Portfolio Two:
A One-Day Event at Tileyard

THE TIN YARD

By James Gamble (1905862)

Live Music and Event Management
BMTY7005
Natalie Smith

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Event Introduction

The Tin Yard is a cross-media day event to be held on Friday 28th May 2021 at Tileyard Studios. The primary purpose of the event is to celebrate the tenth anniversary since the founding of Tileyard in January 2011, and to celebrate all the fantastic, creative work done by the companies based at Tileyard (Tileyard London, 2020). The event will find a happy ground between being a music festival, a street party, and an expo for Tileyard companies. This will be a *not-for-profit* event to ensure that we can direct all income into making the event as successful as possible.

Early Concept Planning – The 5 W's

What?	A 500-person capacity, street party/festival with live music, dance, film, fashion, food and drink, set within the Tileyard community
When?	Friday 28th May 2021 (12.00 – 23.00)
Why?	1) To celebrate Tileyard's 10th Birthday 2) To promote and celebrate all the work done by companies and creatives within the Tileyard community 3) To encourage and increase the amount of recycling done at all Tileyard-based companies, both in the short and long-run
Where?	Tileyard Road, Tileyard Studios, London, N7 9AH
Who?	All employees and any special guests of Tileyard-based companies (not public)

'The Tin Yard' Theme

'The Tin Yard' theme has a double meaning: one conceptual, and the other very practical. The first reason for the 'Tin Yard' theme relates to the association of getting tin (or aluminium) as a ten-year anniversary gift, a nod to the event being Tileyard's tenth birthday party.

The second, more important and practical reason, is that the aesthetic design and theme of the event will come predominantly from recycled materials (tin cans in particular) which have been collected by Tileyard-based companies in the twelve months prior to the event. This will form part of a wider scheme to encourage and increase the amount of recycling collected by Tileyard-based companies, both in the twelve months prior to the event and hopefully beyond.

Company Showcases

We will ask the Tileyard-based companies to host company stalls which allow them the opportunity to promote and showcase the work they do. This element of the event will be

more like a networking Expo as we encourage companies and individuals to meet and build relationships to improve the professional interconnectivity at Tileyard. All stands will be within sight and hearing range of the main stage so that people manning the stalls do not miss out on any of the entertainment (See Appendix One for the planned venue layout).

We are also hoping that by giving individual companies some autonomy on how they set-up and present their stands, that this will bring an exciting diversity to the event. To encourage the companies to invest some time and effort into their showcases/stands, we will be running a competition for the 'Best Stand'.

Live Music

At 'The Tin Yard' there will be two music stages: The Main Stage and The Gallery. The Main Stage will be for live artists/musicians between 14.00 – 22.30. Sets will be between 30 minutes and an hour depending on the artist, with a 15-minute reset time between sets. The Gallery will be for DJ sets between 18.00 – 22.30. All music should be strictly stopped by 22.35 latest.

Given that we are still over a year away from the proposed date of the event, we are not too concerned with booking specific artists at this stage. Having said this, we have discussed that we want talented, young, exciting new artists, and will offer Tileyard-based companies the opportunity to pitch any artists they want to perform. We are confident that all the artists can be recommended and booked through contacts and links within the Tileyard community.

Although we want to pay artists appropriately for their work, we will try and keep artist fees to a minimum because of our limited, non-profit budget. Having said this, we will pay the artists a small fee, and also make it clear to them that the performance is a great opportunity of playing in front of predominantly music industry people

Food & Drink

External food vendors will be brought in to provide all food for the event. The vendors will be open the entire time (12.00 – 23.00) and we want to provide as much variety in food options as possible. We are going to use the website Feast-It, which offers a selection of street food suppliers, to source and get quotes on food vendors (Feast-It, 2020). Because they are external vendors, this is likely to be one of the larger expenses for the event.

Alcohol will only be available to purchase at either Vinyl Café or The Gallery. Patrons will be able to take their drinks out of Vinyl Café and The Gallery, but not off the event premises.

We will also try and get a large sponsorship deal with Two Tribes Brewery (local to Tileyard) to get cheaper alcohol – any cheaper costs will be passed on to the customer.

Tickets

The event will be ticketed but not for sale to the general public: every Tileyard-based company will be offered the option to purchase tickets, which can include tickets for external guests. The Tin Yard will be a non-profit event because it is a celebration of all the Tileyard-based companies and the work they do. However, in order to cover the costs of hosting the event we will charge **£10 per ticket**, which will include a free drink (hopefully supplied at no cost by Two Tribes Brewery).

We are hopeful that by targeting Tileyard companies to pay the ticket price, rather than the individual employees, we will be able to sell all 500 tickets to the event. We also hope that the incentive of a free drink within the ticket price will also encourage companies to buy tickets for their employees.

Staging and Lighting

All staging, lighting and sound will be provided by PSL (PSL, 2020). This company has an existing relationship with Tileyard as they provide staging, lighting and sound for the Notting Hill Networking events. I have also worked with the company before on a festival TalentBanq were organising, so have a personal relationship with the company.

We are hoping that by providing them with lots of advertising opportunities at an event for music industry people they will be able to give us a very competitive price.

Having asked for a couple of quotes of different stage sizes, it became clear that the smallest option would be sufficient for our needs and most achievable given our budget (see image below):

- Manually built 8m x 8m lite-deck stage with railings and steps
- Truss lighting rig and stage cover above
- FOH sound for approximately 500 - 600 people
- FOH control tent
- Stage sound with 8 monitors and mixes with monitor desk
- Simple backline to include drum kit, bass amp, & 2 guitar amps
- All required microphones, stands and cable
- Lighting package for general stage lighting together with 6 sun-strip blinders and 12 moving head beam lights
- FOH lighting control
- Engineers: FOH sound, FOH lighting, Monitors, stage manager
- 60kVA 3 phase super silent generator with all required cabling and distribution equipment.
- Front of stage ped barriers sufficient to mark of the stage and required backstage areas.

This staging option was quoted at approximately £7,500 for normal clients, however we are confident that we can reduce this quote to £5,000 (or hopefully less) by offering them primary sponsorship of the event.

Artwork and Design Mood Board

© Skeleton Sea

Budget

The Tin Yard Budget Sheet		
Projected Budget		
Infrastructure		
Venue Hire	£	-
Marquees (For company stalls)	£	1,000.00
Staffing		
Food Vendors	£	2,000.00
Security	£	500.00
Staffing (@ The Gallery)	£	400.00
Police/Ambulance	£	-
Videography / Photography	£	200.00
Music		
Staging/Lighting/Sound	£	5,000.00
Artist Fees	£	500.00
Misc.		
Marketing / Printing	£	200.00
Temporary Events Notice	£	21.00
Misc.	£	200.00
Total Expenses	£	10,021.00
(Projected) Income Streams		
Ticket sales (£10)	£	5,000.00
Drinks (@ The Gallery)	£	2,000.00
Sponsorship	£	1,000.00
Tileyard Grant (?)	£	1,000.00
Total Income	£	9,000.00
(Projected) Net Income	£	(1,021.00)

Above is a projected, working budget that we will apply to The Tin Yard. As mentioned, The Tin Yard will be a non-profit event and therefore we are simply hoping to be able to cover all costs (or as much as possible). Because, as with any event, the budget is extremely tight, we will be relying heavily on sponsorships and collaborations with Tileyard-based companies, or those with relationships with the Tileyard community. The following sections will provide a break-down of our budget sheet and explain how we intend to break even while running this event.

Expenses

We anticipate that the staging, lighting and sound will prove to be our largest expense. This is because we feel that it is very important to work with a company who can take care of all aspects of the staging, lighting and sound. This is an area which requires expertise to ensure everything runs smoothly and so we were looking for a company who could provide everything: set-up, Front of House on-the-day, de-rig, as well as all insurance and compliance with CDM regulations.

PSL are a company that are familiar with me and also with Tileyard, having provided their services for the Tileyard Notting Hill networking events. Based on a previous quote for the same service and stage size, we aim to negotiate PSL down to a figure no higher than £5,000. If we can achieve this then the staging, lighting and sound expense will be directly offset by ticket income.

Given that staging is likely to be the biggest dent on our budget sheet, we are also very willing to approach PSL with the option of becoming the major (or potentially exclusive) sponsor of the event in return for a significant reduction in price. If we could achieve this, it would be a substantial benefit to our budget sheet as we try to break even.

We have allocated the second biggest budget for the food that will be provided at the event. It is very important that varied and quality food options are available throughout the entire event (12.00 – 23.00), and we anticipate that this will be expensive. We will negotiate with the vendors to see if they are willing to provide their services for cheap/free in return for keeping all sales revenue on the day, but given that this is the first time this event has been run we cannot provide the vendors with much guarantee about how much business they will get, nor can we expect to charge for pitches, so we do not have a particularly strong negotiating position. As such we have allocated a generous budget of £2,000 to cover all food-related costs.

A slightly unknown expense to us is that of the marquees/tents which we will provide the Tileyard-based companies who are setting up stalls. As we want as many companies as possible to have a stand at the event, we thought it was appropriate and fair that we provide all the basic equipment to enable them to do so. We are aware that marquees can be surprisingly expensive and that this aspect of our budget is directly related to the number of companies wanting to set-up stalls – a figure we are only likely to know much nearer to the event date. As such we have put in a provisional budget of £1,000 for marquees (etc.) but understand that this figure is subject to change. We may be required to seek some form of sponsorship for this equipment if the figure begins to climb beyond our reach.

As mentioned within the introduction, artist fees can become very expensive; however, we are looking to keep them as low as possible. Given the plethora of talented musicians within the Tileyard community we are confident that we will be able to create a strong line-up for a small fee, as artists will want to perform to an audience heavily comprised of music industry people. Furthermore, given the nature of the event, we want to celebrate Tileyard talent and therefore it makes sense to try and select artists from within the community. The

contingency plan if we are struggling to acquire cheap but talented Tileyard artists is to use my contacts at the Tileyard-based booking agents TalentBanq, who have 90+ 'unsigned' artists on their roster. Typically, these artists can be hired for a fee between £100 – £200, but given the music industry audience artists can hopefully be persuaded to perform for less. In total we have allocated a small budget of £500 to cover all artist and DJ fees for the entire event: an ambitious but, we believe, achievable target.

The final noteworthy point regarding our expenses budgeting is the very small marketing budget that we have allocated. Being an event held within and for a tight-knit community, we are confident that we will not require a large marketing budget to get word of the event out. The provisional allocated £200 is for the printing of leaflets and posters to give out/put up in the Tileyard area (Vinyl Café, The Gallery, Reception etc.). This will be coupled with an email-led online marketing campaign. Through the links with Tileyard, we should be able to acquire all relevant email addresses through which we can directly and personally contact our target audience with marketing and event information. This is not only a significantly more direct and effective method of marketing, but it is also almost entirely free.

Income Streams

It was very clear to us from the start of our budgeting that, because this is a party celebrating Tileyard and all the creative people who work there, that the ticket price should be as low as possible. Having said this, it was also clear that to financially breakeven while hosting an event of this size, that we would have to charge for tickets. We agreed that a fee of £10, with the promise of one free drink to sweeten the deal, was acceptable and fair, while also hopefully generating £5,000, significantly our biggest income stream.

To encourage ticket sales, we will be targeting the companies themselves to purchase the tickets on behalf of their employees. We all felt that, because of the nature of this event, Tileyard-based companies would be more likely to purchase tickets than individual employees. We estimated, for example, that a company of 10 staff would hopefully be happy to pay £100 for tickets (10 x £10), whereas we would be less likely to get the same return by targeting individual employees.

We also hope to earn some income through all drinks sales at The Gallery venue. For this income stream to be included within our event budget we will need to speak to Tileyard management and see if they are happy for some of the alcohol income to help fund the event. Although we will have two venues selling alcohol (The Gallery and The Vinyl Café), The Gallery is directly controlled by Tileyard whereas The Vinyl Café is independently run and therefore we couldn't request any alcohol income from them. Part of our offer to Tileyard will be that we will provide and pay for all on-the-day staff who work The Gallery (as represented in the budget sheet).

Assuming that Tileyard are happy for alcohol sales from The Gallery to go back into the hosting of the event, we calculated that if each ticketholder (500) bought one drink at an average price of £4, this would create an estimated revenue stream of £2,000. We are hopeful that this will prove to be a pessimistic estimate as people will drink more than just

one drink, and most drinks at The Gallery cost more than £4. However, we felt it was better to underestimate our drinks revenue than overestimate, overstretching our spending as a result.

Sponsorships and grants are the only feasible means of generating any more income to fund this event. Given the nature of the event we are hopeful that some companies, especially Tileyard management themselves, will be willing to provide some financial support to this event. Tileyard host expensive Christmas parties each year so if we can win their full support for the event then we are confident that they would be able to provide some money to help pay for the event.

Furthermore, unless we sign a good, exclusive sponsorship deal with PSL for the staging, lighting and sound, then we will aggressively seek sponsorship for our event, either simply financial support or by asking companies for freebies. We will approach the larger Tileyard-based companies such as Spitfire Audio and Believe first, as well as the longer-standing members of the Tileyard community, such as Key Production. We plan to approach Two Tribes Brewery to ask for sponsorship in the way of their beer – and this is very important regarding the free drink included with every ticket. We are hopeful that Two Tribes Brewery would be happy to put their name on the ticket in return for 500 pints: the ticket itself could say '+ one free Two Tribes Brewery drink'.

Representing this sponsorship on the budget sheet has been difficult and again we have been deliberately pessimistic about how much support we think we can gain. Furthermore, any freebies or donations that companies may be willing and able to provide cannot be represented on the budget sheet

Reflective Summary

I have thoroughly enjoyed the process of planning and organising this event so far. The date is a long time away and there remains lots of things to do before it, but overall I have enjoyed my role as team leader for this event. The teamwork has been enjoyable and I believe we have worked well together thus far.

Organising an event does not come without its challenges, however, and the most significant of these has been the ongoing struggle with budgeting the event. When discussing and calculating our provisional budgets it felt like the list of expenses was exponentially growing, resulting in more and more compromises. This element of compromise between what you would like for the event and what is realistically affordable has been a big learning curve for me during this process; a curve that I will remain on as we move the event planning forward and get closer to the date. Having said this, I have quite enjoyed the challenge of remaining within a very small budget and trying to squeeze as much out of the event for as little money as possible, something very common in event planning!

Probably the biggest setback during the process so far was learning of the 500-person capacity when applying for a Temporary Event Notice. Not only does this limit the number of tickets we can sell, further tightening our budgeting, it will also create an element of stress on the day itself if we have sold all 500 tickets. Legally we will not be able to have over 499 people on the premises at one particular time, including staff/security/artists etc. This will have to be something we monitor carefully on the day as it could have serious and expensive repercussions if we are lazy about it. Although we are aware of this and it creates an element of stress, it is extremely financially important that we sell as many tickets as possible, ideally the full 500.

Looking to the future is exciting and a little bit nerve-racking. Thankfully the date we have selected gives us more than enough time to achieve everything that needs to be done, especially considering that I believe we have already made a very strong start. Having said that, the long period of planning time throws up its own challenges, namely maintaining focus and momentum in our planning efforts. We ideally want to build up interest and excitement in the event to a crescendo, which peaks on the day itself. Given the long period of planning time, keeping up this momentum will be a challenge.

The day itself is also a slightly nerve-wracking prospect. Although we will have done all the correct preparation to ensure that the event runs as smoothly as possible, incidents and hiccups are likely to occur during the day. Although we obviously do not know what these will be, and some may be completely out of our control, we need to make sure we have thought of everything beforehand to minimise the likelihood and significance of any incidences as and when they occur. In the coming months we will develop contingency plans for as many of these possible incidences as possible in order to minimise the risk of something serious happening on the day. Although the day itself will be quite a high pressurised day for myself and the team, I am very excited for it and it will hopefully be a fantastic, enjoyable day for everyone involved.

Bibliography

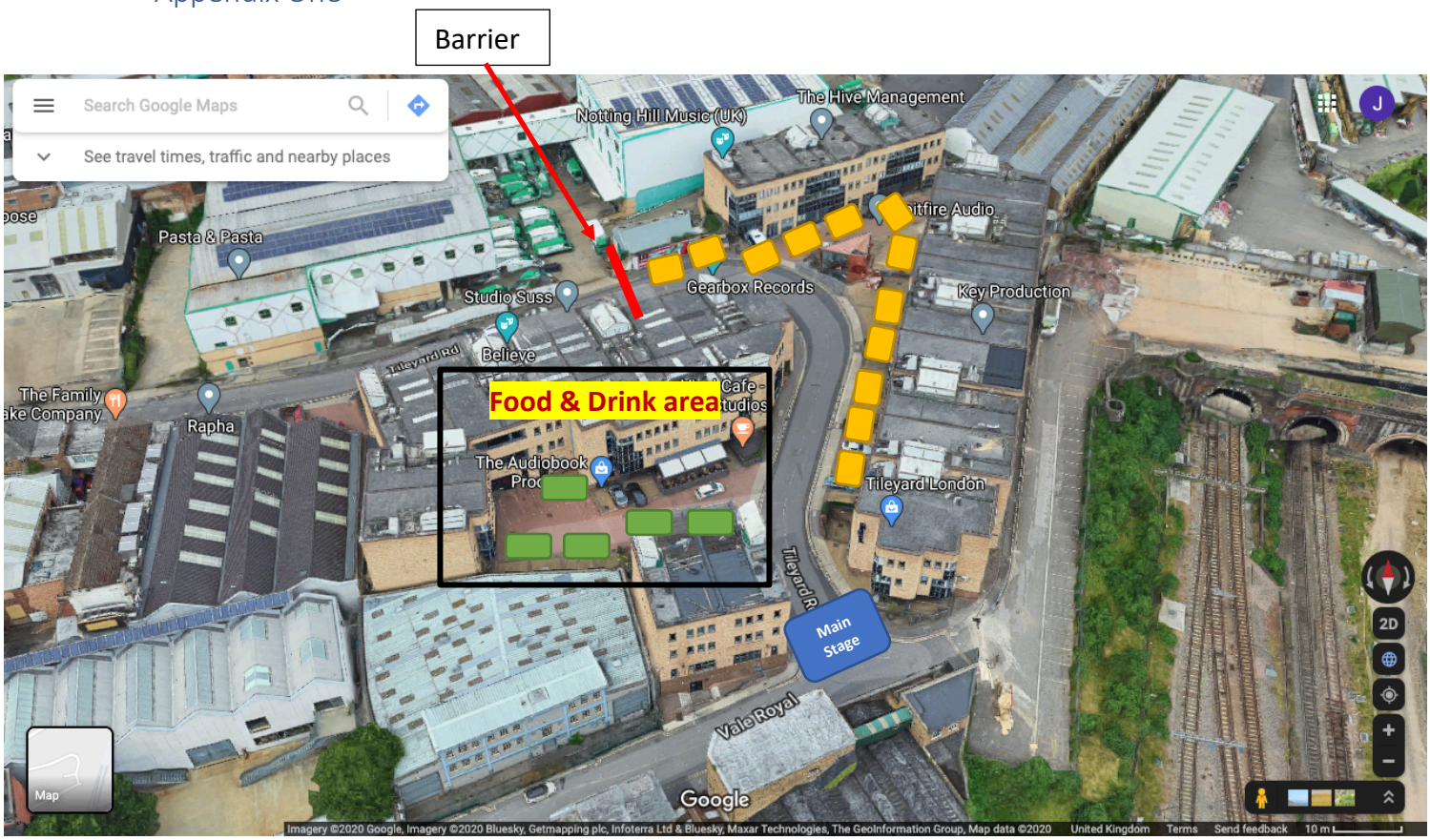
Tileyard London (2020) 'The Tileyard Story'. Available at: https://tileyard.co.uk/stories/the-tileyard-story/ (Accessed: 4 March 2020).

PSL (2020) 'Welcome to PSL'. Available at: http://www.psltechnologygroup.com/ (Accessed: 7 March 2020).

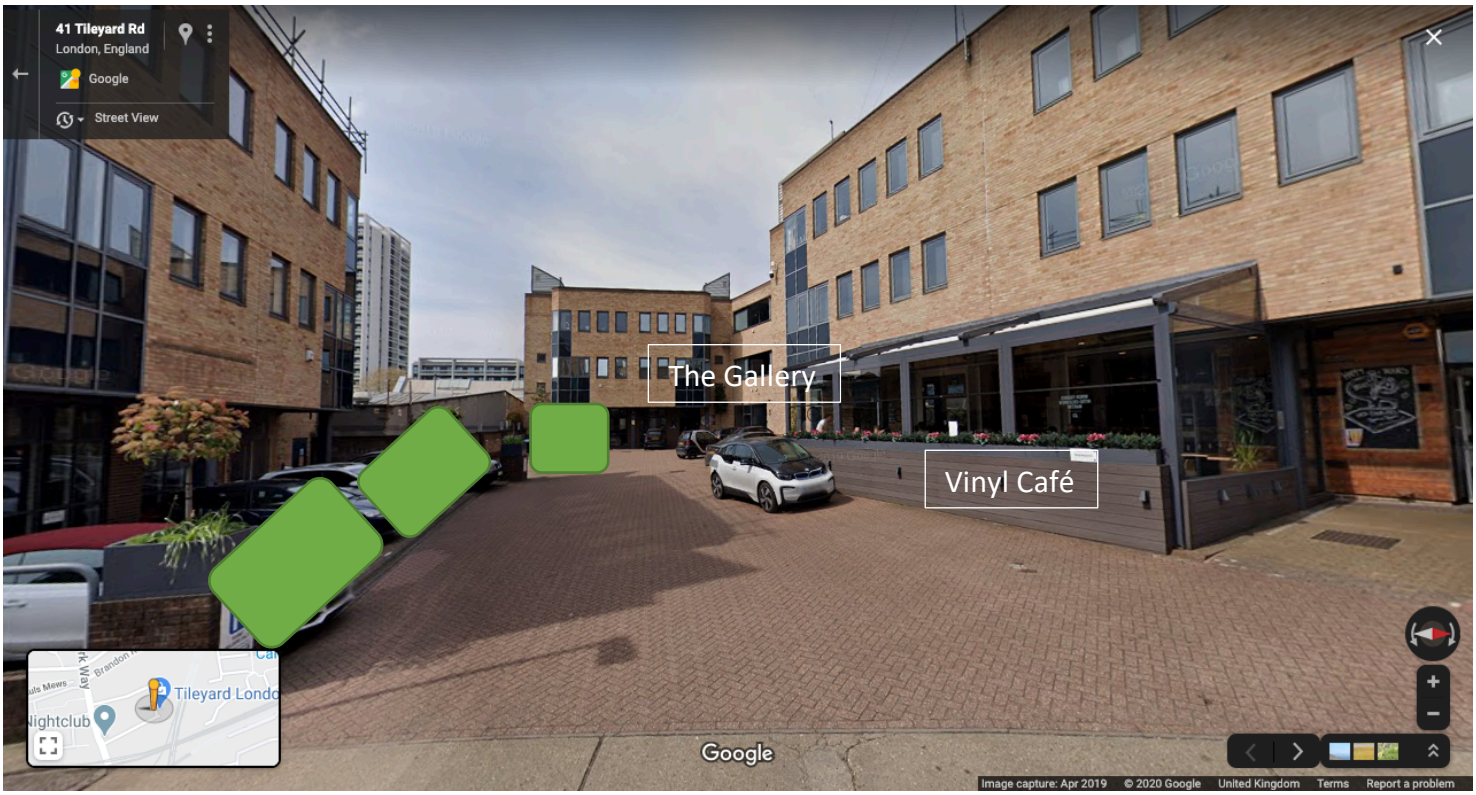
Feast-It (2020) 'Homepage'. Available at: https://feast-it.com/ (Accessed: 8 March 2020).

Appendix

Appendix One



- Food vendors
- Company stalls



Appendix Two

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FRIDAY 28TH MAY 2021

THE TIN YARD

Tileyard's 10th Birthday Party

a day of music, dance, food & drink

Tileyard Road, N7 9AH

Appendix Three

ISLINGTON

Islington
Temporary Event Notice
Licensing Act 2003

For help contact
licensing@islington.gov.uk
Telephone: 020 7527 3031

* 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	The Tin Yard	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	James	
* Family name	Gamble	
* E-mail	james_gamble@hotmail.com	
Main telephone number	+44 7784 688309	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	Flat 6 3rd Floor
* Street	359 Seven Sisters Road
District	
* City or town	London
County or administrative area	
* Postcode	N15 6RD
* Country	United Kingdom

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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 18 / 02 / 1995 (dd mm yyyy)

Applicant must be 18 years of age or older

National Insurance number: JZ 83 36 99 D

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

Place of birth: Slough

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: Flat 6 3rd Floor

Street: 359 Seven Sisters Road

District:

City or town: London

County or administrative area:

Postcode: N15 6RD

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: james_gamble@hotmail.com

Telephone number: +44 7784 688309

Other telephone number:

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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

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	The Gallery
* Street	Tileyard Road
District	
* City or town	London
County or administrative area	
* Postcode	N7 9AH
* Country	United Kingdom

* 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

* Premises licence number	000013206

Location Details

* Provide further details about the location of the event

We would like the event to take place within the Tileyard Studios area on Tileyard Road, stretching from approximately Unit 16 (Tileyard Road) to the T-junction with Vale Royal (including the car parking area outside Vinyl Cafe and The Gallery). As well as the outside space on the street, we will want to make use of the car park area outside Vinyl Cafe, as well as the inside space at Vinyl Cafe and The Gallery (of which both hold a Premises License).

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)

The premises we intend to use for which this notice applies will be Tileyard Road, which will be restricted by barriers and accessible only to people with tickets. Tickets will be allocated (via the Tileyard-based companies) prior to the event so

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access to this area on the day (from 0800) will require a ticket (wristband). There will be no access to Tileyard Road for the public (or anyone) from the Tileyard Road/Vale Royal T-Junction because this is where we intend to position the main stage.

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

The premises is a modern collection of office buildings which are home to a wide variety of creative companies and recording studios. We are hoping to celebrate all the great work that happens at Tileyard by inviting those companies onto the main Tileyard thoroughfare, Tileyard Road, for a street party. The road is wide and has mostly wide pavement on either side of it. As well as the road, we intend to use the car park space outside Vinyl Cafe, which is surrounded by business units. Because all businesses that work from Tileyard will be invited and well aware of the event we can easily ensure that all vehicles are off the premises prior to the event. We intend to have no stalls/stands on the road itself as this will be a space for people to walk around and also face the main stage. All stalls/food vendors will be placed on the side of the road (which is used for car parking day-to-day.)

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

The event is to celebrate Tileyard's 10th Birthday with a private street party/mini-music festival. Tickets will be offered only to Tileyard-based companies, who can then provide tickets to their employees and any guests they wish to bring. There will be live music on the main stage from 14.00 - 22.30. There will be recorded DJ music from The Gallery from 18.00 - 22.30. There will be food vendors on site for the duration of the event (12.00 - 23.00). Alcohol will be being sold at both The Gallery and The Vinyl Cafe (both of which have a premises license).

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LICENSABLE ACTIVITIES

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

- [x] 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
- [x] The provision of regulated entertainment
- [x] 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: 28 / 05 / 2021 (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: 28 / 05 / 2021 (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): 12.00 - 23.00

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)

499

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

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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

There will be live performances and music (amplified) on the main stage between 14.00 - 22.30, with 15 minute reset breaks between each set.
There will also be a DJ set in The Gallery between 18.00 - 22.30.

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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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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

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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

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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	James Henry Gamble
* Capacity	Event Organiser
* Date	10 / 03 / 2020 (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/islington/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.

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Appendix Four

Team Meeting 'The Tin Yard'	**Date & Time:**	Tuesday 3rd March 2020 11.00am
	Subject:	Roles Definition and Concept planning
	Meeting Attendees:	James Gamble (Chair) Rory Grant-Wood (Minutes) Callum Finlay

AGENDA	**MAIN TAKEAWAYS**
1) Roles	We discussed and finalised our individual roles within the team to spread workload: • James – Event Organiser / Project Manager • Rory – Marketing Manager • Callum – Finance Manager (Budget)
2) Event concept brainstorming	We discussed the initial concept of the event, particularly asking what the purpose of the event would be – we applied the 5 W's principle to help focus. • When looking for reasons to host the event we realised that in 2021 it would be 10 years since Tileyard first opened • We all wanted to do something that had a sustainable/environmental element to • Made the association between recycling tin cans and the Tin being the 'appropriate' gift for a 10th anniversary • Decided that by being a 'Birthday' for Tileyard that we wanted to celebrate the companies themselves at Tileyard – some kind of involvement from the companies as well? • We decided that the event should be non-profit and briefly discussed the budgeting
3) Event layout	Once a basic concept for the event had been discussed we decided to focus on what the layout of the event within Tileyard could be: • Sloping Tileyard Road provides a natural amphitheatre – people at the back would be able to see easily with no need for a large, expensive stage • Decided we wanted one main stage outside and a smaller stage inside (at The Gallery)

	• We decided that food vendors should be put in the carpark area besides Vinyl Café to create a Food & Drink 'quarter' • We discussed how we could create barriers to keep people without tickets out – the road and the stage would form natural barriers, so we only need one at the top-end of Tileyard Road
4) Timeline / Targets	Discussed deadlines and the next meeting date (which has yet to happen): • James to complete the Temporary Events Notice to submit to the council • James to approach Tileyard management with the event idea • Callum to draft a provisional budget sheet • Rory to create a draft poster that we would send to companies and post around the Tileyard area • James to contact PSL (personal contact) to get a quote for staging, lighting and sound for the event
Meeting end	