

Michelham Priory

Classic and Vintage Vehicle Show

August 21st and 22nd 2021

TERMS AND CONDITIONS

Booking

- A completed booking form and a copy of valid motor insurance for your vehicle/vehicles are required by Michelham Priory no later than 3rd of August 2021 to secure your booking. **Vehicles will not be permitted on site unless the relevant insurance documentation is provided beforehand!** To avoid disappointment, please send the documents along with the booking form.
- We CAN accept bookings for one day only.
- Due to our charitable status there will be a £2.50 booking fee towards admin. This must be paid prior to the event and can be sent via cheque - **made payable to Sussex Past.**

Setting Up

- Please note: vehicle access is via our 14th century gatehouse which allows a maximum height of 3m and a maximum width of 3m.
- Exhibitors will be able to set up on Friday 20th August between **5pm and 6pm** and on Saturday 21st or Sunday 22nd August between **8.30am and 9.45am**.
- On arrival you will be shown by a marshal where to park. **Please drive VERY slowly around the site.**
- For Health and Safety reasons, the use of naked flames is forbidden on site.
- **Due to the number of visitors likely to attend the event and the narrowness of the gatehouse, vehicles will not be allowed access to or from the event display areas during our public opening hours. (10.30am-5pm) For safety reasons, we really appreciate your support with this.**

General Points

- Michelham Priory is covered by £10 million public liability insurance.
- Sussex Past cannot be held responsible for any loss or damage to any exhibitor's property howsoever caused.
- Exhibitors are required to provide their own insurances and licenses as appropriate in law. **We are required to see copies of these.**
- Michelham Priory upholds a 'No Smoking' policy; therefore, smokers are requested to do so outside of any permanent or temporary buildings and to dispose of the ends carefully.
- All Exhibitors are asked to respect the noise level. No radios or other such devices are permitted during the exhibition.
- We would be grateful if all Exhibitors would take responsibility for the upkeep of the area surrounding their exhibits at all times and bag and dispose of their rubbish.
- Dogs are **NOT** permitted at this event.
- Michelham Priory is owned and run by the Sussex Archaeological Society which is an entirely self-funded independent charity. All funds raised and income generated at Michelham goes straight to the continuing care and upkeep of the site and allows us to keep hosting events such as this. You can help support the Priory during the event by making a donation, buying a souvenir guidebook or Society membership, using our café and shop and promoting this event to your friends and family. We will be encouraging donations at this event and very much appreciate any donation that you feel able to give.
- Exhibitors are not permitted to trade or fundraise at this event without prior written consent from the Property Manager.

Removal of Vehicles

- **Exhibitors are asked NOT to remove vehicles until after the property is closed to the public at 5.00pm on Saturday or Sunday 21st or 22nd August.** Vehicle access will be permitted to all exhibitors once the general public have left the grounds (at about 5.00pm).
- All vehicles should be off site by 5.30pm.
- We ask all Exhibitors to respect the site and to leave their pitch in a clean and tidy condition.

Health & Safety

- It is the responsibility of the exhibitor to operate in compliance with the usual Health and Safety standards and law.

Changes due to COVID-19

- We are now allowing one passenger in each car as well as the driver.
- There will be a limited number of tickets for exhibitors and the general public for this event. No exhibitors will be allowed entry without a valid booking form.
- Please **do not** arrive early or late for the event. Due to the narrowness of the gatehouse we will not be able to let any vehicles on site once the public are queueing as we need to be able to keep social distancing within the queue. **If you arrive after 9.45am you may not be permitted entry to the grounds.**
- We encourage the wearing of masks inside all buildings.
- Please abide by all government guidance aimed at preventing the transmission of COVID-19.
- Follow all directions provided by the event staff.
- Please do not visit if you feel unwell with any symptoms of COVID-19 or have come into contact with anyone who may have symptoms.

THESE TERMS AND CONDITIONS ARE SUBJECT TO CHANGE