



SITE MANAGER GUIDE

Everything you need to know, to get your team ready for race day.

 Southern Cross
**ROUND
THE
BAYS**

IMPORTANT INFORMATION

Please read through the Site Managers Guide details below before race day!

The Site Managers Guide has everything you need for setting up your hospo site and for on the day.

1. PACK IN AND OUT TIMES

Pack in: Saturday 21 February: 8.30am - 4pm & Sunday 22 February 6.30am - 8.30am

Pack out: Sunday 22 February: 2pm - 4pm - **All sites must be cleared by 4pm**

2. PPE

During the pack in/pack out periods, please ensure you and your team members wear high-vis clothing and closed-toe shoes - no sandals or open shoes will be allowed onsite. This will be checked on your arrival to site.

3. SITE INDUCTION

All hospitality site holders are required to complete this form below to be allowed access on site:

[Health and Safety Induction Form](#)

You will need to bring a copy of your certificate on the day and present this to security on entry.

ALL persons coming on site during pack in, pack out or working on site are required to complete this induction.

4. VEHICLE ACCESS

You must 'WALK' your vehicle to your site. For safety reasons, we require all vehicles to be escorted on foot by someone accompanying the driver. Each vehicle should have a driver and a 'walker'. The walking person must wear a hi-vis vest and maintain a look out for potential hazards and pedestrians. **The speed limit at Thomson Park is walking pace only (5 kph).** Drivers must ensure that their headlights and hazard lights are on. The park is a public space, so please be aware of pedestrians and other users of the park at all times.

Thomson Park must remain open to the public during the event. However, we will allow site holders to have vehicle access. The park is a public space, so please be aware of pedestrians and other users of the park at all times.

Thomson Park Access:

Saturday 21 February: Enter by 142 Marine Parade (Southern end) of Thomson Park) present your pass to security to gain access to the park/site. There are no vehicle movements permitted after 8am. There is designated parking for all site holders at Thomson Park Farm; please see the site map

Sunday 22 February: Please note traffic management and road closures will be in place from 5am. All site holders need to access via Lonsdale Street.

Show your Orange Hospitality Pass to Traffic Control which will provide access inside the closure until 8am. Turn into Thomson Park by 142 Marine Parade (Southern end), present

your pass to security to gain access to the park/site. There are no vehicle movements permitted after 8am. There is designated parking for all site holders at Thomson Park Farm

Under no circumstances are you allowed to store / leave any equipment outside of your site boundaries. You are not allowed to rest anything against the trees or park/drive under the tree dripline.

6. BUSES

Free event buses will operate pre event from Christchurch Bus Exchange (Bay 8) to the start line (1105 Ferry Road) from 7.30am to 9am, and post-event Thomson Park to The Christchurch Bus Exchange from 10.30am to 1pm

Private buses

If you are planning on organising a private bus for your team, please email us at roundthebays@stuff.co.nz so we can plan ahead.

7. YOUR HOSPITALITY SITE

All hospo sites will be located at Thomson Park. Your site number will be emailed to you approximately one week prior to the event day. Once allocated, NO sites are permitted to change their position.

Please note, no ezi-up, light marquees or tent structures are to be erected at Thomson Park until the morning of Sunday 22 February, and should not be erected in high winds.

All equipment MUST be removed by 4pm Sunday 22 February. This includes waste bins, marquees, tents, ezi-ups and rubbish.

For any marquee over 100m², you must obtain a building permit from Christchurch Council. Please ensure the Round The Bays team is made aware of this ahead of time.

8. SUPPLIERS

If you engage a company to provide/set up or deliver any equipment to your site, you must advise them of the access dates, hours and conditions.

We recommend using the below suppliers for any additional orders you need for your site:

[Happy Hire](#) - marquees, furniture, catering equipment.

[Carlton Party Hire](#) - BBQs, catering equipment.

Power

Power is not provided to any of the hospitality sites. However you can bring along your own generator.

Generators MUST be inverter style (silenced) generators. Please note these are not to be turned on overnight. Any generators that are left on will be turned off.

All electrical equipment (including brand new equipment) must be tested and tagged before you arrive at the event.

9. FOOD AND DRINK

Catering

If you have purchased catering from St Pierres this will be delivered to your site from 10am -11am on race day. If you haven't yet sorted out catering [please click here](#) to do so before **Thursday 12 February**

Cooking

We ask all site holders to practice good food hygiene. For advice on how to ensure food safety, please [click here](#)

BBQ Safety

Whether you have a BBQ included in your package, or you are bringing your own - please follow these guidelines to ensure everyone's safety:

- Do not overfill the gas tank, and check that the connection between the tank and fuel line is secure.
- Ensure your BBQ is on the ground level, and at least 50cm away from flammable items such as marquee sides or tables.
- Do not wear loose clothing while cooking at a BBQ.
- Be careful when using lighter fluid.
- Do not add fluid to an already lit fire because the flames can flashback up into the container and explode.
- Supervise children around outdoor grills, and keep all matches and lighters out of reach.
- Dispose of hot coals properly – douse them with plenty of water, and stir them to ensure that the fire is out. Never place them in plastic, paper or wooden containers. You must not leave them on the ground or on site.
- Never grill/BBQ in enclosed areas – carbon monoxide could be produced.
- Make sure your BBQ is completely extinguished when finished.
- Place a mat on the ground under the BBQ to collect cooking oil drips and food spillages.

Gas

Only one type of gas cooking equipment (eg. BBQ) is permitted for each site.

All gas cooking equipment needs to comply with the following requirements:

- All gas cylinders need to be held in an upright position and stored in a well ventilated area of your site.
- Equipment should be no more than 10 years old
- All equipment should have an approved badge attached. New Zealand approved gas cooking equipment will come with this badge when purchased.
- Ensure any gas canisters are turned off overnight.

A fire extinguisher will be provided for each row of hospitality sites. These will be clearly marked - please make yourself aware of its location during pack in.

If you would like to have a dedicated extinguisher for your site, please bring this with you.

Alcohol

If a site host is providing the alcohol without any charge, donation, contribution or koha on the part of attendees no special license is required as no 'sale' is taking place.

If attendees at a site are bringing their own alcohol, then no special license is required as no 'sale' is taking place.

If a site host is providing alcohol and it is provided in return for any charge, donation, contribution or koha on the part of the attendees, **a special license is required** as a 'sale' is taking place.

If you have any queries as to whether you require a license please contact [Christchurch City Council](#)

10. SUSTAINABILITY

Please support the event's [waste goals](#), reduce waste where appropriate and place all material in the correct bins.

Serviceware

In the interest of making our event as sustainable as possible, we have made it compulsory for all site holders to only use compostable and recyclable serviceware (i.e. plates, bowls & cutlery) that can be reused or is certified compostable, rather than thrown to landfill. No plastic, paper polystyrene or Styrofoam packaging is permitted.

Recommended certified compostable serviceware suppliers include: [Ecoware](#), [Biopak](#) and [Decent Packaging](#).

If you have purchased a Rā, Maunga or Moana Hospitality Package, a box of compostable serviceware for up to 30 people has been included in your Package. You will find this serviceware in your marquee on the day of the event.

Waste

Please put all food waste and compostable packaging in the **green bins** provided in the park. Ensure this is separated from any other recyclable items - these will go in the **yellow bins** provided for commingled recycling. **Red bins** (landfill) are for waste that cannot be recycled or composted only.

Please show your team members the bins and ensure they are using them correctly. Incorrect use of bins is a poor reflection on everyone's recycling efforts.

The bins that are supplied are for everyone's use. Please leave them where they are positioned and do not move them to your site.

11. ENTERTAINMENT ACTS

All sites intending to operate any entertainment devices or structures (eg. bouncy castles) must obtain approval from Round the Bays at least 14 working days prior to the event day.

12. SAFETY AND SECURITY

Event security will be present at the event 24/7 to ensure the safety of patrons, staff and our partners. If you see something suspicious, please inform the security team immediately. You will be responsible for the security of your own site and personal belongings - do not leave any valuables unattended.

If required, further safety information, including emergency and evacuation procedures, will be provided prior to, or at the event. Please see the security team or Event Management team on the day for any concerns.

Any lost property items found should be handed into the staff at the Information Tent or a member of the security team.

First aid

Qualified first aid personnel will be on site at all times during the event day. First aid personnel will be located onsite during the open period of the event day (Sunday 22 February 2026).

All incidents and accidents must be reported promptly to Security or a first aid staff member from the Round the Bays team, who will be identifiable with their event crew t-shirts or by visiting the Information Tent.

13. DAMAGES

As a participant in this event, you are reminded of your obligations to treat the Madills Farm park environment with care, and leave your site as you found it. Site holders are liable for any damage or disruption caused by themselves, their contractors, or guests.

Insurance and Liability

All site holders must hold public liability insurance of at least \$2 million per occurrence, with an excess not exceeding \$5,000, and provide proof to Stuff at or before the start of the Event or upon request.

Weather-related cancellation

The event will continue to run in most conditions, however if the safety of participants is believed to be at risk, the event may be cancelled.

See [here](#) for our full Hospitality Site Terms and Conditions.

Have a fun day with your friends, whānau and colleagues. We look forward to seeing you all at Thomson Park.

Still have questions? Visit our website - www.roundthebays.co.nz, or email us at roundthebays@stuff.co.nz

Mā te wā

Southern Cross Round the Bays team