

Bristol Homeless Forum Sleepout 2019

11th October 2019

Organisation Responsibility

As a registered organisation we will ask you to make certain undertakings and these are set out below, by registering to participate you are agreeing to

Before the Sleepout :-

1. Provide evidence that you have adequate insurance for your participation in the event. Bristol Homeless Forum will have completed a risk assessment which will be made available to you for information but you will need to take responsibility for risk assessing your participation.
2. Make a payment of £5 per participant ; this will go towards the costs of running the Sleepout, including basic catering facilities on the night and raise funds towards running other events such as Homeless Action Week. Payments will be handled on our behalf by the Julian Trust. Payments should be made to 'The Julian Trust'
Cheques sent to : The Treasurer, The Night Shelter, 16 Little Bishop St, Bristol, BS2 9JF
Direct transfers to : Barclays Bank, Account no. 20543055, Sort Code 20-13-67,
quoting reference Sleepout2019
3. Manage your own registration & fundraising process for participants so that you will know who is expected to be there on the night and what sort of funds they will be raising. This includes managing the numbers of participants within the maximum agreed with BHF.
4. You will ensure all your individual participants are aware of and comply with their responsibilities which are set out here in the attached document "Sleepout 2019 Individual Responsibility". You particularly need to emphasise parking, arrival time and clearing up.
5. You will give us the name, email and mobile phone number of an individual who will be present on the night and take responsibility for your participants and be available to assist with stewarding the event.
6. There is limited on-site parking. If some of your participants have a **genuine need** to park on site during the evening, you must supply us with the driver's name and registration numbers (maximum of 2 cars per organization), if possible one week before the event. If people are just dropping off, please ask them to stay outside the church grounds to minimise vehicle activity on site.

On the night & during the Sleepout

7. Your nominated steward must present themselves to the registration desk in the Pip'n'Jay annex so we know your organization is present and can confirm your contact details. They should arrive by 9pm (an hour before individual participants) for a stewards briefing. They should be able to confirm numbers of participants and an estimate of the amount raised.
8. Your nominated steward must know where all your participants are located so they can be contacted in case of emergency.
9. Your nominated steward must take responsibility for the behavior of your participants during the night and the morning on departure.
10. Your nominated steward must report to the organisers if there are any concerns about the health & safety of your participants during the event.

From Bristol Homeless Forum sleepout.bristolhf@gmail.com

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