



Organised by



Sunday 10th December 2017

Participants Pre-event Pack

Race Start: 09:00

Location: Broad Street, Oxford

Thank you!

We are delighted that you are keen to take part in Santas on the Run. By joining us at this event you are helping to support the work of Helen & Douglas House; caring for terminally ill children, young adults and their families. We would like to take this opportunity to say **THANK YOU!**

In this pre-event pack you will find the following:

1. Contact us
2. General Event Guidance
3. Map of the route and event village
4. Road closure information
5. Transport
6. Kit list
7. Cancellation procedure

Please read this pack carefully and contact us if you have any queries.

Helen & Douglas House, 14A Magdalen Road, Oxford, OX4 1RW
Tel. 01865 799150 Email. hbarrett@helenanddouglas.org.uk
Helen & Douglas House is a registered charity number 1085951

1. Contact Us

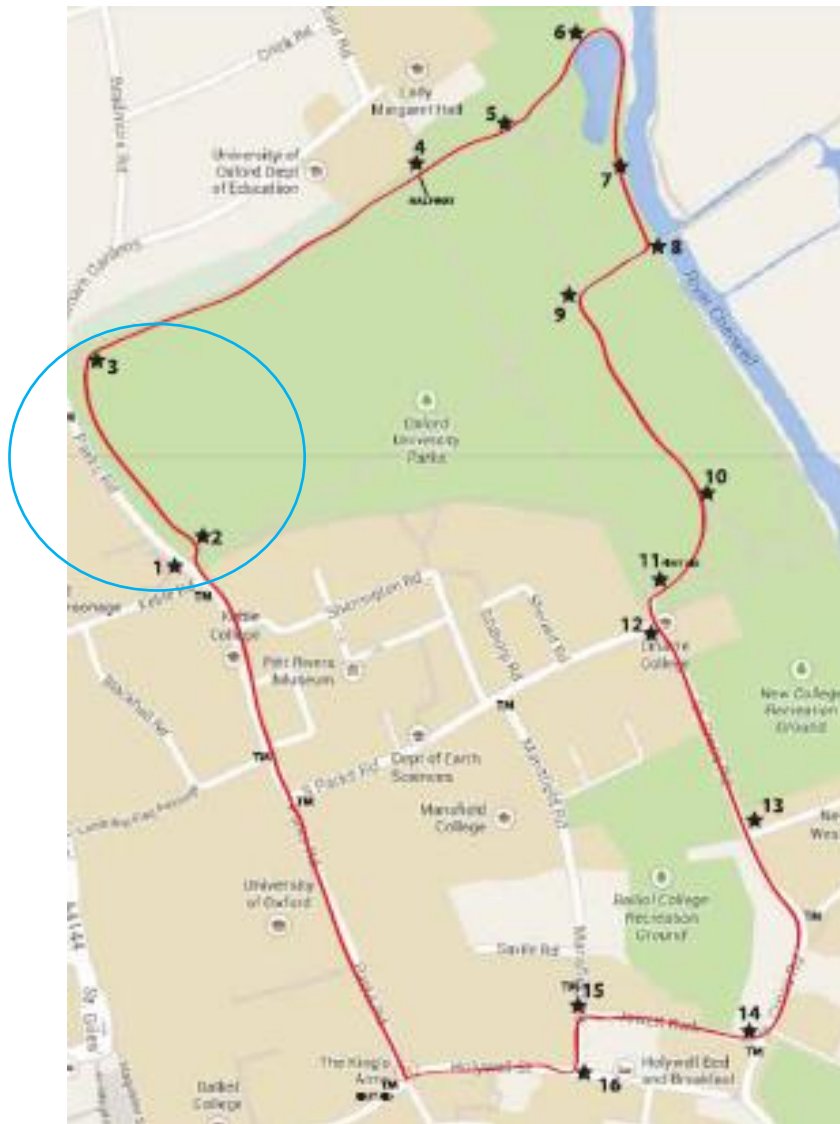
If you have any problems, concerns or questions prior to the event please contact Hannah Barrett or Hannah Smart, the Fundraising Events Team, on 01865 799150 or events@helenanddouglas.org.uk.

If you have any problems on the day please head to the Help Desk in Exeter College, Turl Street or contact Hannah Barrett on 07432 700791.

2. General Event Guidance

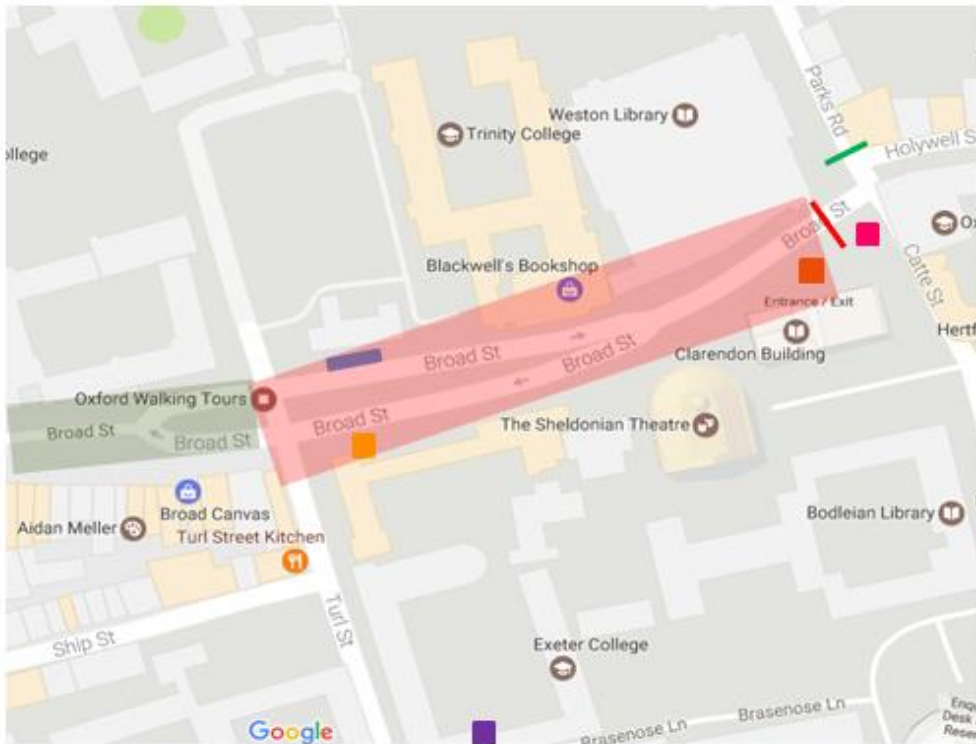
- **Sign up on the Day:** To be part of this iconic event please make your way to Exeter College, Turl Street from 7:30-8:30am on Sunday. Please note, queues are likely (this is a very popular event!) so please come early to avoid disappointment. Places are limited.
 - £76 Family Ticket (4 people)**
 - £25 Adult Ticket (12 years +)**
 - £15 Child Ticket (under 12s)**
 - Under 5s are free (no suit provided)**
 - FUNDRAISING TARGET: £30 per Santa**
 - Ticket includes Santa Suit, wristband, medal, goody bag and mince pie!**
- **Bag Drop:** Bag drop will open at 7:30am and is located in Exeter College, Turl Street.
- **Help Desk & Suit Pick Up Point:** Will open at 7:30am and is located in Exeter College, Turl Street.
- **Wristbands:** All participants must wear a wristband throughout the event. Please ensure this is filled in. The event team will be spot checking participants to make sure you have done this. You will be able to collect a wristband when you sign up.
- **Lost Person:** The Lost Person area is in Exeter College, Turl Street.
- **Pack your Kit:** See the Kit List section for help with this. You will be outside so make sure you wrap up warm!
- **Under 16s:** Under 16s will not be able to participate without a parent or guardian, and are the responsibility of that parent/guardian at all times.
- **Dogs:** Please note that while dogs are allowed at the event they must be kept on a short lead at all times. Please clean up after your dog and ensure that you can provide it with water.
- **Alcohol/Drugs:** Anyone thought to be drunk or under the influence of drugs will not be able to participate/continue participating in the event and will be asked to leave.
- **Smoking:** This is a no smoking event, especially in close proximity to the Santa suits.
- **Crossing Roads:** Although some of the roads will be closed during the event, you may have to walk along busy roads to access the event village, please be careful and abide by the [Highway Code](#) at all times.
- **Path Condition:** The path is uneven with many trip hazards, it may be very soft in places, please therefore wear suitable footwear, take your time and be careful at all times.
- **Personal items:** Items such as phones, Ipods, wallets etc are to be carried or left in the bag drop area at your own risk.
- **The Course:** Please remember that this is a public area and other people will be using the site.
- **Suspect Package:** Very unlikely. Please do not put yourself or others at risk. Please do not touch the suspect package but report it to the emergency services/Event Team.
- **Large Scale Incident:** Very unlikely. Please do not put yourself or others at risk. Government advice is that you should Run, Hide, Tell. Run away to a place of safety. If you cannot go anywhere, then hide (do not confront them). Turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then, when it is safe to do so, call the police - 999.

3. Map of the Route and Event Village

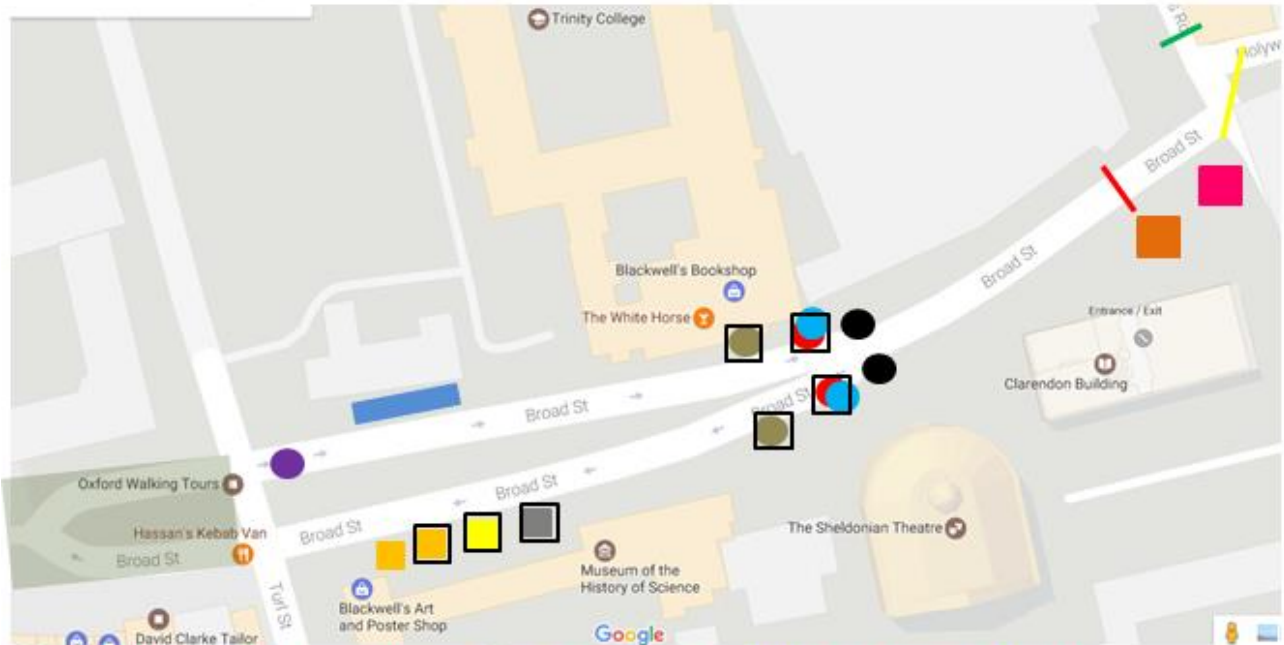


1. Broad Street
2. Parks Road
3. University Parks
 - North Walk
 - Lazenbee's Ground
 - Oak Walk
4. St Cross Road
5. Holywell Street

— Please note: Route may change if there are hazards on the course (frozen/icy ground etc) – this will be risk assessed on the event morning and changes made.

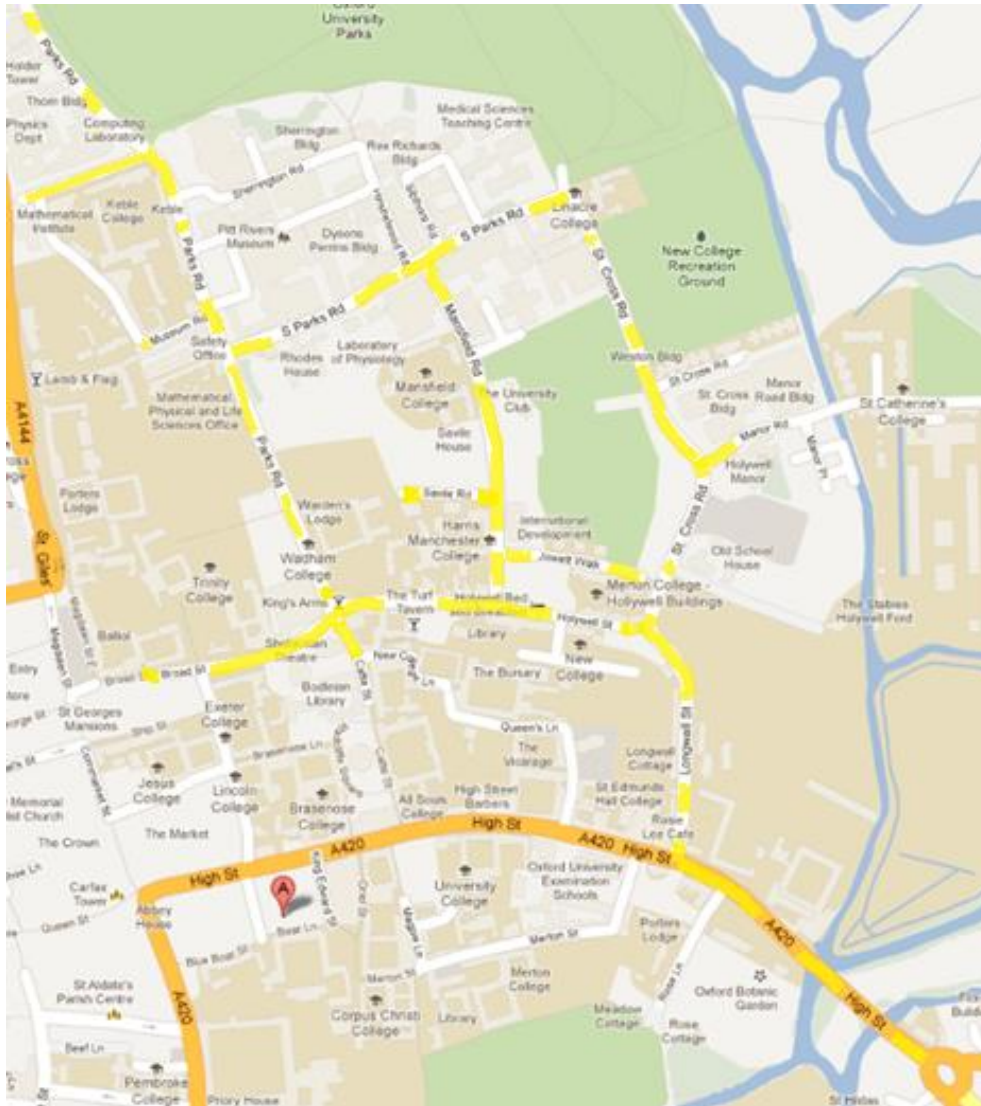


-  **Start**
-  **Finish**
-  **First Aid**
-  **Stage**
-  **Event Village**
-  **Toilets**
-  **Sign up on the Day, Bag Drop**
-  **Catering Van**
-  **Market**



-  **Medals**
-  **Goody Bag**
-  **Gazebo**
-  **Mince Pies**
-  **Water**
-  **First Aid**
-  **Santa Sleigh**
-  **Hospice Lottery**
-  **Catering van/stand**
-  **Toilets**
-  **Merchandise**

4. Road Closures



1. Broad Street, between Turl Street and Cattle Street from 6am to 11am.
2. Between 8.30 & 10.15am in the following roads: Cattle Street, Parks Road, South Parks Road, St Cross Road, Jowett Road, Longwall Street, Holywell Street, Mansfield Road;
3. Because of the closure of Longwall Street, westbound traffic from The Plain roundabout will be prevented from entering High Street other than for access to properties in High Street and Merton Street.
4. Buses, Taxis and cycles will not be prohibited and the restrictions imposed by the Bus Gates being unchanged.
5. Exemptions for access include cycles not being ridden, emergency services, event organisers.

5. Transport

By Car: Road closures may affect you so do see Section 5 for info. Please check the [council website](#) for on–street parking restrictions; generally on-street paid car parking is allowed up to 3 hours. Alternatively, you use one of the council [carparks](#).

- **By Bus:** Oxford is well served for bus links although early on a Sunday morning the buses may not be running so regularly. Please see the following for guidance:
 - o [Oxfordshire County Council website](#)
 - o If you are planning on leaving your car in Oxford or travelling out from the city centre you may wish to use the [Park & Ride](#).
 - o If you are coming from further afield the website [Rome2Rio](#) is useful for planning journeys.
- **By Train:** The nearest train station to the start is [Oxford](#) which is a 15 minute walk. You may also like to use Oxford Parkway, from here you will need to get a bus in to Oxford centre. More information about the station and onward travel can be found [here](#).

6. Kit list

- Trainer/sensible footwear
- Appropriate clothes (warm/rainy weather)
- Sunglasses
- Water bottle – filled
- Mobile phone – fully charged and on
- Watch (for tracking time)
- Money (change for parking, buses, trains and public toilets)
- Any personal medication

7. Cancellation procedure

In the unlikely scenario that we have to cancel the event we will contact you as soon as possible via email and/or phone, we will also try to announce this on our social media accounts – [Facebook](#) and Twitter - [@HelenAndDouglas](#).

If you are unable to assist at the event please contact us as soon as possible – see Contact Us section.

We look forward to seeing you on the 10th December and thank you for taking part in the Santas on the Run!