

Car Park Contract - Urdd National Eisteddfod Brecon and Radnor 2018

Urdd Gobaith Cymru is eager to hear from local organisations, community groups or sports clubs who may be interested in providing a car park stewarding/marshalling service for the Urdd National Eisteddfod to be held on the Show Ground, Llanelwedd during Whitsun week in May/June 2018. Further information and an application form can be found below.

The stewarding will be voluntary (i.e. unpaid) work but the Urdd will give a contribution of £5,000 to the successful club/organisation.

It's possible for more than one organisation to share the work (and the financial contribution) in order to ensure an adequate number of volunteers, but the Urdd is eager to deal with one main provider only. Any dividing up of the work between organisations should be an internal matter for yourselves.

All applications should reach us by the 8th January 2018, and should be sent by email to morys@urdd.org or by post to:

PARCIO
Eisteddfod yr Urdd,
Gwersyll Glan-Ilyn,
Llanuwchllyn,
Bala
Gwynedd
LL23 7ST

Yours sincerely,

Morys Gruffydd
Eisteddfod Organiser

URDD NATIONAL EISTEDDFOD Brecon and Radnor 2018
(Sunday 27 May to Saturday 02 June 2018)

Stewarding of Car Parks and Bus 'Drop Off'

Voluntary and community organisations, sports clubs etc. who are interested in raising money for their organisation or club, are invited to apply for providing a stewarding and marshalling service of car parks and bus drop-off points at the Urdd National Eisteddfod to be held at the showground in Llanelwedd in 2018.

Organisations and clubs may consider a joint venture under the control of one manager. Applications should be completed on the attached form and submitted to the Eisteddfod Organiser. £5,000 is available for the successful applicant.

The prime responsibility of the successful club/organisation is to provide an efficient and friendly stewarding service at designated car parks and the bus pick up/drop off point.

There will be close liaison before and during the event with the Eisteddfod Managers and with the professional Traffic Management Company (SEP Events) who will draw up the parking plan and deal with off site traffic management.

The stewarding service of car parks and bus areas will be provided in accordance with the guidance shown in Appendix 3 (attached) but if further information is required, the applicant(s) may contact the Eisteddfod Organiser.

The following terms and conditions will apply;

- 1) The Organisation(s)/Club(s) will nominate a manager who will closely liaise with the Eisteddfod and their sub contractors and will be available to contact throughout the event.
- 2) The Organisation/Club will provide hi-viz bibs o'r jackets (in one colour) suitable for traffic management to be worn by all personnel engaged in stewarding.
- 3) Stewards will be responsible for ensuring the public are safely and speedily directed in and out of the car parks in close liaison with SEP Events who will be managing the key entrance and exit points on to the main road.
- 4) Stewards will ensure that all vehicles are parked 'neatly' and in accordance with the management plan provided for the car parks.
- 5) Stewards will ensure assertive and fair discipline of vehicles leaving the car parks with 'fair play' being uppermost in their approach to ensure the elimination of driver aggravation.
- 6) Car Park locations and layout are shown on the attached plans, and access will be free.
- 7) SEP Events will be responsible for marking out the car parks beforehand in accordance with the agreed management plan. No change is to be made to this layout without the prior agreement of the supervisor from the Traffic Management Company. **The use of creosote, lime or other such material, which may harm the land, for marking purposes is prohibited.**
- 8) The car parks will be managed for the period between Sunday 27 May until Saturday 02 June 2018, (both dates inclusive) for the times shown on the schedule.

- 9) A significant number of visitors will be Welsh speakers, therefore a number of the parking stewards should either be fluent Welsh speakers, have basic Welsh language skills or be willing to learn basic phrases of greeting.
- 10) For safety reasons the minimum age for stewards directing any vehicles will be 18.
- 11) The successful applicant(s) will be expected to vary the number of stewards engaged in the operation to respond to the varying workload dictated by the expected number of visitors on particular days and the prevailing weather conditions. The number of stewards required at different times will be agreed beforehand with the Eisteddfod Managers.
- 12) There will be close daily liaison between the Eisteddfod Managers, a supervisor from SEP Events and the Club/Organisation responsible for stewarding the car parks and bus drop-offs to ensure that an efficient and friendly service is provided throughout the event. Any difficulties encountered should be resolved promptly by mutual agreement minimising any cause for complaint.
- 13) You will not be required to control the traffic on the main roads or public highways. (Volunteers have no legal right to undertake such responsibilities.) This will be under the control of the professional Traffic Management Company.

On completion of the **service** in accordance with the terms and conditions outlined, the contract sum will be paid to the Club(s)/Organisation(s).

APPENDIX 1

URDD NATIONAL EISTEDDFOD
Brecon and Radnor 2018

Application form - Stewarding of Eisteddfod Car Parks

Name of Organisation
(name of club/organisation)

I,
(name of representative/contact name)

hereby state that the above organisation wishes to apply for the stewarding of the Eisteddfod Car parks according to the specification and terms received. This offer relates to the stewarding of all car parks and bus areas.

The organisation will receive a payment of £5,000 for the provision of the stewarding/marshalling service upon completion of the work.

Signed

Date

Contact name

email:

Tel Number (day)

(evening).....

[One of these must be a mobile number]

Address (for correspondence)

.....
.....
.....
.....
.....

APPENDIX 2:

In 2018, all vehicles will park within walking distance of the Maes, therefore there will be no need for a shuttle bus / park and ride service. Most vehicles will approach the showground via the A470, with a smaller number of vehicles approaching from the A483

Car Parks

- **General Parking:** There will be public car parks available for vehicle parking within walking distance of the Maes. These will be accessed via the gates known as the **Machinery Entrance** and **Entrance D** on the attached showground plan.
- **Blue Badge Parking:** A specific parking area will be available close to the main entrance - Canolfan Groeso - for drivers with disabilities who are displaying their Blue Badge. Exact location to be confirmed closer to the time.
- **Trader Parking:** A specific area will be available close to the Maes for Traders, Staff and anyone displaying the correct vehicle pass. Exact location to be confirmed.
- **Private Hire Coach Drop Off and Parking:** - a specific area will be allocated for private hire coaches to park and to drop off their passengers within walking distance of the Maes. Exact location to be confirmed. This will be accessed via **Entrance D** on the attached showground plan.

Once the traffic management plan has been formally approved by the statutory authorities, we will arrange to meet the successful stewarding organisation(s) to explain the plan in detail.

Harp 'Prelim' Competitions

Any vehicles transporting harps for prelim competitions will use the entrance from the A483 known as **Entrance E/Horse Entrance** on the attached showground plan. This is where Studios 1 and 2 will be located, in Hafod and Hendre, and there will be parking available. Only vehicles displaying the correct pass will be allowed to park by Hafod and Hendre. In order to implement and monitor this requirement, an adequate number of parking stewards will need to be located on the college campus

Contingency Parking

Additional land will be made available in case adverse weather conditions make some of the main parking areas unusable. It's likely that this area will be located in the Horse Hill section of the showground. These plans will be discussed in detail with the successful stewarding organisation(s)

Site Traffic

Service vehicles needing access to the Eisteddfod Maes will enter via **Entrance C/Livestock Entrance** on the attached showground plan - only with the correct pass/accreditation.

Caravan Site

There will be a 200 pitch caravan site available, with vehicles accessing via **Machinery Entrance** on the attached showground plan. A separate team of stewards will be responsible for the caravan site, therefore this will not fall within the remit of the general parking team - although you will need to be aware that caravan site traffic and general parking traffic will use the same entrance at times.

[Please note that this is a draft parking plan, and details may change/be adapted between now and the Eisteddfod - including the labelling system for the various entrances.]

APPENDIX 3:

Expected number of visitors for each day are as follows :-

| Date | No of Visitors | Event | Car Parks used | Comments / Times |
|------------------|------------------------------------|--|-----------------------|----------------------------|
| Sunday 27 May | 1,500 (evening) | Opening Concert - Pavilion | tbc | 1800 - 2230 |
| Monday 28 May | 18,000 - 20,000 1,500 (evening) | Eisteddfod Competitions in Pavilion | tbc | 0530 – 1900 1800 – 2230 |
| Tuesday 29 May | 18,000 - 20,000 1,500 (evening) | Eisteddfod Primary Schools Concert | tbc | 0530 – 1900 1900 – 2230 |
| Wednesday 30 May | 15,000 -17,000 1,500 (evening) | Eisteddfod Competitions in Pavilion | tbc | 0530 – 1900 1800 – 2230 |
| Thursday 31 May | 10,000 -13,000 1,500 (evening) | Eisteddfod Competitions in Pavilion | tbc | 0530 – 1900 1800 – 2230 |
| Friday 01 June | 10,000 -13,000 1,500 (evening) | Eisteddfod Competitions in Pavilion | tbc | 0530 – 1900 1800 – 2230 |
| Saturday 02 June | 8,000 -10,000 1,500 (evening) | Eisteddfod Competitions in Pavilion + Gig | tbc | 0530 – 1900 1800 – 0030 |
| | | | | |

Suggested number of Stewards

The successful club/organisation will be expected to vary the number of stewards depending on the workload, responding to circumstances at the time. We suggest that you implement a shift system.

The previous and following figures should be used as a guide only, and requirements may change during the week. The successful organisation should have the flexibility to react to situations as they arise, and will need to move stewards from one place to another according to requirements on the ground.

| Each shift to have a minimum of 1 supervisor. | |
|--|---|
| General Car Parking | 6 stewards |
| Hafod a Hendre (Harp Entrance) | 2 stewards |
| Contingency Car Parks | Stewards to be reallocated when required. |
| Private Coach Pick Up/Drop Off Point | 2 stewards |
| Parking for Blue Badge Holders | 2 stewards |
| Trader Parking | 2 stewards |

Peak times will be the morning from 0630 to 1300 Monday to Saturday with the first 3 days being the busiest.

There will be another surge between 1600 and 1800 with visitors leaving the car parks, which will need assertive stewarding to ensure fair play to people queuing to get out - and to avoid queue jumpers. After the early evening peak the number of stewards can be reduced until the activities in the main pavilion end for the day, when there will be a surge of people (up to 1,500) leaving the site.

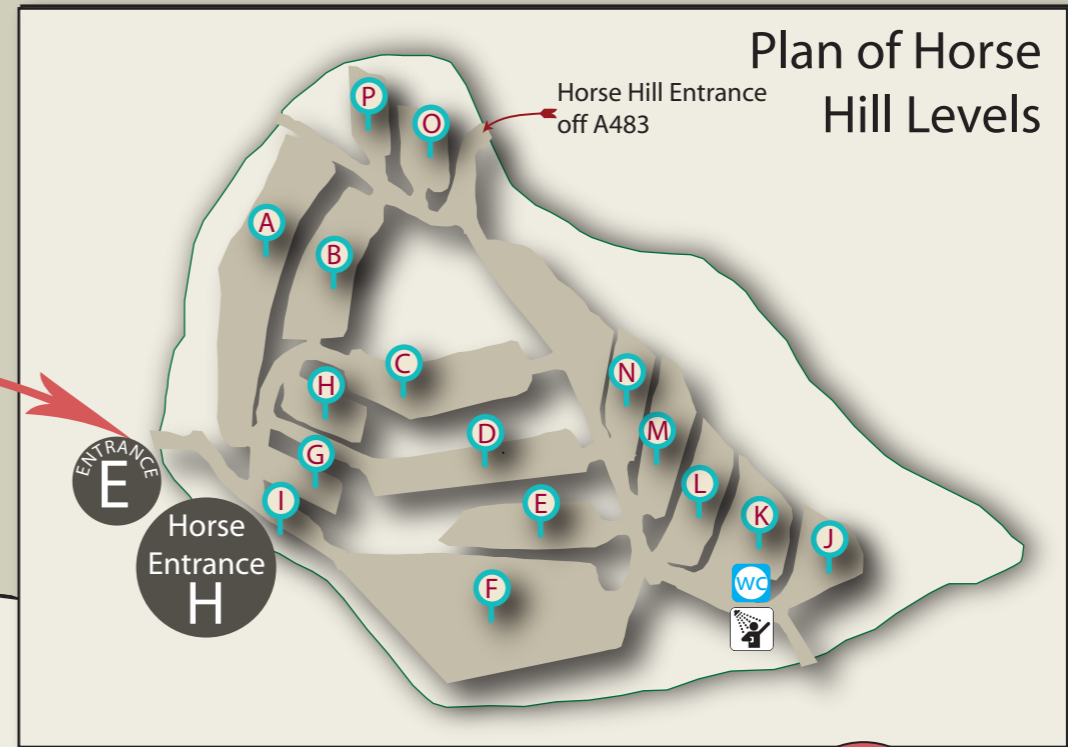
APPENDIX 4 (Show Ground Plan and Eisteddfod Site Layout):

Sio Frenhinol Cymru - 2017

Royal Welsh Show - 2017

Key

- Toilets
- Information
- First Aid
- Food - Seated
- Telephone
- Food - Members Only
- Baby Changing Facilities
- Baby Feeding Facilities
- Rendezvous Points
- Food - Mobile Catering
- Park & Ride Drop-off & pick-up points
- Showers
- Disabled Park & Ride Drop-off & pick-up points
- Hand-Wash Facilities
- Welcome Centres, Information & Shopping Bag Drop off Point



Park & Ride

| Pick-up Point | Drop-off & return points |
|---|---|
| Builth Rd. Train Station & N18 Car Park | Machinery Pedestrian Entrance |
| N17 Car Park | North 2 Shuttle Bus Terminus (use entrance D) |
| S1 Car Park S2 Car Park S3 Car Park N15 Car Park | North 2 Shuttle Bus Terminus (use entrance A) |

Disabled Park & Ride

| Pick-up Point | Drop-off & return points |
|---|---|
| Builth Rd. Train Station, N18 Car Park | Machinery Pedestrian Entrance |
| N17 Car Park | North 2 Shuttle Bus Terminus (use entrance D) |
| S1 Car Park S2 Car Park S3 Car Park N15 Car Park | North 2 Shuttle Bus Terminus (use entrance A) |

