Love To Be… In The Park 2027 Trader Application Form

Thank you for expressing interest in trading at Love To Be Festival 2027 . Please read through this document in full and fill out the below information to submit your application for the event. Should you have any further questions about this application, please contact us via **[bliss@lovetobeevents.co.uk].**

Love To Be Festival operates within the Health and Safety at Work Act 1974. All members of contracted crew should be familiar with the onsite schedule and their companies Health and Safety Policy, Risk Assessments and Method Statements before commencing any work onsite. The below checklist has been devised to assist in ensuring a safe build, live and break period for the event.

All Suppliers are responsible for the distribution of these Site Safety Rules, plus the event schedule to all their crew prior to arriving onsite for work. All contractors must be responsible for their own equipment both unloading and loading their trucks and ensure that this is done in a safe manner. If locals / stage crew are being used to unload & load equipment, contractor supervisors must put any requests through to the Event Management team before instructing them to do something different to their briefing.

EVENT INFORMATION

(Event Location : Thoresby Park, Newark)
(Event Date / Time : **05.06.2027 at 12 : 00 - 23 : 00 pm)**

1.0. Manual and Motorised Lifting

1.1. People employed in manual work involving lifting of heavy boxes or other equipment MUST be of a competent level in the method of lifting and wear steel toe capped boots or similar to protect them from dropped items.

Please ensure all staff bring steel toe cap boots with them to site in case they are needed.

1.2. All Contractors supplying motorised lifting equipment MUST supply all necessary paperwork to comply with LOLER regulations.

2.0. Weather Protection

All contractors expecting staff to work outdoors, such as unloading/loading vehicles,

will be required to supply appropriate protective clothing for inclement weather.

3.0. Plant & Vehicle Operation & Safety Certification/Licences

All persons operating vehicles, site plant and equipment on or around the site must have received appropriate training and be in the possession of suitable safety certificates/Licences. This includes:

- Deliveries to, and collections from, the site
- Use of fork trucks/automated lifting equipment

This condition applies whether the plant is supplied by the organisers or the contractor. Drivers of vehicles and operators of plant and equipment are not permitted to drink alcohol or be under the influence of alcohol whilst working.

Copies of driver certification to be handed to the safety officer on arrival on site BEFORE staff are allowed to use the plant on site.

4.0 Use of competent staff and operatives

Only persons competent in the tasks they are being asked to perform in the production of this event are employed in doing so. Where your staff are performing safety critical operations, such as rigging flown equipment and connecting to high voltage electricity, we will require documentary evidence of staff competency, such as copies of training records, resumes and qualifications, etc. All persons involved in the build and de-rig works will need to wear a high visibility tabard.

5.0 Noise

At some stages during either the event, its build and take down, noise levels may reach measurements in excess of the first statutory action level (80dB). In this situation, we will make certain areas of the venue Ear Protection Zones and will be expecting suitable ear protectors to be worn. Please ensure all your staff bring them on site in case needed.

6.0. Use of chemicals or other substances hazardous to health

Where your employees use chemicals, those employees must have adequate training in the dangers of the chemicals and adequate protection against skin contact or inhalation of the chemicals. Where
employees are likely to come across the need to remove and dispose of needles and syringes your employees must be given the correct materials, PPE, resources and training in order to do that without harm to themselves or others.

7.0. Alcohol & drugs

Persons in your employment must not be under the influence of alcohol or other intoxicating substances whilst working on site. Personnel thought to be in breach of these requirements may be asked to leave the premises. We retain the right to conduct Drug and Alcohol testing. Any contractor or employee testing positive will be held in breach of contract and immediately escorted from the premises.

8.0 Hard hat areas

Your employees may need to wear hard hats whilst working on site, eg. where people are working overhead. Please ensure all your staff are supplied with hard hats, bring them on site in case needed and wear them where necessary.

9.0 Working at Height

Where ‘Work At Height’ is required by the contractors they will follow their own safe systems of work as highlighted in their method statements, risk assessments, and company health and safety policy.

When using MEWP, trained competent persons will need to wear their harnesses and hard hats.

Access towers should have full safety rails and toe boards. Outriggers should be used when the height of the tower exceeds 3.5x (static indoors) or 2.5x (mobile) the minimum base dimensions, or if the stability of the tower is affected, for example using it as a hoist for equipment. When a venue specifies a working practice re: towers we will inform all involved. Internal ladders should always be used.

If you are supplying your own Company tower please be aware that if used by another party you have a responsibility to ensure it is used safely and in the correct manner. If an accident occurs you can be held partially responsible, even if you have given permission for it to be used.

If a tower is to be left overnight please make sure signage is attached to notify any persons entering the room that it should not be used, or that it is incomplete.
All ladders used on site must be held secure by a second person when the person using them is on the top half of the ladder. The top two steps shall not be used unless additional hand supports are erected on the ladders. The ladder user must keep three points of contact with the ladder at all times. ‘Drop Zones’ may be created to keep other workers out of areas where Work At Height is taking place, if it is unavoidable that people are in this area, hard hats will be worn.

10. Site Vehicle Movements

All site vehicle movements must take place in the timescales agreed with the Project Manager and Venue representative. Vehicle movement around site must be conducted as stated on signage, or **[AS AGREED ON EVENT].** All reversing around the compound or venue must be under the control of a banksmen (wearing a high visibility jacket), and with vehicle warning lights/sirens/hazard lights operating. No plant vehicle movement will be permitted inside the venue during the event days or a minimum of half hour after the event closes. The delay after closing is to ensure all the public are off site, contractors are briefed that the plant is coming back on site and therefore high viz jackets must be worn and the venue cordoned off for safe plant movement. Whilst plant vehicles are moving on site, all personnel must wear their high visibility jackets. Please ensure all your staff bring them on site as they will be unable to work without them.

11.0 Emergency Procedures and First Aid

Please make yourselves aware of the Emergency guidelines and evacuation routes, these will be available in the Production office, as will all risk assessments and method statements for all contractors onsite if required. All accidents however minor must be reported to the Medics, Senior Project Manager or Safety Officer on site.

Safe Working Agreement

Suppliers of goods, equipment and/or services that involve installation, maintenance or other work by the Supplier, their Representatives or Agents for Limited shall ensure that:

You have received a copy of the Grace & Tailor's Health & Safety Policy and that it has been read, understood and will be complied with at all times by all employees and subcontractors of the respective contractor, trader or supplier.

All persons employed by the supplier are competent for the works to be carried out.
All equipment, tools and systems of work are safe, maintained and tested as required.

No Health & Safety risks are created which could adversely affect Love To Be Events, its venue or other employees, customers or anyone else who might be affected by the contractor, trader or suppliers actions. No Health & Safety risks are created with regard to the use, handling, storage and transport of articles and substances.
The event site manager / project manager and the event safety officer are informed

of any hazardous operations or substances; the appropriate controls to be applied by the contractor and provided with all appropriate safety information, data sheets, risk assessments and method statements. The respective contractor, trader or supplier to ensure the Health, Safety and Welfare of all persons who may be affected by the work adequately supervises all works.
All contractors, traders or suppliers must enter the premises via the agreed entrance, sign-in or be issued with a pass that they must wear at all times when on site.
All works are covered by insurance in respect of Public Liability to a minimum value of £5,000,000 and Employers Liability to a minimum value of £10,000,000.

Love To Be Events reserves the right to terminate any contract in the event of any breach of Company Health & Safety Rules by the Supplier, Employees, Representatives or Agents. Such termination shall render the Contractor, Trader or Supplier liable for any loss or damage suffered by Love To Be Events, including any loss of revenue or profits and/or cost of making good any damage or completing the works in question.

Trader Application Form

Please fill out and complete the below information and submit this back to us

Company / Trader Name	
Registered Address Contact Name	
Contact Email Address	
Contact Number	

Please upload your Public Liability Insurance here:

Please upload your Risk Assessment here:	

Please upload your Method Statement here:	

Accreditation

Please fill out the section below to give us the information needed for your accreditation for the event. Please fill in details for any staff required on site at any time. You will be required to provide the names of all crew both for the build and for show days. All personnel and vehicles working on site must have accreditation approved before they can enter the site. Vehicle passes may be limited per trader, so please only include required vehicles in the below form.

All deliveries must report to gate security on arrival.

Any lost accreditation must be reported to the site office immediately and replacements may be charged for. Passes are not transferable – anyone found transferring, lending or selling passes will be ejected from the event site.

Name	**Contact Number**

If you require a vehicle pass, please state the vehicle type, registration and driver contact details here:

e.g SUV, AB12 C34, John Smith 01234 567890

Thank you for filling out our trader pack form! Our team will be in touch soon regarding your application.