

# Festival Briefing Pack



Festival Of Thrift

Saturday 4<sup>th</sup> and Sunday 5<sup>th</sup> July

11am-5pm

Kirkleatham - Redcar

## **CONTENTS**

- 1-3: Introduction
- 4-8: Festival Site
- 9: Artist and Workshop General Info
- 10: Welfare
- 11-13: Accessibility, Sustainability and Safeguarding
- 14: Emergency Procedures

## **ABOUT THE FESTIVAL**

Since 2012, Festival of Thrift has been a playground of possibilities for all ages, celebrating the power of thrift, the joy of creativity, and the hopeful futures we thrive to build together for generations to come.

Our programme is underpinned by celebrating creative ways to live more sustainably and to look after our planet.

This year, we are delighted to showcase a wealth of European and UK work, present interactive installations, performances that connect you with nature, utilise natural sustainable materials, stylish slow-fashion catwalks, a wide-ranging programme of hands-on workshops and more...

A full programme can be found here - <https://www.festivalofthrift.co.uk/whats-on/>.

A timetable can be found here - <https://www.festivalofthrift.co.uk/timetable/>

## **BRIEFING PACK**

Please read the entire briefing pack. This pack is used to brief a wide range of contributors working across different programme areas. There will be some things that are not relevant to your activity but will be good to know. Familiarise yourself with the briefing for your area of work (such as artist, workshop, steward).

Further information about the festival can be found on the website. Please help us in sharing details about the event with friends and family and on your social media.

## **ARTIST GATHERING**

On **Saturday 4<sup>th</sup> July September 5:30pm – 6:30pm**, weather permitting we are inviting artists to come together for a quick drink to toast the Festival. Please meet at the picnic area in Imagined Meadow. So we know how many drinks to get, please can you let Kirsty know if you are planning on staying around, thank you.

Please confirm your attendance by emailing [kirsty@festivalofthrift.co.uk](mailto:kirsty@festivalofthrift.co.uk)

## **FESTIVAL SITE**

Festival of Thrift is spread across Kirkleatham Museum and Grounds, and the Walled Garden. The site will be split into four thematic zones – Slow Fashion Alley, Allotment Patch, Camp Thrift, and Imagined Meadow.

**Address: Kirkleatham Museum and Grounds, Kirkleatham, Redcar, TS10 5NW**

The festival opens to the public from 11am – 5pm.

The site is easy to navigate and offers a beautiful backdrop for the festival. There is approx. a 0.2 mile walk between each of the four thematic zones. Please note that the festival is set on both hard standing and grass surfaces, which in some places may be uneven.

Towns and accommodation nearby: 0.5 miles from Redcar, 6 miles from Saltburn-By-The Sea and 5 miles from Guisborough.

We will agree any further details, including site access times and your arrival / departure on site with you in advance. If you have any specific requirements, then please do let us know so we can arrange this with the Production team.

## **KEY CONTACTS**

If you require support throughout the festival, key contact details are below:

Kirsty Redhead 07944342534 (Programmes Producer – Artists)

Ryan Manin - 07985115329 (Zone Manager – CAMP THRIFT and Shindig Stage)

Aaron Bowman – 07521686058 (Zone Manager – Imagined Meadow)

Holly Gallagher – 07427 154820 Zone Manager – Slow Fashion Alley

Adam Strickland – 07825 641356 (Zone Manager – Allotment Patch) Sat

Amy Orr - 07850008799 (Zone Manager – Allotment Patch) Sun

Isabella Hart – 07708324416 (ASP Event Production)

Emma Dyson – 07464 590505 (Workshop Manager)

## **FESTIVAL MAP**



Artists will have access to the site to unload their vehicles between **8am-9:30am**.

You will receive a parking pass to ensure you're able to drive on-site.

Specific get-in information for each of the zones is detailed below.

Once your vehicle is unloaded, we ask that you move it off site to the Festival Car Park. **All vehicles must be offsite and parked in the Kirkleatham Show Ground Car Park by 10:00am** on Saturday and Sunday to ensure that the site is safe and ready for our visitors.

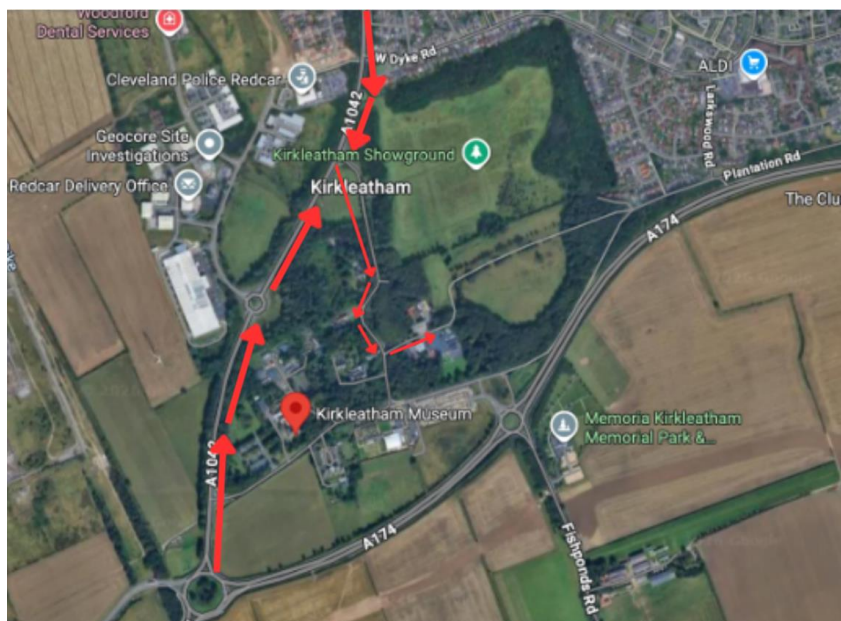
If you arrive after 11am when the festival has started, you will need to walk into the site, there will be no vehicle access permitted.

If you have arranged prior Get in for Friday, then this will run as planned.

Vehicles will be allowed to re-enter the site at approximately 17:30 subject to the site being clear of the public on each festival day. The Zone Manager overseeing your zone will confirm when vehicles can be brought onto site once they have received authorisation from Event Control.

### **Slow Fashion Alley (Stables)**

- Access to this site is via Kirkleatham Hall School, Kirkleatham, Redcar TS10 4QR.
- Access from the first left after West Dyke Road if coming from Redcar or access from the second right if coming from the A1402 X A174 roundabout. **Not the Museum turning.**
- What 3 Words: ///descended.brains.safely



### Allotment Patch (Walled Garden)

- Vehicles will not have access to the Walled Garden. You will be able to drive close to the entrance of the Walled Garden, where there will be a short walk to your performance / workshop area. If you are bringing equipment, we could advise bringing a festival trolley (or similar) to help move equipment.
- Closer access to the Walled Garden gates for get-in on Saturday and Sunday is available from **8AM – 10AM**.
- Access to this site is via Kirkleatham Walled Garden, Plantation Rd, Kirkleatham, Redcar TS10 4AS.
- What Three Words - [///dogs.pink.shortcuts](https://www.what3words.com////dogs.pink.shortcuts)



### Camp Thrift (Kirkleatham Museum)

Get In Information:

- Access to this site is via Kirkleatham Lane, TS10 1NT.
- What 3 Words: [///accent.tides.takes](https://www.what3words.com////accent.tides.takes)



## Imagined Meadow (next to Show Ground Car Park)

- Access to this site is via Kirkleatham Show Ground, Kirkleatham, TS10 4QL.
- Access via Kirkleatham Lane, off the A1042.
- Access from the first left after West Dyke Road if coming from Redcar or access from the second right if coming from the A1402 X A174 roundabout. **Not the Museum turning.**
- What 3 Words: ///newest.solve.diner



## Parking

- General parking (including artists) is at Kirkleatham Show Ground Car Park.
  - Please refer to the details above for how to access this site.
- If you require accessible parking, this is located at the Kirkleatham Walled Garden, TS10 4AS. What 3 Words - ///dogs.pink.shorts

## Public Transport

- Further travel details including public transport options can be found here - <https://shorturl.at/vO2Ro>

## Signal & WIFI

- Please note phone signal is limited onsite, with some mobile networks experiencing better coverage than others.
- There is limited access to WIFI on site, with access given only to Traders to ensure those that need WIFI to make payments can do so.

- **Please ensure all resources (e.g. music) are downloaded before being on-site, so they can be access offline.**

## **ARTIST / WORKSHOP GENERAL INFORMATION**

### **ARTISTS – TOURING COMPANIES**

1. Performance Location – You will be directed to your designated performance area by the Production Team (Please see site map)
2. Please ensure if you have no set up requirements that you arrive 1 hour before your allotted performance time.
3. If you need crew/tech support and have not already requested this, then please ensure you contact Thrift. We may not be able to support any last-minute requests on the day
4. There is a green room opposite Kirkleatham Museum, in the Learning Centre (next to the dinosaur exhibition). You will need to be wearing a wristband to enter, please see your Zone Manager for one.
5. The zone managers will be responsible that the programme runs to schedule. We ask that you familiarise yourself with your timeslot and be punctual.
6. If you are unable to make it on the day due to unforeseeable circumstances, we ask that you contact Kirsty on the day.
7. If you have any access requirements, please share them with Kirsty in advance so we can best accommodate your needs.

### **WORKSHOPS**

1. Your main contact for the day will be Emma Dyson. Please contact Emma as soon as possible if you have any issues on the day.
2. Emma will be on site all day, supporting the workshops but is working across the whole site, so at times it may take her a moment to get over to yourself if you require support. If you require immediate support, and Emma is not nearby contact your area's Zone Managers.
3. You will be provided with a clicker on the day to record how many people take part in your workshop. Please remember to click once for each person participating. You will be provided with a sheet to record your figures on.
4. If you have any access requirements, please share these with Emma in advance so we can accommodate your needs.
5. At the end of the day, you are welcome to leave resources in the Greenhouse, in the Walled Garden. This will be locked overnight; however, anything left is at the

owner's risk and Festival of Thrift cannot accept any responsibility for missing or damaged resources.

## **WELFARE**

### **Green Room (Performers & Volunteers)**

- A Green room is in the Learning Centre, opposite Kirkleatham Museum. Here you will find refreshments and a quiet safe space for leaving your belongings.
- What 3 Words: ///relax.runner.penny
- Please note that some dressing rooms are shared spaces with other artists so please be respectful of each other's space and belongings. Tea and coffee will be available in dressing rooms or a separate green room space – the artist liaison team will make you aware of where this is.
- Please do not leave valuables in the dressing room area, the festival cannot be held responsible for any losses or damages.
- Volunteers will also be storing their belongings in the kitchen at the Green Room.
- You cannot get access to the Green Room without a wristband as there is security on the door.
- Wristbands will be handed to you by the zone managers.

If you are performing in the Walled Garden (Allotment Patch), we can use the potting shed for drinks and there is a small space to get changed in too.

(Mud Plant Rave and Pif Paf Theatre)

### **Medical Information**

Please inform a Steward or other Festival Staff member if you are feeling unwell or have an accident. There are medical personnel onsite throughout the weekend, please contact these via your Zone Manager or the First Aid Point in Camp Thrift, next to the playground.

### **Security**

If you need to leave props and merchandise, please arrange this with your Zone Manager on the day. There is 24hour security onsite, but anything left onsite and, in the car, park is left at the owner's risk. Please ensure any equipment or breakables are left under equipment cover and ideally in sealed containers in case of poor weather. Props

and costume may be left in your dressing/green room or in other spaces identified by the artist liaison team.

### **Volunteers**

If you have requested volunteers/staff support, or if Thrift have allocated support to your activity, then you will be introduced to the staff on the day of the performance, or activity. Please spend time to ensure they have been briefed into what is you would like them to do. Festival Of Thrift Staff will be around to support this

### **Food and Drink at the Festival**

There are stalls on site at the festival where you can purchase food, teas and coffees and snacks will be available at the green rooms.

Please bring a refillable bottle/cup if possible. The Zone Manager will show you where you can re-fill on the day.

### **Toilets**

There are toilets located in Slow Fashion Alley, The Pavillion in the Allotment Patch, and Camp Thrift.

### **Festival Information Point**

This is situated in Slow Fashion Alley. There will always be Thrift staff at this tent, and it is a useful point to direct the public to if they have any questions around the programme, access needs etc.

### **CODE OF CONDUCT**

- Treat all others on site with patience and respect.
- Create an inclusive and safe environment for all.
- Be approachable, calm, and open minded in all situations.
- Handle disagreement constructively.
- Ask for help if something is unclear / you do not understand.

- Treat your working environment with respect and consideration. Leave no trace – especially outdoors.
- Leave all spaces tidy, how you would like to find them.
- Sexism, Racism, Homophobia, Transphobia, or any other discrimination on the grounds of any protected characteristics will not be tolerated. Offensive language, Abuse, Sexual Harassment, Violence will not be tolerated.

## **ACCESSIBILITY**

Full details of our festival accessibility plan can be found in the festival programme, which is available at the Info Desk or downloadable online.

- The Info Point located in Slow Fashion Alley and is a good point to connect with our friendly staff around any access needs and questions.
- Shows which are BSL interpreted, non-verbal, or audio-described are listed in the festival timetable.
- There is a Changing Places Toilet at Kirkleatham Museum Cafe.
- Accessible toilets can be found at Kirkleatham Museum Cafe and the Walled Garden Cafe.
- Baby change facilities are in the above locations.
- You can borrow Ear Defenders at the Info Point in John Whitehead Park.

## **SUSTAINABILITY**

Recycling is available throughout the site. Please take care to dispose of your waste in the correct bins to give us the best chance of improving our recycling rate.

## **SAFEGUARDING**

- Please report any concerns to the Zone Manager immediately. These will be passed onto Event Control and dealt with appropriately.
- Child Protection is a key area of safeguarding and refers to the process of protecting specific individual children who may be identified as being at risk of suffering harm or who are suffering harm. Children are classified as anyone under the age of 18.

### **Lost Children/ Young People/ Vulnerable Adults**

- There will be a Lost Children point will be located next to the medical tent next to the museum.
- Please report any concerns to the Zone Manager immediately. These will be passed onto Event Control and dealt with appropriately.
- If a child/ young person/ vulnerable adult approaches you or tells you that they are lost or someone brings a lost child/ young person/ vulnerable adult to you, the child/ young person/ vulnerable adult and the person who found the child must remain in a safe location close to where the child was found, for up to 5 minutes to allow for immediate recovery by parents/guardian.
- If the child/ young person/ vulnerable adult isn't picked up within 5 minutes, inform your nearest steward and together escort the child to the Lost Children's point, reassure them and ask them their name and the name of their parent, guardian or carer who has been with them on the day, who else they are with and where they last saw them.
- At the Lost Child Point – Event Control will take control of the procedures in place.
- If the child and parent/ guardian still have not been reunited 20mins later, Event control will inform the police.
- Staff should not under any circumstances take missing children or young people away from the Lost Child Point.

### **If a parent or guardian reports a missing child, young person, or vulnerable adult:**

- If you are approached by a parent or guardian who is reporting a missing child, please take them to the Lost Child Point where event control will take control of the procedures in place
- All missing children/ young people/ vulnerable adults' incidents must be reported at the Lost Child Point so that the appropriate forms can be filled out.
- If the child/ young person is not at the Lost Child Point already, a description (excluding name) must be communicated to all radio users via Event Control so that security can be informed to support a rapid search.

- If the child/ young person is not found within 20 minutes, then Event Control will inform the police.

### **Reuniting people:**

- Ask the adult collecting the child/ young person or vulnerable adult what the name of the missing child/ young person/ vulnerable adult is and ask the adult what their name is to ensure they are who they say they are and check that the child, young person or vulnerable adult agrees.
- If a child or vulnerable adult is reluctant to go with a collecting adult, then the adult should be asked for proof of ID. If there are problems, Event Control should be consulted.
- Once a child or vulnerable adult has been re-united with their collecting adult all Event Control should be informed immediately by radio and in person.

### **Photography**

- Any official photographers should gain verbal parental consent to take and use images for Festival of Thrifts' publicity or for other partner organisations.
- Festival of Thrifts' employees, freelancers and volunteers should not take personal photos of children, young people, or vulnerable adults who they are not solely responsible for on their own devices, nor should staff upload any such images to the internet/ social media.

## **EMERGENCY PROCEDURES**

- Emergency exit signage will be in place throughout the site to ensure awareness of evacuation routes.
- Emergencies will be reported into Event Control.
- In the event of a report of a fire, the trained fire marshals will be advised of the location and nature of the incident and will deploy response. Security teams will also be advised to assist with secure escape routes and prevent fire spread and escalation.
- Every occurrence of a fire or a dangerous event should be reported to the Fire Service via Event Control or 999 system. Full and specific information should be provided to the fire control operator and then an assessment will be made by them as to the level of Fire Service response.
- In the event of report of a medical emergency the FSNE Medical response team will be advised of the location and nature of the incident and will deploy staff.

Security personnel co-ordinated through security control will secure, as necessary, clear routes for any ambulance access and egress.

### **Evacuation**

- If a full evacuation of the site is necessary during build or break, please make your way to the staff assembly point, which will be located, as long as it is safe to, will be located outside the event control office located **behind the Kirkleatham Museum Cafe.**