

The Ramblers Motorhome Club - Hosting an Event

Health & Safety

A trained member of committee will be appointed for each Event to conduct a Risk Assessment of the venue and to ensure that the safety Control Measures are complied with. They will also be available to provide support to the Hosts and be the first point of contact in the event of a problem arising.

The nominated committee member for your Event is: _____

Telephone Number: _____

Hosts

As Host you have the responsibility and authority for the Event which should be run in compliance with the attached Code of Conduct. Listed below are key duties you should perform to enable the smooth running of the event.

Prior to the Event

1. Contact Enda Carolan on 07902 894443, regarding time of entry to the venue, contact number for the key holder etc.
2. Plan any entertainment you want to put on and make sure any equipment required is available.
3. Prepare a Welcome Sheet which should include the following in red print:
 - a) A member of committee will be taking photographs at this event for publication on the Website and Facebook. If you do not want to have your photograph published, please let us know.
 - b) The entrance gate may be closed at 8pm each evening. The Code for the lock is **18563**.

On the Day

1. Always wear a 'High vis' jacket or gilet when parking Motorhomes.
2. Assess the venue and decide on the best layout for parking for Motorhomes in accordance with the spacing requirements set down in the Code of Conduct.
3. Allow for 4 disabled spaces as close as feasible to facilities.
4. Allocate a parking area for Members or Visitors cars.

During the event

1. A member of the Committee will arrange for the preparation of the hall for entertainment.
2. Check toilets regularly for cleanliness and to make sure there is toilet roll available. If toilets are available they should be should be opened by 8.30am.
3. Maintain appropriate security of the venue and buildings.
4. Arrange for someone to write an Event Report and email it to the Webmaster.

Closing the event

1. Make sure the venue is clean and tidy and return the keys.