

**Saturday 25 May -
Wednesday 29 May 2019**

BRIXFEST 2019

CANCELLATION POLICY

For a myriad of reasons, it may sometimes be necessary to cancel the entire BrixFest event weekend in the interest of public safety. The decision to cancel a BrixFest event or festival will not be taken lightly and will be made by three nominated individuals, with support from the BrixFest Committee.

The nominated individuals for 2019 are:

Harry Bower - Production Manager

Mara Slipper - Committee Lead

Sophie Bower - Duty Committee Member

Causes of Cancellation (not exhaustive)

There are a number of core causes of cancellation and those listed below are scenarios which require immediate and efficient decision making.

- Flooding/Extreme Weather
- Health Epidemic
- Acts of War
- Riots
- Fires and Explosions
- Natural disasters

If a scenario arises mid-event which ends in the cancellation of a BrixFest event or the entire festival itself, evacuation procedures should begin and staff informed. Announcements on the PA System informing visitors of the scenario should be made, accompanied by social media announcements and a website update.

BRIXFEST

CELEBRATING BRIXHAM PAST AND PRESENT



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Cancellation Pre-Event

If the decision is made to cancel the BrixFest festival weekend it is likely it will take place either before the event begins or in-between event days, overnight. For ease of reference and operational procedure, the same basic process should be taken by The Event Management Team in either eventuality.

The decision should be discussed between the three nominated individuals and should be endorsed by the BrixFest committee if time-appropriate.

Once the decision to cancel has been made, the following actions should be taken, and not necessarily in this order, by The Event Management Team & BrixFest Committee:

- Visitors informed via Social Media (Facebook/Twitter/YouTube etc)
- Posts submitted to popular social media pages and websites with large 'reaches' including 'Spotted Brixham'/'Spotted Torquay', 'We Are South Devon', 'TorbayHour' and 'Devon Life'.
- Announcements made via BrixFest, Chamber of Commerce and other websites
- All contractors/musicians/service providers informed and advised not to enter site
- Contact made to relevant licensing authorities including but not limited to Torbay Council, Torbay Harbour Authority, Brixham Harbour Authority
- 'Cancelled' signs printed and attached to any existing banners or signs road-side around Torbay to warn potential visitors
- MailChimp BrixFest Mailing List informed immediately
- Local accommodation providers informed via mailing lists
- Local businesses informed via ground-team
- Local Media including (if possible) Herald Express, BBC Devon/Spotlight

If it is safe to do so, stewards and members from the Event Management Team should be placed around Brixham and the event-site pro-actively informing visitors of the cancellation. If the event cancellation is not due to weather or factors affecting public safety, visitors should be encouraged to stay in Brixham.

A decision must be made to cancel the event by **7pm on Friday 24 May 2019**. This is to allow time to saturate information channels of the cancellation and ensure no event build takes place.