

KIRBY HALL
2002

Please contact
Sandie Gillbanks
26 Ashton Road
Blackpool
FY1 4AQ
Tel 01253 294169
Mobile 07950 105198
Email sandieg@amounderness.demon.co.uk

09 June 2002

Dear

Enclosed please find copy of details sent to Mark Griffin regarding Kirby Hall period camping requirements 2002, as per Tony Sayers instructions.

If you feel there is anything on the form, which is wrong, please contact me by 15th June 2002, in order that it can be corrected, i.e. if names etc are wrong let me know who will be doing the job.

This form should have been back to Mark by 6th June but was, unfortunately, sent to the wrong person in March of this year and not passed on.

Many thanks

Sandie Gillbanks

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Sandie Gillbanks

Kirby Hall participants period camping requirements 2002

1. Name of group requiring authentic camping space.

THE VIKINGS

2. Approximate number of attendees.
3. Name & contact details of groups 1st in Command for HIA 2002 (Daytime, eve and mobile number. Email a great help)

John Sheard, 0121 784 6408
jhsheard@yahoo.com

4. Name & contact details of groups 21"1 in Command HIA 2002 (Daytime, eve and mobile number. Email a great help)

Darren Smart
(01371) 878929__

5. The space you require. Please indicate this in metres with both width and depth i.e 30m by 20m (making 60 metres square or 60 square metres).

750 sq metres

6. Any special needs you would like to discuss with us (subject to approval) such as props, hay/straw, location next to groups you are planning joint displays with etc. These and earthworks to be confirmed at the site meeting on June 8th. Please indicate if you have included plans for earthworks.

Please note the following:

- You must enclose a copy of your PL Insurance policy valid for the HIA dates.
- Umbrella organisations must provide either: **Copy to follow due in August.**
 1. An officer who will have responsibility for the set up of your group camping area and will be in that area at all times during the set up period or
 2. the details of individual member groups attending with the requirements above completed for each so that my staff on site can set up the individual areas for you. Please mark this with both the umbrella organisation and the individual groups name for example: 23rd Kiev Air Wing (Red Air Force Group Members)
- Please remember to include plans of any proposed earthworks (20th century living history areas, WWI & II etc only). These must be as detailed as possible in all dimensions and to scale. Plans are subject to change and approval, you will be advised of this and the proposed schedule of works after the June 8th site meeting.

This form must be received by 6th June latest

Ockley Manor Ockley Lane Hassocks West Sussex BN6 8NX
Tel 01273 841793 Fax 01273 841723 Mobile 07979 756765
email mark@griffinhistorical.com

Cover note
Kirby Hall LHE 2002

Attached as promised the LHE requirements for The Vikings for Kirby Hall 2002

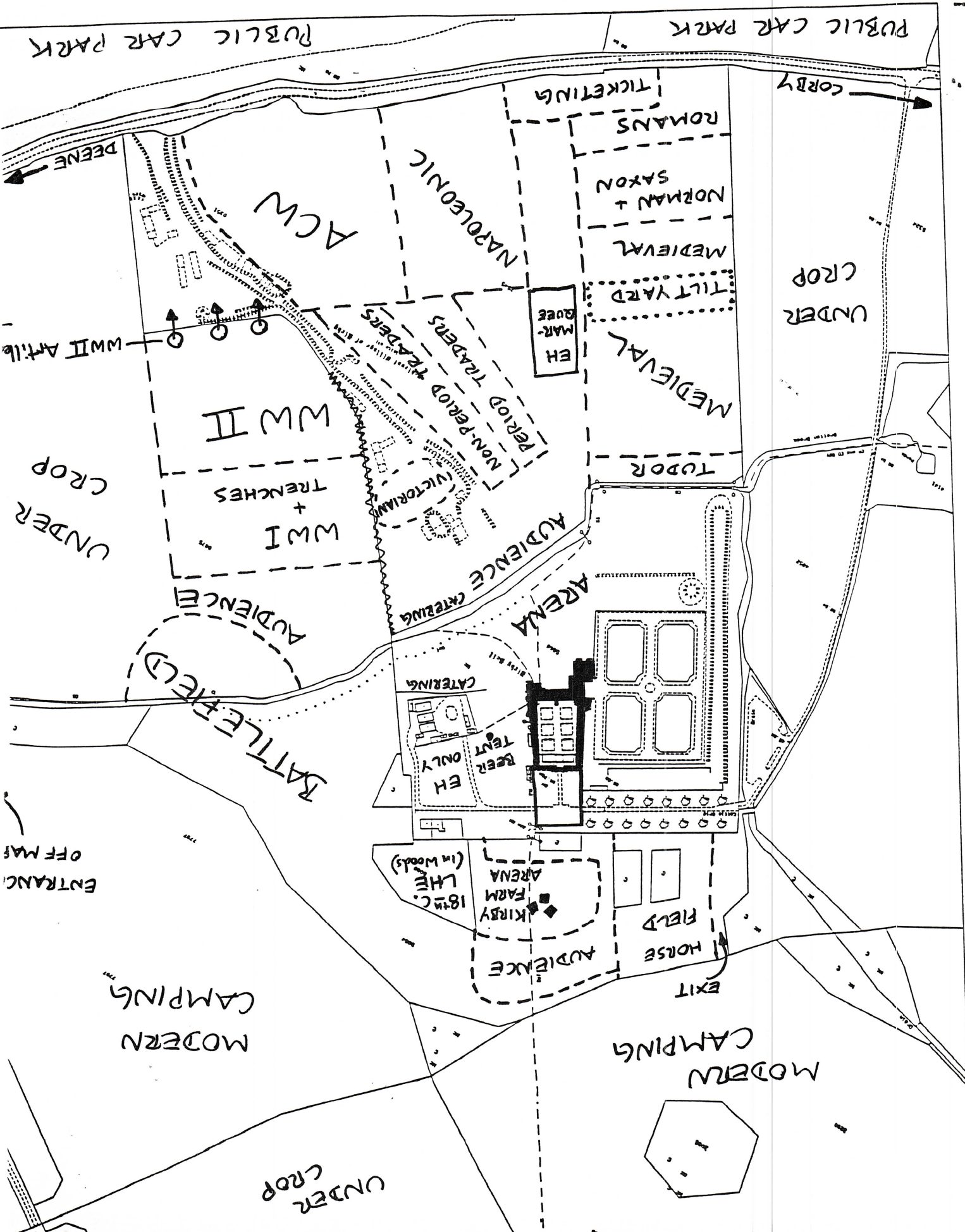
If any of these details change either myself or Sandra Orchard will let you know.

As discussed I would be grateful if you could please change your contact details for our Society to either myself or Sandra Orchard.

Our insurance is due shortly before the event and I will ask Sandra to send you full details as soon as she has them
Many thanks

Sandie Gillbanks
The Vikings

PROVISIONAL SITE PLAN, @ 7/6/02 - HISTORY IN ACTION 2002



Produced 30 Oct 1997 from Ordnance Survey digital data and incorporating surveyed revision 1997. © Crown Copyright 1997.

0 20 40 80 120 160 200
Metres

Time	Arena	Battlefield	Kirby Farm	Tiltyard
9.30am				
10.30am	Norman/Saxon			Falconry
11am	Medieval		ECW Battle	Jousting
11.30am	My Kingdom for a Horse		Kid's Drill	
12noon	Roman Army		17th C Cricket	
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2.15pm		WWI Trench Raid	Silures	
2.45pm		ACW		Falconry
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1. Toilets for re-enactors.

Will there enough and will they be emptied regularly?

At least 4 loos for plastic camp and access to at least 1 for LHE

Where is the nearest water supply, will it work and will it be available at all hours?

Where will the toilets for the LHE and campsite be situated, will it be enough and will it be emptied regularly?

2. Toilets for public. Access and availability.

3. Access to site for re-enactors Time for leaving LHE must be reasonable on the last day (i.e Tuesday if necessary).

Is there hard standing if necessary?

Will hard matting have to be laid?

4. Access to site for public.

Will hard matting have to be laid?

5. Access for emergency vehicles.

Will hard matting have to be laid?

6. First aid cover. First Aid provision for the visitors.

Where is the nearest late night chemist?

Where is the nearest A&E Hospital?

7. Access to arena.

Any special provisions?

We need 2 opposing entrances

8. Size of arena.

Barriers Double roped arena - minimum 8 foot but prefer 8-foot gap, 12 foot if horses involved.

How big is the battlefield available? Arena –35 paces by 100 paces is ideal.

Are there any usable geographical features on or attached to the field (hills, bumps, bushes, buildings etc)?

Where is it relative to living History?

Where will the spectators be?

Can the archers search for lost sharps using a metal detector in the arena? Could a member of the custodial staff help in this?

9. Public address system

Will it be provided, do we need our own?

10. Authentic camp.

If there is a long distance between LHE and Plastic campsite, where can the LH vehicles be parked?

Is there a wheelbarrow on site?

11. Fires Fire pits/fireboxes, which are we allowed to use?

Can we have a fire on the campsite?

12. Turf, sand, wood, etc.

Has anything been ordered and in what quantities?

1.5 tons LHE required last time at Bolsover

Area required - about 35m x 70m. However, at Bolsover we will probably take over the entire inner.

(Find out local supplier and let the appropriate LHE person know).

13. Plastic camping area.

Where is it in location to the LHE, is it big enough to allow proper H&S guidelines to be followed, is there hard standing for caravans etc will it get bogged down quickly?

What is the ground like for both LHE and plastic site, is there easy vehicle access for both Plastic Camping and LHE, - need 4 acres plus water supply.

Also Towed vehicles need a decent access – allow for turning of towed vehicles.

14. Water points

Where are they situated?

15. Fire points

Where are they situated?

16. Traders

Do they want money from traders?

Several types of traders. i.e. plastic, LHE and non-authentic.

SEU to liase with Russell Scott 01782 631525

17. Maps to get to site. Is it well sign posted?

18. Address for the radios to be sent to.

19. Map of site.

20. Site Security. What is available?

When can we arrive or leave the site, any restrictions on times etc as well as earliest arrival times etc also key holder if appropriate. Names and numbers of primary and secondary keyholders

Negotiate extra funds to cover security in High Risk Areas

21. Where will the rubbish skip be?

22. Is there anywhere for a communal fire not near to either campsite?

23. Marquee – where will it be sited

24. Give my name as our primary contact

25. Time/story line (ie what date are we re-enacting)

26. Time tabling of events.

27. Local shops are there shops nearby, also cafes etc
28. Local pubs Where is the pub, does it serve food, will they let us in, are kids allowed?
29. Notify local police that we will be there and ask if there are any pubs we should avoid.
30. Any changes to be confirmed in writing 2 weeks prior to the event.

Kirby Hall participants period camping requirements 2002

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 2. Approximate number of attendees.
 3. Name & contact details of groups 1st in Command for HIA 2002 (Daytime, eve and mobile number. Email a great help)
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This form must be received by 6th June latest

Ockley Manor Ockley Lane Hassocks West Sussex BN6 8NX
Tel 01273 841 793 Fax 01273 841 723 Mobile 07979 756 765
email mark@griffinhistorical.com



Mark Griffin

Historical Performance
Management & Consultancy

Dear Group Organiser,

Kirby Hall 'History in Action', 10th & 11th August 2002

Your response required by 6th June

As you will have heard from Mark Selwood at English Heritage I will be co-ordinating the organisation and layout of the living history display and camping areas at History in Action 2002 again both before, during and after the event.

I will be handling the camping and roadway layout in the living history area plus firewood drops. If you have any queries about site meetings, contracts, fees, display content/times in any of the arenas, trading area, performers' courtyard, use of house, firearms, modern camping, weather etc please talk to Mark Selwood who will put you on to the right person.

Please note that I also require a copy of your society's public liability insurance policy which will be in operation for the event. *It is essential I get this, even if you have already sent a copy to Special Events. Please send both this and the enclosed form to me by June 6th at the latest.*

*Speak to
Mark G.*

A few questions I expect you want to know, others will hopefully be covered in further mail outs, attendance packs etc.

Q I have already mentioned to an EH person in a pub somewhen we're not coming, do you still need to know?

A Yes please.

Q Can we arrive early/stay late as before?

A Authentic camping is available from midday Wednesday 7th August to midday Tuesday 13th August

Q Can we invite other groups ourselves?

A Not unless approved by Mark Selwood. You must also *either* provide valid separate insurance for this group/groups *or* a clear indication from your own insurers that your policy allows for guest groups which you must send to both Special Events and myself.

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Tel 01273 841 793 Fax 01273 841 723 Mobile 07979 756 765
email mark@griffinhistorical.com

Q Can we have the same area as last year?

A No, the site layout is completely different this year (do I hear a groan?). You will be advised of your location upon arrival at the event. If you would like to know this beforehand please attend the site meeting.

Q Can we walk the site beforehand?

A There is a site meeting and Officers briefing on Saturday 8th June

Q Can we book the JCB and driver to dig trenches/bunkers/scrapes/fallout shelters/swimming pools/Vauban fort/pyramid of Cheops/ziggurat of Ur?

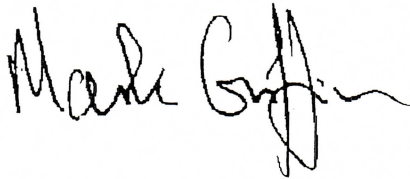
A **Unless you are in the 20th century area, no.** Holes in this area subject to approval at site meeting.

Q Can we dig fire pits?

A Unless directed otherwise at the site meeting, yes.

If you have any other questions please feel free to ask, email will probably get the swiftest result. I look forward to seeing you there.

Yours,



Mark Griffin

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History in Action: Data Sheet

Era:

Dates:	
Key Re-enactors & contact details	
Historical Strategic Players:	
Historical Background:	
Battle Details & Script:	
Strategy, Tactics & Special Monouvres::	
Special Equipment:	

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History in Action

10 & 11 August 2002

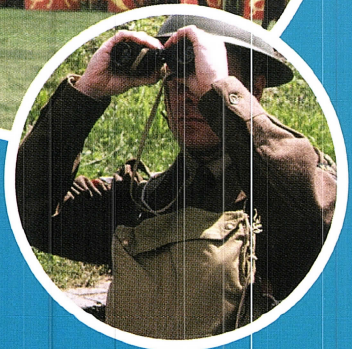
Kirby Hall, Northamptonshire

Enquiries & Tickets: 0870 333 1183

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and fun for
all the family!

- 2000 years of history from the Romans to D-Day
- Spectacular battles from the ages of Roundheads & Cavaliers, Wellington & Napoleon and The American Civil War
- Medieval jousting
- Giant medieval family dance
- Have-a-go activities for children
- Free Parking
- Catering & refreshments

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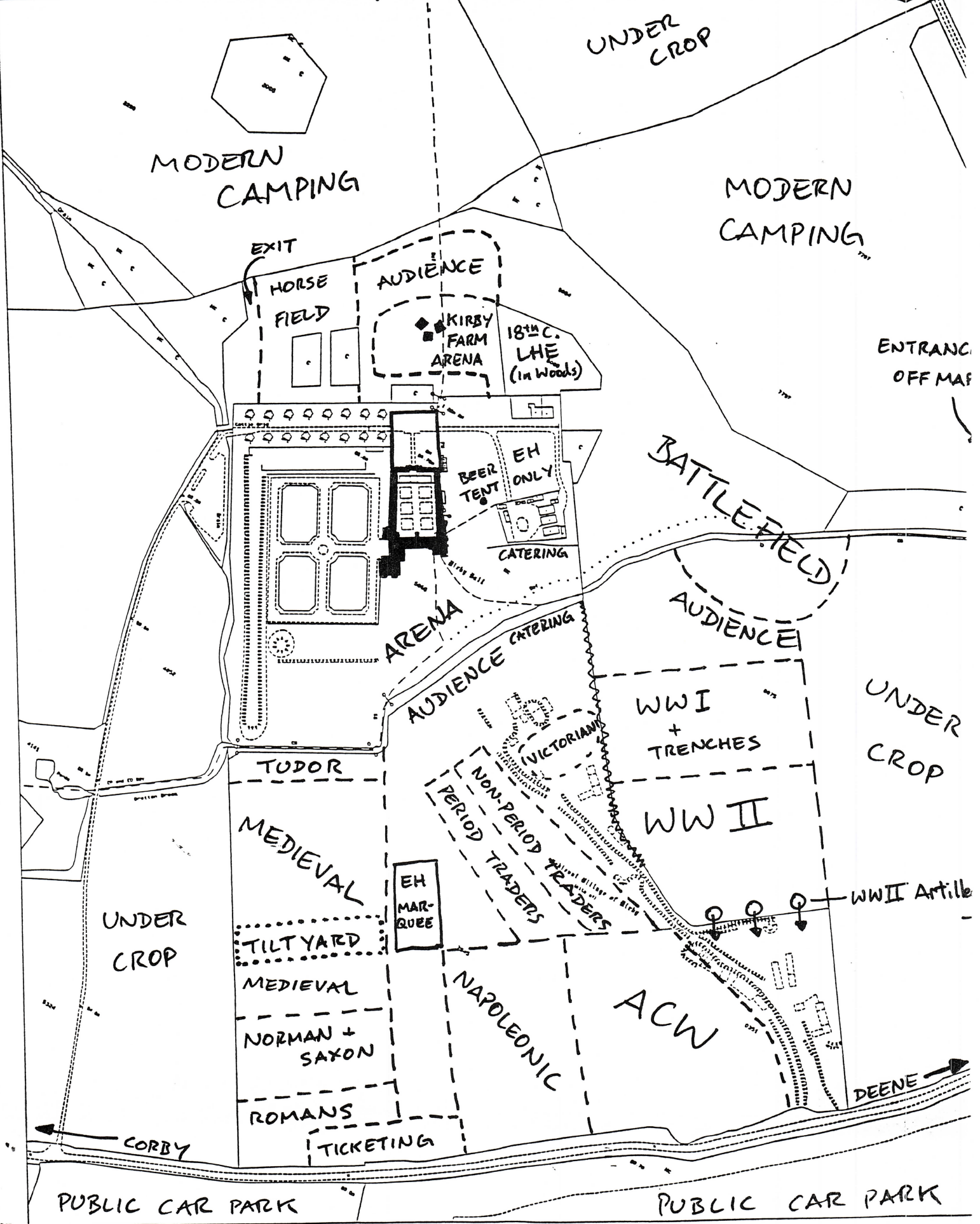


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