

Planning Large events at Herons Wey

Introduction

We know you are experienced at running large events so why are we writing to give you more advice? The answer is simple! Herons Wey is a very special place and those of us who have run events there are aware of its peculiarities and so we need to give some clear guidelines supplemented by some ideas. You will recognise the clear guidance because it will be highlighted; all the rest is advice you can choose to take or not.

Planning your event

We know you will be full of ideas for a fabulous day, weekend or even a week. You will have your staff, your equipment and your programme planned and we won't try to advise you about what to include or leave out. You have invited the participants, know your numbers and then you need to do the planning of practical things like how to get people on and off of the site.

Rules

1. If you are having equipment delivered to site before your event, please let us know in advance. *As the site does not have a warden full-time, it may be locked. If we know then we can make arrangements for someone to open up for you.*
2. No coaches - *we aren't being mean as these cannot turn in Sheephatch Lane, cannot cross the bridge and the entrance to Heron's Wey is too narrow for them to turn onto the site. Minibuses are fine as are reasonable sized lorries.*
3. Write to our neighbours and tell them to expect traffic and when. *A list of addresses will be sent with your booking details. You may also like to mention to them if you are holding a disco or something that might disturb them with noise. Perhaps you could invite them to visit you?*
4. Give someone the responsibility for marshalling the traffic - *it is a 3 or 4 person job as, at a minimum, you need someone on Sheephatch Lane and someone by the field gate marshalling the traffic a few at a time down the track. We have Hi-vis jackets you can hire if you have not got your own.*
5. Give them a means of communicating with each other. *They won't be able to see each other and mobile phone communication isn't good so borrow some walkie-talkies. We have a set for you to hire if you need them.*
6. Give the drivers proper instructions (attached) of how to find the site and how to drive in a courteous manner. *This may seem excessive but the behaviour of some drivers really upsets our neighbours. Unfortunately we know from experience it isn't other people; it is us who are guilty.*
7. Allow plenty of time for people to get on and off of site. *Stagger arrival and starting times; and departure times. Also note that it is a big site and it can take time to walk from where you are parked to your first event.*

8. Have clearly marked parking with further marshalls *to ensure it is not pandemonium and that it is done safely.*
9. Don't let anyone on site who should not be there. *We have used a "pass" system successfully in the past. A copy is attached. Many people do not understand that this is for the safety of the girls but please be persistent. You should appoint someone in charge to talk to these people and listen to their concerns.*
10. Smile and commend everyone for their patience.
11. Don't forget that you need sufficient toilet and hand-washing facilities. *Our current blocks do not have hand basins so please bring bowls, soap, towels etc. If you have a very large event you may need to use Elsans. We have these on site or you can bring your own. If you prefer, we can hire in portable loos although you will be charged for these at the full commercial rate.*
12. Task someone with organising the clearing up. *You would be surprised how often this is left out. Our site should be left as you found it or, preferably, better. We haven't got a team of people who clear up after our site users and hire of the site includes the agreement that the site will be looked after.*
13. If you are bringing onto the site any equipment which will not be leaving at the same time as you, please let the office know the following before the event:
 - a. Description of the equipment which will be left on the site and where it will be left on the site
 - b. Where the equipment has come from
 - c. When the equipment will be collected and by whom
 - d. Who we should contact with any queries about equipment left on the site
14. *Don't forget to invite us!*

Instructions for drivers - how to find us

To find Herons Wey:

Address: Sheephatch Lane
Tilford
Nr Farnham
GU10 2AQ
Map ref: OS SU 865 445

Arriving from the A3

1. Take the exit towards Petworth/Haslemere/A286/B3001/Milford/Elstead/A283
2. Follow the B3001 to Elstead and continue through the village over the River Wey.
3. Continue along the B3001 past Elstead Mill and the Donkey pub on your left.
4. Take the 3rd road on your left beyond the Donkey; Tilford Street.
5. Turn right into Sheephatch Lane which is a narrow and winding lane.
6. At the far end of the cutting but before you cross the bridge take the rutted lane on your right next to Tilford Mill Cottage. This leads to Herons Wey.

Arriving from Farnham

1. Follow directions to Farnham Station and continue up Station Hill with the Station on your right.
2. After crossing over the level crossing, bear right onto Tilford Road,
3. Cross over the traffic lights at Great Austins, continue along this road for approximately 2.5 miles
4. Turn left into Sheephatch Lane which is a single track lane.
5. After crossing the small bridge and just before the cutting turn left into the rutted lane which is next to Tilford Mill Cottage. This leads to Herons Wey.

Car Sharing

Access to Herons Wey is very limited so we recommend car sharing. Although minibuses can get onto site, **the lanes are too narrow for coaches** so please make alternative arrangements.

Access

Sheephatch Lane is a narrow country lane; access to Herons Wey is down a deeply rutted single track road. In respect for our neighbours in Sheephatch Lane we ask you to **drive courteously**. Please avoid driving on the grass verges or turning in their drives as this often causes offence and we wish to remain on good terms with everyone.

For large events we will be operating a Stop-Go system with stewards to direct cars on and off the site. In an hour there could be many cars to move through so there will be queues.

Please be patient.

At other times, you should be able to get on to the site easily and with no delay. Please watch your speed when driving down the track in order not to frighten the livestock.

On site **drive slowly** to avoid risk to the children and to prevent dust storms. We recommend keeping in 1st gear; 5mph is fast enough.

Thank you,

We wish you a pleasant stay.

Example instructions for drivers to an event

To find Herons Wey:

Address: Sheephatch Lane
Tilford
Nr Farnham
GU10 2AQ
Map ref: OS SU 865 445

Car Sharing

Access to Herons Wey is very limited so we recommend car sharing. Your Guider has been given enough car passes (see below) for all of the Brownies to get on site if there are three in a car. **Please display this on your dashboard.** You will not be allowed on site without this pass.

Access

Sheephatch Lane is a narrow country lane; access to Herons Wey is down a deeply rutted single track road. We will be operating a Stop-Go system with stewards to direct cars on and off the site. In an hour there will be 150 cars to move through so there will be queues. **Please be patient.**

As a courtesy to our neighbours **drive slowly** past their buildings to avoid scaring their horses.

On site **drive slowly** to avoid risk to the children and to prevent dust storms. We recommend keeping in 1st gear; 5mph is fast enough.

Arrival

You will be given an arrival time. On arrival you will be shown to a parking space. We will be booking Brownies in as a unit so you should find your Leader or wait in front of the admissions tent, which will be clearly signposted.

Unfortunately, you will not be allowed further on site unless you are a named leader.

However, you can stay in the car park area for as long as you want. You may prefer to wait to avoid long queues at the exit. There will be a refreshment tent if you would like a drink while you wait to leave.

Departure

You will be given a departure time. Please arrive in plenty of time and wait by the admissions tent to collect your daughter and the Brownies you are taking home. Again you need to be patient when leaving the site but we are sure your daughter and friends will be bursting to tell you about their day and time will pass quickly

Dirty Hands Day Car Pass

Display this on your dashboard

Drive Slowly and Courteously

Be Patient (we are working as fast as we can)