



Redbourn Classic Car Show & Village Fete 2025

Volunteer Briefing Document

Role	Entrance Gates / Bucket Collectors
Date/Time	Saturday 30th August
Team Leader	Jenny Gilmore – 07887 886048
Version	V1

Please arrive at the Control Point (to the right of the stage) 15 minutes before your shift starts to collect your high-viz jacket, ID badge and numbered collection buckets for your gate. Drinking water is also available for all volunteers.

At the end of your shift, it would be helpful if you could wait until the next volunteer arrives at your entrance gate to give them a handover. Please then return your high-viz jacket, ID badge, and your collection bucket(s) to the Control Point.

Please do not hand collection buckets between shifts, these must be returned to the Control Point at shift change.

You will welcome visitors to the event and encourage donations to our chosen charities. There are 4 pedestrian entry points, each with a gazebo, through which all pedestrians will pass. There will be taped lines to aid pedestrian entry, and tables (& chairs!) inside each gate to funnel separate cash donations and cash/contactless.

We cannot charge for access to common land however our suggested donation is **£3 per adult, with free entry for children under 16.**

Each gate will have a card reader to enable contactless payments (2 in Gate #1) and you will find operating instructions accompanied with this document. There will also be a laminated version in each of the gazebos and Redbourn Classics Committee Members will be available to help resolve any issues.

Each entrance will have a box of 'event flyers' for you to distribute to visitors containing instructions on how visitors can vote for their favourite vehicle and stickers to recognise their donation/enable event re-entry.

You will also find a site map accompanying these instructions indicating where public parking and Blue Badge parking can be found. A map will also be on the reverse of your volunteer ID badge.

Free use of toilets are available; there will be portaloos on The Common (inc. disabled) as well as at the Methodist Church and Redbourn Museum.



The first-aid point can be found to the right of the Control Point and a additional defibrillators can be found in the Redbourn Community Group bus which will be parked next to the Main Entrance, and the Redbourn Parish Centre.

The St Albans District Council issues regulations governing the collection of money at events like ours:

- You may not collect from any carriageway (you should remain within the site boundary at your nominated entry point)
- You may not importune (harass), inconvenience or annoy any person
- All collecting boxes must be returned unopened to the promoter

Any event related issues, or queries from visitors, should be directed to the Control Point which can be found to the right of the stage, or contacted on 07769 970 970. Lost children or medical or security issues should also be directed to the Control Point.

Your dedicated Team Leader for the Entrance Gates is Jenny Gilmore who can be contacted on 07887 886048

Thank you in advance for your support – the event simply wouldn't be possible without it!

**PLEASE ALSO FAMILIARISE YOURSELF WITH THE SECURITY BRIEFING WHICH
ACCOMPANIES THIS DOCUMENT**