



Ring of Gullion
Landscape Partnership



LOTTERY FUNDED



Lúnasa Festival

Event

Toolkit



Comhairle Ceantair
an Iúir, Mhúrn
agus an Dúin
Newry, Mourne
and Down
District Council



Northern Ireland
Environment
Agency
www.daera-ni.gov.uk



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Agriculture, Environment
and Rural Affairs
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Introduction

The purpose of the annual Lúnasa Festival is to support already existing local festivals and events by introducing new elements that increase the knowledge and appreciation of the heritage of the Ring of Gullion area. The Festival raises the awareness of the landscape, history and heritage of the area as well as showcasing the area's pool of talents in areas such as music, dance, storytelling and handicrafts.

For more detailed information on the aims of the Lúnasa Festival and the Ring of Gullion Landscape Partnership Scheme (RoGLPS) as a whole, please download our Landscape Conservation Action Plan (LCAP) from our website (www.ringofgullion.org).

- Pg 96 – 103: Themes of the Landscape Partnership Scheme
- Pg 153 – 160: Details of the Cultural heritage festival (Lúnasa Festival) and historical revival

This guide has been produced by the RoGLPS to help you organise your Lúnasa Festival event(s); however the information can be used for any small event (attendances up to 500 people).

The information in this guide is tailored towards small events; for larger events or for more in-depth information please refer to 'A Guide to Organising Safe Events' produced by Newry, Mourne and Down District Council (NMDDC).

Please note that it is a guide only, if you are unsure about anything please seek further assistance from a qualified person within NMDDC, hereafter referred to as "the Council" and seek your own legal guidance.

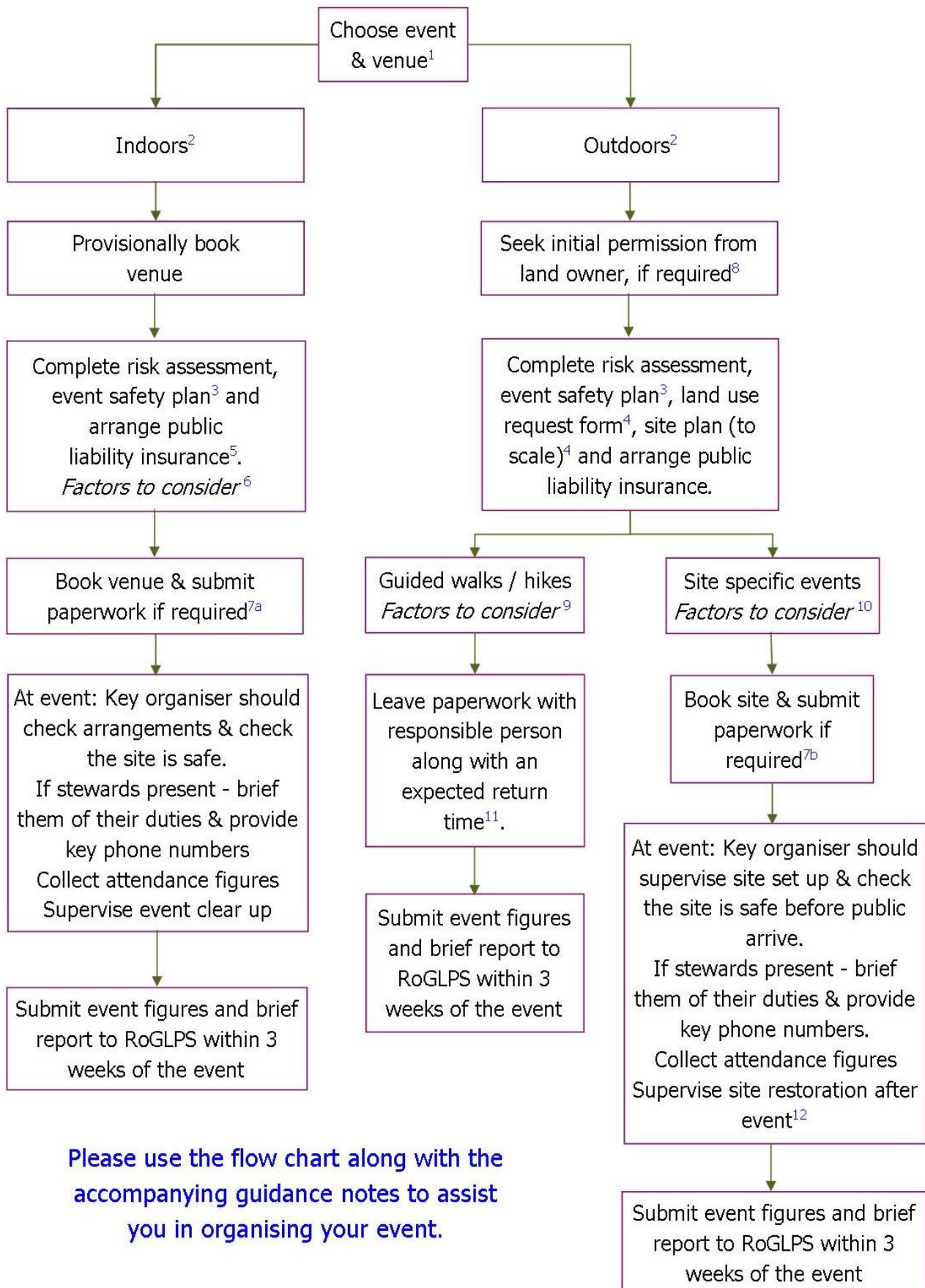
Event Assistance – If you would like direct assistance from the RoGLPS for your Lúnasa Event(s) please complete a Partner Search Form (Appendix 1) and submit it to the Volunteer & Outreach Officer by the date stated on the form. Copies of all up-to-date forms will be available for download from the Partnership website (www.ringofgullion.org/publication/event-toolkit/).

Useful Contacts

Alison Brady
Volunteer & Outreach Officer
Ring of Gullion Landscape Partnership
Crossmaglen Community Centre
O'Fiaich Square
Crossmaglen
BT35 9AA
Tel: 028 3082 8594
Email: volunteer@ringofgullion.org
Website: www.ringofgullion.org

Newry, Mourne & Down District Council
O'Hagan House
Monaghan Row
Newry
BT35 8DJ
Tel: 0300 013 2233
Website: www.newrymournedown.org
Email: events@nmandd.org

Event Planning Flow Chart



Event Planning Flow Chart - Guidance Notes

1. Consider the activities involved in the event and anticipated attendance as these will determine your required venue capacity and facilities.
2. If suppliers, such as amusements, food providers etc. are being used you will need to collect the companies' public liability insurance, risk assessments and any relevant safety certificates for equipment or food preparation. If food providers are being used they must have a valid food hygiene certificate and the Environmental Health Department of the Council also need to be informed. If amplified recorded music is being played in/on a premises not already licensed to sell alcohol, or is being played between the hours of 11pm and 8am, an entertainment license will be required; this can be applied for through the Council's Licensing Department (buildingcontrol@nmandd.org) for a small fee.
3. For small events of less than 50 attendees the risk assessment should be sufficient as an event safety plan; however this will depend on the venue owners.
4. Required for site-specific events only. The 'Request to Use Council Land' forms ([Appendix 4](#)) are needed for Council owned sites; other landowners may have something similar.
5. It is recommended that your public liability insurance has a minimum limit of indemnity of £5 million. It is your responsibility to ensure your event has suitable insurance; proof of insurance will need to be provided if you are receiving financial assistance from RoGLPS.
6. Factors to consider:
 - i) First aid cover & equipment – ask about trained venue staff
 - ii) Room layout
 - iii) Additional equipment e.g. computer and projector
 - iv) Car parking
 - v) In the case of larger events: car park stewards to aid traffic flow
 - vi) Under what circumstances you would cancel the event
7. a. If you are using a Council venue, you will need to supply your public liability insurance, risk assessment(s), event safety plan and any provider's paperwork as stated in note 2 above, to the relevant Council employee; most likely the venue receptionist or manager, four weeks before the event.

b. For outdoor events you will need to submit your paper work (as stated in notes 2 & 4 above) to Lyndsey Moore (Lyndsey.moore@nmandd.org). The N.I. Fire & Rescue Service, as well as the PSNI also need to be notified of the event once approval has been given by the Council. The PSNI will also need to see your paper work from notes 2 & 4 – contact David Knox: davidknox@psni.pnn.police.uk for further information.

NB: For the duration of the RoGLPS the Volunteer & Outreach Officer will be your point of contact for the Council. After the RoGLPS the main Council contact for events will be via events@nmandd.org.

8. This typically applies if the land is privately owned, Council owned or if the event is sufficiently large that disruption would be caused to the site's normal operations or environment. Guided walks along designated paths/roads etc. are generally exempt, however if you are walking along public roads a request needs to be submitted to the [Parades Commission](#), 28 days before the event. Concerning Council sites, at least three months' notice will be required for events of less than 5000 people.
9. Factors to consider:
 - i) Access to toilets
 - ii) Route you will take and possible access points for emergency help
 - iii) Advice for participants e.g. reasonable level of fitness required, walking sticks recommended etc
 - iv) Recruiting a backstop (a responsible person bringing up the back of the walk to ensure the group is kept together and to notify of oncoming traffic)
 - v) Rest points and shortened routes if the weather turns bad unexpectedly
 - vi) Under what circumstances you would cancel the event
 - vii) A useful tool for route planning can be found here: <https://gb.mapometer.com/>
10. Factors to consider:
 - i) Access to toilets, including accessible toilets
 - ii) Car parking, including accessible spaces
 - iii) Adequate event communication, both within the event and to external agencies. You may need to consider a radio repeater, due to the mountainous terrain
 - iv) Crowd control
 - v) Shelter from poor weather
 - vi) Event set up time – depending on the size of the event and the changes you wish to make to the site, you may need to close the site to the public for a time, to enable you to set up the site safely; advance notice should be given via signage at the site
 - vii) Access and egress for emergency services
 - viii) Under what circumstances you would cancel the event

NB: For a small cost, the Council may supply barriers, chairs, marquees and tables. Requests need to be submitted to events@nmandd.org at least four weeks before the event, using the form in [Appendix 7](#). If the resources are needed during peak event periods it is recommended that you send requests as early as possible to avoid disappointment.
11. For larger events it is recommended that you contact the local mountain rescue service with your route plans before the event. The Ring of Gullion is covered by the Mourne Mountain Rescue Service (secretary@mournemrt.org).
12. After the event, sites should be immediately returned to the same condition (or better) than they were in before the event i.e. all equipment and signage removed, event litter collected and removed. Depending on the size of your event you may need to arrange the supply and emptying of additional bins with the Council.

Event Risk Assessment

As part of organising a safe event, you must control the risks to organisers and attendees. To do this you need to think about what might cause an accident and/or ill health to people and decide what reasonable steps you can take to prevent them; in other words, make a risk assessment. Most of what is contained in a risk assessment is common sense, for example, keeping electrical equipment away from water.

To carry out a risk assessment you need to think about what activities your event will have and what hazards (anything which may cause harm) are associated with those activities. Decide how people may be harmed by the hazard and work out what steps can be taken to reduce the risk of an accident happening. You may find it easier to produce two risk assessments, one from the perspective of the organisers, stewards and other volunteers assisting with the running of the event, the other from the perspective of attendees, particularly if those working behind the scenes are exposed to more hazards. Should an accident occur all the details will need to be collected on an Accident/Incident Report Form ([Appendix 5](#)); depending on the severity of the accident this form may need to be submitted to the event insurers.

On pages 8 - 10 there is an example of a generic risk assessment, which you are welcome to use as a guide to create your own event-specific risk assessment.

Event Safety Plan

Larger events (over 100 attendees) will need an event safety plan as well as a risk assessment. Event safety plans focus more on what will happen in the event of an emergency; rather than general risks. Your event safety plan should detail who will take on decision-making responsibilities during an emergency, as well as the emergency procedures.

When developing your event safety plan you should consider how you will:

- Get people away from immediate danger,
- Handle casualties,
- Liaise with the emergency services and if the situation is serious, hand over responsibility for the emergency to them,
- Deal with people displaced by the emergency i.e. those not injured,
- Protect property.

Your event safety plan should also include:

- A contacts page, containing all the essential contact numbers and
- Site location maps detailing the locations of activities, stewards, first aid etc.

On pages 11 - 13 there is a short example of a generic event safety plan, showing the control factors put in place for one hazard identified at the risk assessment stage as well as general stewards' duties. You are welcome to use this event safety plan as a guide to create your own event-specific safety plan.

This is for guidance only. You must complete your own, event-specific, risk assessment

Example - Generic risk assessment

Below is a generic risk assessment, which will cover the main risks present at any event; however, it is not a comprehensive list. The 'current control measures' provided will not apply to all situations. Please use it as a guide to tailor your own, **event-specific**, risk assessment. A few guidance notes have been included in blue.

- *Likelihood** – A measure of the chance of an accident occurring
- 1 – Very unlikely:** There's a 1 in 1,000,000 chance of the hazardous event happening
 - 2 – Unlikely:** There's a 1 in 100,000 chance of the hazardous event happening
 - 3 – Fairly likely:** There's a 1 in 10,000 chance of the hazardous event happening
 - 4 – Likely:** There's a 1 in 1,000 chance of the hazardous event happening
 - 5 – Very likely:** There's a 1 in 100 chance of the hazardous event happening

- Severity** – A measure of how serious an injury would be if an accident occurred.
- 1 – Insignificant:** No injury
 - 2 – Minor:** Minor injuries needing first aid
 - 3 – Moderate:** Up to three days' absence from work
 - 4 – Major:** More than three days' absence from work
 - 5 – Catastrophic:** Death

If you have safety measures in place and are still getting a Risk Factor score of 17-25 the activity/event should not go ahead.

Event Safety Risk Assessment

ACTIVITY: *Insert event title*

LOCATION: *Location address*

Location Description:

Give a brief description of the location, indoors, outdoors, surface type and condition etc.

MAP SHEET/GRID REF: *Letter & Six-figure grid reference* **Likelihood (L) x Severity (S) (were 1 is low, 5 is high) = Risk Factor (R)** *see notes above

| Area/Object | Potential hazard | L | S | RF | Current control measures | Action in event of an accident | Additional control measures |
|-------------|------------------|---|---|----|--|--|---------------------------------------|
| Weather | Cold/heat/burn | 4 | 3 | 12 | Adequate protection – Attendees have been advised to wear correct clothing for conditions. Check Met Office weather day before the event taking place. | First aid / 999 <i>(depending on seriousness)</i> | Activity cancelled in extreme weather |

This is for guidance only. You must complete your own, event-specific, risk assessment

| | | | | | | | |
|---|--------------------------|---|---|---|--|-----------------|---|
| Uneven and potentially slippery surface | Slip/trip/fall | 3 | 2 | 6 | <ul style="list-style-type: none"> - Warning statement. - Attendees advised to wear appropriate footwear. - Wet surface hazard signs displayed. | First aid / 999 | Leaders aware of alternate entry/exit points in case of injury. |
| Moving vehicles | Collision with attendees | 2 | 3 | 6 | <ul style="list-style-type: none"> - Stewards wear hi-vis vests at all times. - Traffic movement areas e.g. crossings manned with stewards in hi-vis vests directing pedestrian traffic. - Site made into a pedestrian zone during the period the event is open to the public. - Walk leader and backstop wear hi-vis vests and alert walkers to oncoming traffic, so they can move onto the side of the road. | First aid / 999 | <p>Stop pedestrian movement if necessary to facilitate vehicle movement.</p> <p>NB: Stewards to not have the power to control vehicle traffic, only pedestrian traffic.</p> |
| Generators / Electrical equipment | Electric shock | 1 | 4 | 4 | <ul style="list-style-type: none"> - Generators placed in a cordoned off area. - Ensure electrical equipment is suitable for outdoor use. - If more than 12 months old electrical equipment is PAT tested. - Electrical equipment kept away from water sources indoors. - Equipment checked for damage before use; particularly cables and plugs | First aid / 999 | At outdoor events a qualified electrician must be on site to sign off all electrical equipment as being safe to use. |
| Generators / Electrical equipment | Tripping over cables | 2 | 3 | 6 | <ul style="list-style-type: none"> - Cables kept tidy in cordoned off area. - If cables must cross pedestrian walk ways, external/internal pedestrian cable covers used. | First aid / 999 | At outdoor events a qualified electrician must be on site to sign off all electrical equipment as being safe to use. |
| Wildlife | Stings/bites | 2 | 2 | 4 | None | First aid / 999 | None |

This is for guidance only. You must complete your own, event-specific, risk assessment

| | | | | | | | |
|-------------------|------------------|---|---|---|---|-----------------|--|
| Manual handling | Sprain / Strain | 3 | 2 | 6 | - Stewards trained in correct manual handling techniques. - If stewards untrained, have trained person demonstrate safe manual handling before work begins and supervise throughout. - If loads are too heavy or awkward for one person, work in pairs. | First aid / 999 | None |
| High drops | Fall from height | 2 | 4 | 8 | - Restrict or prevent access to areas with high drops e.g. steep slopes, stages. - Close off area with barriers. | First aid / 999 | None |
| Medical condition | Asthma etc. | 1 | 3 | 3 | Awareness. | First aid / 999 | None |
| Noise | Hearing damage | 3 | 3 | 9 | - Workers provided with suitable ear defenders. - Stage sound volume maintained at recommended decibel level. | First aid / 999 | Seek advice from the Council Licensing or Health & Safety Departments. |
| Fire | Burns | 3 | 3 | 9 | - Provide fire extinguishers in key areas e.g. near electrics or BBQs. | First aid / 999 | None |
| Lighting | Trip/Fall | 4 | 2 | 8 | - If an outdoor event is continuing into the hours of darkness provide suitable temporary lighting throughout the site, focusing on main thoroughfares, toilets and exits. - Provide stewards with torches. | First aid / 999 | At outdoor events a qualified electrician must be on site to sign off all electrical equipment as being safe to use. |

| | | |
|--------------------------------|---|---|
| Safety equipment / information | e.g. first aid kits, hi-vis vests, fire extinguishers | Nearest Hospital: Daisy Hill: Tel +4428 3083 5000 Safety Co-ordinator mobile: Chief Steward mobile: |
| Qualified First Aider(s) | The Council Health & Safety dept. or British Red Cross can provide advice on the level of first aid provision required, particularly for larger events. | |
| Assessed by: | | |
| Checked by: | | |

Below is a short example of a generic event safety plan which covers one main hazard present at an event; the control measures provided will not apply to all situations. Please use it as a guide to tailor your own event safety plan, using your event risk assessment. A blank Event Plan template can be found in [Appendix 6](#). The length of your event safety plan will be determined by the number of main hazards identified in your risk assessment.

Example - Event Organiser – Event Name : Event Safety Plan
Date – Location

Site Management:

| | |
|-----------------------------|--|
| CHIEF STEWARD: | Main coordinator of the event |
| MUSTER POINT: | A suitable location for stewards to assemble for deployment in an emergency. |
| SAFETY CO-ORDINATOR: | Person in charge of safety – for small events this can be the same person as the chief steward, for larger events (upwards of 100 people), a separate person is recommended. |
| CHILD PROTECTION: | If children are in attendance there should be a minimum of two responsible persons (one male and one female), who have had appropriate background checks and child protection training, to look after lost children. You will also need a child protection policy and an enclosed child-friendly area to take lost children. It is also recommended that the persons responsible for child protection wear a different colour of hi-vis vest to easily distinguish them from other stewards. |

Event Control Centre (Muster point) : Usually the same as above

Communication: Depending on the size of the event different methods of communication will be needed, for small events stewards' personal mobiles and megaphones for communicating with attendees will be sufficient. For larger events or events in poor signal areas, 2-way radios should be considered for stewards, along with a PA system for distributing information to all participants. NB: Low cost and effective 2-way radios are available online.

First Aid: What level of first aid will be provided and by whom? The level of first aid cover required will largely be dictated by the anticipated numbers of attendees and the event risk assessment. An example would be: Ambulance & crew provided by Order of Malta, supported by two of our own volunteers.

Toilets: If you are having an indoor event, it is highly likely toilets will be provided. However if you are at an outdoor site you may need to hire chemical toilets; remember to ensure that at least one of the toilets is wheel chair accessible. The anticipated numbers of attendees will determine the number of toilets; the toilet providers can advise you on the recommended number.

Stewarding arrangements

Site specific issues: -

In this section, you should highlight the main hazards which your stewards will be responsible for managing. It is recommended that you develop a stewarding plan to ensure stewards know their roles and responsibilities prior to the event.

Risk assessment *Hazards*; Attendees, density/movement and moving vehicles.

Control measures: How you will protect attendees from the hazards

- Number of stewards available - positioned at all vital points; highlight key areas e.g. a road crossing from a car park
- Site checked for any glass or other hazards before set up.
- Site made a pedestrian zone from ... until ...
- Caution signs of pedestrians crossing will be placed on the roadside.
- If a field is being used as a temporary car park - Tractor on stand-by in case cars get stuck in the field. It would also be worth considering alternative parking in case of wet weather.
- Event coordinator will brief all stewards on their duties. It is also recommended you go over the order of events, location of first aid and lost children point etc.
- Food provider(s) have valid food hygiene and other relevant food safety certificates.
- Amusement provider(s) have valid public liability insurance, risk assessments and health & safety certificates for all amusements provided.

Emergency Action Plan: -

The Chief Steward and Safety Coordinator reserve the right to cease the Activities if a Health and Safety risk becomes apparent at any stage.

1. The Chief Steward or Safety Coordinator must be contacted immediately by the quickest practical means.
Give precise details to the Chief Steward and await further instructions.

2. It will be the Chief Steward's/Safety Coordinator's* responsibility to:
- Contact the relevant emergency services (Fire, Ambulance, Police, etc.)
 - Request that the necessary Stewards either go to the Muster Point or required location.
 - Under no circumstances should anyone attempt to fight a fire without the permission of the Chief Steward or Safety Coordinator*.

Medical emergency, Bomb scare or Public disturbance:

- The Chief Steward or Safety Coordinator* must be contacted immediately by the quickest practical means.
- Give precise details to the Chief Steward and await further instructions.

Steward's duties (it is essential each steward is aware of his/her specific duties):

Dedicated stewards will be required to:

- Monitor & control the public to ensure all safety zones are kept secure.
- Concentrate on their duties not the activities.
- Contact the Chief Steward or Safety Coordinator in the event of an emergency.
- Ensure no overcrowding occurs in any part of the venue particularly on entering or leaving the site.
- Secure emergency access routes.
- Be alert to tripping hazards, broken glass etc. and take the necessary action to prevent injury e.g. remove the offending item or isolate (if in doubt contact The Chief Steward or Safety Coordinator).
- Cooperate with the Chief Steward and Safety Coordinator at all stages of the event.
- Cooperate with members of the emergency services (notify Chief Steward or Safety Coordinator if the emergency services require assistance).
- Not be under the influence of alcohol whilst executing their duties.
- Report immediately any hazardous activities/equipment/structures, accidents or ill health, dangerous occurrences, unruly behaviour or equipment.
- Assist lost children following 'event lost child policy' (Contact Chief Steward or Child Protection Stewards and bring to Muster point).
- Remain on duty until the event is over and the Chief Steward is satisfied that the supervision requirements can be stepped down.
- Remain calm and courteous towards members of the public and provide them with the necessary information e.g. First aid and other facilities (if in doubt refer them to the Chief Steward).
- Be identifiable by wearing the high visibility reflective vests provided.

Notes: Ensure fire hydrants are kept clear.

Thank you for your attention

Example - Event Check List

The checklist below covers large events; therefore, it is probable that some items will not be required for smaller events. Your risk assessment should highlight what you need from the list.

Event: _____

Location: _____

Date: _____

| | Number | Supplier | Date Ordered |
|----------------------------|--------|----------|--------------|
| Barriers | | | |
| Bins | | | |
| First Aid | | | |
| Lighting | | | |
| Marquees / Gazebos | | | |
| Stewards | | | |
| Park & Ride | | | |
| Stage | | | |
| Security | | | |
| Sound | | | |
| Toilets | | | |
| Traffic Management Company | | | |

Partnering with the Ring of Gullion Landscape Partnership

We are eager to partner with local community groups, individuals and businesses to continue providing a successful Lúnasa Festival year on year. There are two ways that you can partner with us:

Independent Partner: For established, self-sufficient events that would like to take advantage of free additional marketing under the Lúnasa Festival brand. Events will be promoted in the events guide (if the information is submitted by the deadline), on the Partnership website and generally through Ireland-wide promotion of the Lúnasa Festival.

Assisted Partner: For new or establishing events which need some additional support from the RoGLPS; in addition to the free marketing under the Lúnasa Festival brand. Additional support could take the form of financial assistance, additional staffing to run the event or support organising your event.

By becoming a partner you agree to the conditions laid out in the **Ring of Gullion Landscape Partnership & Partner Agreement** ([Appendix 1](#)).

If you would like to become a Lúnasa Festival Partner please complete the **Partner Search Form** ([Appendix 2](#)), after reading the guidance notes on the following pages (16 - 17), and submit it to the RoGLPS by the deadline stated.

Once selected as a Partner please use the **Lúnasa 2018 Event Submission Form** ([Appendix 3](#)) to submit the information for your event(s) to the RoGLPS.

Up to date and editable forms and example documents can be downloaded from the Ring of Gullion website: www.ringofgullion.org/publication/event-toolkit/

Guide to Financial Assistance

The RoGLPS can provide financial assistance for items or services essential to putting on an event; however, the RoGLPS cannot provide financial assistance for capital works i.e. permanent fixtures at a site or the purchase of items for use at multiple events.

The lists below give examples of items the RoGLPS can and cannot cover, it is not an exhaustive list; if you have a query please contact the RoGLPS.

| Items / Services Covered | Items / Services Not Covered |
|--|--|
| Hire of: - First aid cover - Marquees - Barriers - Stewards - Temporary signage - Portable toilets Hire or subsidising the cost of facilitators e.g. face-painters, musicians for not-for-profit events i.e. events are free to participants or a nominal charge paid for aspects of the event.* | Construction work of any kind e.g. building paths, plinths, styles etc. Purchase of portable site facilities for groups to keep and re-use e.g. marquees, barriers etc. Hiring or subsidising the cost of facilitators participating in for-profit events i.e. a cost charged to participants. |

***NB** Any income made must be reinvested in the event the following year.

If you are successful in applying for financial assistance, you will need to provide the RoGLPS with supplier information and quotations so that the RoGLPS can pay suppliers on your behalf. **Please note:** Financial assistance will only be released once proof of event insurance has been provided.

Guide to Acknowledging Ring of Gullion Landscape Partnership Assistance

Event-specific marketing

If you choose to produce additional, event-specific marketing, such as flyers, posters, brochures etc. use the Lúnasa Festival logo to associate your event with the rest of the Lúnasa Festival. The Lúnasa Festival logo can be downloaded here: goo.gl/GIV3Pt



If you are in **receipt of financial assistance** you must acknowledge the Heritage Lottery Fund (HLF), RoGLPS, and NMDDC on your marketing materials. Logos will be provided by RoGLPS, if required.

Marketing designs and wording must be sent to the RoGLPS for approval; before being used.

Press Releases & Speeches

It will significantly increase the profile of your event if you can write press releases for use on the Ring of Gullion website and distribution to local papers. We would recommend writing a press release if you are running multiple events or are organising a larger event i.e. an anticipated attendance of over 100.

Items to acknowledge in your press release:

- The overall Lúnasa Festival – Tag line: The Ring of Gullion, the place to be this August.
- Assistance from the RoGLPS

Recommended wording for press releases and speeches regarding financial assistance

“This event is supported by the Heritage Lottery Fund and Newry, Mourne and Down District Council, through the Ring of Gullion Landscape Partnership.”

Recommended wording for press releases and speeches regarding general assistance

“This event is supported by the Ring of Gullion Landscape Partnership.”

Or

“A special thanks to the Ring of Gullion Landscape Partnership for supporting us with this event.”

Press releases must be sent to the RoGLPS for approval, before being finalised or distributed.

*The information in this Event Toolkit is correct at the time of print and every care has been taken to ensure accuracy. However, the Ring of Gullion Landscape Partnership and Newry, Mourne & Down District Council cannot accept responsibility for any errors, omissions or changes which may occur. All liability for loss, disappointment, negligence or other damage caused by the reliance on the information contained in this Event Toolkit is hereby excluded.
©2017.*

Ring of Gullion Landscape Partnership Scheme & Partner Agreement

We, the Ring of Gullion Landscape Partnership, agree to:

- Promote your event(s) as part of the Lúnasa Festival, through a printed events guide (if you submit the information on time), the Partnership website, Newry VIC and generally through our marketing campaign.
- Inform you, in good time, of what assistance we can provide you from the requests made in the Partner Search Form and provide it as needed.
- Assist you with advice, if needed.

We, the Partner(s), agree to:

- Email the Lúnasa 2018 event submission form to the Volunteer & Outreach Officer.
- Upload the event(s) onto 'What's On NI' (www.whatsonni.com).
- Plan and organise the event(s) in accordance with best practice, as laid out in the Events Toolkit.
- Provide evidence of event insurance along with supplier details, if you are receiving financial assistance.
- Promote the event(s) through press releases if we are running multiple events or a larger event (over 100 people expected to attend).
- Submit any press releases or event-specific marketing to RoGLPS for approval prior to distribution.
- Collect images and/or video of the event(s) and attendance figures.
- Submit attendance figures, photos and/or video and a brief report* to the Volunteer & Outreach Officer within three weeks of the end of the event, or event series (if you are running multiple events).

*The report should cover how the event went generally, any problems and any improvements, which could be made for the next time.

Signed: _____ Printed name: _____

On behalf of the Ring of Gullion Landscape Partnership

Signed: _____ Printed name: _____

On behalf of the Partner(s) _____

Lúnasa Festival 2018 Partner Search Form

Please note this is not a funding application.

The purpose of the annual Lúnasa Festival is to support already existing local festivals and events by introducing new elements that increase the knowledge and appreciation of the heritage of the Ring of Gullion area. The Festival raises the awareness of the **landscape, history and heritage** of the area as well as showcasing the area's pool of talents in areas such as music, dance, storytelling and handicrafts.

We invite partners from local community groups, businesses and passionate individuals who have an existing event they'd like to continue or improve or new events they would like to implement as part of Lúnasa Festival 2018.

For more detailed information on the aims of the Lúnasa Festival and the Ring of Gullion Landscape Partnership Scheme (RoGLPS) as a whole, please download our Landscape Conservation Action Plan (LCAP) from our website (www.ringofgullion.org).

- Pg 96 – 103: Themes of the Landscape Partnership Scheme
- Pg 153 – 160: Details of the Cultural heritage festival (Lúnasa Festival) and historical revival

We have limited resources and will assess all forms after the deadline to the criteria of the LCAP.

Information about yourself, organisation or group:

Name: Main Contact:
Contact email: Phone:

1. Are you, or a member of your group, a member of the Lúnasa Working group?

Yes / No

2. Event title:

3. Event description:

4. Anticipated attendance:

5. How does it promote the landscape, history and/or heritage of the Ring of Gullion, in accordance with the LCAP?

6. Did you partner with the LPS in previous years?

Yes / No

If yes, describe what the LPS offered e.g. financial assistance, event assistance etc.

Assistance requested from the Ring of Gullion Landscape Partnership

In addition to promotion of your event as part of the Lúnasa Festival, what other assistance do you require from the RoGLPS?

7. Financial assistance

Yes / No

If yes, please give details on what the LPS can supply on your behalf to support your event, including an estimated amount. Please see the event tool kit (Pg 16) for the items/services we can and cannot supply.

8. Staff or volunteer help at the event

Yes / No

If yes, please estimate how many staff/volunteers you will need, for how long and what tasks they will be needed for. *Please note this is a very limited service.*

9. Any other assistance you may require?

10. How do you plan to manage the event from 2019 onwards when the RoGLPS comes to an end?

Please note: All Partners must follow the acknowledgement guidelines in the Event Toolkit (Pgs 16 - 17) or forfeit potential future assistance.

Thank you for taking the time to complete the application form.

Please return it to the Volunteer & Outreach Officer, Alison Henderson, by

5pm on 28th February 2018.

Post: Crossmaglen Community Centre, O'Fiaich Sq., Crossmaglen, BT35 9AA

Email: volunteer@ringofgullion.org



An Agency within the Department of
**Agriculture, Environment
and Rural Affairs**
www.daera-ni.gov.uk

Lúnasa 2018 Event Submission Form

The information provided below will be used by the Landscape Partnership to promote your event in the events guide, on our website and across social media. Please ensure the information is accurate before submitting the form. **Forms must be returned by 5pm on Friday 13th April 2018. Events submitted after this date will not be advertised in the printed events guide but can still be put up on the Partnership website and social media.**

Event title:

Brief event description for Facebook & Events guide (*max. 100 words*):

Longer event description for the website:

In this section please include a more detailed description of your event and all the essential information visitors will need prior to your event, such as directions; if it's an unusual place, or if you have a specific meeting point, any booking information or health recommendations. This is your opportunity to really sell your event and head off any potential questions that people might ask.

Event contact name and phone number or email:

Date(s) & start/finish times of event:

Cost (*put 'Free' if it is*):

Website/Facebook (*if applicable*):

Location (*full address*):

In-house booking (*If you want us to take bookings for your event please state how many people you can take on your event.*):

NB: We cannot accept payment through our booking system.

Submission: Please email completed forms to volunteer@ringofgullion.org by **5pm, Friday 13th April 2018**, along with one to three images or a video, to promote your event.



Request to Use Council Land

File Reference:

Applicant:

Area:

Dates:

Details:

Recommendation:

Having been considered the above application was approved under Newry, Mourne and Down District Council's Scheme of Delegation for Officers

Signed: _____

Position: **Director of Active and Healthy Communities**

Date:

Accident / Incident Report Form

Once completed this form should be submitted to the person responsible for event safety.

1. About the person who had the accident

Give full name, home address and contact phone number.

FULL NAME: _____

ADDRESS: _____

POSTCODE: _____

PHONE NO.: _____

2. About you, the person filling in this form

If you did not have the accident, give full name, home address and contact phone number.

FULL NAME: _____

ADDRESS: _____

POSTCODE: _____

PHONE NO.: _____

3. Please sign and date (there person filling in the form)

SIGNATURE: _____ DATE: ____ / ____ / ____

The person who has had the accident should sign and date if they have not filled in the form (as confirmation that they agree the accident recorded is a true and accurate record).

SIGNATURE: _____ DATE: ____ / ____ / ____

4. About the accident – When and where it happened.

DATE: ____ / ____ / ____ TIME: _____

IN WHAT PLACE DID THE ACCIDENT HAPPEN: _____

5. About the accident – what happened

Say how the accident happened. Give the cause if you can. In the event of any personal injury, say what it is.

HOW DID THE ACCIDENT HAPPEN? _____

MATERIALS USED IN TREATMENT _____

6. Witness details

Give full name, home address and contact phone number.

FULL NAME: _____

ADDRESS: _____

POSTCODE: _____

PHONE NO.: _____

WITNESS STATEMENT: _____

7. Report passed to Event Safety Co-ordinator

DATE: ____ / ____ / ____ TIME: _____

CO-ORDINATOR'S NAME AND INITIALS: _____

Event Plan for _____

Introduction: (Give a brief explanation of event) _____

Key Personnel:

Event Organiser: _____

Person responsible for Health & Safety: _____

Person responsible for security: _____

Person responsible for first aid: _____

Equipment:

Will electrical equipment (lighting, disco equipment etc. be used: Yes No

If yes, is the equipment less than 12 months old: Yes No

If more than 12 months old, has it been PAT tested: Yes No

Give details of any other equipment to be used: _____

What First Aid provision has been made: _____

Give details of entrancing arrangements (e.g. ticket, pay at door etc.)

Give details of stewarding arrangements: _____

Give details of emergency arrangements: _____

Give details of Insurance held: (A copy of public liability insurance must be included)

Anticipated audience profile: (age, gender etc.) _____

If outside event has, PSNI/DRD approval has been given? Yes No

Is there to be alcohol at the event? Yes No

Is alcohol to be sold on premises: Yes No

If yes to last question has a liquor license been obtained? Yes No

Signature: _____

Date: _____

Appendix 7



Replies should be emailed to: events@nmandd.org

Request for Logistical Support for Community Festivals and Events

Name of community group/association: _____

Name of event: _____

Address of event: _____

Date of event: _____

Date equipment is required: _____

Contact Tel no's and email address:

Name and mobile number of contact person who will be available to sign for the
Delivery and collection of equipment:

| Type of Equipment required: | | | | | |
|--|---------|---|-----------|---|--------|
| Tables: | Chairs: | Barriers: | Marquees: | Gazebos: | Other: |
| Is your event being held on Council Property Yes/No | | If Yes Request to use Council Land Form will be forwarded to group | | If No Group to confirm that adequate levels of Public Liability Insurance cover is in place for hire of equipment | |
| Does your event require any other Council Services ie Street Cleansing / Bins / Additional opening hours of Public Conveniences / Street Trading or Entertainments Licence Yes/No | | If Yes, please specify <div style="border: 1px solid black; height: 100px; width: 100%;"></div> | | | |

Please note this is only a request form. Confirmation of the amount of support available from the council will be emailed to the contact person listed above. Due to a high volume of requests received applications will be dealt on a first come first served basis.