WELLINGTON FOLK FESTIVAL

Code of Conduct

Our Commitment

The Wellington Folk Festival is committed to providing a safe, inclusive, and respectful environment for everyone on site.

This Code of Conduct sets out the standards of behaviour expected of every participant for the full duration of the festival, including at the Brookfield property where the festival is held. A dedicated section for artists, crew, contractors and volunteers sets out further expectations that reflect their working role at the festival, in addition to the general rules that apply to everyone.

By purchasing a ticket, performing, volunteering, or working at the Wellington Folk Festival, you agree to abide by this Code of Conduct. The Wellington Regional Folk Foundation (WRFF) Committee may amend this Code of Conduct from time to time.

Who This Applies To

This Code of Conduct applies equally to all participants at the festival, including ticketed public attendees, performing artists, festival crew, volunteers, contractors and members of the WRFF Committee. Everyone covered by this document is referred to below as a "participant."

Right to Refuse Entry

The right to refuse entry is reserved by the WRFF Committee and Brookfield Outdoor Education Centre.

General Conduct

- Wristbands must be worn at all times.
- Treat other participants, and the local neighbours, with courtesy and respect.
- Unsafe or inappropriate behaviour may result in removal from the site.
- Seek consent when photographing or recording others.
- Report all safety hazards, near misses, or incidents to the Manager on Duty, venue Stage Manager or Site Manager immediately.
- Be familiar with the festival's emergency procedures (which will be communicated prior to performances and in the programme) and basic safety rules, and follow the instructions of festival officials (such as the designated Fire Warden, Site Manager or Manager on Duty etc) in the event of an emergency.

Refunds

All tickets are non-refundable except at the sole discretion of the WRFF Committee, unless the festival is cancelled prior to the commencement of the opening performance on the Friday of the festival.

Day ticket holders will be refunded if the festival is cancelled prior to them arriving on site and redeeming their ticket.

All refunds are subject to processing and transaction fees. In the event a refund is given it is for the face value of the ticket.

Alcohol & Drugs

- Alcohol, including BYO, is permitted on site for participants of legal drinking age, consumed responsibly.
- Disruptive intoxication is not permitted and may result in removal from the site.
- There is zero tolerance for underage drinking or the use of illegal drugs.

Smoking & Vaping

- No smoking or vaping indoors.
- Smoking and vaping are not permitted in or around accommodation areas, or within 10 metres of venue entrances and exits.
- Please dispose of cigarette waste responsibly.

Minors & Children

- Minors must be accompanied by a responsible adult aged 25 or over.
- Children must always be supervised at the pool or around the lake and streams.

Assistance Animals

Only certified assistance animals are permitted on site, and proof of certification must be carried at all times. Pets, including dogs, are not permitted on the property.

Respecting Our Venue: Brookfield Outdoor Education Centre

The festival is proudly hosted at Brookfield. As guests of this property, all participants are asked to:

- Show consideration to other groups on site, particularly late at night and during morning sleeping hours.

- Keep vehicle speed on the property to 5km/h or under.
- Look after the natural environment and do not damage or cut down trees or bushes.
- Leave animal pest traps untouched unless you are approved to do so.
- Put rubbish in the bins and skip provided, and take recyclables home with you.
- Report any damage to the Manager on Duty or Site Manager at the earliest opportunity.
- Close the main gate if it was closed on your arrival or departure.
- Report any power or phone faults to the Manager on Duty or Site Manager.
- Firearms and off-road vehicles are not permitted on site.
- EV charging is not permitted on site; charging of lithium batteries is also not permitted.

Staying Safe

- Report incidents and accidents to the Manager on Duty or Site Manager, or a WRFF Committee Member, at the earliest opportunity.
- Monitor weather conditions and stay aware of hazards such as falling branches in strong wind and higher water levels after heavy rain.
- Fires are only permitted in designated fireplaces, subject to any type of fire ban being in place. Failure to adhere to a fire ban, if in place, may result in being removed from the site.
- Kayaks and rafts are not permitted to be used on site.
- If exploring the property's tracks, leave your intentions with a responsible person before you go.

Accommodation & Building Use

- Please do not enter other people's bunkrooms.
- Mattresses must not be removed from, or transferred between, bunkrooms.
- Let the Manager on Duty or Site Manager know if you need toilet paper, towels, or cleaning consumables replaced.
- Keep the shared kitchen and common areas clean and tidy, and be considerate of other users.

Sexual Harm, Harassment & Safety

The Wellington Folk Festival is committed to providing a safe, inclusive, and respectful environment for all participants.

The festival has zero tolerance for any form of sexual harm or harassment, including but not limited to: unwanted sexual advances, inappropriate touching, persistent or unwelcome attention, sexually explicit language or behaviour without consent, or any conduct that causes others to feel unsafe, intimidated, or disrespected.

All participants are expected to act with care, respect personal boundaries, and ensure clear consent in all interactions. Any concerns or incidents should be reported to a member

of the Site Manager, Manager on Duty or WRFF Committee and will be handled seriously and with discretion.

The festival reserves the right to take appropriate action in response to any breach of this policy, including removal from the event, cancellation of performances, and referral to authorities where necessary.

Creating a safe festival environment is a shared responsibility. All participants are encouraged to look out for one another and speak up if something does not feel right.

Additional Expectations for Artists, Crew & Volunteers

Artists, crew, and volunteers play a working role in delivering the festival and are expected to meet the following expectations, in addition to the general Code of Conduct above.

- Arrive on time for calls, sound checks, bump-in/bump-out, and rostered shifts. Let your stage manager or a member of the WRFF Committee know promptly if you're running late or unable to attend.
- Treat fellow artists, crew, volunteers, contractors and the WRFF Committee with professionalism and respect, both on and off stage.
- Follow the instructions of stage managers, technical crew, and site safety volunteers, particularly around bump-in/bump-out, use of festival equipment, and backstage or green room areas.
- Remain fit for duty while performing rostered tasks. Crew and volunteers should not be affected by alcohol or drugs while on shift, or while operating equipment or vehicles.
- Use festival-provided accommodation, vehicles, and equipment respectfully and only for their intended purpose.
- Wear appropriate safety equipment (for example, hi-vis or closed footwear) where required.
- Represent the festival positively in public and on social media, including toward other participants, the venue, and the local community.
- Raise any concerns about safety, conduct, or wellbeing with your stage manager, or a member of the Festival Committee.
- Compliance with this Code of Conduct is a condition of your engagement with the festival. Breaches may affect current and future involvement, including performance bookings, volunteering, or crew roles.

Reporting Concerns

If something doesn't feel right, please say something. Depending on the nature of the concern:

- General safety hazards, incidents, or accidents: report to the Manager on Duty, Site Manager, or the nearest WRFF Committee member.

- Conduct concerns, harassment, or sexual harm: report to a member of the WRFF Committee or the Manager on Duty.
- Emergencies: alert the Manager on Duty, Site Manager or WRFF Committee immediately and follow onsite emergency procedures; call 111 for Police, Fire, or Ambulance if life or property is at risk.

Breaches & Enforcement

Breaches of this Code of Conduct will be taken seriously and handled with discretion. Depending on the severity and nature of the breach, the WRFF Committee may take any of the following actions:

- Removal from the site.
- Cancellation of performances or engagements.
- Referral to the appropriate authorities, where necessary.
- The WRFF Committee reserves the right to evict any participant who does not comply with, or is not likely to comply with these terms.

Shared Responsibility

Creating a safe, welcoming festival is a shared responsibility. All participants are encouraged to look out for one another, support the local Brookfield community, and speak up if something doesn't feel right.