



REENACTOR BOOKING FORM
Saturday 14th & Sunday 15th September 2024

GROUP NAME
YOUR NAME
ADDRESS
EMAIL
MOBILE NUMBER

Details of your display: (Please attach a photo)

No of people within your group:

Which days will you attend?

Saturday 14th September 2024

Sunday 15th September 2024

Dimensions of Display Area .....m (wide) x .....m (depth)

Will you be displaying weapons at the event? YES NO
(Please observe the guidance in the Terms & Conditions overleaf)

Are you intending to stay overnight on site? YES NO
(Please note these spaces are limited and allocated on a first come first served basis)

Power Required? YES NO
(Please note there is a £120 charge for a power connection)

Please outline what you require power for:

Table with 6 columns: 16A Blue Round Socket, 32A Blue Round Socket, Standard 13A Plug, 3 Phase 32A - 4 Pin, 3 Phase 32A - 5 Pin, Lights Required

Donation to the Chatham Historic Dockyard Trust

Please tick should you wish to make a donation to the CHDT as it celebrates the 40th Anniversary year as custodian of the Historic Dockyard Chatham.

I/we confirm I have provided the documentation required and agree to abide to the terms and conditions set out in this Booking Form.

Signature: Print Name:
Date:

Please keep a copy of this Reenactor Booking Form for your records.

Documents Required	Tick
Public Liability Insurance up to £2 million	
Risk Assessments to include Fire risk, PAT/Electrical Testing	
Photograph of display	

### TERMS & CONDITIONS

Please send your completed booking form by email to [info@chdt.org.uk](mailto:info@chdt.org.uk) or by post to:

Events Department CHDT  
1<sup>st</sup> Floor North  
Fitted Rigging House  
Anchor Wharf, The Historic Dockyard  
Chatham, Kent ME4 4TZ

All space will be allocated by the Event Organiser on a “first come, first served” basis. The Event Organiser reserves the right to refuse any applications for space or change location, without explanation. Spaces allocated at the Event Organiser’s discretion. The Event Organiser reserves the right not to accept a booking.

### EVENT DETAILS

Salute to the 40’s is a creative vintage festival for all the family with a weekend of music, creative performances, vintage market, make do and mend fair, classic cars, military vehicles, re-enactments and war time displays all set against the beautiful backdrop of the Historic Dockyard Chatham which boasts 400yrs of Naval maritime heritage.

#### Event Live:

- **Salute to the 40’s:** 10am – 6pm Saturday 14<sup>th</sup> & Sunday 15<sup>th</sup> September 2024

#### Set Up Times:

- **Salute to the 40’s:** 10am – 6pm Friday 13<sup>th</sup> September 2024

#### Break Down Times:

- **Salute to the 40’s:** From 6pm to 8pm on Sunday 15<sup>th</sup> September 2024

**Stands and displays must be open and ready to receive visitors from 9.45am on each day. Stands must not be packed up until the event is closed to the public.**

### REENACTOR WRISTBANDS / PASSES

A maximum of eight passes will be provided for each display. Please specify how many people are within your group on the Booking Form.

Complimentary passes are only provided to those reenactors working with the Chatham Historic Dockyard Trust to enhance the learning element of the Trust’s charitable objectives, this includes reenactors with displays, or those included as part of the event programme.

Should you be a part of a reenactor group without a display we are able to provide discounted tickets. Please email Sandie: [groupsales@chdt.org.uk](mailto:groupsales@chdt.org.uk)

### INSURANCE & RISK ASSESSMENTS

We are required to ensure that any exhibitors or re-enactors including private military vehicles have adequate insurance arrangements in place. As a minimum, all vehicle exhibitors must have third party vehicle insurance in place. All re-enactors must have suitable public liability insurance. For those with a display stand, a risk assessment should be written to outline the potential risks and how they are being mitigated. Bookings are not confirmed until the Event Organiser is content with the documentation supplied. Please speak to the Event Organiser should you have queries about the documentation required.

### CHARITY COLLECTIONS

Should you wish to make a charity collection at the event it will need prior agreement by the Chatham Historic Dockyard Trust and a copy of the Charity Registration Number is required.

## CONDUCT

Any group or individual behaving in what can be construed as being an 'Anti-Social' manner or causing friction with other participants, staff, dockyard residents or visitors, will be directed to leave and may be banned from future participation in any Historic Dockyard Chatham event.

Should you be staying overnight we ask you to be mindful of the residents living within the Dockyard. Quiet hours operate between 2330hrs and 0700hrs.

## POWER SUPPLY

If you have requested power on the booking form, these are the terms on which it will be supplied:

- The cost of supplying power to your display will be £120
- Unless agreed with the Event Organiser prior to the event, only one lead (or take off point) will be provided. Splitters are not provided.
- No responsibility or liability can be accepted for your own electrical installation or appliances.
- We reserve the right to refuse connection if our site electrician has reason to believe your installation is unsafe.
- You are responsible for the safety of all leads when connected to your installation. Leads must not be positioned in a way that will cause danger ie. Walked on/driven on or cause a trip hazard.
- Damaged or stolen leads will be charged for.
- If you do not ask for the power necessary for your entire unit on this form, it will not be provided.
- Additional requirements on the day will be charged at an additional £50 per item.

Should you require power, please send your cheque made payable to: **Chatham Historic Dockyard Trust** with your completed application form to the address above.

**Credit / Debit Card:** Please tick here and we will contact you to process the payment   
Payment of the **full fee** is required at the time of booking.

**Strictly no petrol** is allowed on site – we ask that all power sources must be diesel or LPG ONLY. Generators are not allowed. The Event Manager and Health & Safety Manager reserve the right to refuse entry and set up if you are to be found using or carrying a petrol powered source; you will be asked to leave site immediately and unable to trade.

## VEHICLE ACCESS

Access and egress to and from the Dockyard will be via the Rolling Gate by the Main Visitor Entrance. All participants **MUST** report to a member of the Event Team to check in and be located. It is preferred that you set up the day before the event – if this is a problem please contact us.

- No vehicle will be allowed on site without an official pass.
- No overnight parking will be allowed unless expressly approved in advance by the Event Office.
- Non-display vehicle or support vehicles cannot remain in the public display areas.
- On event days non-display vehicles will be allowed in the visitor areas only between 08:00 and 09:45 and after 18:00. Parking will be made available at the Fitted Rigging House. Full details will be sent once your pitch booking is confirmed.
- All vehicle drivers must comply with the Road Traffic Act, hold a full driving licence and insurance for the vehicles they are responsible for and observe the traffic regulations within the Dockyard.
- **Strictly no vehicle movement** on site from when the event is open to the public.

## SECURITY

Security and stewards will be on site for the duration of the event and for event set up. Reenactors are responsible for the safe-keeping of all goods/items on their pitch. The organisers will not be responsible in any way for the loss or damage to reenactors property or vehicles whilst at the event.

## FIRST AID

Medics will be on site during set up and for the duration of the event. A site map will be shared with all participants highlighting where the First Aid location point will be sited.

## STAND DETAILS

All items for sale will have been agreed prior to the event. All items offered for sale must conform to any and all relevant UK regulations and legislation.

All gazebos must be commercial standard. Garden/lightweight structures are not allowed. Material must be fire resistant, leg poles and roof struts must be substantial enough to withstand strong winds. The gazebo must be properly secured down using specifically designed, commercial grade weights and/or stakes (minimum 25kg per leg). If a structure is deemed unsafe, the decision by the Event Manager and Health & Safety Manager is final.

The event organiser cannot provide any infrastructure or furniture such as tables or gazebos for your pitch. It is the responsibility of each vendor to dispose of all refuse in the bins provided on site. Grease/fat cannot be poured down drains or onto the floor. We kindly ask you leave the site how you found it, keeping your pitch clean and tidy at all times for the duration of the event.

- Strictly no fires or BBQ's are permitted across the Dockyard site.
- No holes are to be dug.
- We are a dog friendly site, however dogs are to be kept on a lead at all times, you are kindly asked to clean up after your dog, do not leave dogs in vehicles and dogs are not permitted inside the galleries.

## UNIFORMS & WEAPONS

Uniforms from Allied forces only, no axis force uniforms are permitted.

The Chatham Historic Dockyard Trust welcomes the carrying and display of deactivated and replica weapons by our Military reenactors. For the safety and security of our visitors a weapons check will take place on arrival. Please ensure you have ticked the box on the Booking Form to highlight that you intend to display a weapon.

The Weapon Check Point will be at the Golf Control Security Building by the Main visitor Entrance. Entry onto the site will not be permitted until all weapons have been checked and tagged by the Security team.

- Weapon Check Point Open:
  - Friday 13<sup>th</sup> September 3-6pm
  - Saturday 14<sup>th</sup> September 8 - 10am
  - Sunday 15<sup>th</sup> September 8 - 10am
- Deactivated or replica firearms and ammunition – will be checked on arrival to make sure they are deactivated or otherwise made safe
- Each checked weapon will be given a coloured tag to indicate that it has been through the process. Security staff will carry out inspection checks throughout the event, so please ensure the tag is not removed while on site.
- Weapon tags **MUST** remain on the weapons for the duration of the event.
- Replica sidearms and bladed weapons must remain holstered or sheathed at all times.
- Firing of any weapons / pyrotechnics must be advised and approved in advance by the Event Organiser.
- Any failure to comply with these safety checks or subsequent rules will result in either admission being refused or in removal from site.

Prohibited items containing historic hazardous substances e.g. asbestos or radioactive radium paint – brodie hats for example. These items on your display must not be handed to visitors to handle.

**Should you need to contact us please email:**

[info@chdt.org.uk](mailto:info@chdt.org.uk)

**or call 01634 823800**