



## Welcome to Sundon ark Summer Festival.

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**Parkfest! Returns with a new flavour!** Thank You for joining us at the Sundon Park Summer Festival on Leagrave Park.

Our party with a purpose began in 2011 and ran for five years. This year, to celebrate the all that is great about Luton, our community festival returns on Sunday 2nd July from 2pm across Leagrave Park, spanning from Marsh House to the Pavilion and Sportsfield.

The **Sundon Park Summer Festival** will be opened by the Cllr Rob Roche and MC & DJ Lee Drummond. Lee will be hosting the festival stage in the Jubilee Garden until 6pm.

There will be a large stage area with performers from the local community, such as singers, dancers, poets, visual arts, D.J.S & M.C.S, children's activities, stalls, workshops, exhibitions.

Join us for entertainment and celebrate the diverse art, culture and heritage that Luton offers.

We hope you have a fun-filled day; please thoroughly read this entire welcome pack. Please ensure you read all sections, including those you may not view relevant to yourself. In addition, please pay special attention to arrival times and terms and conditions.

You must ensure that the event organisers have a working mobile number for your group or organisation. **You must email back to confirm that you have received this pack.** You should also check your email account as we may need to send you further information relating to the event.

This year's festival will be opening at 1pm. There are activities for all ages and families.

The Site opens at:

Stage and Rides set up: 8:00 am

Stalls and Traders set up: 9:30am

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## Promotion and Audience

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It is important that all those taking part promote the event amongst their friends, family and followers. Furthermore, those performing, please encourage your friends to attend the whole day and support the other acts.

Attached to this welcome pack are various links. Please forward these to individuals you feel would be interested in attending or participating in this event.

[The Facebook event page.](#)

[The Piece by Peace Project](#)

[Sundon Park Summer Festival](#)

## Security and Health and Safety

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Marshals, Stewards and volunteers are there to ensure that the event provides a safe and fun environment, so please give them your respect and treat them politely and courteously.

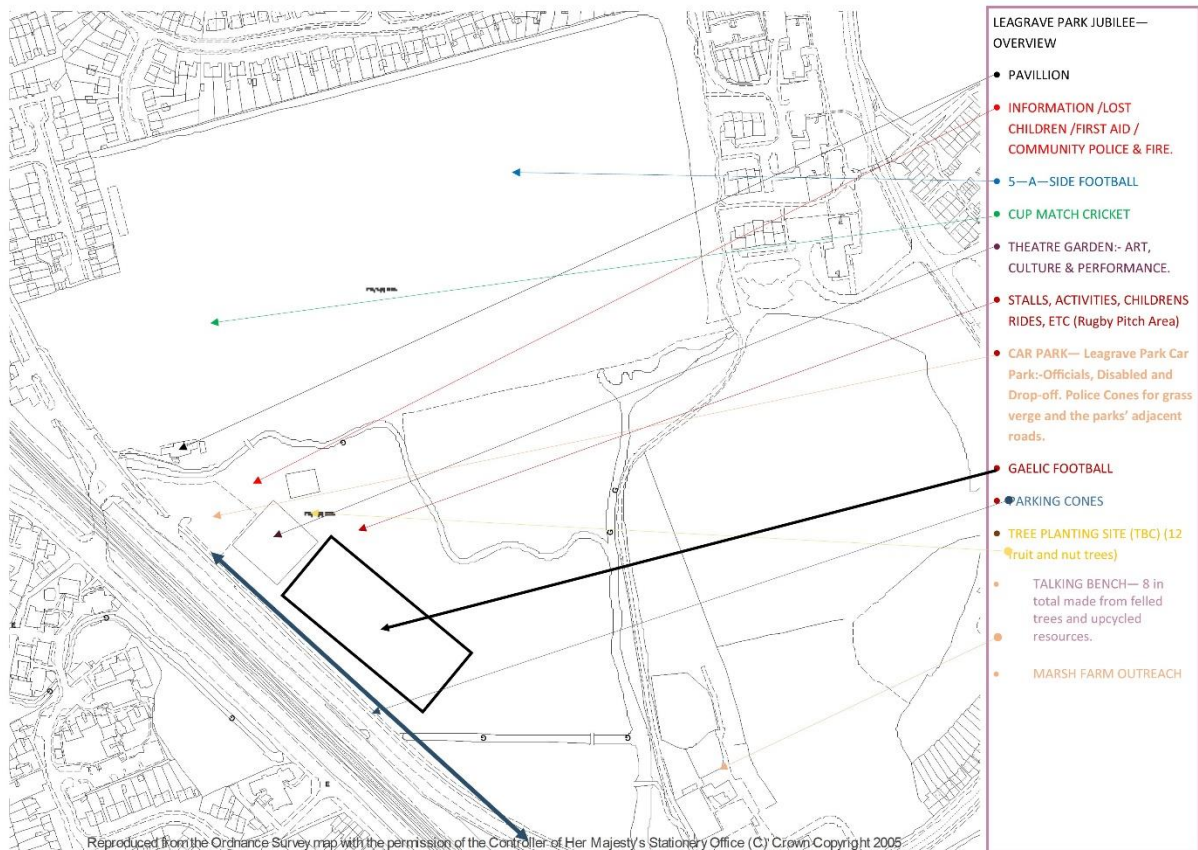
Any rudeness to a volunteer will not be tolerated. For Health and Safety reasons, crowd surfing is not permitted in any performance areas. Please do not encourage it in any way. No drugs or offensive weapons are allowed on the grounds; if any such items are found, the police will be informed. I would like to remind all those on-site that if a steward asks them to do something, swiftly carry out the instruction, particularly if a senior member of security has asked for sound systems to be turned off or down.

Any injuries or incidents should be reported to the nearest volunteer. If you see anyone behaving in a manner that concerns you, please inform a steward. There are numerous first aiders on-site. If you suffer any injury or see anyone behaving in a dangerous way or anything that you feel may become a hazard, please report it to a steward.

In case of fire or evacuation, please head to the assembly point at the concrete car park adjacent to Sundon Park Road. Please see the following site plan to familiarise you with the event footprint.



## Event Footprint and Site Plan.



The Assembly Point, Police, Fire and Ambulance, Lost Children, and Information are located adjacent to the car park and childrens' play area.

Travelling south to the former bowling green is the site of the Jubilee Garden and Live day stage running from 1pm – 6 pm. The external perimeter of the fence line facing the river and tree line and facing the Gaelic Football pitch is the location of all marquees and stalls.

Just before we reach the Gaelic Football pitch boundary line will be the childrens' inflatables and activities, an Ice-cream van and food trucks; there is also space for well-being demonstrations and workshops, such as Yoga and Tai Chi.



## Your Performance / Participation

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*BY AGREEING TO PARTICIPATE IN THE FESTIVAL, YOU ARE CONSENTING TO ALL THE TERMS AND CONDITIONS LISTED IN THIS DOCUMENT*

### General

It is the responsibility of the group/performer's leaders and stall holder signatory to ensure that any parental consent is obtained for anyone under the age of 18 performing or assisting with your activity/stall.

No vehicles will be allowed on site after 11:45am

All vehicles must be removed from the site by 12noon. Ample parking is available in the car park adjacent to Leagrave Park, reserved for Disabled, Trade, V.I.P.'s and performer vehicles only.

### Live stage

A representative from your performance group must report to the stage thirty minutes before your performance. The Stage Manager will be at the Stage. If you are delayed, you must inform event organisers immediately on 07881 705 719. You should report to the stage manager upon arrival at the stage. All performers should be at their stage fifteen minutes before the performance start time.

Though performers are allowed to promote future gigs, performers are forbidden from promoting any other events running on the same day as the festival. Anyone wanting to sell merchandise or C.D.s should contact the organisers in advance to gain permission.

Please ensure that backing music and audio for live performers are provided no later than 30th June.

This is a family fun day for the community and people of all ages; therefore, any offensive language will not be tolerated. No performance may contain lyrics that may be found offensive on faith, race, gender or religion. If a performer uses excessive bad language, their performance may be stopped, and they will not be allowed to resume. In addition, anyone wearing items of clothing which contain inappropriate language or which may offend on the grounds of faith, race, gender or religion will not be allowed to perform. Any persons wearing such clothing items will be asked either to change or to cover up the offensive message or words. This is an event suitable for all ages. To ensure they do not



contain inappropriate content, D.J.'s should check all tracks they intend to play before the event.

At 12:30pm, there will be a sound check of all P.A. systems being used on the day. This will set the levels for each system during the day. The volume must and will be strictly controlled. Please remember that this is a residential area and treat all surrounding areas with respect. It is strongly recommended that anyone working in an area with a loud sound system wear earplugs. Once sound levels are set in your line check, please do not then adjust your amplifiers during the set; this will alter the P.A. output and may make your vocals less audible.

N.R.P. bears no responsibility for non-NRP equipment left on site. All P.A. systems are provided. If you are using any unusual instruments, please contact us in advance so we can ensure they receive the correct amplification. Please ensure you inform us if your equipment requirements are different from those stated on your artiste/organisation form. Please ensure you bring additional extension leads with surge protector as there is a minimal number of plug sockets in each area.

### Terms & conditions

1. Stage performance is open to all ages and all people.
2. Each act is limited to its assigned performance time & length. Performances are also restricted to set-up and breakdown time. (T.B.A.)
3. Each Group Act must identify a Group Leader that will act as the main contact for the group and is responsible for coordinating with and responding to the N.R.P. – Stage Management Team.
4. N.R.P. will provide a professional sound system. You must provide any additional instruments, props, audiovisual support, etc., that will be used during your performance.
5. All performers must arrive and be ready to perform at their given line check & start time. Performers arriving late may be refused.
6. All performances must be in good taste. The N.R.P. Festival Committee has the final decision to decline applications deemed inappropriate.



7. The N.R.P. Festival Committee & associated organisations accept no liability for loss, damage or injury to persons or property.
8. No alcohol is to be consumed within the stage/arena area.

## Market Arena set up from 9:30 am

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The stall fee is for a pitch only; you must provide your own Marquee, Tables, Chairs, electricity(if needed) etc.

We have limited weather shelter against Sun and Rain, so marquees are required for outdoor pitches. You may also like to ensure any leaflets can be weighed down in the event of strong winds. In the event of severe weather, the event will be postponed.

Stallholders will arrive at 9:30am to set up and be set up by 12 noon. All vehicles must be removed from the site by 12 noon. Ample parking is available in the car park adjacent to Leagrave Common, reserved for Disabled and Trade vehicles only.

No vehicles will be allowed on site after 11:45pm. Please read the following terms and conditions.

### *TERMS & CONDITIONS*

#### **EACH STALLHOLDER MUST HAVE THEIR OWN PUBLIC LIABILITY INSURANCE.**

A copy of your liability insurance and risk assessment, including your stall's fire risk assessment, must be returned by 30th June 2022 (please contact us if you need help with this [mail@artundefined.co.uk](mailto:mail@artundefined.co.uk) ). This documentation is necessary, or entry will not be allowed. Although there are fire extinguishers positioned around the site. Each stall should have its own fire extinguisher.

For stalls using Health and Beauty products, Face Paints, Cosmetics, or any other substance that comes into contact with skin, there must be a visible sign stating a list of ingredients and advising people with allergies not to participate in those activities.

Food Stalls must provide copies of their Food Hygiene certificates.

Inflatable's and Rides must provide copies of their safety checks and have read L.B.C. guidelines.

All remaining fees must be paid by 30th June 2022.



The car registration number of the vehicle you will be using will need to be supplied by 30th June 2022.

N.R.P. does not accept responsibility for any loss or damage to exhibitor's goods – exhibitors are responsible for their own goods.

N.R.P. does not accept responsibility for financial loss to any exhibitor due to weather, events outside of N.R.P.'s control or cancellation of the festival for reasons outside of N.R.P.'s control.

Stallholders will arrive at 9:30am to set up and be set up by 12 noon.

All vehicles must be removed from the site by 12:00 noon. Ample parking is provided on-site. No vehicles will be allowed on site after 11:45pm.

## *Trading and Fundraising*

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Please ensure you are not trading in illegal, counterfeit or dangerous goods.

If you are holding a fundraising stall for your organisation, you will be charged the commercial rate; information stalls are for promoting services for the community only.

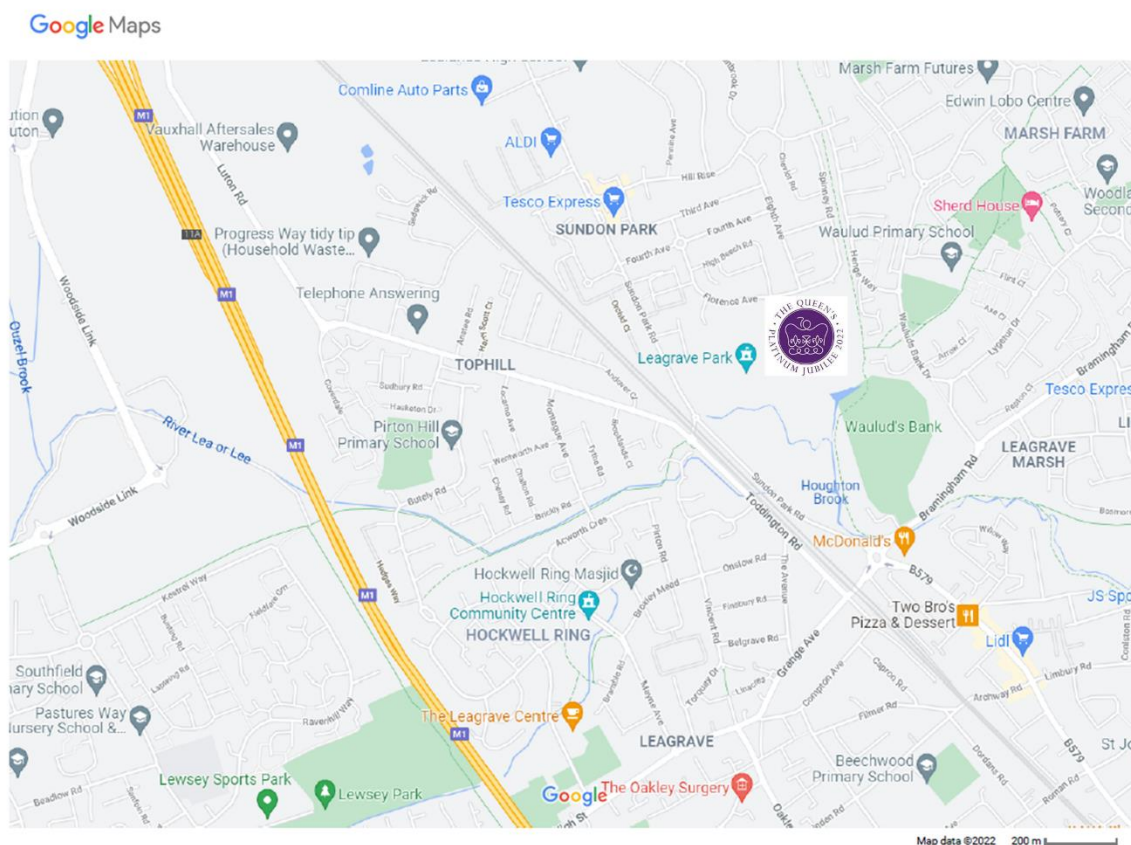
There is a rate specifically for social enterprises.

You will need to comply with all terms and conditions for stallholders, or entry will not be allowed.





## Location



### Leagrave Park, Sundon Park Road, Sundon Park Luton LU3 3AL

Please remember there will be no vehicles on site after 11:45am and before 6pm. Car Parking will be provided for one stall vehicle and one group/performer vehicle and is a 2-3 minute walk from the stall pitch site. Where possible, we encourage those travelling to the event to use public transport. The location is exceptionally well served by public transport, with National Rail station an 18-minute walk and local bus routes stopping outside. It is also only a short drive from Junction 11 on the M1.

### Train and Bus

For those travelling by train, please visit [nationalrailenquiries.co.uk](http://nationalrailenquiries.co.uk). Here you will find the most up to date travel information. When planning your journey, please aim to allow for cancellation and delays. Anyone travelling from London should remember that the underground and mainline services are often affected by planned engineering works on



weekends. Leagrave station is an eighteen-minute walk from the festival site, making this an extremely accessible event for anyone travelling from Bedford, London, or St Albans. The station is served by First Capital Connect with trains going from St Pancras to Bedford.

There are also a number of coach services stopping in Luton town centre at very reasonable prices. From there you can either travel by bus or train to the festival site.

If you have any delays, please let us know immediately and keep us informed.

## Vehicle Access and Car Parking

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No Vehicle will be allowed on site after 11:45pm, and all vehicles must be removed from the site by 12 noon. In exceptional circumstances, approval may be given if approved by the Festival Director and the Health and Safety Manager. Provisions have been made for the access of emergency vehicles at any time.

Any vehicle brought onto the site or car parks must be taxed appropriately, insured, and have a valid M.O.T. certificate. In addition, all drivers must be properly licensed and insured.

Participants' loading and access will be strictly limited between 08:00am and 11:45pm for stage and rides and 09:30 am till 11:45 for stalls. Please be aware to gain access, you will be stopped at the entry and asked to confirm your identity. In addition, you may be asked to confirm further details about yourself; this will be based on the information on your form.

Please ensure anyone driving a vehicle on-site within your group has a copy of the information on your form. Access is extremely limited. Each year we have members of groups arrive with cars expecting unlimited access; as a group leader, you must ensure all group members are aware of these restrictions.

### Car Parking

The on-site car park will on the day be reserved for disabled, trade, V.I.P.'s, stalls, performers, festival crew, and drop off. Each group/performer is assigned one space only. Each stall is assigned one space only. Please see the map below for alternative public parking and fees.



**Parkopedia** Sign In Bookings

LU4 9BD, Luton, Luton, England, Un... 26 Jun, 12:00 PM > 2 hours

Sort by: Distance Price Relevance

<b>Leagrave Station</b>	190 spaces
£2.80	17 min to destination
2 hours	
<b>Leagrave Station</b>	180 spaces
£2.80	18 min to destination
2 hours	
<b>23 Mostyn Road</b>	33 spaces
£0.70	25 min to destination
2 hours	
<b>Luton &amp; Dunstable Hospital...</b>	24 spaces
£3	41 min to destination
2 hours	

**Festival is limited to 1-499 attendees.**

**Use of public transport emphasised, there is a bus stop adjacent to the park, and Leagrave Train Station at one end. Walking, Cycling etc are encouraged where appropriate.**

**Leagrave Park Car Park:-**

Officials, Disabled and Drop-off.

Police Cones for grass verge and the parks' adjacent roads.

**Other Nearby Paid for Parking:-**

**Parking Bays Toddington Road.**

Pay at Machine Parking.

**Leagrave Train Station:-**

344 spaces.

Blue badge holders free.

Approx 18 mins walk.

Tariff: Sunday

Daily Rate: £2.80.

<https://www.apcoa.co.uk/parking-in/leagrave/leagrave-station/>

**23 Mostyn Road:-**

33 spaces.

Blue badge holders free.

Approx 25 mins walk.

Tariff: Sundays/bank holidays

Daily Rate: - £.70

Opening times: Monday to Sundays 8am to 6pm - free outside these hours and no restrictions outside these hours.

[https://m.luton.gov.uk/Page/Show/Transport\\_and\\_streets/Parking/Pages/Parking.aspx?redirectToMobile=True#carparks](https://m.luton.gov.uk/Page/Show/Transport_and_streets/Parking/Pages/Parking.aspx?redirectToMobile=True#carparks)

## Additional Information

Stallholders should ensure that their stall area remains clear of litter and obstructions. Bags for disposal of litter are available from the Information stall. If you do leave damage or litter on your pitch, you will be invoiced to cover the cost of clearing and/or repairing your area.

Nothing should be thrown from the stage into the audience.

## Weather Conditions

In severe weather conditions, the event will be postponed. Stallholders are required to bring their own marquee.

## Image Rights

Parts of the festival are being recorded for promotion and marketing purposes. It has been a privilege to allow local performers and organisations to promote their talent and excellent work. As a result, the festival has continued to grow into a truly unique event. I hope you are excited about participating this year and that this festival 2023 is one to remember.



## Sponsorship

The Festival is actively looking for sponsors and donations. If you know anyone who, as an individual or as a company, would be interested in sponsoring part of the event, please encourage them to get in contact. The festival provides them with an excellent way to promote their services and make a positive contribution to the community.

Thank you once again for being part of this year's festival. I look forward to welcoming you to this year's event and hope you enjoy being part of what promises to be an enjoyable and exciting day.

Take Care & Keep Shining

Naz