|  |  |  |
| --- | --- | --- |
| **Section** | **Plan** | **Contacts** |
| Venue | Address | Contact information |
| Expected numbers  Starting & finishing times | people  times |  |
| Access | Area of access |  |
| Stall Holders | Each stall holder is responsible for their own insurance and their own money. They are placed in position  The Trade Spaces are mapped.  Food Notification Form has been completed.  All insurance and food notification forms are attached.  List Stall holders, what they are doing and contacts | Trade Space Coordinator  Contact detail s of each of the stall holders |

|  |  |  |
| --- | --- | --- |
| Section | Plan | Contacts |
| Amusements/Rides | Insurance details and where being positioned |  |
| Site Preparations |  |  |
| Signage | Where placed |  |
| Site Clean –up |  |  |
| **Emergency/Crisis Plan** |  |  |

|  |  |  |
| --- | --- | --- |
| Section | Plan | Contacts |
| Parking |  |  |
| **Traffic Management**  **Speed Limit** |  | All committee members are to be responsible for ensuring these regulations are met.  If anyone becomes difficult they are to be dealt with by the.  If this fails then it will become a police matter. |
| Road Closure |  |  |