

Band Concerts 29th July and 5th, 12th and 19th August 2018

Pinner Memorial Park

Instructions for Stewards

Mobile 'phone number for all incidents: 07436 112 372

- dial 999 if emergency services required immediately

(postcode of location HA5 1AE)

- **Steward's Vest** - Please collect your fluorescent vest from the Chair Hire Tent (Event Control Point) and wear it at all times when on duty, and please return your fluorescent vest to the Chair Hire Tent after each Concert. The Chair Hire Tent is near the large performance tent, on the park side of West House.
- **Information** - The public address sound system will be used in an emergency to give instructions to Stewards and the general public.
- **Emergency Exits:** Familiarise yourself with the map of the park (on the Harrow Council signs at the entrances) so that you can direct people to the nearest exit in case of emergency. Please keep the paths and exits in the park clear of obstructions.
- **Lost Children** – Two stewards should accompany any lost children to the Chair Hire Tent – *do not put yourself in a position where you are alone with a child – ask another adult to accompany you if no other Steward is available.*
- **First Aid** – a First Aider is on site. Either use the mobile 'phone number above to ask for the First Aider to attend an injured person, or bring the injured person, if they can walk safely, to the Chair Hire Tent (Event Control Point).

- **Public Toilets / Disabled Access Toilet:** These are located through the “Daisy’s in the Park” café on the GROUND FLOOR of West House (*no general public access to first floor of West House – this is for the performers, Stewards, First Aider, etc, only. Refreshments and toilets for Stewards and performers on the first floor of West House.*)
- **Café:** The “Daisy’s in the Park” café in West House will be open all afternoon.
- **Litter:** Please pick up any litter not put in the bins provided, and encourage our audience to use the available litter bins for their rubbish. Additional temporary dustbins will be around the audience area for use during the concerts.
- **No BBQ’s:** These are not allowed in the park, as is stated on the official Harrow Council signs at the entrances - *Please inform anyone operating a BBQ that these are not allowed in the park, but do not put yourself at risk. Any action regarding BBQ’s will be left to the authorities.*
- **Car Parking:** In case you are asked by the public:
Both the small West House and large Chapel Lane car park are **free** of charge on Sundays, but the bays reserved for Business Permit Holders **MUST NOT BE USED** (there are signs on each of these bays). The parking restrictions on the surrounding roads have signage showing the times of operation – some of these (double yellow lines) are applicable on Sundays. Chapel Lane is narrow and unsuitable for car parking.

Thank you for helping us to provide these community events.