



PLANET PURBECK FESTIVAL HUB

FINAL SITE PLAN AND GUIDANCE FOR BOOKED SUPPORTERS & SPEAKERS

Summary: This information is aimed for Festival Supporters wanting to have activities at The Mowlem as part of the Festival and also speakers. Activities will include; Wild Purbeck Conference, Purbeck Nature Exhibitions and Tabletop displays on the Saturday, and family, children and youth activities on the Sunday.

Venue: Planet Purbeck Festival Hub, The Mowlem Theatre, Swanage. BH19 1DD



Dates:

Saturday 25th September – Wild Purbeck Conference & Purbeck Nature Exhibitions 12-4pm

Sunday 26th September – Family, children and youth activities

Parking: There is no parking at The Mowlem, the space outside is only for loading and unloading. There are public car parks nearby.

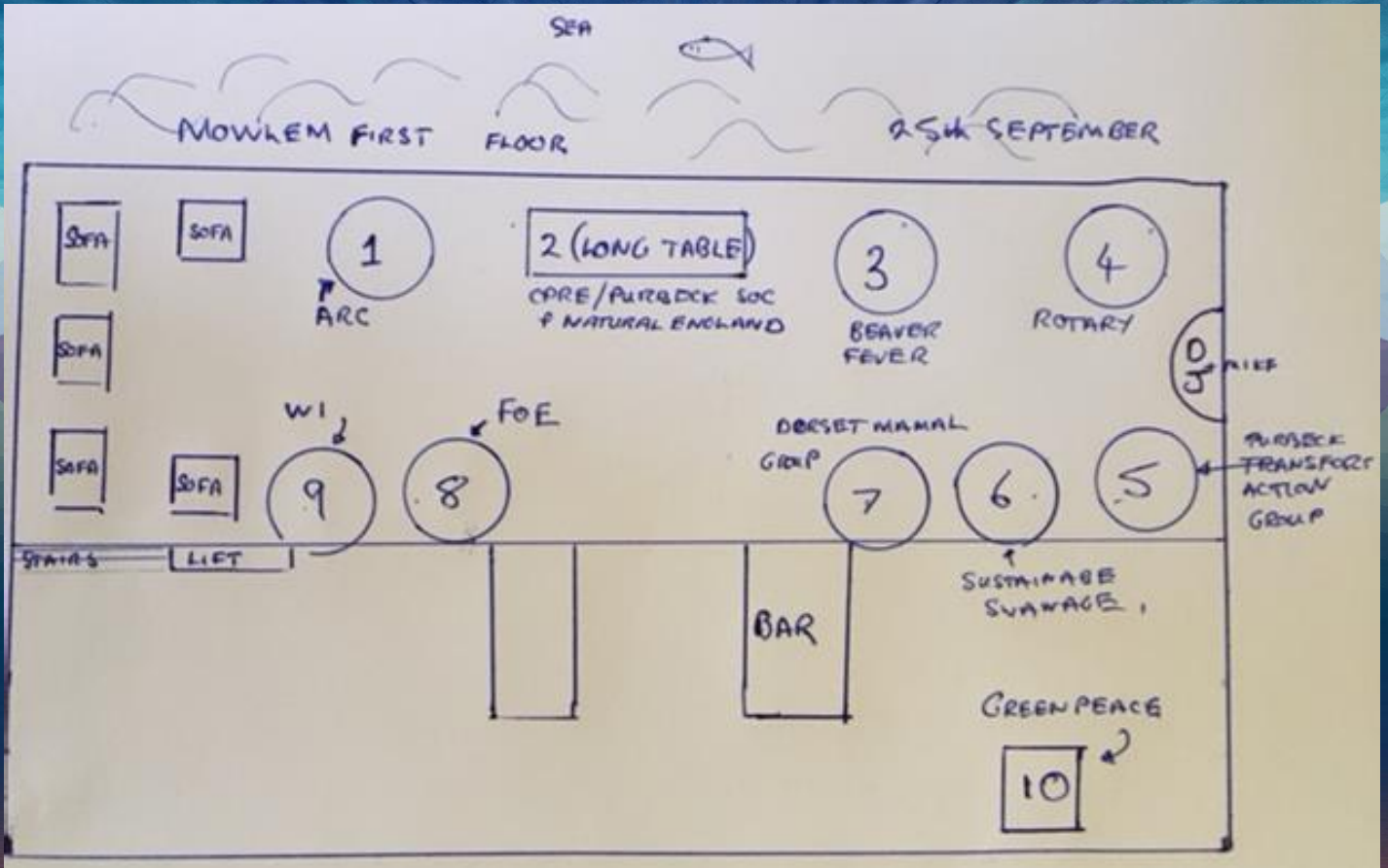
Setting up and Break Down:

- Each supporter will be supplied with a certain position (please refer to the site plan below to see what you have been supplied with, if you want to bring your own table or display stand that is fine).
- Each supporter will be supplied with a 7 foot tall Velcro display board (see below), you can decorate and utilise this as you wish. Don't forget your Velcro to stick posters to the boards.



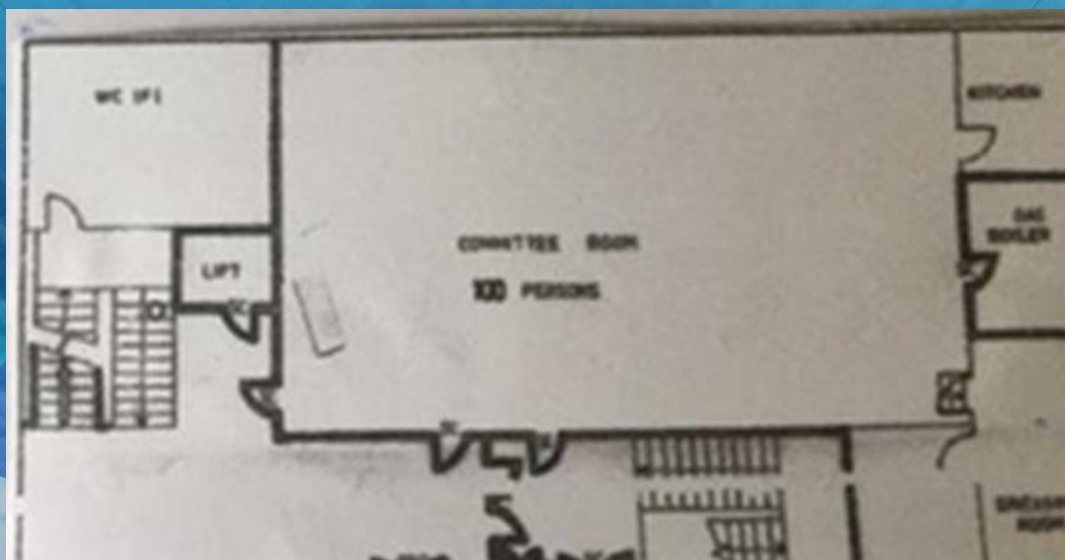
- You can set up your table on the day **10-11.45am** and break down **4-5pm**. No set up or breakdown is allowed between 12noon and the end at 4pm. The Mowlem does have a lift to both floors.
- Please take all your belongings away with you and leave the area tidy.

Site Plan: Table 1-10 (Saturday) Restaurant / Bar First Floor



Site Plan: Table 11-28 (Saturday Art Auction 4.30pm and Sunday activities)

Committee Room 2nd Floor



COVID PRECAUTIONS: For the sake of others, all attendees (general public, volunteers, Supporters and Speakers are encouraged to wear masks or visors and follow COVID guidance posters/instructions whilst in The Mowlem unless eating and drinking at the bar or when on stage as a speaker. Thank you for your consideration.

Health and Safety: All Supporters will receive details on Health and Safety requirements for The Mowlem theatre and details on any current COVID precautions and Safeguarding.

In addition, at the start and end of the event an official from Planet Purbeck will give housekeeping and H&S , Fire safety pointers, Directions & General Information.

Environment: Please do not bring, or use any single-use plastic. This is important to us and our agreement with Swanage Council.

Any problems during the day should be reported immediately to the Planet Purbeck members manning the welcome stall in front of the entrance who will always be in attendance.

Please spread the word to family ,friends and neighbours.

Doug Skinner & Rob Waitt – Festival Organising Team

planetpurbeckevents@gmail.com

Tel: 07729 992061

SUPPORTER OF *Festival* 20~26 SEPT 2021

