job with you.
- When you have finished installing your equipment you **MUST** sign out with the production manager. We will need to inspect your work before you leave site, as well as complete handover certificates. **If you leave site without doing this you will be called back to site.**

Load out:

- Supply and wear hi visibility jackets for themselves and their staff.
- You will need to wait for the production/site manager to confirm the onsite curfew has been lifted and vehicle movement is granted before gaining access on or off site.
- All infrastructure/traders/equipment/personnel must be offsite by **Wednesday 8th June.**

ACCREDITATION



Accreditation Opening times:

BUILD MONDAY 23RD MAY – WEDNESDAY 1ST JUNE 2022	08:00 – 20:00
THURSDAY 2ND JUNE 2022 (LIVE DATE)	08:00 – 20:00
FRIDAY 3RD JUNE 2022 (LIVE DATE)	08:00 – 20:00

SATURDAY 4 TH JUNE 2022 (LIVE DATE)	08:00 - 20:00
BREAK SUNDAY 5 TH JUNE - THURSDAY 9 TH JUNE 2022	08:00 - 20:00

Key Info:

- All staff and contractors working on site must be accredited via Eventree before coming to site.
- Friends and family must not be included on the contractor's personnel list.
- Any lost accreditation must be reported to the site office **immediately** and replacements may be charged for.
- Passes are not transferable - anyone found transferring, lending or selling passes will be ejected from the event site.
- You must request the number of passes you require in advance of the event with your site contact
- **Your passes will not be issued until all H&S documentation has been received.**
- Passes are to be collected individually on arrival by each person in your group upon providing a valid barcode ticket. All passes must be picked up from the site office. You will NOT receive your pass without completing a site induction via Eventree.

Accreditation forms must be sent by 2ND MAY to Julia on julia@wearethefair.com

Onsite Accreditation Manager: Julia Mackness - 020 8068 4611

KEY ONSITE CONTACTS:

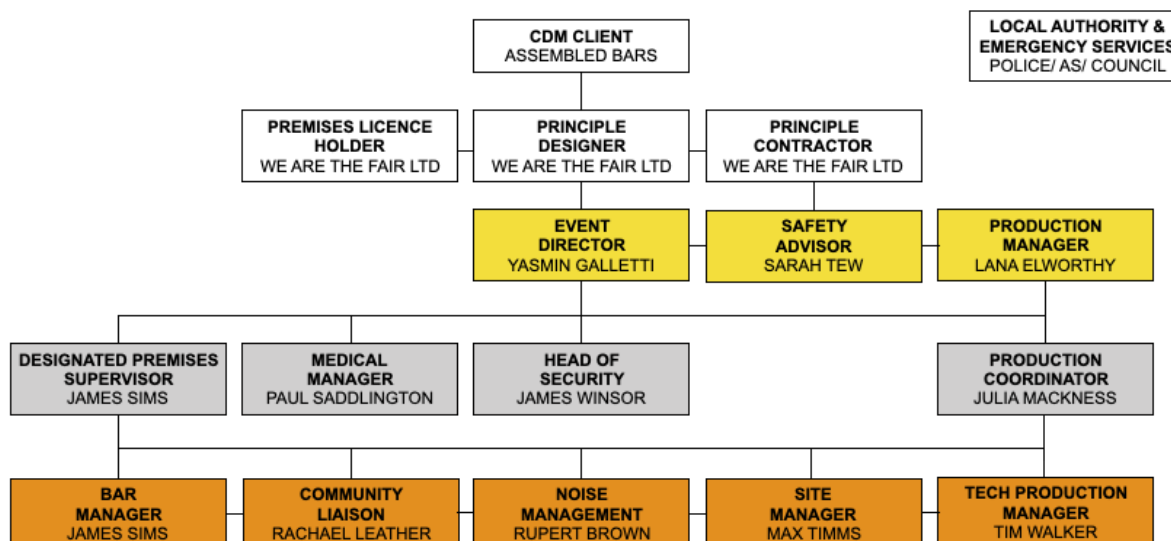
For support or queries please contact your point of call firstly.

*FOR ACCESS INFO & QUERIES PLEASE CALL **JULIA MACKNESS**

NAME	ROLE	RESPONSIBILITY	CONTACT NUMBER
Yasmin Galletti	Event Director	Implement strategies for managing the festival	07546 106 928
Lana Elworthy	Production Manager	Technical & site infrastructure	020 8068 4612
Sarah Tew	Safety Advisor	Safety & emergency situations	07891 334 030

Julia Mackness	Production Coordinator	Supporting Management team	020 8068 4611
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COMMAND STRUCTURE:



HEALTH & SAFETY:

GENERAL WELFARE

- Toilets and drinking water will be available for the use of contractors will be provided. Please bring a reusable bottle.
- Please keep an eye on the weather and make sure you have sunscreen and wet weather gear.
- The promoters are not liable for any loss of property whilst on site. Keep your belongings locked up.

PPE

- During Build & Break ALL contractors are required to provide their own relevant PPE.
- All persons on site must wear Hi-Vis and closed toe footwear. Hi-vis must be yellow or orange, not black or blue.
- Further PPE as identified in the risk assessments produced for each task must also be provided and worn where appropriate. For staff working in high level noise areas, ear plugs must be provided.

FIRST AID

- During Build & Break, all contractors are required to provide their own first aiders.

- Any accidents and near miss incidents that occur must be reported to the Site Office immediately.
- During the show First Aid can be requested via Site Office.

H&S INDUCTION & PLANT / RIGGING tickets

All contractors, traders, event staff and members of public entering the site outside of operational hours will need a site H&S induction before they can receive their accreditation and are allowed on site. This is for your safety and is non-negotiable.

- Please ensure any and all rigging crew bring their tickets with them to be photocopied
- Please ensure any staff members using our plant bring their tickets with them to site and also send this in advance.
- *All plant & buggy keys MUST be signed in and out of the site office. These will only be given out when the site office manager is shown the appropriate accreditation. Please bring these straight back to the site office when you finish using plant / buggies.

Health and Safety Sign Offs

Completion certificates must be filed with the Event Organisers. This applies specifically to contractors providing any of the following:

- Structures including stages, marquees, big tops, steel shield, pit barrier etc.
- Electrical Installations
- Water Installations
- Our premises licence is conditioned on providing this documentation to the licensing authority in advance of the show days. Consequently, failure by a contractor to supply will amount to a serious breach of contract.

Ground Damage Rules

- Driving on the grass is prohibited at any time without consent of the Production Manager.
- Heavy plant work will cease if raining, unless it results in the opening of the show being delayed and any workers who cause ground damage by driving carelessly will be fined.

Fire Safety

- You must take all steps to ensure that your equipment is safe to be brought on site. In particular, all décor items and fabrics should be flame proofed, electrical equipment should be appropriately tested and you should provide appropriate extinguishers.

SITE INFORMATION & RULES:

Be courteous to other suppliers and staff working on site - we all have jobs to do and can work around each other.

SITE RULES and H&S

- Please provide every member of your team with a copy of this page.
- No driving within the grassed areas of the site unless permission has been granted.
- Any workers who cause ground damage by driving carelessly will be fined.
- All contractors MUST report to the Site Office on arrival.
- Contractors must make provision for appropriate lighting when working in poor light.
- Contractors and suppliers are responsible for ensuring their staff take regular breaks.
- You must wear your hi-vis jacket and appropriate footwear at all times whilst on site during the Build & Break. You must also wear any additional PPE appropriate for your job.
- Follow your company's risk assessments and method statement for the job that you are doing.
- If you are unsure of how to safely carry out a job you are doing you must ask your Manager, the Production Manager or the Health & Safety Advisor.
- Do not use or interfere with any equipment, which you do not own and/or are not trained to use.
- Site speed limit is 8 mph. Keep to marked routes and do not drive on the grass without the permission from the site office.
- Do not work while over tired. Take sufficient breaks and make sure you remember to eat regularly and drink sufficient amounts of water.
- Take extra care in inclement weather and wear appropriate clothing for the conditions.
- Observe any one-way systems or other traffic management systems in place. Always follow the directions of security and traffic marshals.
- Report any safety concerns you may have to the Production Manager/ H&S Manager who is available on the site radio or via the Site Office.
- All accidents and near misses must be reported to the Safety Manager or the Site Office to be recorded in the accident book.
- Take notice of all signage, it is there for your safety.
- Any decision made by the Event Management Team is final.

- There is a STRICT no alcohol consumption and no drug use policy. Anyone suspected of either of these offences whilst working on site risk being ejected and we reserve the right to terminate their contract with immediate effect. All suppliers will be expected to replace any staff immediately.
- Do not refer to the event on social media unless prior agreement has been made with the Event Organisers.
- Completion certificates must be filed with the Production Manager or Health & Safety Advisor BEFORE leaving site.

DRIVING RULES

- When driving onsite please stick to the trackway, driving on the grass is only permitted with approval of the Production Manager.
- The site speed limit is 5mph.
- Any workers who cause ground damage by driving carelessly will be fined.
- Take care driving on trackway – speeding on the trackway can damage your vehicle. Trackway can also become slippery under foot.

WASTE AND RECYCLING

- The event aims to recycle as much of the waste generated on site as possible and we request that you assist the waste and recycling teams by separating your waste at the point of use as directed.
- Staff should bring reusable water bottles to refill during live days in order to reduce single use plastic onsite.
- The charging and discharging of fuel tanks is expressly prohibited anywhere on the site.
- No grey waste can be discharged directly in to the land. Grey water is defined as ALL water except clean drinking water.
- It is expressly forbidden to use public drinking water standpipes for personal hygiene or to supply water to any other location. Detergents, soap, bleach and any other cleaning agent is prohibited, unless used at designated points. The Site Office will advise on this matter.

EQUALITY OF OPPORTUNITY

- WATF are committed to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

- Anyone who feels that they have been subjected to unfair discrimination should report this to the Site Office and appropriate action will be made by the Event Management Team.

TRADERS & BARS

- You must keep your pitch area clean and tidy – PLEASE ensure all waste and any items within your pitch are taken with you when you leave the site. See above for other waste items.
- Please take any palettes with you when you leave the site
- Please ensure your staff take extra care when handling food
- Traders are expected to be self-contained and will bring any required water & hand wash facilities.
- Traders must also take any grey water with them as there is nowhere to dispose of it on site.
- All oil MUST be taken off site with you
- Power requirements must be submitted in advance, you will only be supplied with the allowance you have requested. Anyone found tampering with power distribution will be ejected from site.

WE ARE THE FAIR
GALA FESTIVAL 2022

PECKHAM RYE PARK
51.457103, -0.063472
25m GRID
SCALE 1:1,750 @ A3

-Key-

- Bars
- Toilets
- Heras
- Ped Barrier
- Steel Shield
- MET Barrier
- Stages
- Traders
- Fire Exits
- EVR
- LICENSING LINE
- Permanent Trackway
- Temporary Trackway
- Stretch Tent
- Cabins
- Pit Barrier
- Dome
- CO2 Fire Extinguisher
- Water Fire Extinguisher
- Powder Fire Extinguisher
- Wet Chem Extinguisher
- Towerlight TL
- Bell Tent
- Scaff Signage

Drawn by: Lana Elworthy
Checked by: Yas Galletti
Version: V1
Date: 08/04/2022

THE FAIR

STAGE TIMES:

AREA:	STRUCTURE	CAP'	TECH (PA's)	THURS 2 ND JUNE	FRI 3 RD JUNE	SAT 4 TH JUNE
MAIN STAGE	Bespoke	8,500	Flown PA Stack with Delays and Screens	11:30 - 22:30	11:30 - 22:30	11:30 - 22:30
STAGE 2	Bespoke	2,700	Stage Structure Ground stacked PA	11:30 - 22:30	11:30 - 22:30	11:30 - 22:30
STAGE 3	25m Dome	950	Stage Structure Ground stacked PA	11:30 - 22:15	11:30 - 22:15	11:30 - 22:15
STAGE 4	Bespoke	1,200	Small decking for DJ and Small PA	11:30 - 21:45	11:30 - 21:45	11:30 - 21:45

RADIO CHANNEL LISTING

1. Event Control/ Site Office
2. Security
3. Medical/ Welfare
4. Event Management
5. Site Management
6. Artist Management
7. Stage Technical Management
8. Traffic Management
9. External Security
10. Bars