Mango Music Festival

Live Music & Events Management Portfolio 1

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Module Code - SBTY7005

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1. The Event

The two-day event is called 'Mango Music Festival' and will take place in Powys, Wales August of 2021. The reason for the choice of name is because when thinking of the fruit, mango, it is usually compared to an exotic or tropical setting. This is what I would like to bring to Powys, Wales. A fun, exotic and musical event that can bring happiness to those that attend and work there. But also, to leave the festival with smiling memories that will be told for weeks on end. This portfolio contains everything necessary to plan and create a festival.

Planning the event was easier when thinking of the five 'W's. Who? What? When? Where? And Why? After these questions were answered the plan for the event was much clearer.

Mango Music Festival will be accessible to everyone from the ages of 16 and over. After looking at other festivals I felt it would be safer to have an age restriction to avoid any major issues that involve minors. On the Reading Festival website, they 'advise not bringing young children [and] anyone 15 and under must be accompanied by a ticket holder over 18 years old at all times' (Reading Festival, 2021). I would like those who attend to enjoy their time at the festival and not feel restricted by anyone under the age of 16.

The total capacity will be 3,000 a day with 2,000 attendees camping. The event will be fully ticketed and will have different coloured wristbands that follow the theme for staff, artists and VIP guests, campers and day attendees. This will help the staff and security to keep track of who is and isn't allowed in certain areas of the premises. The cost for the tickets will be £70 for day attendees. This price also includes a shuttle bus to and from the station. Weekend tickets will be priced at £150, which includes camping and a shuttle bus to and from the station. Campers will be asked to provide and take back their own tents. Parking will be limited to 1,500 spaces and priced at £10 per vehicle.

The Venue

The reason for choosing the event to reside in Wales is quite simple. A lot of the festivals that are held in Wales are usually quite close to the south and near major cities like Cardiff and Newport. For example, 'Let's Rock Wales!' is in Newport, 'Green Man Festival' near Brecon National Park, and 'Cardiff Gin Festival' in Cardiff. Although the event will be held further away from the cities the premises needs to be accessible for all and be close to a train station to make it easier for attendees and staff to arrive.

A website called 'Land Hire' helped find the appropriate land in Clatter, Powys, Wales (Land Hire, 2021). The website gave a full description of the property priced at '£750 per day with time allowed for setting up beforehand and clearing up afterward'. The land has been used previously for wedding events and other musical events there and seems to be the perfect place for the festival. There is a list with all the necessities that are available when hiring the grounds, some go as follows; 'security available…water supply available…toilets available…amplified music permitted' (Land Hire, 2021). There will need to be a discussion with the owner, Graham Law, about the use of all 30 acres as the price is

not clear on what part of the land it covers, and electricity is not available for the whole space (see appendix B for map). However, it is situated just off the A470 in the Severn Valley and only 20 minutes from Newtown train station in Powys.

The Site

As seen on the site plan in appendix C there is a small road that cuts in the middle of the map with a small car park at the top. This will be used as a road for contractors, vendors and for emergency vehicles to get to the arena. Once the event is running this will be solely for emergency usage and for the shuttle bus. The shuttle bus will have a designated area to stop and drop people off to avoid confusion and blockage. The main car park is the first location available for attendees. It was decided because from a customer point of view, when driving to a festival the first place to go would be the car park. It also helps to have the car park and shuttle bus stop separate to keep traffic management under control. To avoid any more congestion the exit and entrances to the car park are separate and will be managed by Stewards, or otherwise known as volunteers.

The main arena is located in the middle of the premises as it has more space to fit 3 stages and a strip down the middle for vendors, but also to help create a walkway for crowd control. At the bottom, or point, of the arena there will be an entrance and exit gate called 'The Sunset Gate' for the day ticket customers to attend that is closer to the car park. There is also an entrance and exit gate where the shuttle bus is for those using the bus and also for the campers to use as well called 'The Palm Tree Gate'. The artist entrance and exit way is called 'The Coconut Gate'. The names of the entry and exit ways will be useful when trying to locate and communicate with those working the event. The Arena will open at 12pm and close at 23:30pm just after the last acts of the day perform. Each entrance and exit gate will have security to check wristbands. The camp site for the weekend tickets will open at 8am on the Saturday as well as parking. Parking, however, will close at 00:30am to allow time for any day ticket attendees to leave the arena and find their vehicles to leave. Following the road around there is the staff and volunteer car park, which is considerably smaller but also closer to the staff camping that is just above. This is so if there needs to be last minute purchases or staff need to collect important objects that have been forgotten, it is easier and closer to find their vehicles instead of using the other car park that is further away. Behind the car park will be the backstage and VIP area where tour buses for artists and their crew are placed. Crew catering will be split between the backstage area and the staff camping.

Focusing on the overview for the arena (see appendix D), the layout has been decided to make sure those attending are safe. After the 'Love Parade' incident in Berlin where there were '21 deaths [and] more than 600 people were injured in the stampede', what happened has been taken into consideration when planning this event (BBC News, 2020). Those who were in charge of the event planning did not logically think about the mass amount of people that would turn up and did not have a safety measure put in place to avoid the congestion escalating to the amount it did. It is clear that there was no communication between the security, authorities and event managers. But most importantly, there were no signs or communication with the attendees to alert them and direct them away from the festival. Taking this into consideration, there will be CCTV placed around the arena and at the exit and entrance gates as well as constant communication with local authorities, security and appropriate staff. Crowd flow will also be directed to go around the vendors situated in the middle of the arena in one direction. The design can change depending on the site itself and

surrounding areas. Behind the stages will have track mat put down for vehicles to transport artists and their teams to their designated stages to avoid any damages to the field itself and keep the artists on time. Track mats will also be placed around the camping grounds and in areas of the arena for wheelchair users.

2. Event Safety

Event Safety is a very important part of planning a festival, especially if there are fireworks or performers. The Health and Safety Executive (HSE) website gives a lot of insight and good pointers when making sure the event has all the safety procedures put into place. For example, 'develop emergency procedure to be followed by staff and volunteers in a significant incident/emergency' (HSE.gov.uk, 2021). This can be related to 'sudden bad weather, a fire or structural failure'. The website also says to develop an emergency plan but to always share your plans with the emergency services like the police, fire and rescue, ambulances and emergency planning. This is so everyone is up to date, know where to go and what to do in case of an emergency. HSE also created The Purple Guide to help those planning events and has all the key elements needed when setting up an event safely. This can be printed and kept on hand and made into a check list. The Purple Guide covers the Health and Safety at Work Act, legislation and good practice for Health and Safety including the Licensing Act 2003.

Risk Assessment

Doing a risk assessment is one of the key points in the guide. A risk assessment is done to 'examine activities and workplaces to identify what could cause harm to people and decide whether they have taken enough action to prevent harm, or if they need to do more' (The Purple Guide, 2020). The University of Reading created an example risk assessment form (see Appendix E) that is very detailed and identifies hazards related to an event they held. This has been used as a template to make an overall risk assessment for Mango Music Festival and the guidance from the HSE website and Purple Guide (see appendix F). Nevertheless, all the vendors, independent stalls and contractors attending will need to make a risk assessment of their own and hand it to the health and safety manager. If they don't create their own risk assessment, then they will not be allowed onto the grounds.

There are a few steps that need to be taken in order to complete a risk assessment properly. The risk assessment made for this festival identifies a wide variety of hazards believed to occur before, during and after the event. There are columns that identify how the risk can be controlled and dealt with, how high or low the risk is to happen, and who is affected by the risk. These are done even if the risks and measures to reduce them are out of our control. As mentioned in the risk assessment, radios will be used to keep staff, volunteers/ stewards, security and authorities connected at all times. Each will be given a lanyard with laminated instructions of the radio language and directions on which radio channels each person needs to be on depending their role. It will also have an emergency radio channel to speak to police and ambulances directly in case of an emergency. This will only be available to security and staff.

There will be alcohol sold in the arena, this means that proof of age checks will be made by vendors when selling alcohol. Challenge 25 will be put into place and servers reserve

the right to re-check customer identification cards but also to decline anyone they feel is below the age of 18.

Safety Advisory Group (SAG)

The next steps in ensuring the event is safe are attending Safety Advisory Groups (SAGs). 'SAGs are usually co-ordinated by a Local Authority (LA) and made up of representatives from the LA, emergency services, other relevant bodies and the event organiser' (HSE.gov.uk, 2021). There will need to be a meeting with the SAG from Powys county and submit an event proposal for a discussion on the event and also to get some advice. Even though attendance of the event organiser is sometime voluntary, it would be useful to attend as there are benefits from the engagement in the SAG process. It also proves to the LA and local residents that you are serious about the event and are willing to co-operate in making sure it is safe for everyone, and that everyone is all in agreement. On the South Wales Fire and Safety website they have given some insight into SAGs and also mentioned having a live document of the event management plan, 'which records the development of the event and records any important information' like any amendments to the site plan (South Wales Fire and Rescue Service, 2021). There will be a Google Drive set up where the appropriate people can have access to it and check what has been changed or added. There will be a WhatsApp group for the staff working the event to keep in touch and have quicker responses. Not only this, there will be management meetings every day, or close to everyday, so that there can be discussions and briefings to keep everyone up to date and for any questions to be answered.

Event Management Plan (EMP)

An event management plan (EMP) can also be known as a 'Safety Plan' and is a 'written statement of how an event organiser will run their event' (Pembrokeshire.gov.uk, 2020). It contains the following:

- The preplanning – 5 W's – Why? What? Where? When? Who?
- Risk Assessment
- Traffic and transport planning
- Health and Safety
- Fire Safety
- First aid and medical locations
- Crowd management
- Height safety
- Accessibility for those with disabilities
- Stewarding
- Site layout
- Toilets and other utilities
- Audience profiles
- Temporary structures
- Barriers
- Emergency planning and evacuation plans

- Noise management
- Electricity and generators
- Litter disposal
- Communication protocols
- Licence and application checklist
- Key Event Management Contacts and other key contacts
- Details of contractors working on site (have their own risk assessments)
- Details of vendors (Own risk assessments)
- Staffing
- Security
- Organisational Matrix (see appendix G)
- Programme and production schedule
- Run Sheet
- Temporary demountable structures
- Vehicles on site
- Entry policy
- Amusements, attractions and displays
- Timeline of event

The EMP is very important and can be known as the 'event bible'. This is because it holds all useful information about the event and can be given to the local authorities (LA), emergency services and anyone working the event. This is why it is important to keep it live and up to date as so many refer back to the EMP for any information they may need to know. Additionally, it helps with having the key contact information in there if any questions may arise.

3. Licensing

Premises Licence/ Premises Supervisor Licence

The Licensing Act 2003 'provides for a unified system of regulation of the activities of the sale and supply of alcohol, the provision of regulated entertainment and the provision of late-night refreshment' (Licensing Act 2003 – Explanatory Notes, 2003). Otherwise referred to as 'the licensable activities'. The main purpose of the licensing is to promote four main objectives:

1. The prevention of crime and disorder
2. Public safety
3. The prevention of public nuisance
4. The protection of children from harm

When putting on a festival you will need a Premises Licence from the local council. This is because the festival will be selling alcohol, providing entertainment throughout the day and supplying late night refreshments. As mentioned before the arena will open at 12pm and close at 23:30pm. Bars, hot food and drink vendors will use the same opening and closing times. Although, in the campsites hot food and drinks will open from 9am till 3am. The whole area is divided into 6 premises. This means there will need to be a Premises Licence for each

area and then a designated Premises Supervisor. All the details will be on the application form with consent from the individual person. There is also a Premises Supervisor form that needs to be completed. Below is what the first page of the Premises Licence looks like (See appendix H for full Premises Licence). It is also required that those in charge get a personal licence number.

The first few pages on the licence ask for the basic details of who is applying for the licence, whether they are a business and the address for the premises that the application is for. On page 5 the date is put for how long the licence is needed and a description of what the premises and what it will be used for. Pages 6 to 9 ask whether there will be shows of plays, films, indoor sporting events, and boxing or wrestling entertainments. If any of these are a 'yes' then a schedule for the times these events are shown need to be added. Pages 10 and 11 ask about live and recorded music. As this is a music festival 'yes' has been ticked and the opening times of the arena have been put down. Recorded music will be played in between live music acts. Pages 14 and 15 are about late-night refreshments and the serving of alcohol. Once again, the specific times these will be served have been put on the form and given details as to when and where. There is also a section dedicated to the details of the premises supervisor. After that the form asks how the premises supervisor will give consent to this role. There will be a premises supervisor form that they will fill out and other premises supervisors will also complete the same form for the areas they are put in charge of (see appendix I for full Premises Supervisor form). Opening times for the public are put and described in detail, which parts and where are open. One of the important parts of the licence is on page 18 when there are 4 'licensing objectives' that need to be answered.

Figure 1 – Screen shot of Premises Licence. Page 1.

Powys

Powys
Application for a premises licence
Licensing Act 2003

For help contact
licensing@powys.gov.uk
Telephone: 01597 827389

* required information

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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	Mangomusicfest	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?

○ Yes ◉ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name	Sharon	
* Family name	Manganaro	
* E-mail	sharon@gmail.com	
Main telephone number	077777777	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.

Is your business registered outside the UK? ○ Yes ◉ No

Business name	Mango Music Festival	If your business is registered, use its registered name.
VAT number	-	Put "none" if you are not registered for VAT.
Legal status	Please select...	

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It is important to know what safety measures will be put in place in order for permission to be granted to allow the event to go ahead. Signs for smoke and lights will be placed around the arena for the public to read and be aware of. Crowd safety barriers will be placed in front of stages with security and stewards to watch the crowd as well as CCTV put in specific spots with an event control log to keep track of everything that happens during the day. Security and stewards will be checking bags and tickets, or wristbands, of anyone entering the event and working closely with local authorities like the police if any emergencies were to happen. The bars on site serving alcohol will have the right to re-check identification cards even if attendees have an over 18 wristband. The servers can refuse sales if they think they are serving minors any alcoholic drinks. There will be signs with policies such as, no racism and discrimination against anyone or they will be immediately spoken to by the authorities and asked to leave the premises.

As shown in the map layout there are medical tents around the arena and there will also be first aiders and ambulances around the whole premises in case of emergencies. Within these tents will be a mental health area for those who need to speak to someone about personal issues they are facing, or if they don't feel safe. Areas that are deemed unsafe will be fenced off, for example, the river that flows near and around the site. A Noise Management Plan (NMP) is made to control how much noise disruption is created from the event. Speakers will be faced away from local housing and the curfew for amplified sound will be put in place at 11pm. The noise levels during the event will be constantly checked throughout the day to make sure they aren't reaching high levels. The local residence will be notified ahead of time with the relevant details. If they have any complaints, they will be given a point of contact for noise and public nuisance. A clean-up crew of stewards will make sure any litter is disposed of correctly and safely. This will be done in the premises and along the roads leading to and from the event. To make sure the traffic is managed, a Traffic Management Plan (TMP) is created. Stewards will be on the road with directions to the car park, camping grounds and the event itself. Shuttle buses are provided in the price to try and help prevent a build-up of on road traffic or noise disruption. The car park is also an extra price with limited spaces to try to push the attendees to use the shuttlebus.

Figure 2 – Screen shot of Premises Licence. Page 18.

Powys

Powys
Application for a premises licence
Licensing Act 2003

For help contact
licensing@powys.gov.uk
Telephone: 01597 827389

* required information

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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.

In general, those organising the event wish to provide a safe environment from the setting up, to the actual event itself and to the break down at the end. We will make sure that noise management plans and traffic management plans are done to avoid any disruption made to the local community. Their will be information provided to the public attending on the health and safety that is put in place. With any other information regarding safety plans, policies and procedures.

b) The prevention of crime and disorder

To prevent crime and disorder there will be a full team of security placed by all exits, entrances and around the premises. The event will be fully ticketed, and will change to wristbands upon arrival to manage numbers. Bag checks will be done before entering the premises to look for any weapons, drugs or alcohol and glass bottles. The local authorities will be notified before the event. Challenge 25 will be enforced for the sale of alcohol and amplified music will follow the curfew.

c) Public safety

Not only will the measures above be put in place but full risk assessments will be carried out from contractors, vendors and anyone else coming onto the premises with an overall risk assessment too. CCTV will be used in designated areas throughout to give a better view and watch the crowd. Barriers will be placed around the premises and crowd safety barriers will be put between the stages and public with security and stewards to monitor.

d) The prevention of public nuisance

The curfew for amplified music will be adhered to, so all music in the arena will stop at 23:00. The stages will be positioned away from local housing and the sound levels will be tested regularly. The local residents will also be notified weeks before the event. There will be a clean up crew for any litter dropped in and around the premises. A Shuttle bus is included in the price to make sure there is no overcrowding on the roads and streets leading to and from the event.

e) The protection of children from harm

The event is advertised for the ages of 16+. Those attending will need to bring a form of ID and proof of age will be checked at the gates by security. Bars at the event are allowed to ask for proof of age and reserve the right to refuse any sales if they believe they are serving a minor with alcohol by proxy. The staff and security will have radios and will follow the procedures put in place for anyone lost.

After this page are notes on entitlement to work in the UK, regulated entertainment, and finally the payment details and signature. The Premises Supervisor form is similar but much shorter with only four pages to complete. It mainly consists of the details for the festival, where the premises will be and the details for the supervisor and their solicitor. There is also a fixed fee of £23.

Temporary Event Notice (TEN)

Temporary Event Notices (TEN) can be used if the event is 'outside of the terms of an existing premises licence', or for events 'that are held in a place which doesn't have a premises licence' (Powys County Council, 2021). The application form is comparable to the premises licence, nevertheless, it is shorter and asks if anyone working the event has had a TEN in the same calendar year (see appendix J for full TEN form). A TEN costs only £21 according to the Powys County Council form. This isn't needed for this event as the premises licence is available.

Live Music Licence

The next licence needed is the live music licence from PRS or PPL. This is necessary because it allows the festival or music event have the rights to play music. 'The Copyright Designs and Patents Act 1988 states you need to get permission from the copyright holder to 'perform' music in public - and a music licence grants you this permission' (Prsformusic.com, 2021). This can be found on the PRS website.

4. Promotion & Marketing

The promotion of the festival is very important. If this is done well and reaches the target audience then the festival is able to sell tickets and get the right funding for the event. Mango Music Festival is open to all music tastes and genres, but it also aims to promote local welsh artists as well. The target audience for the festival would be teenagers, university students and young adults. As there are three main cities in Wales, promotional posters and flyers will be given out in Swansea, Cardiff and Newport. Reaching out to local radio stations as well as BBC Radio Wales to broadcast the details of the festival and reveal the line-up. A social media account will be made on the most used apps like Instagram, Twitter, Facebook and Tiktok to keep attendees up to date. The social media accounts will also be used to remind attendees of the times for each act and if any announcements need to be made. But for pictures and spreading the fun atmosphere of the event itself too. A website will be created with all the contact information and general information of the festival. It will also have a link to buy the tickets. The website front page will have the logo (see appendix O for logo) clear to see and the colour scheme from the logo will be used on the different pages to make sure it is all colour coordinated. The website will have the option to change the

language so it can be accessed by everyone, especially in Welsh. The website will also have an audio option for those who are visually impaired/have low vision.

There will be a BBC introducing stage to showcase new talent, and the BBC are in charge of the line-up after it has been checked by the programmer for the festival to make sure the artists suit the ethos of the festival. The line-ups for the festival will be introduced by each stage. The stages are named after different fruits to follow the theme of the event: Mango Stage (main stage), Kiwi Stage (second stage), and the Blueberry Stage (BBC Introducing stage).

In order to get the designs done for the festival and promotion, there will be a collaboration with university students that study graphic design. This will save costs for hiring a freelance graphic designer but gives university students a chance at working in the industry. They will be rewarded with free day tickets (See appendix K for wristbands).

5. Programming

The Programming for the festival is important when it comes to bringing in the crowd and making sure it appeals to the target audience. Since Reading and Leeds Festival is a similar target audience for Mango Music Festival, the line-up for the festival was taken into consideration for ideas and scheduling the right times. Even though it was a 'huge throwback to celebrate the best of Reading and Leeds', it was useful for the timing of each act (Hartley, 2020). A line-up also will need to depend on if the artist the festival wants will be touring, if they will be happy with what time slot they are given and what they will need as part of their set. After talking with the programmer for Boom Town (Kaptin Barrett), sometimes starting the line-up for some of the stages with a very exciting and energetic artist is a good idea to draw the crowd in and to start the day in a positive way. This is why I started the Mango stage on both days with two energetic artists/ bands (See appendix L). I also noticed that the Reading Line-up did the same thing. The length of the times depended on how well-known the act is. Contradictory to how some attendees may feel, some of the acts that are well known and similar are placed at the same time, for example, The Wombats and The Kooks. This is done so the crowd is split and there is more control on how big the audience will be. When they are split there is less likely for injuries and emergencies to happen.

When researching what time the sunset would be in August, it is about 7pm-9pm. This is when the decision to have more mellow and relaxing acts were put on for the first day. The Kiwi stage on the Saturday has a band called Sticky Fingers followed by Yellowman, which are two reggae bands set at the dedicated 'sunset' time so those watching can feel like they are taken away in another country so to speak.

On the Sunday line-up it is slightly different as the acts on the Mango stage start off in a hip-hop, pop and R&B that then changes to more rock bands. This was done so that the energy is still there when the act finishes and leaves the attendees in a really good and happy mood. Yet the Kiwi stage on the Sunday finishes the line-up with Khalid, who is a pop artist, but his music is still quite mellow and laid back. This was done because if too many people were energetic then it can cause issues for the local residents from the noise disruption of the crowd. Either way both days finish with great headliners that will leave the attendees with fun-filled memories.

6. Staff and Crew

It is good to know who the staff and crew are in order for the festival to run smoothly and to for the budget of the festival to know how many wages need to be paid. The Core Team is made up of all the main managers like:

- Project Manager – They are usually the through line of the project. They create the project plan. They set the milestones along the timeline to make sure deadlines are adhered to. When a problem arises, project managers come up with the solution most of the time. They also give roles to other people and keep everyone in check by building and motivating the rest of the team.
- Site Manager – The site manager is in charge of the site itself. Making sure there is a layout, and that the layout works with the contour of the field. They also work closely with the set designer that is hired to produce the look of each stages and small venues if there is a running theme throughout. They also work with the contractors hired to make sure they know where they need to build the scaffolds for the various stages. Also making sure there is access for emergency services to go in and out of the event. They work with the project manager and the health and safety manager to keep track of what needs to be done and agree where certain things need to go. They also make sure they do a weather plan to get the event prepared for all types of weather. If not, then have an insurance plan in place in case the festival needs to be cancelled due to the bad weather. They work closely with the council to keep them updated on the event as well.
- Creative Producer – The creative producer looks after the branding and ethos of the festival. They make sure it stands out and works towards gaining the attention of the target audience. They work closely with the project manager.
- Procurement and Infrastructure Manager – they are similar to the site manager except they make sure all the waste produced has a way to be disposed of properly. They also work closely with the set designers to make sure everything built is safe and secure. They work closely with the contractors to understand that the scaffolding that is being built is secure and stable. Team talks are necessary to make sure they get the overall plan.
- Licensing Manager – They make sure all the relevant licensing is done for the festival. They attend the Safety Advisory Group (SAG) meetings, talk with the council and local authorities to make sure there is constant communication during the planning and executing of the event.
- Health and Safety Manager – The health and safety manager make sure that there is a thorough risk assessment, and method statement, done for the festival, vendors and contractors. The safety of the public and those working is the most important part of the planning. Otherwise, the council will not allow the event to happen. It is really important that plans and safety measures are put in place, and that all exits and entrances are properly controlled. They tell the council about the numbers of the crowds so that they are aware how many people the event can bring. They work closely with the licensing manager as they need to make sure they put all the safety plans in with the licensing applications. They make sure the thought process behind each decision for the event makes sense.

- Programmer – The programmer is in charge of getting the line-up for the various stages and also anything else that happens during the day that needs a set time. They make sure to research the artists that would suit the festival and target audience but also make sure these artists aren't in the media for issues that can affect the festival in a bad way. They work with the artist manager to book the artists, the project manager to make sure they agree with the line-up. They make sure to get the right riders, technicians and engineers set for the event. As well as the light technicians. The programmer works with the marketing team to make sure the artist names are all spelt correctly and placed on the right stage with the right time. They also make sure to get all the specifications from the stage managers of the artists in case they have or want certain things like lights and various stage placements for their sets.
- Artist Manager – The artist manager books the artist and bands and relays any communication from the agents to the programmer about the event, for example, if the artists aren't happy with the time slots they were given.
- A production office Manager – They usually have all the information for anyone to ask if they are unsure of certain things. There is usually a tent or hut where they would be placed in the crew area or backstage for those to go if they need this information, or even keys or passes for other parts of the premises.
- Finance Manager – The finance manager is in charge of the budget and finances. They make sure everything is followed and if something becomes too expensive, they have a meeting to discuss what cuts to make and how to adjust the expenses. This is important as keeping track of how much everything costs can help make sure the festival doesn't go bankrupt or have to cut out anything that the customers are paying to see.
- Set Design Manager – The set design Manager works with the site manager in order to see what sets can be produced and how they fit. They also have their own smaller team to execute the final designs.
- Box Office Manager – They are in charge of the tickets and wristbands. They work with their own designers to create the look for the wristbands. They are also in charge of the guest list/ artist guest list. They make sure they tell the artists and managers which gates to go through and where they need to be for their sets. They work with the health and safety manager to know the numbers of the crowds and inform the stewards and security about the different colour wrist bands for different access. The box office manager is in control of the crew tickets and crew catering tickets when everyone working eats breakfast, lunch and dinner.

These can be all different people or if the festival is smaller like Mango Music Festival is, some of the roles can be given to the same person to save on costs and wages. The Core Team will have meetings almost every day leading up to the day of the event, as mentioned before, to make sure everyone is aware of everything that needs to be done and what is going on in that moment in time. The meetings also bring to light any errors and issues that need to be resolved. Then there are Team Managers, which are usually made up of freelancers that are hired from The Core Team. This consists of:

- Security – Help keep those attending and working the event safe. They have radios to keep in contact with the relevant people in charge as well as emergency services. They also check wristbands at dedicated gates, keep crowd control and have an

event control log to note down the time and what has happened at that time in case of emergencies.

- Production Manager – They work with the production office manager and have a team around them to help keep the event organised with radios and logbooks for anyone taking keys for certain areas.
- Set Designers – They are the team designated to work with the set design manager completing the painting and completing the designs by the set design manager.
- Stage Manager – The stage manager is in charge of the stages and if there is more than one stage there will be different stage managers for each. They are in charge of making sure their stage has the specifications required by the bands for each set ready and taken off in time for the next act.
- Volunteer Manager – The volunteer manager is in charge of all the volunteers and having a team of their own managers to help brief and de-brief the volunteers on what they have to do and where. They work with the security team and use radios with different channels from the security to avoid any confusion. Unless there is an emergency then the volunteer managers will contact the right people.
- Contractor Manager – The contractor manager is in charge of the scaffolding and the builders putting together the scaffolding.
- Street Venue Manager – The street venue manager has an overview of all the small venues and vendors hired for the event. Making sure they are happy with their placement and that they meet the needs required from the festival. They check that they have their risk assessments done and are also given a radio for emergencies.
- Crew Catering Manager – The crew catering manager is in charge of the crew catering, giving the finance manager the details on how much the food will cost for how much is needed. They also make sure they have a big enough team to work to prepare and deliver the food for the crew and staff.

The Team Managers are informed by The Core Team on all the ideas and goals of the project from the meetings the Core Managers have by having meetings as well and having a shared live document with all the managers to keep everyone on track, and everything in one place so it is all easy to find. Then there is the Crew that mostly consists of volunteers and any extra hands to help, such as:

- Volunteers for stewarding (Giving directions/ information, cleaning litter and crowd watching)
- Crew catering
- Extra hands to help
- Stagehands
- Local residents are offered to help
- University Students

The crew will have briefs from the team managers closer to the event day with meetings on emergency situations and all the necessary information they will need whilst working the event. Or helping out before and after the event has happened.

7. Timeline and Project Management

The time for the project helps outline what needs to be done and for when. This helps keep the event on track and schedule sorted. It also allows the Core Team to see everything and keep the finances in order. If any delays were to happen and if things have been changed for various reasons (see appendix M for an example of the timeline). Usually, festivals take a whole year to prepare for, but as this festival is set in August 2021 there is only 8 months to prepare, which doesn't leave much room for anything to go wrong. The timeline is also nowhere near as detailed as it should be with specific dates put in and what needs to be brought onto the site each time. Names and details of contacts should be on there as well.

When it comes to project management the pre-production, or the planning phase, takes up at least 90% of the overall event. Then there is all the cost and budgeting of the event that needs to be checked constantly. There are wages that regularly need to be paid, for those spending their time on this project. Clear and concise briefs need to be delivered when speaking to anyone with all important points written, delivered and understood so there is no miscommunication. This is so the event can run like a well-oiled machine.

The breakdown, or derig, is just as important because of the waste management. 'An estimated 23,500 tonnes of waste are produced by music festivals in the UK each year' (Gray, 2019). This means that there will need to be a cleaning crew specifically for those leaving tents and any other form of waste. Once campers have bought their weekend ticket, they will also receive an email with rules for the festival, including taking back and cleaning any rubbish they create. If anyone leaves tents, they will be taken to the nearest recycling centre or to a homeless charity as donations. All the rubbish remaining will be disposed of correctly with the clean-up crew. After the event is over there will be an event evaluation sent to the crew, and everyone who was behind working the event, and the attendees. This will be useful when setting up the next festival to have good and bad feedback to work on to make it an even better festival. Then there will be meetings set up to create the next festival if this one is a success.

8. Finance and Budgeting

Finance and budgeting can make or break the event. Everything needs to be calculated on how much things will cost and if they are worth having as part of the festival. From knowing how much the tickets will cost if they sell out it was easier to see how much income there would be (see appendix N for finance and budgeting sheet). Then it was clear to see how much the expenditure is when putting the cost of licences needed and finding out the average cost for various other necessities for the festival. However, it was hard to calculate how much wages would be, so the price was estimated over the five days of the land hire for the festival. It was worked out at an average of £150 per day for each of the team managers and £250 per day for each of the core team managers. There is a sum of money left over after taking out the costs listed that can cover the price of hiring the ambulance and first aid services, the electricity needed for the whole premises, and the riders for the artists. Festival sponsorship is around £20,000 per headliner, which helped gain some money back. Merchandise, depending on sales, also adds to the profit made at the end of the event.

9. Summary

These are all important points that must apply when creating a successful festival that runs smoothly. It isn't as in depth as planning a festival should be but generally illustrates how much planning goes into it. For this assignment I have made sure that most aspects of planning a festival is mentioned, especially the most important objectives. For example, all the licenses necessary, except there is a Safety Advisory Group Event Notice that some councils offer but the council I chose offered the Temporary Event Notice instead. That, however, is only useful for smaller events, like I stated before. It was very insightful to learn what goes into planning and executing a festival. It also shows that a year to plan for a reoccurring festival like Reading and Leeds festival, sometimes feels like it isn't enough time when thinking about how much needs to be done. Especially if things go wrong and aren't sorted in due time it can have disastrous effects on the event itself. This highlights that communication is absolute key when in the planning stage to avoid such issues. The amount of health and safety rules that need to be followed are really necessary and need to be right otherwise this too can be disastrous. Festivals aren't as cheap as you would think after seeing all the costs that come out. On the other hand, if the festival goes to plan the first time and has good feedback to create an annual event, the trust generated between the festival and customers would help with the finance as the event will be able to rely on those who attend each time. But also, giving them a reason to come back is just as important by delivering something new each year to build excitement.

It definitely feels like it will be very rewarding to see the event run after all the blood, sweat and tears that went into bringing the festival to light. I hope to one day be able to really bring this project into existence as I definitely think it would put Wales on the map for bigger festivals and happy memories.

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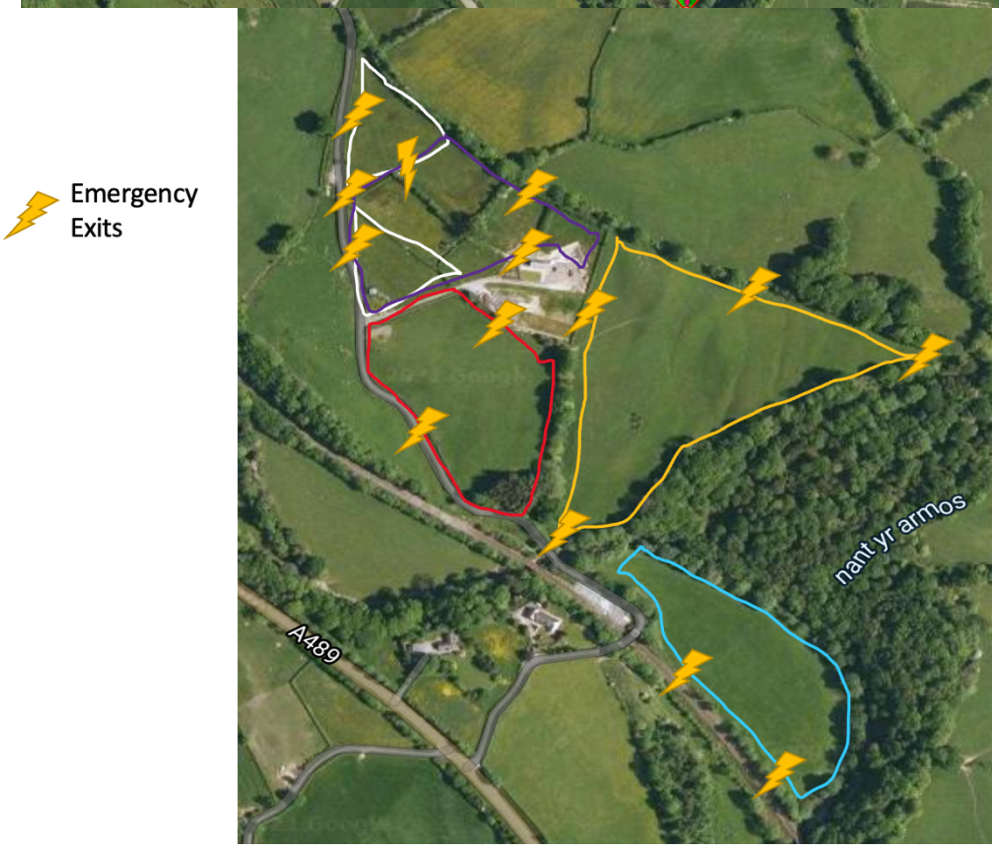
11. Appendix

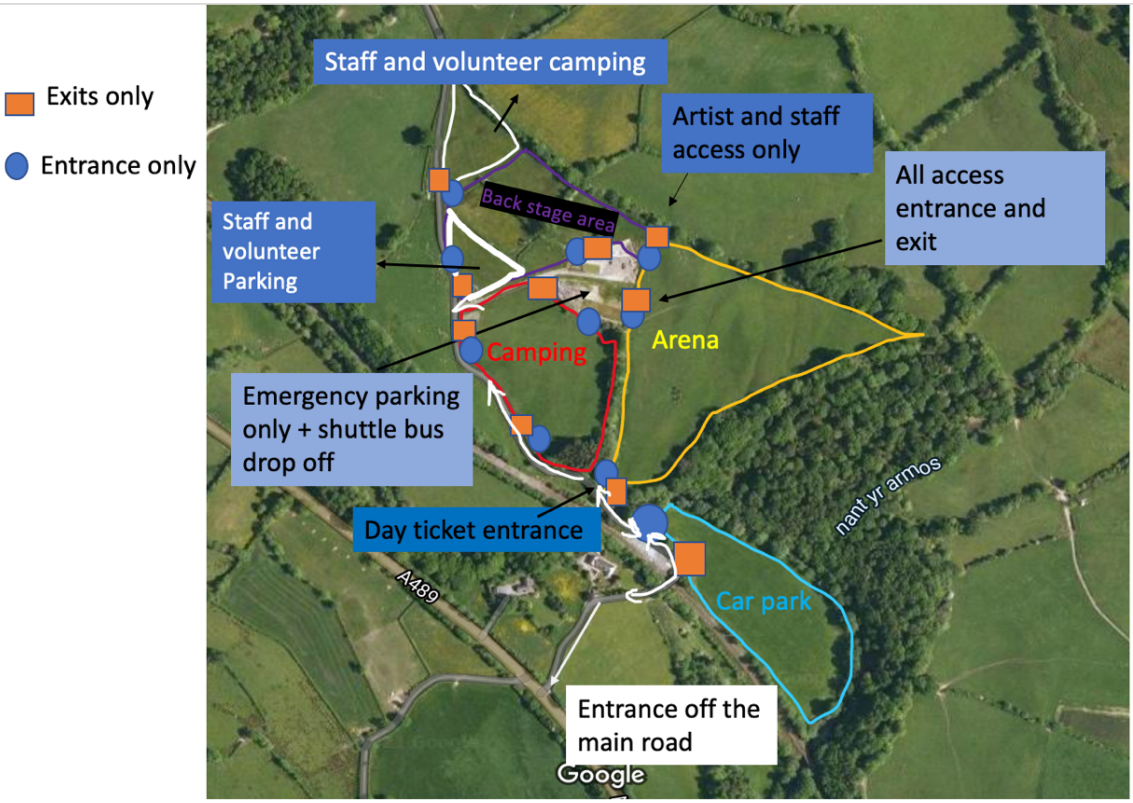
A – Question asked to my social media about the artists/ bands they would want to see

> A question to all the festival goers on my Facebook. If you were to go to a festival in august who would you want to see? No matter the genre or anything. Who makes you click the buy ticket button when you see the lineup?

B - Land Hire map.



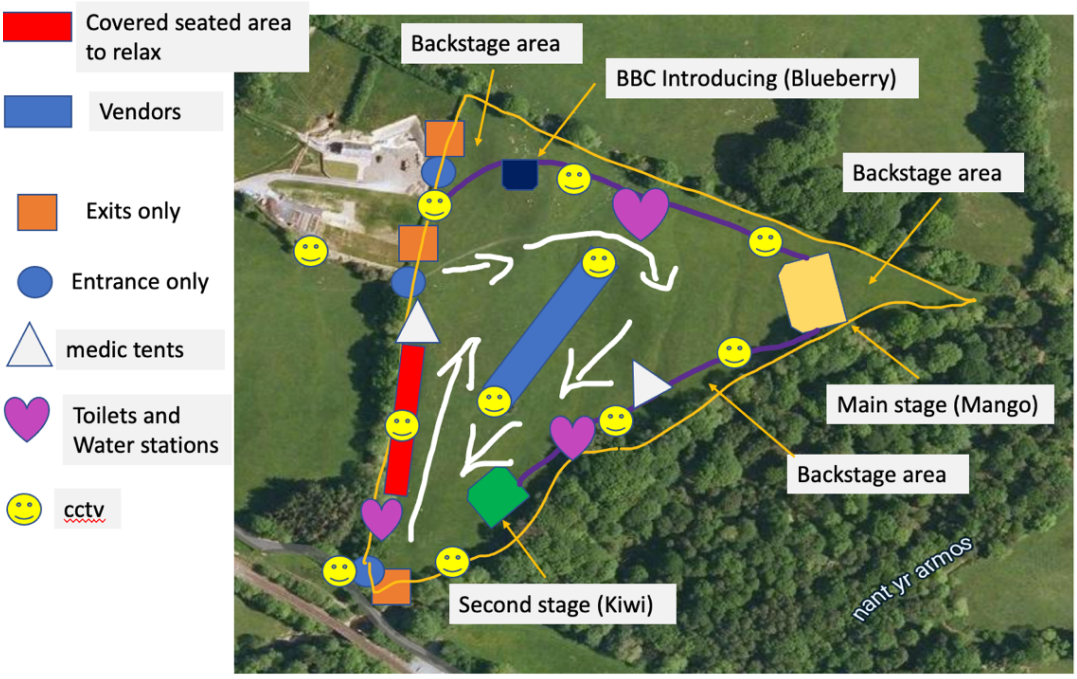
C – Layout 1 – Overview of the whole premises. The entrances and exits around the camping will only be available to staff, volunteers and attendees who are camping. All entrances and exits will have security and Staff to check wrist bands.



D

Layout 2 – Overview of just the Arena. CCTV will have security and volunteers placed nearby for crowd control and safety. The arrows signify where crowd flow will be directed.

- Day tickets entrance - named Sunset
- All access entrances – named Palm tree
- Artist entrances – named Coconut



E –Risk Assessment example from University of Reading

University of Reading

SOCIAL EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM

Event Name	Darwin Lecture	Date	24 Nov 2009	Time	1700-2200
Location	Henley Business School (WK)	Event organiser	Fiona Blair	Event safety controller	Fiona Blair
Assessor		Date		Permission given by	Mike Keighley

Section 1 - Identify hazards - consider all the activities within the social event and tick the boxes of significant hazards that apply

1.	Fire hazards		7.	Layout and traffic routes		13.	Pressurised equipment		19.	Inflatables		25.	Seating arrangements		31.	Confined space	
2.	Crowd control	X	8.	Lighting levels		14.	Noise and vibration		20.	Other temporary structures		26.	Welfare		32.	Lone working	
3.	Slips, trips, housekeeping	X	9.	Lighting systems		15.	Environmental noise		21.	Fairground equipment		27.	Sanitation		33.	Vehicles, driving	
4.	Fall of person		10.	Heating and ventilation		16.	Communication		22.	Lasers		28.	Food provision	X	34.	Machinery/lifting equipment	
5.	Fall of objects		11.	Electrical equipment	X	17.	Violence to attendees or staff		23.	Fireworks		29.	Work with animals		35.	Other - please specify	
6.	Manual handling	X	12.	Use of portable tools		18.	Marquees		24.	Pyrotechnics		30.	Chemicals, fumes dust				

Section 2 - Who may be at risk – tick the boxes of all relevant persons at risk

Employees	X	Contractors		Students	X
Children		Visitors	X	Special needs	

Please go to Section 3.

See Safety Guide 33 (revised) for more guidance on completing this risk assessment.

University of Reading

SOCIAL EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM - continued

Section 3 - Risk controls– For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
2	Full capacity audience expected (250-275) To arrive (and then later depart) within 20-30 minute window and to be in foyer area prior to moving into lecture theatre	Agreed fire capacities adhered to. All attendees have had to register and will be given a ticket upon arrival to ensure capacitates maintained.			X	6 x staff on duty during evening to ensure safe movement of staff around building. Only ground floor of building to be used (staff briefed re. no children under 10years on other floors) Staff briefed on fire capacities and regulations
3	**Foyer/Room G09 -** Possible spillage of food and/or drink during set-up and reception **Foyer/Room G09** – possible glass breakages.	Catering Services' staff are to be alert to this and immediately deal with ANY spillages using correct equipment from HBS cleaning staff cupboard. Staff are to be alert to this and immediately deal with ANY spillages using correct equipment from HBS cleaning staff cupboard.			X X	Building Manager to provide access key to cupboard Awareness that Security Control may be the only local provision of 1st Aid assistance in the event of a medical incident
6	Movement of heavy tables & chairs required around ground floor before and after event	All movement of furniture and equipment to be undertaken by professional University portering staff or suitably trained individuals			X	Fiona Blair to be on hand during set-up and running of event to ensure that all access/fire/safety requirements adhered to esp. during period when building still fully operational.

F – Mango Music Festival Overall risk assessment

Example risk assessment

Location, activity, or issue being looked at: Outdoor Events – Mango Music Festival Date: 7/8/2021 – 8/8/2021

Event Name	Mango Music Festival	Date	7/8/2021 – 8/8/2021	Time	8am Saturday morning – 00:30 Monday Morning
Location	Clatter, Powys, Wales	Event Organiser	Sharon Manganaro	Event Safety Controller	Sharon Manganaro
Assessor				Permission given by	Powys county council – Bob Davies

Section 1 – Identify Hazards – Consider all the activities within the social event and tick the boxes of the significant hazards that apply

1.	Fire hazards		7.	Layout and traffic routes	x	13.	Inflatables		19.	Pressurised equipment		25.	Seating arrangements		31.	Confined space	
2.	Crowd control	x	8.	Lighting levels	x	14.	Other temporary structures	x	20.	Noise and vibration	x	26.	Welfare	x	32.	Lone working	
3.	Slips, trips, housekeeping		9.	Lighting systems	x	15.	Fairground equipment		21.	Environmental noise	x	27.	Sanitation	x	33.	Vehicles, driving	x
4.	Fall of person	x	10.	Heating and ventilation		16.	Lasers		22.	Communication	x	28.	Food provision	x	34.	Machinery/lifting equipment	x
5.	Fall of objects	x	11.	Electrical equipment	x	17.	Fireworks	x	23.	Violence to attendees or staff	x	29.	Work with animals		35.	Other – please specify	
6.	Manual handling	x	12.	Use of portable tools	x	18.	Pyrotechnics		24.	Marquees	x	30.	Chemicals, fumes dust				

Section 2 – Who may be at risk – Tick the boxes of all relevant persons at risk

Employees	x	Contractors	x	Students	
Children		Visitors	x	Wheelchair users	x

Section 3 – Risk Controls – For each Hazard identified in Section 1 and for the persons identified in Section 2 – Complete this section

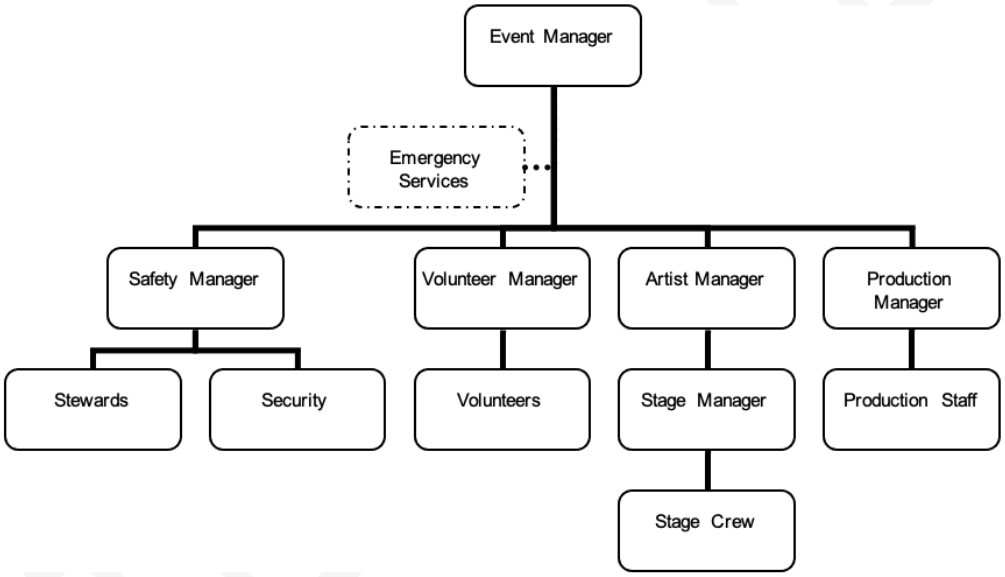
Hazard (something with the potential to cause harm)	What could go wrong?	Who may be harmed?	What is done now, that helps control the risk?	Is the risk still high, medium or low?	What extra controls need to be put in place?	By when?	By whom?
Vehicle movements	Collisions with other vehicles and pedestrians	Staff, public, contractors	• vehicle and pedestrian access and egress are separated • event starts at 12 noon. Vehicle movements between 9am – 1130am. • event closes at 11pm. • Contractor vehicles will only be active leading up to the event and after the event is closed. • Shuttle buses will use scheduled times	Medium	• vehicle marshalling to be introduced • marshals to wear high visibility vests/jackets • site to be cleared of pedestrians after event before vehicles are admitted • only marshals in high visibility to be in the area during vehicle movements.		
Lack of access for emergency services.	Delay in casualty receiving first aid	Staff, public, contractors	• clear route kept for emergency vehicles through the arena and leading up to • gates are secured at 11.30 to prevent others from parking in clear route.	Medium	• incorporate this into an events emergency action plan.		
Insufficient and/or unsuitable first aid cover	Untrained person(s) administering first aid	Staff, public, contractors	• first aid equipment on site and close to use • designated qualified first aiders. • Have Medical tents in arena and Camping sites with trained personnel only.	Medium	• gauge the varying activities and numbers that will attend and ensure suitable and sufficient first aid cover.		
Intrinsic hazards from outside companies' activities.	Various injuries.	Staff, public, contractors.	• method statements, risk assessments and public liability insurance.	Medium	• view and copy all information • set-up an events folder where all documentation is kept centrally.		
Poor supervision of event and crowd control	Unsupervised Crowd. Unsafe working practises. Injuries from collision with the crowd.	Staff and public	• Security in designated areas, CCTV to be used and Stwards in high visibility jackets walking around the premises to keep watch.	Medium/ High	• responsibilities for event supervision to be established between the authorities and event organisers. • Radios to be given to certain staff, and volunteers, and all security to keep communication.		

Welfare facilities	Slips/trips/ falls.	Staff, public, contractors.	• toilets are used • Staff/ volunteers supervise • A member of staff will be point of contact for any issues.	Low			
Unauthorised access to backstage premises.	Various injuries, property damage /theft, entrapment.	Staff, public, contractors.	• Backstage area will be separated and secured. No access is possible unless given permission and have the correct wristband.	Low			
Electrical equipment	Electrocution	Staff, public, contractors.	• fixed electrical points have been installed in the field. More will be installed to cover the whole premises.	Medium	• fixed electrical points in the field to be tested before and during the event • portable electrical equipment to be inspected for PAT testing.		
Disposal of waste	Fire risk, Health risk	Staff, public, contractors, premises.	• waste removed from site to local waste site immediately after event.	Low	• ensure events organisers are aware of these protocols.		
Fire (Hot activities e.g. BBQ)	Burns and scalds.	Staff, public, contractors, premises.	• crowd control barriers to keep public away from hot / hazardous areas i.e. tables or barriers • only designated persons allowed in immediate area • area is kept clear of rubbish and trip hazards • fire extinguishers and blankets are brought to the field.	Medium	• these need to be included in the emergency action plan for events.		
Surface of field (potholes etc)	Slips, trips, falls. Vehicles becoming trapped	Staff, public, contractors, premises.	• site manager carries out a premises inspection before contractors are called on site • any holes are filled in • If heavy rain during event, vehicle movements are prohibited on the field.	Low	Ensure track matting is placed where appropriate to protect the premises and pedestrians.		
Poor food hygiene preparation	Food poisoning, other illnesses	Staff, public, contractors.	• people handling and preparing food should have a minimum of a basic food hygiene certificate • for additional guidance refer to The Purple Guide or the HSE website.	Medium	• ensure certificates are verified prior to event.		
Full Capacity Audience expected (3000)	Collisions and injuries	Staff and public	• Agreed fire capacities adhered to. • All attendees have had to register and buy a ticket, will be swapped for a wrist band on arrival to maintain numbers.	Low	• Staff and security will be placed at all entrance and exit gates		

Bad set up of barriers	People could fall into the river surrounding parts of the premises. People who haven't paid could enter	Staff, Public, contractors and anyone else	• There will be a constant check of the barriers around the premises. • Signs notifying the public of the river will be posted around and leading up to the event	Low	•		

G – organisational matrix

Organisational Matrix taken from Pembrokeshire county council online library of the example event management plan document.



H - Powys Premises License.

Powys

Powys
Application for a premises licence
Licensing Act 2003

For help contact
licensing@powys.gov.uk
Telephone: 01597 827389

* 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	Mangomusicfest	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?

○ Yes ◉ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name	Sharon	
* Family name	Manganaro	
* E-mail	sharon@gmail.com	
Main telephone number	077777777	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.

Is your business registered outside the UK? ○ Yes ◉ No

Business name	Mango Music Festival	If your business is registered, use its registered name.
VAT number	-	Put "none" if you are not registered for VAT.
Legal status	Please select...	

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For help contact
licensing@powys.gov.uk
Telephone: 01597 827389

* 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	
Street	
District	
City or town	
County or administrative area	
Postcode	
Country	United Kingdom

Further Details

Telephone number	
Non-domestic rateable value of premises (£)	

* required information

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- [x] 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

For help contact
licensing@powys.gov.uk
Telephone: 01597 827389

* required information

Section 4 of 21

INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

○ Yes ○ No

First name: Sharon

Family name: Manganaro

Is the applicant 18 years of age or older?

◉ Yes ○ No

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

○ Yes ◉ No

Building number or name: 126

Street: Garfield Road

District:

City or town: wimbledom

County or administrative area:

Postcode: SW19 8ld

Country: United Kingdom

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

◉ Yes ○ No

E-mail: sharon@gmail.com

Telephone number: 077777777

Other telephone number:

* Date of birth: dd / mm / yyyy

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OPERATING SCHEDULE

When do you want the premises licence to start? 05 / 08 / 2021 (dd mm yyyy)

If you wish the licence to be valid only for a limited period, when do you want it to end 10 / 08 / 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.

Premises will be used for a music festival. Included will be camp sites, parking and a dedicated space for the main arena. This arena will have entertainment throughout the day starting 07/08/2021 and ending the night of 08/08/2021. There will be hot food, beverages, late night refreshments and alcohol on the premises.

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

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PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

○ Yes ◉ No

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PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

○ Yes ◉ No

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

○ Yes ◉ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

○ Yes ◉ No

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

◉ 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	12:30	End	23:00
	Start	12:30	End	23:00
SUNDAY	Start	12:30	End	23:00
	Start	12:30	End	23:00

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.

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PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

(●) 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	12:30	End	23:00
	Start	12:30	End	23:00
SUNDAY	Start	12:30	End	23:00
	Start	12:30	End	23:00

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.

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PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

○ Yes ◉ No

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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

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* required information

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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	09:00	End	03:00
	Start	12:00	End	23:30
SUNDAY	Start	09:00	End	03:00
	Start	12:00	End	23:30

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.

The arena will open at 12pm and close at 23:30pm. Bars, hot food and drink vendors will use the same opening and closing times. Although, in the campsites hot food and drinks will open from 9am till 3am.

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.

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* required information

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

(•) 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	23:30
	Start		End	
SUNDAY	Start	12:00	End	23:30
	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.

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	Abbie
Family name	Williams
Date of birth	22 / 04 / 1997 (dd mm yyyy)

Enter the contact's address

Building number or name	23
Street	williams
District	
City or town	llaneli
County or administrative area	
Postcode	
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?

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Continued from previous page...

- ○ Electronically, by the proposed designated premises supervisor
- ◉ As an attachment to this application

Reference number for consent form (if known): mango supervisor

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

* required information

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

N/A

* required information

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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	08:00	End	00:30
	Start		End	
SUNDAY	Start	08:00	End	00:30
	Start		End	

State any seasonal variations

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

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Continued from previous page...

Non standard timings. Where you intend to use the premises to be open to the members and guests 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.

The Arena will open at 12pm and close at 23:30pm just after the last acts of the day perform. Each entrance and exit gate will have security to check wristbands. The camp site for the weekend tickets will open at 8am on the Saturday as well as parking. Parking, however, will close at 00:30am to allow time for any day ticket attendees to leave the arena and find their vehicles to leave.

* required information

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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.

In general, those organising the event wish to provide a safe environment from the setting up, to the actual event itself and to the break down at the end. We will make sure that noise management plans and traffic management plans are done to avoid any disruption made to the local community. Their will be information provided to the public attending on the health and safety that is put in place. With any other information regarding safety plans, policies and procedures.

b) The prevention of crime and disorder

To prevent crime and disorder there will be a full team of security placed by all exits, entrances and around the premises. The event will be fully ticketed, and will change to wristbands upon arrival to manage numbers. Bag checks will be done before entering the premises to look for any weapons, drugs or alcohol and glass bottles. The local authorities will be notified before the event. Challenge 25 will be enforced for the sale of alcohol and amplified music will follow the curfew.

c) Public safety

Not only will the measures above be put in place but full risk assessments will be carried out from contractors, vendors and anyone else coming onto the premises with an overall risk assessment too. CCTV will be used in designated areas throughout to give a better view and watch the crowd. Barriers will be placed around the premises and crowd safety barriers will be put between the stages and public with security and stewards to monitor.

d) The prevention of public nuisance

The curfew for amplified music will be adhered to, so all music in the arena will stop at 23:00. The stages will be positioned away from local housing and the sound levels will be tested regularly. The local residents will also be notified weeks before the event. There will be a clean up crew for any litter dropped in and around the premises. A Shuttle bus is included in the price to make sure there is no overcrowding on the roads and streets leading to and from the event.

e) The protection of children from harm

The event is advertised for the ages of 16+. Those attending will need to bring a form of ID and proof of age will be checked at the gates by security. Bars at the event are allowed to ask for proof of age and reserve the right to refuse any sales if they believe they are serving a minor with alcohol by proxy. The staff and security will have radios and will follow the procedures put in place for anyone lost.

For help contact
licensing@powys.gov.uk
Telephone: 01597 827389

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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.

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- 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.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at https://www.gov.uk/prove-right-to-work) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

For help contact
licensing@powys.gov.uk
Telephone: 01597 827389

* required information

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NOTES ON REGULATED ENTERTAINMENT

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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* required information

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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 (£) 190.00

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

☒ 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 Sharon Manganaro

* Capacity 3000

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* Date 12 / 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/powys/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**

I – Premises Supervisor form

Powys
Application to vary a premises licence to specify an individual as designated premises supervisor
Licensing Act 2003

For help contact
licensing@powys.gov.uk
Telephone: 01597 827389

* required information

Section 1 of 4

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	Mangomusicfest	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?

○ Yes ◉ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name	Sharon	
* Family name	Manganaro	
* E-mail	sharon@gmail.com	
Main telephone number	0777777777	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.

Continued from previous page...

Your Address

Address official correspondence should be sent to.

* Building number or name	126 Garfield
* Street	
District	
* City or town	Wimbledon
County or administrative area	
* Postcode	
* Country	United Kingdom

1 2 3 4 Next >

* required information

Section 3 of 4

SUPERVISOR

Full Name Of Proposed Designated Premises Supervisor

* First name	Abbie
* Family name	Williams
* Nationality	British
* Place of birth	UK
* Date of birth	22 / 04 / 1997 (dd mm yyyy)
Personal licence number of proposed designated premises supervisor	1233456
Issuing authority of that licence	Powys Council

Full Name Of Existing Designated Premises Supervisor

First name	
Family name	

* Would you like this application to have immediate effect under section 38 of the Licensing Act 2003?

(●) Yes ( ) No

The premises licence holder can continue the supply of alcohol if, for example, the existing premises supervisor is suddenly indisposed or unable to work.

☐ I will notify the existing premises supervisor (if any) of this application

It is sufficient for the licensee to inform the existing premises supervisor in writing, without sharing the specific details of the application.

* Will the premises licence or relevant part of it be submitted with this application?

(●) Yes ( ) No

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

( ) Electronically, by the proposed designated premises supervisor

(●) As an attachment to this variation

Continued from previous page...

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 Next >

* required information

Section 4 of 4

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.

This formality requires a fixed fee of £23

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

☒ 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?"

Signature Of Applicant Or Applicant's Solicitor

* Full name
* Capacity
* Date dd / mm / yyyy

Joint Applicants, Signature Of Second Applicant Or Second Applicants Solicitor

* Full name
* Capacity
* Date dd / mm / yyyy

Remove this signatory

Add another signatory

< Previous 1 2 3 **4**

J – Temporary Event Notice

Powys

Powys
Temporary Event Notice
Licensing Act 2003

For help contact
licensing@powys.gov.uk
Telephone: 01597 827389

* required information

Section 1 of 9

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: — 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?

○ Yes ◉ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name
* Family name
* E-mail
Main telephone number — 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.

Is your business registered outside the UK? ○ Yes ◉ No

Business name — If your business is registered, use its registered name.

VAT number - — Put "none" if you are not registered for VAT.

Legal status: Please select...

Continued from previous page...

Your position in the business

Home country: United Kingdom

The country where the headquarters of your business is located.

Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country: United Kingdom

* required information

Section 2 of 9

APPLICATION DETAILS (See also guidance on completing the form, general notes and note 1)

Have you had any previous or maiden names?

Yes No

* Your date of birth dd / mm / yyyy

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

Correspondence Address

Is the address the same as (or similar to) the address given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country: United Kingdom

Additional Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

Telephone number

Other telephone number

* required information

Section 3 of 9

THE PREMISES

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). (See also guidance on completing the form, note 2)

* Does the premises have an address?

○ Yes ○ No

* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

○ Neither ○ Premises licence ○ Club premises certificate

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below (see also guidance on completing the form, note 3)

Describe the nature of the premises below (see also guidance on completing the form, note 4)

Describe the nature of the event below (see also guidance on completing the form, note 5)

For help contact
licensing@powys.gov.uk
Telephone: 01597 827389

* required information

Section 4 of 9

LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises (see also guidance on completing the form, note 6):

- ☐ The sale by retail of alcohol
- ☐ The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- ☐ The provision of regulated entertainment
- ☐ The provision of late night refreshment
- ☐ The giving of a late temporary event notice

(See also guidance on completing the form, note 7).

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.
(See also guidance on completing the form, note 8).

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

(see also guidance on completing the form, note 9)

Event start date ☐ / ☐ / ☐
dd mm yyyy

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Event end date ☐ / ☐ / ☐
dd mm yyyy

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock) ☐
(see also guidance on completing the form, note 10)

Continued from previous page...

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers (see also guidance on completing the form, note 11)

Note that the maximum number of people cannot exceed 499.

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both (see also guidance on completing the form, note 12):

- On the premises only
- Off the premises only
- Both

* required information

Section 5 of 9

RELEVANT ENTERTAINMENT (See also guidance on completing the form, note 13)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

* required information

Section 6 of 9

PERSONAL LICENCE HOLDERS (See also guidance on completing the form, note 14)

Do you currently hold a valid personal licence? ○ Yes ○ No

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Powys
Temporary Event Notice
Licensing Act 2003

For help contact
licensing@powys.gov.uk
Telephone: 01597 827389

* required information

Section 7 of 9

PREVIOUS TEMPORARY EVENT NOTICES (See also guidance on completing the form, note 15)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice? ○ Yes ○ No

Have you already given a temporary event notice for the same premises in which the event period:
a) Ends 24 hours or less before; or
b) Begins 24 hours or less after the event period proposed in this notice?
○ Yes ○ No

< Previous 1 2 3 4 5 6 **7** 8 9 Next >

* required information

Section 8 of 9

ASSOCIATES AND BUSINESS COLLEAGUES (See also guidance on completing the form, note 16)

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	○ Yes	○ No
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) Ends 24 hours or less before; or b) Begins 24 hours or less after the event period proposed in this notice?	○ Yes	○ No
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	○ Yes	○ No
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) Ends 24 hours or less before; or b) Begins 24 hours or less after the event period proposed in this notice?	○ Yes	○ No

For help contact
licensing@powys.gov.uk
Telephone: 01597 827389

* required information

Section 9 of 9

CONDITION (See also guidance on completing the form, note 18)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

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.

This formality requires a fixed fee of £21

DECLARATION (See also guidance on completing the form, note 19)

* The information contained in this form is correct to the best of my knowledge and belief

* I understand that it is an offence:

* (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and

* (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both

☐ 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

* Capacity

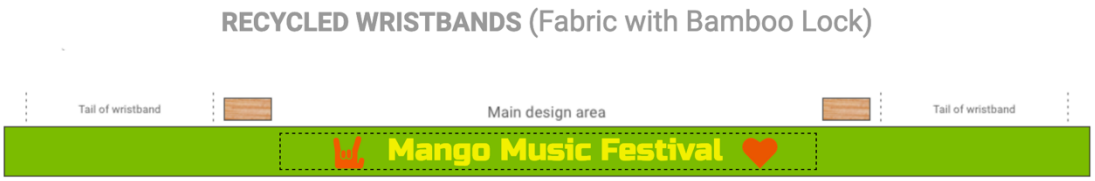
* Date ___ / ___ / ___
dd mm yyyy

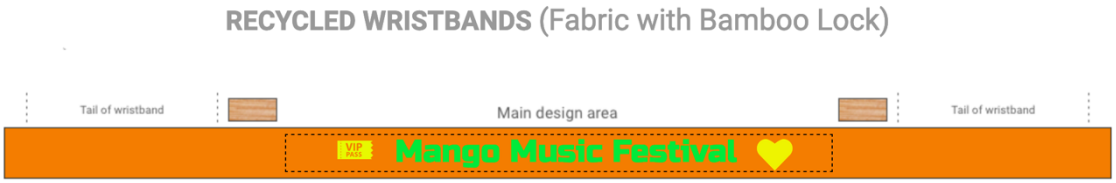
Add another signatory

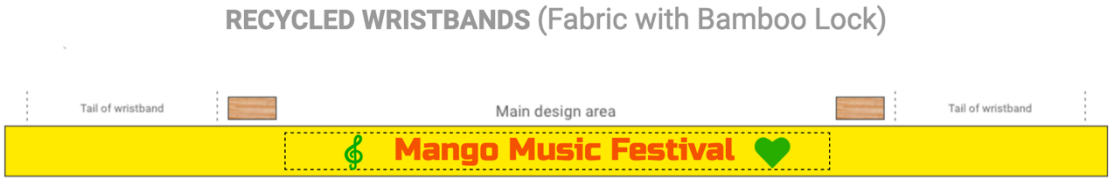
Once you're finished you need to do the following:
1. Save this form to your computer by clicking file/save as...
2. Go back to https://www.gov.uk/apply-for-a-licence/temporary-event-notice/powys/apply-1 to upload this file and continue with your application.
Don't forget to make sure you have all your supporting documentation to hand.

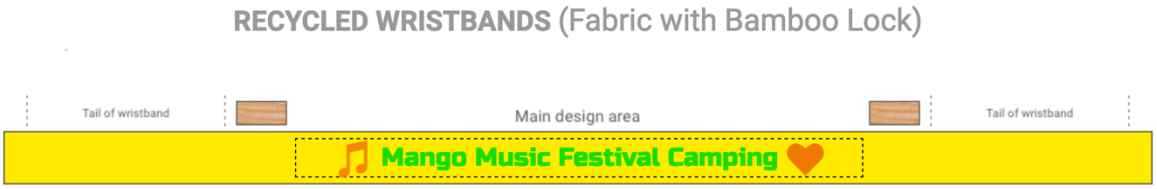
K – Wristbands – Made from Recycled Material

- Green – Staff
- Orange – VIP
- Yellow with orange writing – Day Tickets
- Yellow with green writing – Camping Tickets









L – Program

Saturday

3 Stages

- Main stage – Mango
  1. 12pm - Yungblud
  2. 12.35pm – The Hara
  3. 1.15pm- Stereophonics
  4. 2pm – BlackElvis
  5. 2.50pm – The Hunna
  6. 3.30pm – Fire Fences
  7. 4.30pm - Enter Shikari
  8. 5pm – The People The Poet
  9. 6pm - The Wombats
  10. 6.45pm – Bad Sounds
  11. 7.20pm – Alt-J
  12. 8.45pm – Honne
  13. 9.30pm – The 1975

- Second stage – Kiwi
  1. 12pm – Jon Lilygreen
  2. 1pm – Fickle Friends
  3. 1.45pm – Tobias Robertso
  4. 2.15pm – Rainbow Maniac
  5. 3.30 - Dusky Grey
  6. 4.30pm – Hana 2k
  7. 5pm – Ashnniko
  8. 5.30pm – Boston Manor
  9. 6.05pm – The Kooks
  10. 7.30pm – Sticky Fingers
  11. 8pm – Yellowman
  12. 9.30pm- Catfish and the Bottlemen

- Third stage/ slightly smaller stage – BBC introducing/ Blueberry

Sunday

- Main stage – Mango
  1. 12pm – Afro Cluster
  2. 12.35pm – Griff
  3. 1.15pm- Baby Queens
  4. 2pm – Haim
  5. 2.50pm – Julia Michaels
  6. 3.30pm – Chvrches
  7. 4.30pm - Marsicans
  8. 5pm – Nothing but Thieves
  9. 6pm – Tribeless
  10. 6.45pm – Decade
  11. 7.20pm – Neck Deep
  12. 8.20pm – Pvris
  13. 9.30pm – Bullet for my Valentine

- Second stage – Kiwi
  1. 12pm – Rebecca Hurn
  2. 1pm – Vistas
  3. 1.45pm – Climbing Trees
  4. 2.15pm – Ben Howard
  5. 3.30 – Maxine Ashley
  6. 4.30pm – Arlo Parks
  7. 5pm – Hunter
  8. 5.45pm – Ball Park Music
  9. 7pm – Feeder
  10. 8pm – BlackBear
  11. 9.30pm- Khalid

M – Timeline for Mango Music Festival

	January	February	March	April	May	June	July	August 5th	August 7th	August 9th/ 10th
Get a core team and start planning and creating google drive doc Regular meetings	x	x	x	x	x	x	x			
Speak to Local Authorities / Sag groups	x	x	x	x						
Contact Premises owner to discuss the event/ date and payment	x									
Program for stages and contact artists		x	x							
Contact team managers and have regular meetings	x	x	x	x	x	x	x			
Get designs for stages/ contact contractors/wrist bands/logos. Keep regular contact		x	x	x	x					
Get licences	x									
Contact all involved with the Crew, send emails and documents briefing on event			x	x	x					
Start promotion for festival		x	x							
Contact CCTV company		x								
Get on site for the layout of the event/ Walk						x				

through with Local Authority										
Get designs finished and start to create ready for transport to site				x	x	x				
Contractors / volunteers and help on site for setting up								x		
Brief the Crew on event and check all duties							x	x		
Live									x	
Contractors and help on site for break down										x

				Price	Available Space	Predicted number of campers	Predicted number of people	07/08/2021	Predicted number of people	08/08/2021	Totals
Income											
			Day Tickets	£70.00			1000	£ 70,000.00	1000	£ 70,000.00	£ 140,000.00
			Camping (for 1 night)	£150.00		2000					£ 300,000.00
			Parking	£10.00	1500						£ 15,000.00
			Vendors rent	£2,000.00	6						£ 12,000.00
			Merchandise	£20.00							£ 20,000.00
			Sponsors (4 headliners)	£20,000.00							£ 80,000.00
			Total Revenue								**£ 567,000.00**
Expenditure											
		Property									
			Premises Licence								£ 190.00
			Premises Supervisor Licence								£ 23.00
			Premises Hire								£ 3,750.00
			PRS (3%)								£ 4,200.00
			Insurance								£ 62.00
		Music Licence									
		Wages									
			Core Team								£ 15,000.00
			Team Managers								£ 6,000.00
			Contractors								£ 20,000.00
			Artists wage budget								£ 49,000.00
		Variuos									
			Wrist Bands								£ 903.00
			CCTV								£ 225.00
			Portarloos								£ 1,250.00
			Radios								£ 50.00
			Stages Small								£ 700.00
			Stage Medium								£ 1,500.00
			Stage Large								£ 10,000.00
			Waste Disposal								£ 9,009.00
			Printing Signage								£ 300.00
			Tech App/Web Site								£ 300.00
			Equipment hire 3 stages								£ 2,550.00
			Videography and photography for 3 stages								£ 4,500.00
			VAT on tickets (20%)								£ 28,000.00
			Security								£ 11,512.00
			Total Expenses								**£ 169,024.00**
			Revenue - Expense								**£397,976.00**

N – Finance and budgeting sheet

With estimates from, London Security Services, How Much Does a Music Festival Cost to Put On? 18 Expenses to Plan For - Billetto Blog, Cost To Hire A Portable Toilet - London And

Essex – LetLoos, Hiring a contractor – rates you should expect to pay, CCTV Rental - Acetech Securit, Event CCTV | Temporary CCTV for Events Security - Revader Security, Walkie-talkie-hire.co.uk. 2021.
All Located in the bibliography.

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