



**Creech St Michael
Party In The Park 2023**

Event Management Plan

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About The Event

Creech Party in the Park is a family fun day and evening, it is run by volunteers, for the local community. The event has been running since 2013 and has steadily grown in facilities and popularity. All the proceeds of the event are used for local causes and events. Events funded include: over 60s fish and chip supper with bingo; over 60s cream tea in the park; village clean-up days with BBQ; and most recently a Coronation event with big screen and cream tea for the whole community. Donations have been made to the pre-school, primary school, youth projects, churches and towards parish defibrillators. We still keep a good reserve of funds to cover costs in the event of bad weather affecting turn out.

Event Date – 15th July 2023

The event is usually split into two sub events for day/night, however, this year we are only running an evening event. The gates are opened for the evening ticketed event at 17:00 with the bar and music finishing at 23:45.

Event Location

The event will be held at the Creech St Michael Recreation Ground in Hyde Lane at the western edge of the village.

Map Cords: 51°01'49.8"N 3°02'48.0"W



Google Maps Link: <https://goo.gl/maps/QdfJcoucZ9T2>

Organiser

The event is run by volunteers as a committee of parish councillors and volunteers. A list of the primary committee members and their main responsibilities are listed in Appendix A. All are able to cover each other in the event of that person being unavailable. The parish councils contact details are as follows.

Creech St Michael Parish Council Clerk
1 Impens Cottages
North Newton
Somerset
TA2TA7 0BB

Tel: 07708 680797

Email: clerk@creechstmichael.net

Types of Performers/Activities

The event will have live bands playing music from a stage area in the west side of the site and a bar running from a marquee next to the pavilion and several food vendors from 17:00.

Target Audience - Age and Gender Groups

The event is aimed at families from our community. Mixed age groups and mixed split of males to females.

Max Capacity

The centre of the site (a large recreation field) will be ready for event goers to seat in family groups, picnic style. We have the capacity for 2000+ attendees, we will be limiting ticket sales to 1750 (mix of child, teen and adult), in order to ensure we have adequate provision for toilets/refreshments and to avoid overcrowding. There are up to 100 performers, marshals, security guards, vendors & event organisers.

Admission

Event entry is controlled by contract security staff. Children and teens are allowed entry but have to be accompanied by a parent/guardian. Tickets have been sold online, but we will also issue colour coded wristbands on entry to help staff easily identify adults, teens, children and officials. Adults will still be challenged to prove their age at the bar if they look under 25, the adult wrist band will not be a trusted as proof of age. Under 18 tickets can only be purchased with adult tickets, so each ticket is linked to a specific adult. The child and teen tickets have a space for the parent/guardian mobile phone number in the event of a lost child or the need to contact their appropriate adult on site during the event.

Behaviour

Previous events have had no health and safety problems. The event is aimed at families from our community. We have the organisers and security guards roaming and monitoring all activities on site. Any situations will be handled by the security guards who are trained and experienced in these situations. The police have been invited and have made an appearance, every year, as part of community policing.

Special Requirements

The car park at the entrance to the site is reserved for disabled badge visitors with cars only. There are clear routes for wheelchair users to gain access to the site.

Seating

No seating will be provided. Event goers are encouraged to bring their own camping chairs.

Topography

The site is a grass playing field and has a hardcore based car park area at the entrance. There is a small pavilion next to which there will be a first aid/meeting point for any lost children, this will be manned at all times. There is a children's play equipment area which will have safety barriers in place to control the flow of children's movements. There is also a multi-use games area (MUGA).

Pre-Event Planning

The committee and helpers hold regular, minuted meetings to organise the event. Pre-event meetings with the electrician, security, marshals, bands and PA system installer will be held prior to the event to go through the itinerary, site layout and responsibilities.

Pre Event Staging

All electrical equipment is PAT tested by the hire companies. The PA system, stage and stage lighting will be installed by the supplier and his qualified certified electrician. The layout of the event is set to allow plenty of room for emergency vehicles to gain access to all areas of the site and to exit without being impeded by any pedestrian traffic. All food providers are required to be on site before 16:00 on the day and after that time no vehicle movements will be allowed on the site to avoid conflict with pedestrians. The only exception is the car park for disabled users which is at the entrance to the site which will be manned by a marshal and away from pedestrian traffic.

Traffic Routes

No vehicles will be allowed to enter or exit the site during the event. Vehicles will be allowed to move to allow suppliers/bands to pack up and leave by a designated route around the perimeter of the site after midnight. Clear routes will be left at all times for emergency vehicles.

Parking Of Vehicles

Parking on site will only be permitted in a designated area at the rear of the park away from the public area of the event. Disabled parking is available for badge holders in the recreation ground car park at the entrance of the site. Marshals will be directing and checking vehicles approaching the entrance at all times. The small approach road will be cordoned off to stop parking in front of any of the residential properties and so that access for emergency vehicles is not impaired. Cones will also be placed along the road to stop people parking in front of the park.

In the event of bad weather the disabled car park is hardcore/scalping based so still usable. Other vehicles will be parked in a grass area outside the public area which is well drained. There will not be a lot of traffic so we do not expect it to get boggy. In the unlikely event of vehicles getting stuck, multiple 4x4 vehicles will be available to aid any stuck vehicles. The majority of people attending the events live in the village and so do walk to the rec ground.

Pedestrian Routes

The site is grass but well drained (normally used as a football pitch) and is flat and cut well with hard wearing turf. All out of bounds areas will be fenced off and marked with no entry signs. These areas are patrolled during the evening by the security personnel and event organisers.

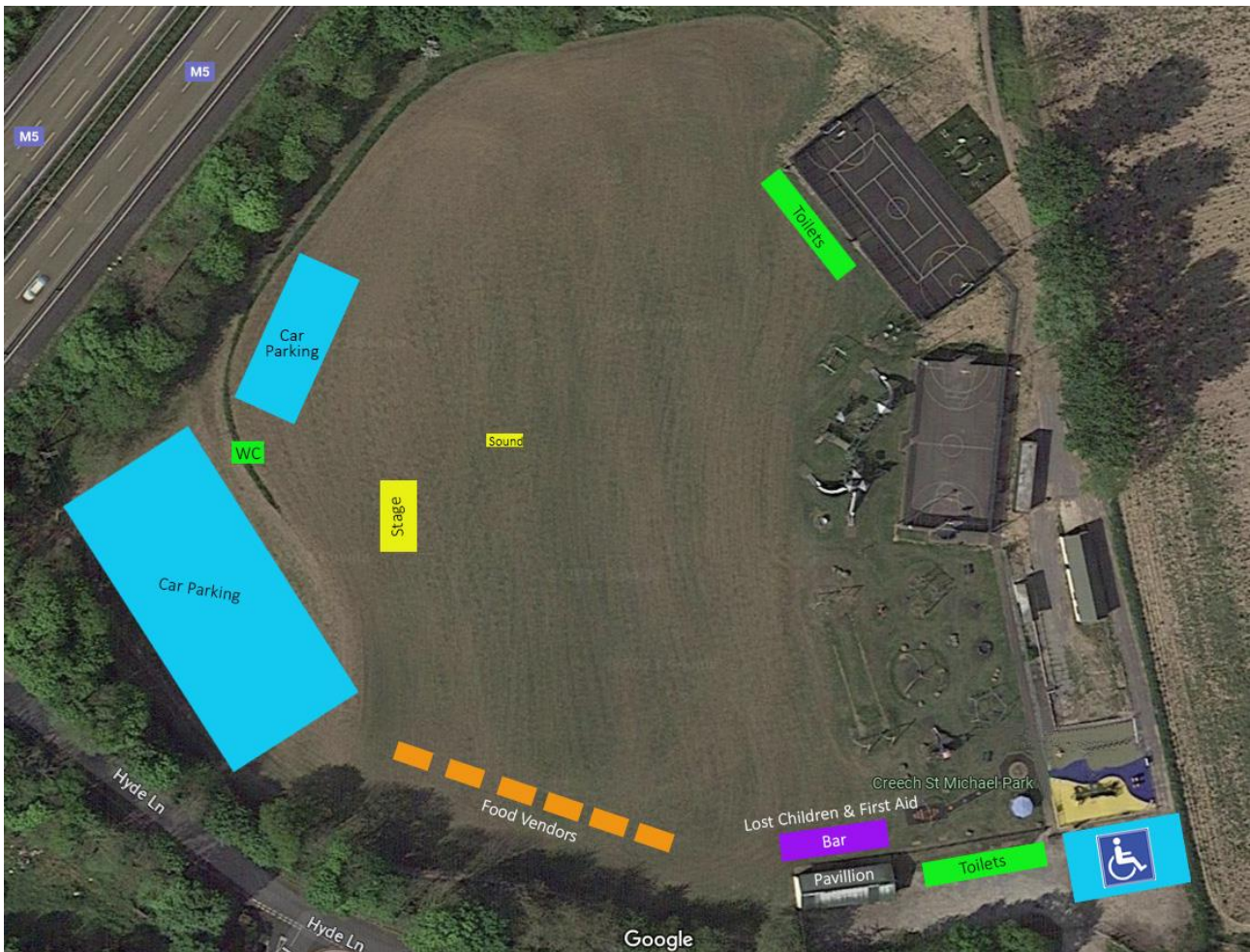
Noise Control for Staff

There is no loud plant equipment that would require hearing protection. The PA system is being supplied, installed and tested by a professional.

Location & Availability Of Mains Services

The pavilion has power and hot/cold water and an underground septic tank to the rear. There is no land line telephone on site but mobile signals are good. Food vendors supply their own power. Power for the bands in the evening event will be via diesel generators, which are sited behind the stage in an area excluded to the public.

Site Layout Plan



Full size document : pip23-siteplan.pdf

Emergency Exit Routes

A clear dedicated route will be available around the entire site to allow access for emergency vehicles to all areas. There will also be sign posted emergency exit routes to exit the site for the public. The field is surrounded by a traditional, boundary post and rail fence.

Emergency Services Access/Egress Routes

A clear dedicated route will be available around the entire site to allow access for emergency vehicles to all areas.

Video Screens

There are no video screens or strobe lighting at the event.

Fire/Explosion

If a fire is discovered Clare Sampson (emergency controller) will be informed first, she will advise the deputy emergency controllers (Steve Greenhalgh and Adrian Birch) and the Fire Brigade. If Clare Sampson cannot be contacted then Steve Greenhalgh will become the emergency controller, and Adrian Birch will become the deputy. The fire brigade will be contacted by mobile, we will ensure that there is a good signal and that the full address/directions for the venue are provided.

Evacuation procedure – Clare Sampson or their deputy will use the following system to advise people of danger and how to disperse in a controlled and orderly fashion to the emergency evacuation assembly point.

A Fire Risk Assessment is included in the Risk Assessment document.

The Emergency Evacuation Point Location

The emergency evacuation point will be located at the end of the no through road adjacent to the side and on the grass verge outside the entrance. Access for the public to get to this area will be lit and not be impeded by any barriers and will be kept clear of any trip hazards. There is also a second evacuation point through a fence at the rear of the field which is locked until needed.

First Aid

First aid will be administered by a registered paramedic and aided by our qualified First Aiders in the First Aid station next to the pavilion. See Appendix G for details of the First Aiders. In 2019 there were 3 documented incidents from our first aid station and were all minor injuries. A copy of this report is available see Appendix B.

Welfare

Our first aiders and lost child guardians are all DBS checked and will be based next to the pavilion. These services are clearly marked with banners above head height. Marshals and organisers will be roaming the site at all times and be clearly distinguishable from the public with bright coloured official clothing.

Alcohol Policy

The event will have a licensed bar in a marquee next to the pavilion. A strict Challenge 25 policy for the sale of alcohol will be adhered to. Marshals and security guards patrolling the site will also Challenge any person who looks under 25 who is in possession of alcohol and confiscate if a valid photo ID proving their age cannot be verified. In accordance with the Licensing Act 2003, any person who is considered to be drunk will not be served alcohol. A person will be deemed to be drunk if, through consumption of alcohol, they are:

- *Causing a nuisance, directly or indirectly, whether verbally or non-verbally;*
- *Have caused or are likely to cause harm to themselves or others;*
- *Are vulnerable to harm or abuse caused by others.*

There will be no alcohol promotions and small measures will be available. Alcohol may only be consumed on site when purchased from the bar and bags will be searched by security personnel and any persons trying to bring alcohol in will have it confiscated at the gate. Event goers will be warned about our policies before the event when they purchase their tickets and there will be Challenge 25 posters at the gate and around the bar area. If, it is perceived that alcohol is being purchased for under-age consumption, the organisers reserve the right to not serve associated adults. If under-age consumption is detected, security will be called and the family group will be asked to leave, in order that others enjoyment is not affected and to safeguard minors. We reserve the right to not serve associated adults if they are perceived to be ordering drinks for anyone underage. No glass bottles/containers will be sold from the bar with the exception of wine and champagne which will have a deposit scheme to encourage the return of empties for recycling.

Two of the event organisers, Clare Sampson and Steve Greenhalgh are Personal Licence holders. Steve Greenhalgh will be running the bar and is responsible for the volunteer staff on the night, many of whom are experienced bar staff in their current professions.

Drugs Policy And Procedure

The event has a strict zero drugs policy and there will be search policies on entry to the site for the event by security, anyone who refuse to adhere to such procedures will be refused entry and the police will be notified.

Police/Stewarding Positions

We will have at least 10 committee/organisers on site that have experience from the previous events. We will also have 10 professional security staff (AC Security) during the evening. There will also be sufficient volunteers to help with marshalling duties including litter picking and to ensure that event goes exit the site with due consideration to local residents. No one will be allowed to leave the site with any open alcoholic drinks.

Emergency Public Announcements

In the event of an emergency the PA system will be used to address the public. Organisers and key staff will have walkie talkies for non-public communications. See Appendix B "Emergency Radio Codes" for a list of coded messages.

PA Systems

The PA system is hired from a professional supplier (Dan Rossiter) and will be set up and tested prior to the event starting. It will be in place for the evening events and will be used for public announcements in the event of an emergency. The supplier will be on site to help with the equipment in the event of any problems.

CCTV

There is no CCTV on site.

Communication Procedures For Radios

Key staff will have radios and mobile phones as a backup for normal communication where a PA announcement is not necessary. These staff will be the primary event organisers, first aiders and car park coordinators. In the event of failure of both radios and mobile phones an appropriate PA announcement can be made, code if required. See Appendix B "Emergency Radio Codes" for a list of coded messages.

Event Incidents Log

All first aid incidents will be documented by the first aiders. Any inappropriate, dangerous or illegal behaviour will be reported to the police if necessary and logged. First aiders, organisers and security guards will document any incidents.

Training, Briefing And Preparation

First Aid provision is from Martyn Callow, a qualified paramedic. Supplementary voluntary first aid staff will have their relevant first aider qualifications checked and be co-ordinated by Martyn Caollow.

Security Guards are being provided by AC Security.

All security guards are trained and appropriately experienced for events such as ours.

Event Helpers/Organisers are allocated jobs according to their experience or profession. i.e. Bar staff are all either personal license holders or persons who have worked in the bar trade in the past or present. They will be briefed by our bar supervisor (Steve Greenhalgh) the personal licensee before the event at the final planning and briefing meeting and also before the event starts on the day. In the event Steve Greenhalgh is unavailable Clare Sampson will take over this role.

Terrorism

Terrorism is not expected to be a problem, due to the nature and type of event being a community event for our village. There are not controversial or political that may cause any offence. All suspicious activity will be reported to the primary organisers who will in turn alert the police if necessary.

Temporary Structures

The bar area is made up of connected commercial grade gazebos and will be erected by experienced volunteers. These are all made from commercial grade frames and the roofs/walls all made from fire retardant materials. All these structures will have any guy lines or ground tether stakes clearly marked or placed in areas not accessible to the public. Two sides will be completely open so no need for separate escape routes.

All small marquees/gazebos are owned by organisers or the parish council and are used for areas where the public do not occupy. They are all erected by their owners and helpers and will be securely fixed to the ground in case of winds. All guy ropes and trip hazards will be clearly marked or placed behind barriers. All these structures have been used at previous events at the park.

The evening band performance area will have barriers to keep the event goers at a safe distance for safety and viewing pleasure. Staging and PA equipment are by supplied by Dan Rossiter - details are in Appendix C.

Extra toilets to supplement the permanent toilets on site are being supplied by Brandons and will be sited in the hard standing area next to the pavilion and another on the other side of the site to help with queues. These will be checked and cleaned periodically by the volunteers. Details are in Appendix C.

In the event of structural failure, the area will be cleared by organisers and barriers erected to keep the area safe. The emergency controller (Clare Sampson or the deputy Steve Greenhalgh) will take control of the situation and organise any ambulances etc. When the emergency controller leaves the site, he will inform their deputy and all other staff that he is leaving and who is now in charge.

Crowd Surge/Collapse

The nature of our event is family based and the music not the type that will invigorate the crowd excessively so crowd surging is not deemed to be a problem. We will however have barriers in place 5 meters from the stage/performance area and marshals will monitor movements of event goers. The experienced sound engineer also has good vision of the area in front of the stage and will also be able to alert to any problems.

Crowd Control

The gate and perimeter will be manned by trained security staff. Bags will be checked for alcohol or any other prohibited/illegal items e.g. illegal drugs or anything deemed to be a weapon and glass bottles. We will be able to ensure that the site is not over crowded as the number of tickets sold will be limited.

All children and teens must be accompanied by an adult on entry and exit.

Disorder

Any persons appearing to be drunk will not be served alcohol at the bar and if necessary the security guards will be notified to intervene as they are trained for these situations. This is a community event for our parish and no violence has ever been a problem in the past but all security, marshals and organisers will be vigilant at spotting any trouble should it arise.

Lighting Or Power Failure

The bands/stage equipment is run from a diesel generator sited behind the stage area away from the public and neighbours. This unit is supplied by Brandon Hire Ltd, copies of their details are in Appendix C. We will have flood light towers which are self-powered and also can be used as a backup generator if the primary generator and the backup fail. Power requirements for the food vendors are the responsibility of the individual vendors. All are licensed street traders and have their own power generation and firefighting equipment.

Location Of Cabling And Method Of Containment

All lighting for the event will be installed by a qualified electrician. All cable runs will be kept to a minimum and will be in areas where the public are excluded by barriers.

The flood lighting towers have their own power generation so have no cabling.

The PA and band music systems will be located behind the stage in an area not accessible to the public and the power drawn from the generator also located behind the stage. All PA cabling will be covered to avoid any trip hazards.

Gas Safety

The only bottle gas equipment will be used by the food vendors who will have their own H&S documents and risk assessments. All our vendors are licensed street vendors and as a requirement have all their own safety documentation. They will be required to also have their own firefighting equipment. The immersion heater in the pavilion runs from mains electric.

Working At Height

The installation of the lights in the bar area is the only work requiring ladders and will be completed by our qualified certificated electrician.

Lifting Equipment

There is no requirement for lifting equipment.

Manual Handling

See risk assessment in Appendix B

Lone Working

There will be no reason for lone working, due to the number of organisers and contracted professionals on site. The avoidance of lone working will be included in all pre-event briefings.

Cash Handling

During the evening the bar cash tills will be periodically emptied and the stored in a safe which is located in a locked place which is only known and accessible to primary organisers.

Weather, e.g. Excessive Heat/Cold/Rain

The event is being held in the summer period so only heat and possible rain are the main concerns. It is publicised as an open air event and event goers are mainly from the village so could exit the site if needed in case of un-forecasted heavy rainfall. In the event of mud being left on the highway from cars and pedestrians leaving the site we shall arrange for a road sweep from idVerde.

Off-Site Hazards

The site has no water hazards and is open with no wooded areas. There is also a perimeter fence around the whole site to stop wandering small children. The road adjacent to the site is a minor road and has very low traffic usage at weekends. The fence line along the road is also patrolled by either security guards or marshals.

Safety Equipment Failure

In the event the PA system fails all marshals, organisers and security will have either radios or failing that mobile phones. We will distribute primary contact mobile numbers to all so they can program into their phones.

Delayed Start, Curtailment Or Abandonment Of The Event

The PA will be used to make any public announcements on the day. In advance, the event has a website and a social media presence that would be used to alert ticket holders. Online tickets have been sold via Eventbrite and that can also be used to message attendees.

Steward Training, Competency And Welfare

The event is manned by a mix of professional and volunteer staff, whose qualification/experience is confirmed prior to the event in order to ensure they are competent. Briefings will be held at pre-event planning meetings and on the day itself. All event staff will have access to refreshments, toilet facilities and will be encouraged to take breaks periodically, (6 hours maximum on duty, then a 30 minute break).

Details Of Barriers Construction And Usage

Barriers will be used for flow control, restricted areas and in front of the stage. There will be 70 2.4m long metal Pedestrian Control Barriers which interlock together. These will be hired from Brandon Hire Ltd.

Event Organisation

There are multiple primary event organisers that will be on site during the evening events. Their details can be found in Appendix A. All primary organisers are able to cover the responsibilities of each other in the event one or more is unavailable or busy with another matter.

Job Titles

Emergency Controller	Clare Sampson 07500 795007
Deputy Emergency Controller	Steve Greenhalgh 07977 402339
Tertiary Emergency Controller	Adrian Birch 07415 939000
First Aiders	Martyn Callow - TBC Steve Greenhalgh – 07977 402339
Licensees	Steve Greenhalgh – 07977 402339 Clare Sampson - 07500 795007

Emergency Services Numbers

Main Emergency Numbers 999 or 101

Appendix A - Committee Members And Their Responsibilities

The following are the primary organisers and have all been involved in the organisation and ordering of products and services.

Committee Member	Responsibilities
<p>Adrian Birch 07415 939 000 adrian@northendfarm.com North End Farm, TA3 5ED</p>	<ul style="list-style-type: none"> • Tertiary Emergency Controller • Purchasing bar stock
<p>Clare Sampson 07500 795007 claresampson@hotmail.co.uk 37 Derham Close, TA3 5FG</p>	<ul style="list-style-type: none"> • Pre Event Coordinator • Primary Event Manager • Primary Emergency Controller • Secondary personal license holder • Treasurer • Coordinating plant hire • Food Vendors • Security
<p>Jo Morrison 07968 902170 csmpartyinthepark@gmail.com 13 Arundells Way, TA3 5QS</p>	<ul style="list-style-type: none"> • Secondary Event Manager • Secondary Pre Event Coordinator • Ticket sales • Social Media and Website • Event Management Plan and RA
<p>Steve Greenhalgh 07565 664025 stevegreenhalgh0@gmail.com Handley Cross, TA3 5ED</p>	<ul style="list-style-type: none"> • Primary personal license holder • Secondary Emergency Controller • Stocking bar and chiller van • Running the bar and staff. • First Aid
<p>Paul Tucker 07932873999</p>	<ul style="list-style-type: none"> • Stage • Bands
<p>Bev Janes 07967 274111 eddyjanes@yahoo.co.uk Sunnyside Cottage, Bull Street, TA3 5PW</p>	
<p>Corinne Giles 07941 214433</p>	
<p>Jane Birch 07805 575834</p>	
<p>David Griffin 07967 576225</p>	<ul style="list-style-type: none"> • Cashless Bar
<p>Colin Verdon-Hodges 07710 424105 ukballoonpilot@yahoo.com</p>	<ul style="list-style-type: none"> • Fire Officer
<p>Nigel Cridge 07799 740648</p>	

Appendix B – External Documents

All documents are available for download from www.creechpartyinthepark.com/pip23docs

Site Plan

[Site Plan 2023](#)

Required Documents

- [Lost Children Policy](#)
- [Risk Assessment](#)
- [2019 First Aid Report](#)
- [Courtesy Letter to Residents](#)
- [Ticket Rules](#)
- [Emergency Radio Codes](#)
- [Insurance Details](#)
- Safety Certificates – N/A

Appendix C – Suppliers Details

<p>Brandon Hire Ltd</p>	<p>Providing the generators and cabling, lighting towers, fire point trolleys, barriers, toilets and urinals.</p> <p>Philip Hollingsworth 144 Priorswood Rd, TA2 8DN 01823 259501</p>
<p>AC Security</p>	<p>Providing security guards for the event.</p> <p>2 Drake House, Cook Way, TA2 6BJ 01823 412216 info@acsecuritysw.co.uk</p>
<p>Dan Rossiter</p>	<p>Providing all the PA equipment and stage area for the bands. We will be arranging a meeting with representatives of the bands to meet with Dan prior to the event to go through the equipment use and requirements.</p> <p>14 Danesboro Road, Bridgwater, TA6 7LR 07769 350053</p>
<p>IDVerde</p>	<p>Road sweeping if required.</p> <p>Richard Hopkins richard.hopkins@idverde.co.uk</p>
<p>Suez</p>	<p>Rubbish and Recycling Removal Julian Grant/Colin Mercer 01984 600172 j.grant@somersetwestandtaunton.gov.uk</p>

Appendix D – Food Vendor Details

All food vendors have confirmed they are licensed food traders and have all their food hygiene certificates for inspection.

Juniors	07555 597602 Juniorstakeaway2022@gmail.com
Oggy Pasties	07988 771678 oggyoggypastiessomerset@gmail.com
Alfies Ices	Karl 07921 185703 karl.green1977@gmail.com
Tracey's Snacks	Tracey Bristow tracey.bristow@hotmail.co.uk 07778 275998
Dough Bros	Ricky Taylor enquiries@doughbrosbakery.co.uk 07702507522/01823326757
South West Event Catering Fully Loaded	Alison Holmes 07814701501 info@southwesteventcatering.co.uk

Appendix E – Performer Details

VooDoo Seven	Simon Newton voodoo.vocalist@gmail.com
The Jukeboxers	info@thejukeboxers.co.uk
The Jamestown Brothers	Richard Thomas/Colin Batchelor richard.p.g.thomas@gmail.com thejamestownbrothers@gmail.com

Appendix G – First Aiders

Martyn Callow	martyn.callow14@btinternet.com
Steve Greenhalgh	07565 664025 stevegreenhalgh0@gmail.com Handley Cross, TA3 5ED