



Team Site Holder – Everything You Need To Know

Team Site Set Up and Pack Down

- You may set up your marquee on Saturday 17th of March between 2pm and 5pm. Please note your marquee pegs need to fit inside the allocated site, so if you are thinking of a marquee a bit larger you may need two sites. A marquee permit is required from the Christchurch City Council for any structure exceeding 100m².
- EZ- UP or lightweight tents may only be erected on Sunday 18th March between 7am to 9am (subject to suitable wind conditions)
- When erecting your tent please take care to avoid any marked irrigation lines (marked by painted line) or irrigation sprinklers (painted circle). Please avoid placing pegs within a ½ metre either side of these lines.
- Security will be provided overnight, however please do not leave anything of value on the site overnight.
- There is no power available on the site. You may bring a generator but please ensure it is of quiet operation and must not operate overnight. All electrical equipment must have been checked for safety.
- Everything you bring including BBQ's must fit within your allocated site. Access to the Team site area on Sunday 18th March to drop off your requirements will be open between 7am and 9am, at Ferrymead Park Drive, off Bridle Path Road.
- Pack down can commence when you are ready, however no vehicle movement until 2pm. The Safety Officer may allow earlier departure but this is entirely subject to low pedestrian numbers and reduced activity that allows safe vehicle movements.
- There will be two large Team site maps at either side of the finish line area to assist your team finding their allocated site.
- Setting up in the morning and need to catch a bus to the start line? A free shuttle will run from Ferrymead Playing Fields to McCormacks Bay from 7.30am where you can then catch a bus to either start line.
- All sign boards, ropes, wires etc. and other equipment used in connection within your site space should be placed so as not to cause a hazard to members of the public.

Ferrymead Playing Fields - Parking & Speed

- You must display your parking permit (sent out closer to the time of the event) one vehicle per site; parked outside of your site. Please note there is no vehicle movement between 9am to 2pm within the Team site area. The Safety Officer may allow earlier access but this is entirely subject to low pedestrian numbers and reduced activity that allows safe vehicle movements.
- Please keep your speed to a slow walk with your hazard lights on in the Ferrymead Playing Fields.

Food, Drink, Entertainment and Waste Removal

- Please take all your rubbish; including food scraps etc. to the skip provided in the parking area (see map). Do not leave any rubbish in your marquee.
- All BBQ's should have an oil tray (or similar) to prevent leakage and damage to the park grass surface.
- Bringing food to your site? Please follow safe food handling guidelines. See link: <http://www.mpi.govt.nz/food-safety/food-act-2014/fundraising-and-community-events/>
- Please respect we have charity groups fundraising with sausage sizzles, we ask our Team sites to not give away any food to the public.
- Providing alcohol at your site? If a team site is providing alcohol without any charge, donation, contribution or koha on the part of the attendees no special licence is required as no 'sale' is taking place. If attendees at a site are bringing their own alcohol then no special licence is required as no 'sale' is taking place.
- If a site host is providing alcohol and it is provided in return for any charge, donation, contribution or koha on the part of the attendees a special license is required as a 'sale' is taking place. Site hosts acknowledge that if they are to charge attendees (directly or indirectly) for alcohol, they are responsible for obtaining a liquor license from the Christchurch City Council.
- The event organiser reserves the right to have any intoxicated patrons moved from the site.
- Entertainment? We have that covered. We ask that there are no private bands or entertainment provided at your site as this could interfere with the prize giving. Entertainment will kick off from 9am with prize giving scheduled for midday.

LPG

- The total number of bottles in use permitted is one, with one for storage per site. (Usually 9kg single bottles, for catering purposes).
- There shall be clear access to each bottles at all times, sufficient to allow access to facilitate immediate closing of the bottle valve in the event of a leak.

- Cylinder's that are stored but not connected for use, e.g. reserve or depleted bottles, shall be stored safely in a designated area.
- If you are using a BBQ you must provide your own fire extinguisher.

Promotional Material

- You may not use your team site for any direct marketing engagement with the public. Please respect our sponsors who have financially contributed towards the event.
- You may not hand out any promotional flyers within the finish area, and surrounding carparks.
- Please ensure all signage, flags etc. are within your allocated site space.

St Johns will be onsite from 9am on Sunday.

Your Team Site Contact On The Day Of The Event

Event Coordinator: Jon Holmes

Mobile: 021 225 8225

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