

DANCING BEAR FESTIVAL

Student Name: Lucan Mills
Student Number: 1906671
Module Title: Live Music & Event Management
Module Code: BMTY7005
Assignment Title: Portfolio 1
Lecturer's Name: Natalie Smith

- CONTENTS -

- Event Details -

- Location -

- Event Plan -

- Licensing -

- Event Safety -

- Marketing -

- Finance -

- Reflection & Summary -

- Bibliography -

- Appendices -

Event Details

Dancing Bear Festival is a two-day music and arts festival created by Pyramid Music and is set to take place over the May Bank holiday weekend on the 29th & 30th May 2021. Dancing Bear aims to revitalise the inner party animal in its visitors after such recent tough times. The weekend will include an extensive line-up of live music and entertainment over two stages suitable for people of all ages. The festival will also include food vendors, local traders, and the Dancing Bear Bars. The event will showcase established artists as well as local up-and-coming talent.

The Festival site has a maximum capacity of 3000 guests, including on-site camping facilities for up to 600 guests. Dancing Bear is a fully ticketed two-day event, and tickets are split into three pricing tiers. Adult tickets at the cost of £75, children's tickets at £37.50 and VIP tickets at £150 for the entire weekend. Camping is available at an additional cost to the ticket price and varies dependent on the size required. The price of camping starts at £100 for a small pitch of £100, with a medium pitch costing £200, and large pitch £300 for the entire weekend.

In order to make the Dancing Bear Festival run smoothly, I needed to identify the key stakeholders. There are two major groups - the group involved in the decision making, and the group that is informed of the decisions. I began by making a list of everybody involved and prioritising and dividing them into different categories, so I knew whom to involve in particular decisions that were being made.

In some categories, you can split stakeholders into vendors, artists (who are directly involved in the festival), and the audience (who gets informed

about the festival. It would help if you communicated to each category according to how involved they are in the festival, (Stegmaier, 2020).

Location

One of the first jobs on the agenda was to find a suitable location to host Dancing Bear, and I looked at various locations throughout the UK that would have been suitable. I wanted to find an excellent geographical location in terms of reachability and somewhere with good access routes in and out for event-goers.

Whilst picking a venue for the festival there are various questions to consider, for example, local residents, sufficient parking for visitors, and how much space is required for the event and set up (Event, 2020).

After careful consideration Dancing Bear chose Campbell Park in Milton Keynes as the official festival location, Milton Keynes is in a fantastic location and is conveniently located on both the M1 motorway and the West Coast Main Line, and as a result, there are many ways to both enter and leave the town.

The M1 motorway connects London with Birmingham, before continuing north to Leeds and Milton Keynes is approximately half-way between London and Birmingham. There are also links east and west on the A421 to Bedford, Cambridge and Oxford making it an extremely convenient place. Coach services are also in place from many cities (including Oxford and Cambridge) and can be taken from the CoachWay, approximately 7 minutes from the Dancing Bear festival site (WikiTravel, 2021).

Each year The Parks Trust in Milton Keynes organises and enables over 500 events and activities within their parks. They work closely with other

organisations and community groups to make Milton Keynes a vibrant and colourful place for everyone to enjoy (Trust, 2021). Campbell Park is located in Milton Keynes's heart and is already famous for hosting the most significant festivals and events in the area, making it a natural choice for Dancing Bear. Campbell Park stretches over 46 hectares meaning it also had suitable space to match the event plan.

It is also worth noting that Milton Keynes is built on a grid system, which means there are multiple access and exit routes to the site including two car parks for visitors, festival vehicle storage, and crew. This layout meant Dancing Bear could design and implement a dedicated crew/vendor entrance with separate exit, multiple emergency escape exit routes, and a private camping entrance. We also have a specially designed VIP entrance to the festival, and all accesses are located on different corners of the site, which is vital for crowd safety and effective in keeping the seamless site flow. This location has also given us multiple travel routes in and out of the location for multiple transport modes. This symmetrical layout that we have achieved also meant we could have one central entry gates location with the main exit barriers on the opposite side of the event, further adding to our organisation and crowd control.

When designing our preferred layout for the festival, which can be found in the appendices labelled (Appendix A, Site Map), we utilised the grounds by establishing two main stage areas with suitable sized arenas and space between the stages for the reduction of sound bleeding into other areas. The location gave us great scope for designing a useable area with camping to the south-west of the site, located near the production office and first aid. Vendors have been positioned in a central location on site with various options on either side. Both stages have a backstage area for artists and crew, and the main stage area also includes a VIP area at the

rear, which is accessed by its entrance gates by the west entrance on Marlborough Road. The Crew / Vendor entrance will be located to the south entrance at Avebury Boulevard with the North's main entrance gates on Silbury Boulevard. We also have three main emergency exit routes located on the north-east, north-west, and south-east corners. In an emergency, the crew exit to the North and central exit can also be utilised. This site plan has been designed to maximise safety, traffic control, and provide all visitors to the festivals a pleasant experience.

Event Plan

Upon selecting the correct location, Dancing Bear needed an effective strategy and team to bring the festival to life. I set about plotting a draft event plan, which would identify the festival's critical elements and the overview required for the management team, key contacts, staffing, and organisational structure. One of the most challenging tasks before an event is estimating how large to make your team. Is there such a thing as too many volunteers? How many security guards should there be? What about caterers and engineers? (Nicholas, 2015). After reviewing the Everwall blog, I put together a chart with the staff number required for this event and those staff's organisation. I also put together a small checklist of critical elements for license and application purposes.

There are many factors to consider in an event management plan necessary to ensure the best chance of a successful event. Some of these include the event promotion, on-site management and post-event reviews. The EMP should also include a key metrics, event safety plan, and transparent revenue model.



(Eventbrite, 2020).

This helpful graph above displays an effective event planning cycle that helps break down your event planning into manageable sections. This graphic helped me focus my attention on the finance and budget planning of Dancing Bear in the early stages.

Milton Keynes Council also offered an Event Management Toolkit, which outlined their checklist and requirements for an EMP, which was very useful (MKGOV, 2021).

You can find my draft event plan in the appendices labelled (Appendix B, Event Plan).

Licensing

One of the essential licenses required for a festival of this nature is what is known as a premises license under the Licensing Act 2003. The Licensing Act 2003 provides a clear focus on the promotion of four statutory objectives:

- Prevention of crime and disorder;
- Public safety;
- Prevention of public nuisance; and
- Protection of children from harm.

It can be defined as an act to make provision about regulating the sale and supply of alcohol, the provision of entertainment and late-night refreshment, about offences relating to alcohol and for connected purposes (Legislation, 2003).

Dancing Bear is required to obtain a premise license for its event and submit a SAG notification form to the local council. This license application is to provide them will all the necessary details of the event including provisions for live music from 10 am to 11 pm on both days and let night refreshments including alcohol from 12 am to 11 pm on each day of the event, which is consumable on-site and in the camping areas.

Within this license, Dancing Bear was asked to provide information on the critical points mentioned above. The first section was on preventing crime

and disorder, in which we provided details regarding security details, risk assessments, and incident management plans, for public safety Dancing Bear outlined an event safety policy, summary of key risks, and a site plan (Appendix A, Site Map).

On public nuisance, we made clear our provisions on the location of speakers and noise levels, whilst including details on our procedures for dealing with nearby occupiers. Dancing Bear, is a family-friendly festival and takes the responsibility of protecting children from harm very seriously.

As part of our license application, we put together a missing and found children's policy with a location point at the production office, which can be found on the site map. The two Dancing Bear bars serving alcohol on site will be operating the Challenge 25 policy, and staff will undergo training on this basis. Festival visitors will also have designated wristbands linked to their registration, marked for over and under 18's. This implementation will help bars further identify who can and cannot be swerved and reinforce our efforts to protect child welfare. Challenge 25 builds on the highly successful Challenge 21 campaign developed by the Retail of Alcohol Standards Group in 2005. Challenge 21 proved an effective tool to tackle underage purchase, and research has demonstrated that 90% of 18-24 years olds are aware of the Challenge 21 scheme (WSTA, 2020).

You can find the complete license application to Milton Keynes Council in the appendices labelled (Appendix C, Premises License). You will also find s Notice Of Application For A Provisional Statement labelled (Appendix D, Premise Notification).

In addition to the licenses required by the council, it was important for the festival to gain a Live Music License from PRS/PPL For Music. This license grants the festival permission to play recorded music and live music in a commercial setting. The Music Licence cost varies depending on the specific characteristics of each live event or venue (PRS, 2021). The current rateable value is a 3% royalty, which has been factored into the budget costings in the finance projections labelled (Appendix H, Finance Report).

Event Safety

When putting on an event of this scale is fundamental to make sure that health and safety is a priority. Dancing Bear must follow fundamental guidelines on its visitor's safety and have taken steps to put this in place. It is required by law to carry out a risk assessment of your event according to HSE directive, and this would cover all aspects of your event including workplace transport, pedestrian/vehicle conflict, and fire safety.

Many various aspects of the site can be a risk to safety due to a live music event's size and nature. I have put together a risk assessment for Dancing Bear, which can be found in the appendices labelled (Appendix F, Risk Assessment).

I utilised the (HSE, 2021), website using their guidance on a practical risk assessment and considered all aspects of safety within the event timeframe. This risk assessment is a first copy, which is to be reviewed closer to the event date and has been completed with our Health And Safety Officer Karen Budden.

Dancing Bear has also completed a fire assessment checklist, which can be found under (Appendix H, Fire Assessment) to ensure all hazards, training, and reviews have been considered.

It is worth noting that with a festival of this size and various vendors, contractors, and service providers on-site, each individual must also complete their risk assessment for the event that must be submitted to us for review before the event takes place.

Dancing Bear has also written and produced its own HSE Policy Statement outlining our policy, responsibilities, and standards that we will adhere to. It also states that our risk assessment information carried out by our HSE office on-site, including all contractors are aware of COSHH regulations. This Health and Safety policy can be found in (Appendix G, Health & Safety).

In addition to the HSE risk assessment, and fire safety review Milton Keynes Council also require a Safety Advisory Group Event Notification. The SAG Notice required extensive details regarding Dancing Bear's infrastructure, including utilities and essential services that have been contracted in including Loo's For Do's, Firefly Hybrid Power, St John's Ambulance, Entertee Hire, Peppermint Bars, and our waste disposal provided by A Greener Festival.

The SAG notification also requested details on the festival's staging arrangements by Staging Services Limited. We have also made arrangements with our staging provider that our platforms, consisting of one 6x6 stage and one 10x7.5 stage, are equipped with canopies to protect against any weather issues.

I have included the stage plans and documents in the appendices labelled (Appendix J, Stage One Plan) and (Appendix K, Stage Two Plan), showing in detail the product and safety information for each stage. Below you can see the stages we have decided to move forward with at Dancing Bear Festival.



(Stage One Image) 10m x 7.5m.



(Stage Two Image) 6m x 6m.

The Stage One Package includes: stage, stage canopy, staked anchorage into the site. Height: 5.9m / Width: 10m / Depth: 7.5m. Recommended Stage Height: 1.5m. The Stage Two Package includes: stage, stage canopy, staked anchorage into the site. Height: 4.5m / Width: 6m / Depth: 6m Recommended Stage Height: 75cm

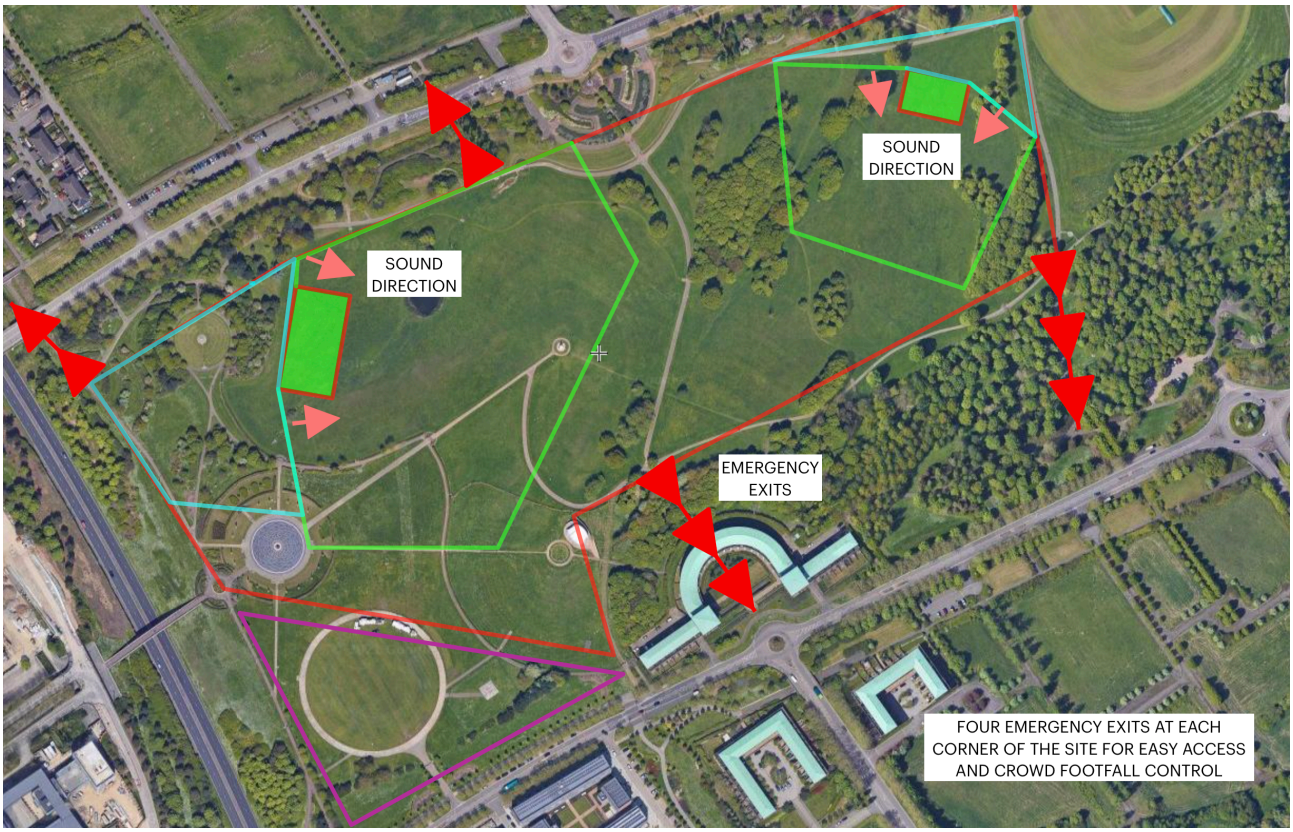
The SAG also asked us to provide insurance details for public liability insurance, which we found through Events Insurance Limited (EventInsurance, 2021).

The event notification also included information regarding security and welfare, which is being provided by Churchill Security Limited, who will be providing 60 security staff. This number was calculated using Special Event Security (CSS, 2020).

We have also made provisions for safe vehicle storage at our on-site car park for vendors and contractors, displayed on our sitemap. This plan meant we could keep the main arena clear of unnecessary vehicles, reducing the chance of incidents.

The SAG Event Notification application can be seen in full in the appendices labelled (Appendix E, SAG Notification).

In addition to the appendices' main site map, I have created an additional map below, which displays the emergency exit routes on-site and the sound direction of the event. We have four emergency exits on each corner of the festival site to make sure crowd control can be evenly distributed.



(Dancing Bear Site Map B)

Marketing

"One of the most important components of a successful event is how well it's promoted. Your promotion plan will depend on your specific objectives, but we'd recommend using a multi-channel approach to create a strong buzz in the weeks leading up to the event" (Caldecott, 2020).

Marketing has always been a vital part of any successful event, and upon research into the costs businesses are prepared to part with, it is said that B2C business spends around 16% of gross annual revenue on marketing (Nielsen, 2019). Dancing Bear has decided to spend 8% of ticket revenue, which accounted for £18,900. This spend can be seen in the finance report available as (Appendix I, Finance Report).

Dancing Bear has decided to approach this event's marketing from various angles utilising social media, local businesses, and local radio. We also reached out to two local businesses in the surrounding area to see if there would be an interest in sponsorship. We managed to secure two sponsorship deals for the festival, and this was with David Lloyd gyms in Willen Lake and Rock Hard Independent Music store in Stony Stratford. This support was a fantastic boost to the campaign and not only encouraged residents to attend, but it garnered a new wave of customers towards the sponsors in return. Both deals will see sponsorship across both stages, and Rock Hard will be running a local talent competition for the chance to win a slot on the up-and-coming sessions in Arena 2 over the weekend. We felt this would be a fantastic way to market the festival to the local area and reinforce our local talent support.

"Did you know 45% per cent of festival-goers discovered a festival through online advertising campaigns?" (Grate, 2017). This quote from an Eventbrite blog shows that even in 2017, the number of people discovering festivals via social media was vast, and audiences have grown exponentially in recent years. Dancing Bear intends to run Facebook, Twitter, and Instagram ads over a three-month build-up to the festival starting end on the 29th of February 2021. These ads will cover a vast area over the beds, hearts, and bucks region. Utilising these ads and our own social media pages at Dancing Bear, we hope to spread the word organically and hope this transcends into word of mouth. Social media is a great way to connect and engage with festival-goers. As long as you remain authentic, post consistently and be present at all times, you will hit the nail on the head with your Social advertising strategy (Richards, 2019).

We have also reached out to the local press and have had a response from the local gazette, (Citizen, 2021), and we have launched a full-page poster

through the three months leading up to match out social media campaign length. This paper reaches 130,000 readers a week, so it is an excellent use of advertising for the local area.

The local radio station MKFM is also going to be running our Dancing Bear competition, in which our listeners can identify hidden messages and decode them for a chance to win VIP tickets. We hope this will encourage the family audience with an interactive game and competition.

Another critical area in the marketing of the festival is rich visual content, and we plan to role our significant social media videos to show the ethos and energy of Dancing Bear and engaging people to interact.

Finance

The budget is the most important part of financial management that the event organisation will use to make effective decisions. The budget is the key element for each event, and it is for this reason, it is important that event managers understand the budgeting process. Event managers often neglect the importance of budgeting, which, in return, may cause great stress or even destroy good events (Yeoman et al., 2004).

(Goldblatt, 1997) states that “Knowledge of financial management is essential to the practice of modern event management”. Furthermore, that was then.

The budgeting process for this festival gave me the ability to clearly define what choices could be made on infrastructure and staffing and license fees, utilities, and crucially site hire. I broke the financial projections budget into the sectors below.

1. Site
2. Equipment
3. Publicity
4. Miscellaneous
5. Amenities
6. Production
7. VAT & License Fees

The total expenses for these sectors were worked out in the report so that the management team knew what decisions should be made on ticket price, camping costs, and vendor pitches.

Taking all expenditure into account with estimates on the VAT and PRS license fees we were looking at a total outgoing of £385,587.50. Taking this into account, we were satisfied with the preliminary prices we had previously discussed and decided to confirm our prices for ticket sales, and the various income streams available.

When we calculated the income budget for the festival, we took into account all our revenue from:

1. Ticket Sales
2. Camping
3. Catering / Vendors
4. Misc (Inc Bars, Merchandise, and Sponsorship

Dancing Bears arrangement with Peppermint Bars, (Peppermint, 2020), was based on a fixed-price contract at £20000. With estimated earnings in the budget of £50,000, we would see this reflected in our profit - loss summary on the finance report. Our profit - loss summary currently stands at an actual profit of £9,662.50 with total earnings of £395,250.00.

You can see the full breakdown of the event budget in the appendices (Appendix I, Finance Report).

Reflection & Summary

Dancing Bear always has the best intentions for running successfully and without hindrance, but nobody is perfect, and sometimes events do not run as smoothly as we had hoped. It is essential in this instance to make sure you effectively review your event not only whilst in progress but also after the event has finished. The event debriefs a vital part of making sure an event stays successful and that all the critical stakeholders involved are satisfied with the event's outcome.

Event evaluation is critical to the event management process. The events industry is still young and struggles in some areas to establish legitimacy and acceptance as a profession. One of the best means for the industry to gain credibility is for events to evaluated honestly and critically, so they are known, their benefits acknowledged, and their limitations accepted (Bowdin, 2006).

In the event debrief, it is a good idea to invite the most important people representing each key area of the event. Someone in the team may have a very insightful idea or piece of information that could prove usual for the next event. It is crucial to go through each key area of the event and ask

critical questions so that you can reflect on the feedback as necessary. It is then vital to send out an event debrief summary for feedback from all concerned, including your festival attendees. This process can prove invaluable going forward and can help to improve the experience for everyone involved.

In Summary in this portfolio, I have displayed some of the necessary actions required to plan and execute an event of substantial scale but have myself discovered the large scale of roles, responsibilities, and challenges in taking on such a complex task. I have discussed sourcing site locations and the importance of executing the correct council and music licenses.

I have addressed the relevant HSE regulations and the importance of your EMP in ensuring the key stakeholders, vendors, and guests experience the event at its best. I have also provided an insight into the marketing direction and financial projections for the festival, whilst favourable that the event, although small, can turn a profit without any unforeseen circumstances.

There are many other areas in planning this event that has not been touched upon, which are also vital for running a successful Dancing Bear for any other event in question. These include Artist Liason, Programming, Travel and Lodging Coordinator, and Talent Booker.

At the beginning of this process, I made some provisional ideas of what Dancing Bear should represent using the 5W's of event planning, which is as follows:

WHO: Likeminded music lovers, adventurous animals, friendly families, and VIP Vendors

WHAT: To make people dance, laugh, and let go—a festival of culture and art with a positive atmosphere.

WHERE: In an open green space with easy accessibility, good transport links, and parking. A place for two stages to provide extensive entertainment.

WHY: To inspire people back outdoors, back to live shows, back to entrainment, and back out of lockdown.

WHEN: The first Dancing Bear to take place on a bank holiday weekend when people can relax and enjoy without the fear of the Monday morning low.

At the end of this event, I would revisit my initial 5W's above and compare them to the event's outcome to see how well Dancing Bear had stuck to its initial vision. I would utilise the learning opportunities from this event, the event debriefs, and the final actual budget.

Included below is my bibliography and appendices for your convenience.

Word Count: 3991

Bibliography

Bowdin, G., 2006. Events Management. 2nd ed. ELSEVIER, p.412.

Caldecott, S., 2020. The Importance of Event Marketing. [online] Medium. Available at: <https://medium.com/first-event/the-importance-of-event-marketing-28a8ee2331ed> [Accessed 15 February 2021].

Citizen, 2021. Home | Milton Keynes Citizen. [online] Miltonkeynes.co.uk. Available at: <https://www.miltonkeynes.co.uk> [Accessed 13 February 2021].

CSS, 2020. Special Event Security - Frequently Asked Questions - Caple Security Services Limited. [online] Caple Security Services Limited. Available at: <https://www.ccsecurityservices.co.uk/special-event-security-frequently-asked-questions/> [Accessed 16 February 2021].

DavidLloyd, 2020. [online] Davidlloyd.co.uk. Available at: <https://www.davidlloyd.co.uk/clubs/milton-keynes/> [Accessed 19 February 2021].

Entertee, 2021. Entertee. [online] Entertee. Available at: <http://www.entertee.com> [Accessed 14 February 2021].

Event, A., 2021. How to Organise a Mini-Festival: Top Tips & Ideas. [online] Blog.addtoevent.co.uk. Available at: <https://blog.addtoevent.co.uk/how-to-organise-a-mini-festival> [Accessed 17 February 2021].

Eventbrite, 2020. Free Template: How to Create a Winning Event Plan - Eventbrite. [online] Eventbrite UK. Available at: <https://www.eventbrite.co.uk/blog/academy/event-plan-and-template-ds00/> [Accessed 17 February 2021].

EventInsurance, 2021. Festivals Insurance with Public Liability & Equipment Cover - Event Insurance Services. [online] Event Insurance Services. Available at: <https://www.events-insurance.co.uk/event-insurance-policies/festivals-insurance/overview> [Accessed 10 February 2021].

FireFly, 2020. Sustainable power for Festivals & Live Events – Firefly Hybrid Power. [online] Firefly Hybrid Power. Available at: <https://www.fireflyhybridpower.com/sectors/festivals-events/> [Accessed 6 February 2021].

Goldblatt, J., 1997. Special events. 7th ed. New York: Wiley.

Grate, R., 2017. 5 Marketing Strategies For Music Festivals - Eventbrite. [online] Eventbrite US Blog. Available at: <https://www.eventbrite.com/blog/music-festival-marketing-ds00/> [Accessed 17 February 2021].

HSE, 2021. HSE: Information about health and safety at work. [online] Hse.gov.uk. Available at: <https://www.hse.gov.uk> [Accessed 8 February 2021].

Legislation, 2003. Licensing Act 2003. [online] Legislation.gov.uk. Available at: <https://www.legislation.gov.uk/ukpga/2003/17/introduction> [Accessed 10 February 2021].

LoosForDoos, 2020. Loo, Shower and Luxury Toilet Hire from LOOS FOR DOs. [online] LOOS FOR DOs. Available at: <https://www.loos.co.uk> [Accessed 9 February 2021].

MKGOV, 2021. Milton Keynes Council. [online] Milton-keynes.gov.uk. Available at: <https://www.milton-keynes.gov.uk> [Accessed 17 February 2021].

Nicholas, 2015. How To Determine The Proper Size For An Event Team — The Everwall Blog. [online] The Everwall Blog. Available at: <https://everwall.com/blog/how-to-determine-the-proper-size-for-an-event-team/> [Accessed 17 February 2021].

Nielsen, F., 2019. How Much Does a Music Festival Cost to Put On? 18 Expenses to Plan For - Billetto Blog. [online] Billetto Blog. Available at: <https://billetto.co.uk/blog/how-much-does-music-festival-cost/> [Accessed 16 February 2021].

Peppermint, 2020. Event & Festival Bars | Peppermint. [online] Peppermint. Available at: <https://www.peppermintbars.co.uk/event-and-festival-bars/> [Accessed 7 February 2021].

PRS, 2021. Live Music Licence | Festivals & Concert Music Licence | TheMusicLicence. [online] PPL PRS. Available at: <https://pplprs.co.uk/business/live-music-festivals-concert-venues/> [Accessed 17 February 2021].

Richards, S., 2019. 5 effective music festival marketing tips - Clicky Media™. [online] Clicky Media™. Available at: <https://www.clicky.co.uk/blog/5-effective-music-festival-marketing-tips/> [Accessed 16 February 2021].

RockHard, 2021. [online] Available at: <https://www.rockhard-music.com> [Accessed 20 February 2021].

SSL, 2020. [online] Stagingservicesltd.co.uk. Available at: <https://www.stagingservicesltd.co.uk> [Accessed 13 February 2021].

Stegmaier, C., 2020. 5 Keys to Music Festival Stakeholder Management and Communication. [online] Blog.promotix.com. Available at: <https://blog.promotix.com/5-keys-to-music-festival-stakeholder-management-and-communication> [Accessed 17 February 2021].

Trust, P., 2021. The Parks Trust - Destination Milton Keynes. [online] Destination Milton Keynes. Available at: <https://www.destinationmiltonkeynes.co.uk/things-to-do/arts-and-heritage/the-parks-trust/> [Accessed 17 February 2021].

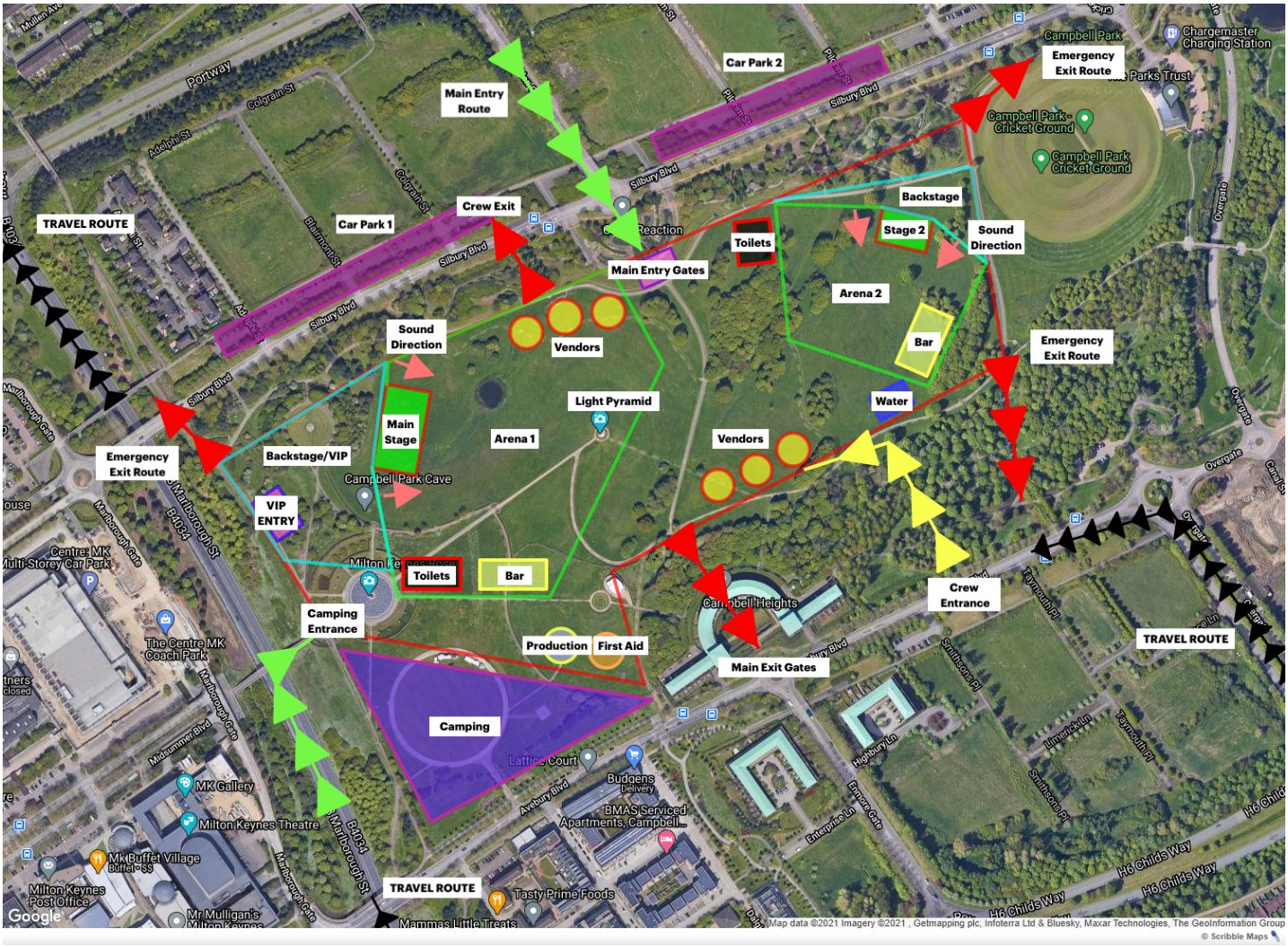
WikiTravel, 2021. [online] Available at: <https://wikitravel.org/en/Milton_Keynes> [Accessed 17 February 2021].

WSTA, 2020. Challenge 25 - The Wine and Spirit Trade Association. [online] The Wine and Spirit Trade Association. Available at: <https://www.wsta.co.uk/challenge-25> [Accessed 15 February 2021].

Yeoman, I., Robertson, M., Ali-Knight, J., Drummond, S. and McMahon-Beattie, U., 2004. Festival and events management. 1st ed. ELSEVIER, p.276.

Appendices

APPENDIX A - SITE MAP



APPENDIX B - EVENT PLAN

Dancing Bear Festival

Event Management

Event Name	**Dancing Bear Festival**
Event Location	**Campbell Park**
Event Date	**29th/30th May 2021**
Organisation	**Pyramid Music**
Document last updated	**15th Feb 2021**

If you have any questions about this template, please contact
Dancing Bear Event Planning Coordinator at eventplanning@dancingbear.com

Event Management

Event overview

Dancing Bear is 2-Day immersive music festival at Campbell park, Milton Keynes with music, arts, and culture. The festival is designed to promote and inspire attendees, local artists, and businesses in the area. Dancing Bear will be held over a 2-day period in May 2021 (29th-30th) with a capacity of 3000.

Licence and application checklist

Checklist	Yes	No	N/A
Event Notification Form (ENF)	x		
Road Closure Application			x
Temporary Event Notice (TEN)	x		
Any other licensing requirements (provide details) consents and licences	x		
Have you checked if your event requires planning permission? (provide details)	x		

Key Event Management Contacts

Name	Role	Responsibility	Contact Details
Lucan Mills	Event Manager	Overall responsibility	07827332323
Amy Weston	Production	All event infrastructure, ordering, deliveries	07865432453
Graham Henderson	Volunteer Coordinator	Volunteer recruitment, training and event day management	07778654324
Rhys Fletcher	Steward Coordinator	Recruitment, training and event day management	07896453234
Karen Budden	Health and Safety Officer	Risk assessments, legal compliance, fire points, site inspections, first aid provision	07865322133
Rachael Alpha	Welfare	Toilets and wash facilities	07865432345
Eddie Miller	Waste Management	Organisation of waste clearance and recycling	07890766554

Key event contacts – other

Suppliers (marquees, catering etc)				
Organisation	**Contact**	**Service**	**Contact details**	**Notes**
Red Radish	Matt Arnold	Catering	Mobile	07854321443
Authorities (fire, police, first aid etc)				
Organisation	**Contact**	**Service**	**Contact details**	**Notes**
Production	Tara Parkinson	Milton Keynes	Mobile	07765454333
Attractions, artists and entertainment				
Organisation	**Contact**	**Service**	**Contact details**	**Notes**
Pyramid Music	Luke Moseley	Liaison	Mobile	07865443267

3

APPENDIX C - PREMISE LICENSE

milton keynes council

Milton Keynes
Application for a premises licence
Licensing Act 2003

For help contact
licensing@milton-keynes.gov.uk
Telephone: 01908 252800

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	DANCING BEAR FESTIVAL	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant? (Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.)

( ) Yes (•) No

Applicant Details

* First name	Lucan
* Family name	Mills
* E-mail	lucan@dancingbear.com
Main telephone number	+447827332323 (Include country code.)
Other telephone number	

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

(•) Applying as a business or organisation, including as a sole trader
( ) Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

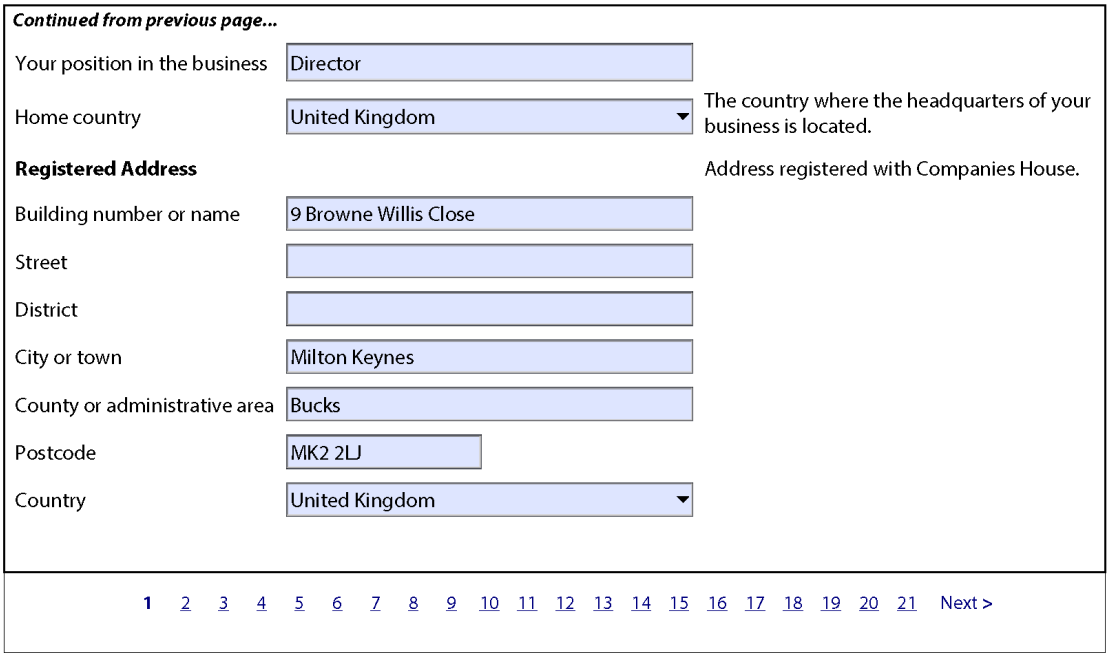
Applicant Business

Is your business registered in the UK with Companies House? (•) Yes ( ) No

Note: completing the Applicant Business section is optional in this form.

Registration number	11055603
Business name	PYRAMID MUSIC LIMITED (If your business is registered, use its registered name.)
VAT number	- none (Put "none" if you are not registered for VAT.)
Legal status	Private Limited Company

© Queen's Printer and Controller of HMSO 2009



Continued from previous page...

Your position in the business	Director	
Home country	United Kingdom	The country where the headquarters of your business is located.
Registered Address		Address registered with Companies House.
Building number or name	9 Browne Willis Close	
Street		
District		
City or town	Milton Keynes	
County or administrative area	Bucks	
Postcode	MK2 2LJ	
Country	United Kingdom	

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Next >

© Queen's Printer and Controller of HMSO 2009

milton keynes council

Milton Keynes
Application for a premises licence
Licensing Act 2003

For help contact
licensing@milton-keynes.gov.uk
Telephone: 01908 252800

* required information

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

(•) Address ( ) OS map reference ( ) Description

Postal Address Of Premises

Building number or name	The Parks Trust, Campbell Park Pavilion
Street	1300 Silbury Boulevard
District	Campbell Park
City or town	Milton Keynes
County or administrative area	Bucks
Postcode	MK9 4AD
Country	United Kingdom

Further Details

Telephone number	01908 233600
Non-domestic rateable value of premises (£)	34,500

< Previous 1 **2** 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Next >

© Queen's Printer and Controller of HMSO 2009

milton keynes council

Milton Keynes
Application for a premises licence
Licensing Act 2003

For help contact
licensing@milton-keynes.gov.uk
Telephone: 01908 252800

* required information

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

< Previous 1 2 **3** 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Next >

© Queen's Printer and Controller of HMSO 2009

milton keynes council

Milton Keynes
Application for a premises licence
Licensing Act 2003

For help contact
licensing@milton-keynes.gov.uk
Telephone: 01908 252800

* required information

Section 4 of 21

NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name	Lucan Mills

Details

Registered number (where applicable)	

Description of applicant (for example partnership, company, unincorporated association etc)

Address

Building number or name	5
Street	Bury Street
District	
City or town	Newport Pagnell
County or administrative area	Bucks
Postcode	MK16 0DS
Country	United Kingdom

Contact Details

E-mail	lucan@dancingbear.com
Telephone number	07827332323
Other telephone number	
* Date of birth	16 / 08 / 1989 (dd / mm / yyyy)
* Nationality	British

Documents that demonstrate entitlement to work in the UK

Add another applicant

© Queen's Printer and Controller of HMSO 2009

Milton Keynes
Application for a premises licence
Licensing Act 2003

For help contact
licensing@milton-keynes.gov.uk
Telephone: 01908 252800

* required information

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? 29 / 05 / 2021 (dd / mm / yyyy)

If you wish the licence to be valid only for a limited period, when do you want it to end 30 / 05 / 2021 (dd / mm / yyyy)

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

Dancing Bear is 2 Day immersive music festival at Campbell park, Milton Keynes with music, arts, and culture. The festival is designed to promote and inspire attendees, local artists, and businesses in the area. The license is required for a 2 day period in May 2021(29th-30th) for a capacity of 3000.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

< Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Next >

© Queen's Printer and Controller of HMSO 2009

milton keynes council

Milton Keynes
Application for a premises licence
Licensing Act 2003

For help contact
licensing@milton-keynes.gov.uk
Telephone: 01908 252800

* required information

Section 10 of 21

PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

(•) Yes ( ) No

Standard Days And Timings

MONDAY
Start End
Start End

TUESDAY
Start End
Start End

WEDNESDAY
Start End
Start End

THURSDAY
Start End
Start End

FRIDAY
Start End
Start End

SATURDAY
Start 10:00 End 20:00
Start 13:00 End 23:00

SUNDAY
Start 10:00 End 20:00
Start 13:00 End 23:00

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Will the performance of live music take place indoors or outdoors or both?

( ) Indoors ( ) Outdoors (•) Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

© Queen's Printer and Controller of HMSO 2009

milton keynes council

Milton Keynes
Application for a premises licence
Licensing Act 2003

For help contact
licensing@milton-keynes.gov.uk
Telephone: 01908 252800

* required information

Section 11 of 21

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

(•) Yes ( ) No

Standard Days And Timings

MONDAY				Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
	Start		End	
	Start		End	
TUESDAY				
	Start		End	
	Start		End	
WEDNESDAY				
	Start		End	
	Start		End	
THURSDAY				
	Start		End	
	Start		End	
FRIDAY				
	Start		End	
	Start		End	
SATURDAY				
	Start	09:00	End	23:00
	Start		End	
SUNDAY				
	Start	09:00	End	23:00
	Start		End	

Will the playing of recorded music take place indoors or outdoors or both?

( ) Indoors ( ) Outdoors (•) Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

© Queen's Printer and Controller of HMSO 2009

milton keynes council

Milton Keynes
Application for a premises licence
Licensing Act 2003

For help contact
licensing@milton-keynes.gov.uk
Telephone: 01908 252800

* required information

Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

(•) Yes ( ) No

Standard Days And Timings

MONDAY	Start		End	Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	09:00	End	23:00
	Start		End	
SUNDAY	Start	09:00	End	23:00
	Start		End	

Give a description of the type of entertainment that will be provided

© Queen's Printer and Controller of HMSO 2009

Milton Keynes
Application for a premises licence
Licensing Act 2003

For help contact
licensing@milton-keynes.gov.uk
Telephone: 01908 252800

* required information

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

(•) Yes ( ) No

Standard Days And Timings

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	12:00	End	23:00
	Start		End	
SUNDAY	Start	12:00	End	23:00
	Start		End	

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

Will the provision of late night refreshment take place indoors or outdoors or both?

( ) Indoors ( ) Outdoors (•) Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Festival Bars

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

< Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 **14** 15 16 17 18 19 20 21 Next >

© Queen's Printer and Controller of HMSO 2009

Milton Keynes
Application for a premises licence
Licensing Act 2003

For help contact
licensing@milton-keynes.gov.uk
Telephone: 01908 252800

* required information

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

(•) Yes ( ) No

Standard Days And Timings

MONDAY	Start		End	Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	12:00	End	23:00
	Start		End	
SUNDAY	Start	12:00	End	23:00
	Start		End	

Will the sale of alcohol be for consumption:

( ) On the premises ( ) Off the premises (•) Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name	Lucan
Family name	Mills
Date of birth	16 / 08 / 1988 (dd / mm / yyyy)

Enter the contact's address

Building number or name	5
Street	Bury Street
District	
City or town	Newport Pagnell
County or administrative area	Bucks
Postcode	MK16 0DS
Country	United Kingdom
Personal Licence number (if known)	
Issuing licensing authority (if known)	

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

- (•) Electronically, by the proposed designated premises supervisor
- ( ) As an attachment to this application

Reference number for consent form (if known)		If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

< Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 **15** 16 17 18 19 20 21 Next >

© Queen's Printer and Controller of HMSO 2009

milton keynes council

Milton Keynes
Application for a premises licence
Licensing Act 2003

For help contact
licensing@milton-keynes.gov.uk
Telephone: 01908 252800

* required information

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	09:00	End	23:00
	Start		End	
SUNDAY	Start	09:00	End	23:00
	Start		End	

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

© Queen's Printer and Controller of HMSO 2009

milton keynes council

Milton Keynes
Application for a premises licence
Licensing Act 2003

For help contact
licensing@milton-keynes.gov.uk
Telephone: 01908 252800

* required information

Section 18 of 21

LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

Dancing Bear is 2 Day immersive music festival at Campbell Park, Milton Keynes with music, arts, and culture. The festival is designed to promote and inspire attendees, local artists, and businesses in the area. The license is required for two days in May 2021 (29th-30th) for a capacity of 3000.

b) The prevention of crime and disorder

Dancing Bear has clear terms and conditions of entry, which all ticket holders must adhere to, detailing what guests can and can't do onsite. These conditions are communicated to customers in advance, including the consequences for non-compliance. Dancing Bear will contract security staff to provide security services at the festival, who will be consulted at the festival's planning stage. Stewards will be on hand to deal with any potential disorder issues. We will also carry out appropriate checks for all contractors, and we will keep a schedule to document which contractors will be onsite at which tome. Dancing Bear has prepared a draft event management which will include:

1. Clear defined roles and responsibilities for a crew
2. Site map
3. Security Deals
4. Communications Plan
5. Traffic Management Plan
6. Risk Assessments
7. Incident Management Plan
8. Details of staff training policy, including Challenge 25 Policy, will be operated in all bars.

c) Public safety

A suitable and sufficient assessment of risks relating to the public's health and safety has been carried out. Reasonably practicable measures will be put into place to manage the risks identified in the risk assessments. Dancing Bear has prepared a draft event management plan which includes:

1. Outline of the event (date, location, start, finish, description
2. Event safety policy
3. Audience information
4. Management and Staff outline
5. Event details (Designs, structures, access and routes.)
6. Transport Management
7. Incident Management plan
8. Summary of key risks
9. Site Plan

Dancing Bear will provide training to all crew and stewards.

All bars on site will be managed by experienced staff who will train bar staff to operate the Challenge 25 policy and other public safety factors.

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

d) The prevention of public nuisance

Dancing Bear has prepared a noise management plan detailing the strategies implemented during the event, including building and breaking down. The kay elements fo the noise management plan are as follows:

1. procedure for liaison with nearby occupiers
2. Details of the direct phone line to Dancing Bear
3. Operating times
4. Noise levels
5. Location of speakers
6. Staff training and briefings

e) The protection of children from harm

Dancing Bear is a family-friendly festival, and we expect several children to attend the festival. Dancing Bear will ensure that children attending the event are kept safe and free from harm. Dancing bears will prepare a missing and found child policy that sets out children's safe care arrangements. We will also have a lost and found children's point located at the primary contact point with fully trained staff present to assist.

All on-site bars will operate a challenge 25 policy, and bar staff will be trained in relevance to this. Attendees under the age of 18 will be issued with different colored wristbands to identify age. The wristband will also have contact information on it so that anyone vulnerable can be found more easily.

< Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 **18** 19 20 21 Next >

© Queen's Printer and Controller of HMSO 2009

milton keynes council

Milton Keynes
Application for a premises licence
Licensing Act 2003

For help contact
licensing@milton-keynes.gov.uk
Telephone: 01908 252800

* required information

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is A British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination** with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    (i) working e.g. employment contract, wage slips, letter from the employer,
    (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

(i) any page containing the holder's personal details including nationality;
(ii) any page containing the holder's photograph;
(iii) any page containing the holder's signature;
(iv) any page containing the date of expiry; and
(v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

© Queen's Printer and Controller of HMSO 2009

milton keynes council

Milton Keynes
Application for a premises licence
Licensing Act 2003

For help contact
licensing@milton-keynes.gov.uk
Telephone: 01908 252800

* required information

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non domestic rateable value of the premises.
To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm
Band A - No RV to £4300 £100.00
Band B - £4301 to £33000 £190.00
Band C - £33001 to £87000 £315.00
Band D - £87001 to £125000 £450.00*
Band E - £125001 and over £635.00*
*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee
Band D - £87001 to £125000 £900.00
Band E - £125001 and over £1,905.00
There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.
Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.
If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time
Capacity 5000-9999 £1,000.00
Capacity 10000 -14999 £2,000.00
Capacity 15000-19999 £4,000.00
Capacity 20000-29999 £8,000.00
Capacity 30000-39999 £16,000.00
Capacity 40000-49999 £24,000.00
Capacity 50000-59999 £32,000.00
Capacity 60000-69999 £40,000.00
Capacity 70000-79999 £48,000.00
Capacity 80000-89999 £56,000.00
Capacity 90000 and over £64,000.00

* Fee amount (£) 315.00

DECLARATION

* I/WE UNDERSTAND THAT IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

* I understand that I must now advertise my application by way of a "Blue Notice" placed at premises site on the first day of consultation and a Public Notice in a local newspaper within 10 working days from date of application.

* [APPLICABLE TO INDIVIDUAL APPLICANTS ONLY, INCLUDING THOSE IN A PARTNERSHIP WHICH IS NOT A LIMITED LIABILITY PARTNERSHIP] I UNDERSTAND I AM NOT ENTITLED TO BE ISSUED WITH A LICENCE IF I DO NOT HAVE THE ENTITLEMENT TO LIVE AND WORK IN THE UK (OR IF I AM SUBJECT TO A CONDITION PREVENTING ME FROM DOING WORK RELATING TO THE CARRYING ON OF A LICENSABLE ACTIVITY) AND THAT MY LICENCE WILL BECOME INVALID IF I CEASE TO BE ENTITLED TO LIVE AND WORK IN THE UK (PLEASE READ GUIDANCE NOTE 15).

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

* THE DPS NAMED IN THIS APPLICATION FORM IS ENTITLED TO WORK IN THE UK (AND IS NOT SUBJECT TO CONDITIONS PREVENTING HIM OR HER FROM DOING WORK RELATING TO A LICENSABLE ACTIVITY) AND I HAVE SEEN A COPY OF HIS OR HER PROOF OF ENTITLEMENT TO WORK, IF APPROPRIATE (PLEASE SEE NOTE 15).

* I understand that if I do not comply with the requirements my application will be rejected.

* MKC collect and use information about you so that we can provide you with council services. Full details about how we use this data and the rights you have around this can be found at www.milton-keynes.gov.uk/privacy. If you have any data protection queries, please contact the Data Protection Officer at data.protection@milton-keynes.gov.uk

☐ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	Lucan Mills
* Capacity	3000
* Date	15 / 02 / 2021 (dd / mm / yyyy)

Add another signatory

Once you're finished you need to do the following:
1. Save this form to your computer by clicking file/save as...
2. Go back to https://www.gov.uk/apply-for-a-licence/premises-licence/milton-keynes/apply-1 to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

< Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 **21**

© Queen's Printer and Controller of HMSO 2009

APPENDIX D - PREMISE NOTIFICATION

LICENSING ACT 2003

NOTICE OF APPLICATION FOR A PROVISIONAL STATEMENT

NOTICE is hereby given that: Pyramid Music Limited on behalf of Dancing Bear Festival

Has applied to THE LICENSING AUTHORITY AT MILTON KEYNES COUNCIL for a Provisional Statement in respect of the following licensable activities:

At the following location Campbell Park
1300 Silbury Boulevard
Milton Keynes
MK9 4AD

Full details of the application can be viewed via The Licensing Register at the Civic Offices of the Council. This is accessible Mondays to Thursday between the hours of 9am to 5pm, and Fridays 9am to 4pm (excluding bank holidays) or online at www.milton-keynes.gov.uk/licensing

Any person or responsible authority may make representations either against or in support of the application in writing by the following date:

To the following address:

Licensing Team
Milton Keynes Council
Regulatory Unit,
Civic Offices
1 Saxon Gate East,
Milton Keynes
MK9 3EJ

Tel: 01908 252800
Email: licensing@milton-keynes.gov.uk

Representations received in response to this application will ordinarily be made available for public inspection and passed to the applicant and any relevant responsible authorities in accordance with the provisions of the Licensing Act 2003 including disclosure unless agreed otherwise. Representations must relate to one of more of the licensing objectives (namely crime and disorder; public nuisance; public safety; or protection of children from harm).

Please note that where a Provisional Statement is issued, any representations received in respect of a subsequent application for a Premises Licence or Club Premises Certificate may be restricted if they could have reasonably been made at the time of the provisional statement application.

It is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine of £5,000 is liable on summary conviction for the offence.

Dated this 16th February 2021 **day of** Tuesday

Reviewed April 2017

APPENDIX E - SAG NOTIFICATION

SAG notification form

Reference: 10000
Date: 15/02/2021

Overview

Overview

Name of event	Dancing Bear Festival
Event location	Campbell Park Pavilion 1300 Silbury Boulevard Milton Keynes MK9 4AD
Date (s) of event	29th / 30th May 2021
Expected attendance overall	3000
Maximum attendance at any one time	3000
Short description of event	Dancing Bear is 2 Day immersive music festival at Campbell Park, Milton Keynes with music, arts, and culture. The festival is designed to promote and inspire attendees, local artists, and businesses in the area. The license is required for a 2 day period in May 2021(29th-30th) for a capacity of 3000.

Section one – Organiser details

Name of organisation	Pyramid Music
Event organisers	Lucan Mills

Contact address

Address Line 1	5
Address Line 2	Bury Street
Town	Newport Pagnell
County	Bucks
Post code	MK16 0DS
Telephone number	07827332323
Email address	lucan@dancingbear.com

Section two - Event details

Please describe your event	Dancing Bear is 2 Day immersive music festival at Campbell Park, Milton Keynes with music, arts, and culture.
Please provide your organisational chart (who is in charge)	
Location details and event site plan	

page 1 of 5

SAG notification form

Has permission to use land been obtained ?	Yes
Who owns the land ?	Parks Trust

Event Timings

Event date and timings including build and breakdown dates	Friday 0900-1800 Saturday 0900 - 2300 Sunday 0900 - 2300 Monday 0700 - 1800
Free to enter/ticketed	Ticketed

Audience demographic

Overall audience	3000
Maximum audience	3000
Staff	165
Performers	35
Anticipated risks associated with the audience	Crowd Numbers Alcohol

Section three - Event Activities

Firework/ Pyrotechnics	No
Provide further details fallout zone/ provider	
Live entertainment ?	Yes
Live entertainment – what type	Live Music
Carnival/ procession	No
Carnival/ procession - Provide details	
Carnival / Procession - Upload	
Fairground rides	No
Fairground rides – Provider/ type	
Animals	No
If yes, Please provide details	
Inflatables	No

SAG notification form

Providers and type	
Power supply	Yes
Type	Firefly Hybrid Power
Lost children point	Yes
Details	Production office on-site - HQ
Staging	Yes
provider/ dimensions	Staging Services Limited One 6 x 6 Stage and Canopy One 10 x 7.5 Stage and Canopy
Water provision	
Motorised vehicles	Yes
Type/ what will they be doing	Vendors vehicles Staff vehicles Catering Vehicles
PA system	Yes
Alcohol	Yes
Market Stalls ?	Yes
Market Stalls - How Many ?	12
Marquees ?	No
Dimensions and numbers	
Barrier /fencing	Yes
Other (anything else you wish to mention)	Entertee Hire

Section four - Highway and infrastructure

	Do you intend to use:
	Off street parking

Have you applied for a Temporary Traffic Regulation Order? (eight weeks advance notice required)

	No
Upload TM plan (if you have available)	

Waste Arrangements

How will you remove rubbish from site ?	A Greener Festival
How will you clean the site post / during event?	Contractors and staff

SAG notification form

Toilets

What provisions have you in place ?	Festival Toilets
Who is providing toilets ?	Loos for Do's

The Licensing Act 2003 requires you to obtain authorisation for provision of licensable activities:
Sale of alcohol, supply of alcohol to a club member, provision of regulated entertainment and late night refreshment.

Section Five - Licensing

Have you obtained or are in the process of obtaining a relevant authorisation:	

Street trading

Are you providing any street traders/ peddlers ?	Yes

Medical provision

What first aid provision will you supply?	Medical Services on-site
Who is your first aid/ medical provider ?	St John's Ambulance

Door Staff and Stewards

Will you provide door staff ?	Yes
Who will be providing them?	Churchill Security Limited
How many Stewards will you use ?	60
Please describe their roles and training	SIA Risk Assessed

Fire risk assessment

SAG notification form

Have you completed a fire risk assessment ?	Yes
Attach an upload (if relevant)	

Risk Assessments

Please provide risk assessments for your event	Staff Crowd Risk
Attach an upload (if relevant)	

Insurance

Have you obtained any Public Liability Insurance ?	Yes
Insurance Details	Events Insurance Limited Event House, 20A Headlands Business Park, Ringwood, Hampshire, BH24 3PB, United Kingdom

Signature: _____ Date: 15th February 2021

APPENDIX F - RISK ASSESSMENT

Event Name Dancing Bear Festival

Date of Assessment 15th February 2021
Version 2.0
Review Date 15th May 2021
Assessment carried out by Lucan Mills & Karen Budden

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by who?	Action by when?	Done
Workplace transport	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle.	Workers trained by competent person to operate work vehicles and forklift trucks. All work vehicles maintained and inspected according to manufacturers' instructions. Workers wear lap belts when using vehicles. High visibility vests available and worn as necessary, eg night time	Introduce a one way traffic flow system. Introduce speed limit. Arrange for servicing of toilets and collection of waste only between the hours of ??? when the public are on site. Prohibit all other vehicle movements other than emergency services when the public are on the site	KB	14/05	X
Pedestrian/Vehicle conflict	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle in a car park or on the highway.	Car parking stewarded and car park well lit. Taxi/Bus drop off point provided and pedestrians discouraged from walking on the Highway. Signage and lighting provided to warn other road users of event.	Consider temporary speed limits on Highway. Investigate the possibility of providing a shuttle bus. Consult on transport plans with Local Police Force and County/Council Highways authority.	KB	14/05	X
Slips, Trips and Falls	Workers and visitors risk serious injury if they slip or trip, even on the level.	Floors in marquees and other structures laid by a competent person. Steps, changes in level and other tripping hazards fenced if not in use.	Provide a temporary fence to the ha ha and the lake.	KB		

		Temporary lighting provided to walkways, toilets and general areas in use by the public after dark. Marquee pegs protected by foam and guy ropes etc highlighted in public areas Good housekeeping – staff 'see it and sort it'.			14/05	X
Collapse of Structures	Workers and others risk serious, possibly fatal injury if fixed structures collapse.	Stages and marquees to be erected by a competent person/contractor. Contractor(s) to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.	There is a need to check weather forecast daily. Check with provider(s) maximum wind speeds that structure can withstand safely. Make contingency plans to enable closure of structure in adverse weather conditions.	AW	14/05	X
Hearing Damage	Staff might suffer permanent or temporary hearing damage from long term exposure to loud music. All staff assumed to be at risk, particularly performers, stewards and bar staff.	Areas of the stage/event identified as being within the action level and signage provided. Staff rotation between quiet and noisy areas. Staff trained in noise risks and the protective measures needed. Staff known to be particularly at risk identified and provided with ear plugs. Performers and contractors entering noisy areas to be warned of risks of hearing damage and offered ear plugs.		KB	14/05	X
Hearing Damage	The public might suffer permanent or temporary hearing damage from exposure to loud music.	Ensure the event equivalent continuous sound level (Event Leq) in any part of the audience area does not exceed 107 dB (A), and the peak sound pressure level does not exceed 140 dB. Members of the public are prevented from getting closer than 1m (or 3m for more powerful systems) from speakers. Warnings provided to the public with in advance with tickets and by signage at the entrance.		KB	14/05	X

Medical Emergency	Workers and others could become seriously ill if no emergency first aid available.	First aid for staff to be provided in accordance with Regulations. First Aid point provided for the public with a minimum of two first aiders for events of up to 500 attendees or in accordance with Chapter 20 HSG 195 The Event Safety Guide – A guide to the health, safety and welfare at music and similar events (commonly known as The Purple Guide) - http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717624539	Consult on plans for medical emergency cover with Local NHS Ambulance Trust.	KB	14/05	X
Lost Children	Children and parents can become separated	All staff and stewards made aware of the Lost Child policy.	Check CRB status of person to take responsibility for lost children at the event.	KB	14/05	X
Electrical Danger	Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc to be fenced and away from public. A competent person should certify all electrical installation as to their safety on completion. Certificate to be kept at the event. All electrical equipment to be PAT tested.	Contractors and performers reminded to ensure any electrical equipment they bring to the event is PAT tested.	LM	14/05	X
Fire Safety	If trapped, staff and others risk serious, possibly fatal injuries from smoke inhalation or burns	Fire risk assessment done, following Fire Risk assessments and Fire Management Plan guidance – available on the Communities website http://www.communities.gov.uk/fire/firesafety/firesafetylaw/ and necessary action taken	Fire stewards to check fire exits and keep exits clear during performances	LM	14/05	X
Gas Safety	Staff and others risk injury from fire and explosion if gas appliances not properly maintained and used.	Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a "Gas Safety Register" approved contractor. Compliance certificates to be kept on food stall.	Make arrangements to check food vendors are complying with gas safety requirements.	LM	14/05	X

		Food vendors to be reminded of the need to ensure staff changing LPG cylinders are trained to do so. Food vendors only allowed to have one day's supply of LPG at their stall.				
Barrier Failure	Workers and others risk serious, possibly fatal injury if barriers collapse.	Barriers suitable for foreseeable loading to be erected by a competent person/contractor. Contractor to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.		LM	14/05	X
Fairground Rides	Workers and others risk serious, possibly fatal injury if fairground rides collapse or have defects.	Only reputable fairground ride suppliers to be used at the event. Copies of all inspection certification (ADIPS) and public liability insurance to be obtained in advance of the event.		N/A	14/05	X
Bouncy Castles	The public risk serious injury if bouncy castles are defective or there is inadequate supervision.	Only reputable bouncy castle suppliers to be used at the event. Copies of all inspection certification (ADIPS and/or PIPA) and public liability insurance to be obtained in advance of the event.	Check to ensure there will be adequate levels of supervision when the bouncy castle is in use.	N/A	14/05	X
Fireworks	Danger from fire, explosion, direct impact and panic	NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE (HS(G) 123/124).		N/A	14/05	X
Lasers and other special effects	Staff and public may suffer eye damage if used improperly.	NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY. ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE HS(G) 95.2		N/A	14/05	X

Food poisoning	Workers and the public risk ill health if they eat food prepared in unhygienic conditions.	Only reputable caterers to be used at the event whose business is registered with their Local Authority. Food traders required to bring copies of their employees food hygiene training certificates and their food safety management system with them to event.	Check with Environmental Health Department whether they would like a list of food traders to be submitted before the event. Invite Environmental Health Department to inspect food stalls.	KB	14/05	X
Public Disorder	Staff and the public risk serious injury, if assaulted or if caught up in incidents of disorder.	Staff trained to spot potential trouble makers, defuse tension/situations etc throughout. Adequate number of trained, SIA badged security staff. Staff trained in procedures re-entry, queuing, searches, etc and signs displayed for public. Control of numbers at event particularly in performance areas and marquees. Pit security staff employed to observe crowd behaviours. Drinks not served to people obviously under the influence. No glass at the event.	Consider providing advance information of prohibited items (glass and alcohol) the public can bring to the event. Consult with the local Police on security plans.	KB	14/05	X
Smoke and fogs	Staff may suffer skin damage from handling dry ice. Fumes and mists can cause irritation to eyes, nose and breathing for staff and the public.	Only trained workers have access to the products, which are kept in a locked container. Only workers trained in the risk of the product, use the products following safe systems of work – including wearing appropriate gloves, as recommended by the manufacturer.	Signage on use of smoke and fogs put up at entrance to venue to warn the public.	KB	14/05	X
Work at height	Workers and others risk serious, possibly fatal, injuries if they fall from height.	Stages and marquees to be erected by a competent person/contractor. Risk assessments/method statements of contractors checked for safe systems of work before the event. All work at height assessed on an individual task basis.		AW	14/05	X

		Suitable ladders, in good condition and suitable for heavy work, provided and workers are trained know how to use them.				
Manual Handling	Workers may get musculoskeletal problems, eg back pain from handling heavy and/or awkward objects.	All work involving manual handling assessed on an individual task basis. Risk assessments/method statements of contractors checked for safe systems of work before the event. Only trained staff involved in manual handling. Aids to manual handling including fork lift truck and a range of heavy duty sack truck and trollies available for staff.	Ensure new staff are shown how to use the manual handing aids.	KB	14/05	X

APPENDIX G - HEALTH AND SAFETY

HSE

Health and Safety Executive

Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

Dancing Bear Festival

Our health and safety policy is to:

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of Dancing Bear Festival

Our statement of general policy is:

1. To provide adequate control of the health and safety issues arising from our activities/ entertainment events relating to our annual festival and the supporting/fundraising program.

2. To consult with the Board and committee members on matters affecting health and safety.

3. Ensure that those people contracted to provide entertainment and support services have maintained their equipment to legally approved safety standards.

4. To ensure safe handling and use of the equipment and substances throughout a variety of events.

5. To ensure that all Board and committee members are given adequate information and training to undertake their tasks.

6. To ensure that volunteer Venue Managers, Stewards, and helpers have adequate information and training to undertake their duties.

7. To maintain safe and healthy working conditions for our performers, support service, and volunteer helpers.

8. To review and revise this policy as necessary at regular intervals.



Signed

15th February 2021

Date

Lucan Mills

Print name

15th February 2021

Review date

HSE

Health and Safety Executive

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

Overall responsibility for Health and Safety, on behalf of the festival, is that of Karen Budden.

2 Day-to-day responsibility for ensuring this policy is put into practice:

Day to day responsibility for ensuring this policy is put into practice is delegated to the following Board members: 1. Mike Kelly 2. Shaz Amir 3. James Hopcutt 4. Darren Alboni 5. Tania Philips 6. Dave Goth

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Ensuring the Festival's Health and Safety procedures (e.g. those identified in risk assessments) are implemented within each venue is delegated to the Venue Managers for the Festival's duration. All volunteers/helpers are required to co-operate with the Board and committee members on Health and Safety matters and will: 1. not interfere with anything provided to safeguard their own and the festival-goers health and safety;

4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

HSE Health and Safety Executive

Part 3: Arrangements for health and safety

Risk assessment

Karen Budden and Darren Alboni will undertake risk assessments.

The findings of the risk assessments will be reported to the Board members and the appropriate venue landlords.

Karen Budden will be responsible for ensuring action is implemented and check that any risk is reduced to an acceptable level. In the event of such risk being unacceptable, the venue will not be used.

Training

All Venue Managers will be issued with a handbook outlining their responsibilities while on duty.

1. The handbook will contain the risk assessment documentation for the appropriate venue, contact numbers, ticket procedures, and the Health and Safety Policy for the festival.

2. The Venue Managers will ensure that sufficient Stewards are on duty and remind them of their responsibilities and tasks.

Consultation

Karen Budden will ensure that all contractors are aware of the COSHH regulations.

Evacuation

All venues will be checked by Karen Budden and/or Darren Alboni or a nominated Board Member prior to the event in consultation with the management of the venue.

Escape routes will be checked by the Venue Managers/ Stewards before the start of each concert/ event.

APPENDIX H - FIRE ASSESSMENT



FIRE SAFETY RISK ASSESSMENT

▸ Follow the 5 key steps ▸ Fill in the checklist ▸ Assess your fire risk and plan fire safety

1 Fire hazards

Fire starts when heat (source of ignition) comes into contact with fuel (anything that burns), and oxygen (air).

You need to keep sources of ignition and fuel apart.

How could a fire start?
Think about heaters, lighting, naked flames, electrical equipment, hot processes such as welding or grinding, cigarettes, matches and anything else that gets very hot or causes sparks.

What could burn?
Packaging, rubbish and furniture could all burn, just like the more obvious fuels such as petrol, paint, varnish and white spirit. Also think about wood, paper, plastic, rubber and foam. Do the walls or ceilings have hardboard, chipboard, or polystyrene? Check outside, too.

- ☑ Have you found anything that could start a fire?
  Make a note of it.
- ☐ Have you found anything that could burn?
  Make a note of it.

2 People at risk

People at risk
Everyone is at risk if there is a fire. Think whether the risk is greater for some because of when or where they work, such as night staff, or because they're not familiar with the premises, such as visitors or customers. Children, the elderly or disabled people are especially vulnerable.

Have you identified?
- ☐ Who could be at risk?
- ☐ Who could be especially at risk?

Make a note of what you have found.

3 Evaluate, and act

Evaluate
First, think about what you have found in steps 1 and 2: what are the risks of a fire starting, and what are the risks to people in the building and nearby?

Remove and reduce risk
How can you avoid accidental fires? Could a source of heat or sparks fall, be knocked or pushed into something that would burn? Could that happen the other way round?

Protect
Take action to protect your premises and people from fire.

- ☐ Have you assessed the risks of fire in your workplace?
- ☐ Have you assessed the risk to staff and visitors?

- ☑ Have you kept any source of fuel and heat/sparks apart? If someone wanted to start a fire deliberately, is there anything around they could use?
- ☑ Have you removed or secured any fuel an arsonist could use?
- ☑ Have you protected your premises from accidental fire or arson?

How can you make sure everyone is safe in case of fire?
- ☑ Will you know there is a fire?
- ☑ Do you have a plan to warn others?
- ☑ Who will make sure everyone gets out?
- ☑ Who will call the fire service?
- ☑ Could you put out a small fire quickly and stop it spreading?

How will everyone escape?
- ☑ Have you planned escape routes?
- ☑ Have you made sure people will be able to safely find their way out, even at night if necessary?
- ☐ Does all your safety equipment work?
- ☑ Will people know what to do and how to use equipment?

Make a note of what you have found.

4 Record, plan and train

Record
Keep a record of any fire hazards and what you have done to reduce or remove them. If your premises are small, a record is a good idea. If you have five or more staff or have a licence then you must keep a record of what you have found and what you have done.

Plan
You must have a clear plan of how to prevent fire and how you will keep people safe in case of fire. If you share a building with others, you need to coordinate your plan with them.

Train
You need to make sure your staff know what to do in case of fire, and if necessary, are trained for their roles.

- ☑ Have you made a record of what you have found, and action you have taken?

- ☑ Have you planned what everyone will do if there is a fire?
- ☑ Have you discussed the plan with all staff?

Have you?
- ☑ Informed and trained people (practised a fire drill and recorded how it went)?
- ☑ Nominated staff to put in place your fire prevention measures, and trained them?
- ☑ Made sure everyone can fulfil their role?
- ☑ Informed temporary staff?
- ☐ Consulted others who share a building with you, and included them in your plan?

5 Review

Keep your risk assessment under regular review. Over time, the risks may change.

If you identify significant changes in risk or make any significant changes to your plan, you must tell others who share the premises and where appropriate re-train staff.

Have you?
- ☑ Made any changes to the building inside or out?
- ☑ Had a fire or near miss?
- ☑ Changed work practices?
- ☑ Begun to store chemicals or dangerous substances?
- ☑ Significantly changed your stock, or stock levels?
- ☑ Have you planned your next fire drill?

Completed the checklist? Do you need more information?

The checklist above can help you with the Fire Risk Assessment **but** you may need additional information especially if you have large or complex premises.

We have produced a series of guides for different business sectors. These guides will give you more information about how to carry out a Fire Risk Assessment, with specific advice for your type of premises. These guides are free to download at www.communities.gov.uk/fire

Product code 06LGFG03895/P

APPENDIX I - FINANCE REPORT

DANCING BEAR FESTIVAL

FINANCE REPORT

	Estimated	Actual
Total Expenses	**£0.00**	**£385,587.50**

Site	Estimated	Actual	
Campbell Park Site Hire			£10,000.00
Staging			£25,000.00
Infrastructure			£83,350.00
Total		**£0.00**	**£118,350.00**

Amenities	Estimated	Actual	
Staff Catering			£4,000.00
Supplies			£1,000.00
Total		**£0.00**	**£5,000.00**

Equipment	Estimated	Actual	
Equipment Hire			£10,000.00
Electricity			£20,400.00
Photography / Videography			£1,500.00
Technology			£2,000.00
Total		**£0.00**	**£33,900.00**

Production	Estimated	Actual	
Performers			£38,000.00
Security			£18,000.00
Staffing			£27,600.00
Bar			£20,000.00
Other			
Total		**£0.00**	**£103,600.00**

Publicity	Estimated	Actual	
Marketing @ 8% ticket revenue			£18,900.00
Printing and signage			£500.00
Total		**£0.00**	**£19,400.00**

VAT & Music License	Estimated	Actual	
PRS 3% Fees			£7,087.50
VAT			£78,950.00
Total		**£0.00**	**£86,037.50**

Miscellaneous	Estimated	Actual	
Waste Disposal			£10,000.00
Utilities (Water/Toilets)			£5,000.00
Insurance			£100.00
Council Permits and PRS License			£4,200.00
Total		**£0.00**	**£19,300.00**

Event Budget for Dancing Bear Festival

Income

	Estimated	Actual
Total income	**£52,000.00**	**£395,250.00**

Ticket Sales

Estimated No.	Actual No.	Type	Price	Estimated Income	Actual Income
		500 VIP @	£150.00		£75,000.00
		2000 Adult @	£75.00		£150,000.00
		300 Children @	£37.50		£11,250.00
Total		**2800**		**£0.00**	**£236,250.00**

Camping

Estimated No.	Actual No.	Type	Price	Estimated Income	Actual Income
		200 Small Pitch	£100.00	£0.00	£20,000.00
		200 Medium Pitch	£200.00	£0.00	£40,000.00
		200 Large Pitch	£300.00	£0.00	£60,000.00
Total		**600**		**£0.00**	**£120,000.00**

Catering / Vendors

Estimated No.	Actual No.	Type	Price	Estimated Income	Actual Income
		8 Large food @	£2,000.00	£0.00	£16,000.00
		8 Med food @	£1,500.00	£0.00	£12,000.00
		8 Vendors @	£1,000.00	£0.00	£8,000.00
Total		**24**		**£0.00**	**£36,000.00**

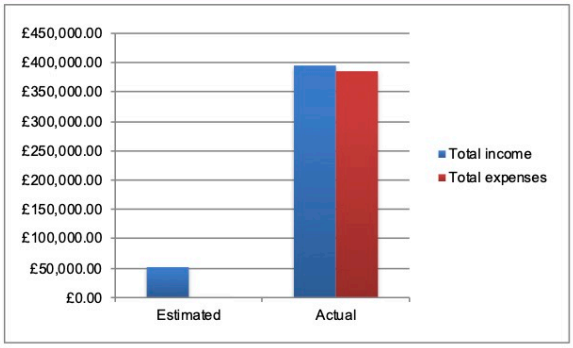
Misc

Estimated No.	Actual No.	Type	Price	Estimated Income	Actual Income
		2 **Dancing Bear Bars**		£50,000.00	£0.00
		1 **Merchandise**		£2,000.00	
		1 **Sponsor (David Lloyd)**	£2,500.00		£2,500.00
		1 **Sponsor (RHM)**	£500.00	£0.00	£500.00
Total		**5**		**£52,000.00**	**£3,000.00**

Event Budget for Dancing Bear Festival

Profit - Loss Summary

	Estimated	Actual
Total income	£52,000.00	£395,250.00
Total expenses	£0.00	£385,587.50
Total profit (or loss)	**£52,000.00**	**£9,662.50**



APPENDIX J - STAGE ONE PLAN

FESTIVAL STAGE – 10M CLEAR-SPAN STAGE

By combining our proprietary staging system **Event-deck** with an orbital roof system the result is our 10m wide, clear-span, outdoor Festival Stage structure.

- Being modular, the covered stage area can either be 10m wide x 5m deep or 10m wide x 7.5m deep.
- Being 'flat pack' and constructed on site allows for use in confined spaces.
- Suitable for use throughout the year.
- Equally at home constructed on urban, or, greenfield sites - upon grass or hardstanding.
- The stage is perfectly levelled on height adjustable leg jacks.
- Anchorage is achieved either by using ground plates and marquee stakes or water ballast.
- Optional back or side door stage access.
- Modular treads as required up to the above or, to the front of the stage.
- A back-stage ramp for equipment if required.
- Side walls [5m wide & 2.5m] can be removed for wider viewing angles.
- An 'eyelid' can be included to extend the canopy further.
- The Roof has a payload of 500kg over 4 points.
- If a smaller stage is required, we have a 6m wide version.
- Being 'flat pack' and constructed on site allows for use in confined spaces where vehicles cannot reach.
- Stage surface black, Hexagrip 18mm ply.



10m x 7.5m Festival Stage with eyelid and side Video Wall Trusses – Olympic Park



10m x 7.5m Festival Stage with eyelid

The stage is perfect for;

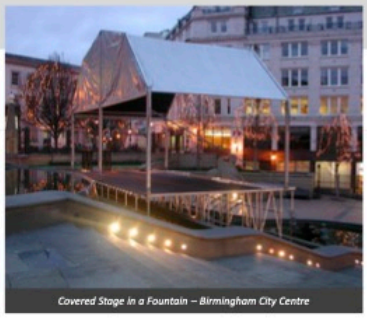
- Concerts.
- Variety Performances.
- Experiential demonstrations.
- Rallies
- Carol Concerts.
- Switching on of Christmas lights



FOH 4m x 3m Control Position. Roll up, clear front windows – each 1.5m x 90cms



10m x 5m Festival Stage in a Fountain - Birmingham



Covered Stage in a Fountain – Birmingham City Centre

CAN WE ALSO HELP YOU WITH ?

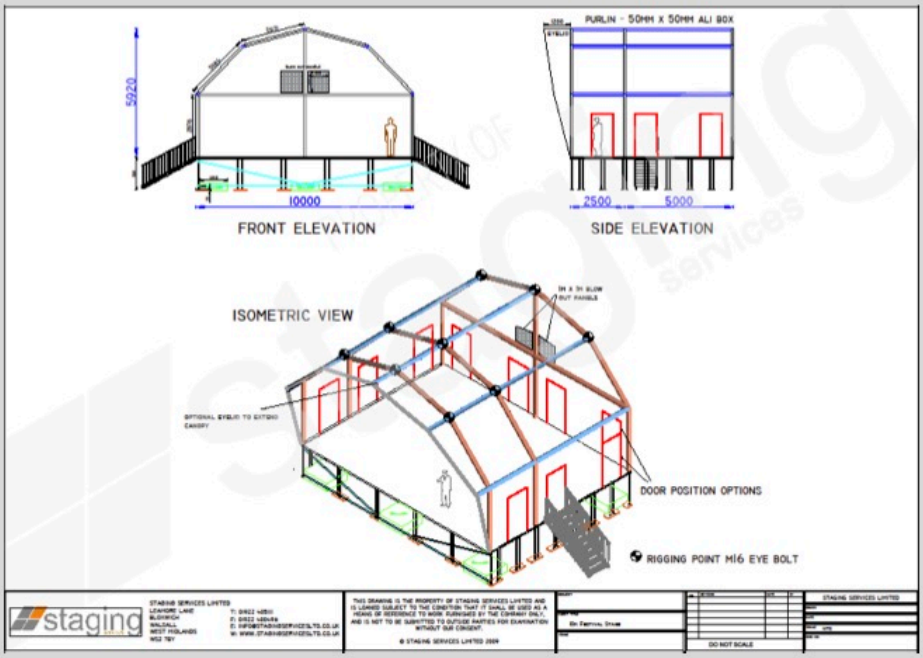
- **Venue Surveys.** If we don't have the venue or site on our AutoCad system, we will undertake a survey and create plans and elevations.
- **Plans and Design Layouts.**
- **Covered PA wings.**
- **Covered FOH position 4m x 3m**
- **On stage risers –** instrument and choral
- **Delay speaker platforms**
- **PA systems.**
- **Stage Lighting.**
- **Mains Power Distribution.**
- **Trussing.**
- **Printing of banners and speaker scrims**

staging services theming services conference services event-deck staging

T: +44 (0)1922 405111 – E: info@stagingservicesltd.co.uk W: stagingservicesltd.co.uk

T: +44 (0)1922 405111 – E: info@stagingservicesltd.co.uk W: stagingservicesltd.co.uk

FESTIVAL STAGE – 10M CLEARSPAN STAGE




10m x 7.5m Festival Stage – Warwick Castle


10m x 7.5m Festival Stage, Rear Elevation – Warwick Castle


10m x 7.5m Festival Stage – Olympic Park

staging services theming services conference services event-deck staging

APPENDIX K - STAGE TWO PLAN

T: +44 (0) 1922 405111 – E: info@stagingservicesltd.co.uk W: stagingservicesltd.co.uk

FESTIVAL STAGE – 6M CLEAR-SPAN STAGE

By combining our proprietary staging system **Event-deck** with an orbital roof system the result is our 6m wide, clear-span, outdoor Festival Stage structure.

- Being modular, the covered stage area can either be 6m wide x 3m deep or 6m wide x 6m deep.
- Being 'flat pack' and constructed on site allows for use in confined spaces.
- Suitable for use for 12 months of the year.
- Equally at home constructed on urban, or, greenfield sites - upon grass or hardstanding.
- The stage is perfectly levelled on height adjustable leg jacks.
- Anchorage is achieved either by using ground plates and marquee stakes or water ballast.
- Optional back or side door stage access.
- Modular treads as required up to the above or, to the front of the stage.
- A back-stage ramp for equipment if required.
- Side walls [3m wide] can be removed for wider viewing angles.
- The Roof has a payload of 300kg over 4 points.
- If a larger stage is required, we have a 10m wide version.
- Option black/silver, or, white/clear canopy sheets.
- Being 'flat pack' and constructed on site allows for use in confined spaces where vehicles cannot reach.
- Stage surface black, Hexagrip 18mm ply.



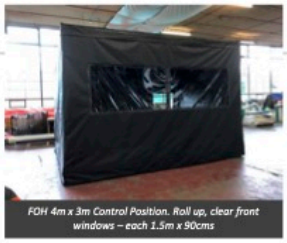
6m x 6m Festival Stage & PA Wings – Cannon Hill Park Birmingham


6m x 6m Festival Stage with clear roof – 'Happy Place' Festival - Chiswick

The stage is ideal for;

- Concerts.
- Variety Performances.
- Experiential demonstrations.
- Rallies.
- Carol Concerts.
- Turning on of Christmas lights.


Black & Silver Sheets, Chinese New Year – Arcadian Birmingham


FOH 4m x 3m Control Position. Roll up, clear front windows – each 1.5m x 90cms



6m x 6m Festival Stage with Lighting Truss – Brindleyplace Birmingham

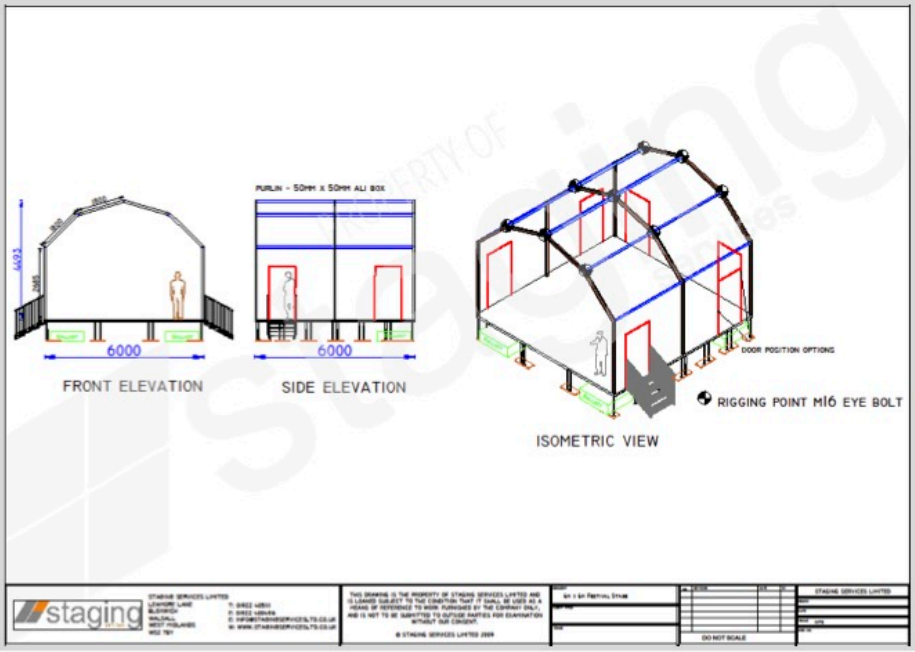
CAN WE ALSO HELP YOU WITH ?

- **Venue surveys.** If we don't have venue or site on our AutoCad system, we will undertake a survey and create plans and elevations.
- **Plans and Design Layouts.**
- **Covered PA wings.**
- **Covered FOH position 4m x 3m**
- **On stage risers –** instrument and choral
- **Delay speaker platforms.**
- **PA systems.**
- **Stage Lighting.**
- **Mains Power Distribution.**
- **Trussing.**
- **Printing of banners and speaker scrims**

staging services theming services conference services event-deck staging

T: +44 (0) 1922 405111 – E: info@stagingservicesltd.co.uk W: stagingservicesltd.co.uk

FESTIVAL STAGE – 6M CLEAR-SPAN STAGE




6m x 3m Festival Stage – St. Martin's Square – Birmingham City Centre


Yoga on 6m x 6m Festival Stage – 'Happy Place' Festival - Chiswick

staging services theming services conference services eventdeck staging