

Coventry Leofric Lions Donkey Derby and Charities Fair Site conditions 2012

Each stall-holder/concession manager is responsible for managing their site/activity safely and responsibly. A risk assessment must have been conducted and adequate safety controls put in place, including fire prevention, to safeguard members of the public and others. We will provide you with a general risk assessment if you wish (please provide a stamped addressed envelope)

1. You must manage a safe operation at all times and be fully covered by relevant public liability insurance. We will require proof of this and a copy of your risk assessment.
2. Risk assessments must also include how you intend to reduce the risk of injury from fire as a result of your activities or actions of your 'staff'.
3. The event opens at 12.00md. Set up is between 8.00 am and 11.30am on the day. Access to the Park is via the Beechwood Avenue (*Park and Ride*) entrance and left to the perimeter road. Please leave the Park by 6.00pm. There is no mains electricity on site and water is from a standpipe paid for by the Lions. In inclement weather and you need a vehicle on the grassed site, you must supply running boards to prevent damage to surfaces soften by rain. ***If you cause damage to the surface you will be liable for the costs of the repair.***
4. Stewards will check you in and control vehicular access to the Donkey Derby site for build-up or knockdown, *again see the final sentence in para.3 above*. Access is severely restricted between 12md and 5.00pm. The park is a pedestrian zone and maximum speed is limited to 10 mph. Vehicles must display hazard warning lights.
5. Cooking food on site is not permitted unless you have the required food hygiene certificates and specific written permission from us. Homemade cakes and sweets may be sold provided that any foodstuffs offered for 'sale' to the public have been produced, stored and handled in accordance with current Food Safety (General Food Hygiene) Regs. Contact Coventry City Council Food Safety Team 024 7683 1850 for advice and helpful leaflets.
6. We do not allow the sale of sandwiches, crisps, drinks etc. as these are items that the Lions will be selling at their own facilities. Drinks may only be sold if they form part of an order for the previously approved concession.
7. Offering tombola prizes of alcohol is not permitted without specific written authority from The City Council, through Coventry Leofric Lions. This activity, for the purposes of licensing laws, is classed as 'selling' and without a licence it is illegal. The mere act of selling tickets to people under 18, where they could win an alcoholic prize, is an offence. A Liquor Licence from the Council will be in force for the beer tent and one other outlet. It is unlikely that the Council would ease their restrictions to allow others to sell alcohol.
8. We do not permit, without our express permission, the use of bouncing castles or fly wall type of equipment. Inflatable Play Inspector Scheme registration is required and guidance can be downloaded from www.pipa.org.uk.
9. Please keep you site tidy and at the end of the event it must be free of litter. There are numerous litterbins inside the site and a litter skip by the pavilion. Cardboard and bric-a-brac should be removed from the site by you as facilities are limited.
10. Please have a safe and enjoyable day.

Coventry Leofric Lions reserve the right to immediately exclude, without compensation, concessions and stall holders in the event of a failure to comply with these conditions or for unacceptable behaviour.

Visit www.leofriclions.org.uk for information and pictures of the event