Live Music & Event Management

Event Management Portfolio 2

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MA Music Business

Tileyard Education

SBTY7005

2019-2020

tileyard

LONDON YOUTH GATEWAY

PRESENT

SAFE HAVEN

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1. Event Introduction

The project chosen for this multi cultural live event at Tileyard is a talent showcase called Safe Haven. Student Flore Barbay, Safe Haven's organiser and co-manager, has paired up with Zita Jones, co-manager and site manager, to put on this event at the Two Tribes Brewery. The TYE students have contacted a youth homeless shelter called London Youth Gateway to exhibit the talents of the younger generation within the fields of music, photography, painting and sculpting.
This piece of work is a portfolio of the different artefacts used to create a successful event, in this case, Safe Haven.

2. Meeting Minutes

This event is a hypothetical showcase taking place on Thursday 14th of May 2020; therefore the course of this project is from the 20th of January until the 29th of May. This is shown in the meeting minutes, available in Appendix A.

During the research section of this project, it was made obvious that the use of meeting minutes is essential for any type of meeting. There are multiple reasons made available to why one should use them from the conceptual stage, up until the debriefing stage of any event. Cantarelli (2017) explains that it covers multiple aspects to avoid possible confusion such as, serving as a reminder, stipulating whose role it is to do what and guiding a future meeting. The template for Safe Haven's meeting minutes was made in such a way to ensure all of the above were covered. On top of that, AllBusinnes (2020) claims that they are also essential as they serve as legal documents if needed.

Safe Haven's minutes cover where they were taken, who wrote the information down and what was discussed by who. To follow Cantarelli's (2017) point about it being a guide for further meetings, the template includes the tasks to be done, their deadline and the next meeting's information.

The first phase of Safe Haven's minutes is the conceptual phase. It starts out with the initial core team which is Zita Jones and myself. Later on in this stage, Shelagh O'Connor, head of London Youth Gateway, is involved due to the decision to turn this event into a collaboration. Jones (2017) states that "Your event concept should be built around two things: your audience and your main attraction.". In this case, the main attraction is the youth's talent across differing art forms, whilst the audience consists of art lovers, Tileyard members and London Youth Gateway's audience.

The next phase discussed is the organisational phase. Lucy Maceira is added to the core team as she is the go-to contact person for Tileyard Education students to put on an event. That being said, the decision to put her as Marketing Manager was a strategic decision as she is the head of socials for TYE. This means she has the skillset to create advertisements and posters as well as the knowledge of how to successfully distribute them.

In this phase, Zita's role as Site- and Floor manager becomes effective as she is in charge of the programming; however, as stated in the meeting minutes, all decisions will be discussed with the Event Organiser, in this case, myself.

To ensure a complete event course, an event debrief was added. Business writer Ally (2019) explains that "it's critical that you review your previous event with an event debrief." In the debrief, the lessons learned section is the essential part to ensure that a potential future event is done effectively.

3. Safe Haven's Management Plan

An event management plan was drafted for this event as it covers an extensive amount of key information. This document is divided in headings and subheadings. This section of the document will be utilised to further explain key aspects of the plan. It is available in Appendix B.

Firstly, the key information of the event, event organisers, itinerary and programme are detailed. Due to the small size of the event, certain crew members will be in charge of more than one role.

To ensure a safe crowd management, I chose to keep the capacity quite low, following what the venue could offer. Additionally, tickets will be sold on pre-sale and on the door; however the price for on the door will be higher to push online sales and therefore minimise queues. The situation of the venue has also been chosen tactically for the amount of space it has to offer outside; however, there are cars. Due to that, picket fences will be installed to ensure the audience is safe. Two Tribes Brewery has wide doors that will be open on the day so that the crowd can effectively go in and out. The crowd flow will be reinforced by installing a marquee outside in a way that there is a point of interest in all available spaces. This is to assure the crowd is not all in one place at all times.

The next main section is the site management of the event. The contractors, traders and temporary structures are explained in detail as well as health and safety aspects. Due to the size of the event and the venue, the fire safety policy of the venue will be evaluated and then adapted for Safe Haven. The event organiser will therefore be in contact with the venue manager to ensure it is clear. It is imperative that all workers are aware of the measures put in place and the meeting place. Another key aspect that all workers will be informed of, is the First Aid measures. The size of the event does not require a medical tent or ample medical workers on-site; however a certified first-aid worker will be available at all times. Flore Barbay (myself) will be the confirmed certified first aider and will therefore be obliged to be on-site during the build up, running and breakdown of the event. The Dover Council explains that "The Health & Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill."

This is why, prior to the event, all first aid kit will be checked. On top of the measures described, it is essential that information on the nearest help services such as police, fire department and hospitals are obtained.

The Incident Management has been drafted taking into consideration information obtained during the research. It is essential to plan for possible incidents. This is why certain measures are put in place. Communication is crucial both with the crew as with the crowd. This is why the staff/volunteers will be made aware prior to the event on who the core team is, what everyone's role is and who to contact in case of an emergency. On top of that, the crowd needs to be made aware. Nielsen (2019) writes "Consider using a PA system to amplify your message." This is why a person will be designated to deliver a message in case of emergency using the PA system.

4. Floor Management and Staffing

The crew required at the event is briefly discussed in the Event Management Plan (Appendix B, Section 2.3 and 4). Everyone involved in the creation of this event is a volunteer as the main reason for it ,is to showcase the talent of the youth, wether at Tileyard Education or at London Youth Gateway. The core crew constitutes of an Event Organiser, Event Managers, a Site Manager and a Marketing Manager. On top of that, the venue provides bar staff and a sound guy. To further aid with the event, and therefore also add to the safety of the attendees, volunteers will be required. A group of five volunteers will be added to the team; two will check and sell tickets, two will be in the marquee around the art pieces and one to aid inside the venue, specifically with the sound. All volunteers will exchange roles, except for the person working on sound as he/she will be recruited for his/her skillset. They will be briefed prior to the event on all tasks to ensure they are aware of the key aspects. Kelly O'Connor says it is imperative to "Make sure every volunteer knows what they are expected to do. Switch volunteers between the more laborious and unpleasant tasks to make it fair."

The floor management will be done by the site manager. This was a tactical choice as they will have a better understanding of the venue. To fortify that, the site manager is Zita Jones, as she is the one that took on the programming of the event.

5. Programming

The programme/itinerary of the event is explained briefly in the Event Management Plan (Appendix B, section 2.2 and 2.3). A separate programme is available in Appendix C. It was created in three main phases, starting with the build up, then the event and lastly the break down. To further facilitate the schedule, it is divided into an indoor and outdoor schedule.

6. Licensing

The application for Safe Haven's Temporary Event Notice is available in Appendix D. The London Council websites states that "A temporary event notice (TEN) can be used to hold one-off licensable events at unlicensed premises without the need for a premises licence, club premises certificate or the presence of a personal licence holder, provided certain criteria are met." This license comes with a fee of £21 which can be viewed in the budget (Appendix E). This application will be sent off on the 23rd of March. There is a minimum time of 10 days; however, they recommend to send it off earlier which is why the date was chosen.

7. Budget

The budget plan for Safe Haven is available in Appendix E. It is divided in money coming in (projected and actual), money going out (actual) and left over (projected and actual). The projected budget of the ticket sale was based on a 65% sale of £5 (pre-sale) tickets. The actual ticket sale equals 75% of £5 (pre-sale) tickets plus 15% of £7 (on door) tickets, meaning the event capacity was at 90%. This gives us a total income of £1280.

There was no projected outgoing budget done for the event as the the quotation of fees were obtained quickly. The total expenses equal £1045 meaning there is an actual gain of £235 compared to the projected £80. Although the event was not put on to make money and was conceived to showcase talent, the leftover money is a small amount as contingency. That being said, it still equals 18% or 1/5 of the money coming in.

8. Marketing Schedule

The last part of this document is the marketing schedule, available in Appendix F. The scheme is made partly in print and partly online. As mentioned in section 2, Lucy Maceira is put in charge of the schedule as she is the head of socials at TYE. The document shows a clear schedule of deadlines for each aspect. The poster will be made by Lucy, which will be hung on the Tileyard Grounds, at The London Youth Gateway centre and within the London Council. Once the poster is made, it will be used to create the online adds. The social media marketing is done on all platforms of the three parties (TYE, London Youth Gateway and the London Council) to drive sales. In case the sale numbers are low, which they are hypothetically, a second post will be released on all platforms with a new message. The use of social media is emphasised due to the fact that the key audience is a younger group. There is no budget spent on advertisement as the event is of a smaller scale.

9. Conclusion

To conclude, the use of the various appendixes creates a portfolio and therefore an overview of this hypothetical event. Safe Haven is a successful event as 90% of the tickets were sold, there was a clear plan in case of emergency and an effective marketing schedule. All the various artefacts are essential for the safety of the crowd and the success of the overall event.

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Appendix

APPENDIX A – Meeting Minutes

Safe Haven

MEETING MINUTES

MEETING MINUTES

Meeting/Project Name:	Safe Haven		
Date of Meeting:	20/01/2020	Start time:	13:00hrs
Location:	Vinyl Café	End time:	15:00hrs
Minute taker:	Zita Jones		

1. Meeting Objective(s)

Determine the core idea of the event

2. Attendance

Present
Flore Barbay
Zita Jones

3. Agenda, Decisions, Issues

Topic/ Discussion notes	Discussion led by
What is the concept/goal of the event? - Showcase of youth's talent - Involving artists in and out of Tileyard	Flore
Will it be a collaboration? - Work with an organisation/shelter/youth home - Work with a Tileyard venue	Zita
When/where? - Work within Tileyard: The Gallery or Two Tribes Brewery - Around May, before any exams or summer holiday	Zita
Possible budget? - Ticketing - £300 – (depending on collaboration) - Use of volunteers	Flore

4. Action Items		
Action	Responsible	Due Date
Research different organisations	Flore	24/01/2020
Contact Lucy at TYE for venue info	Zita	24/01/2020

5. Next Meeting					
Date:	24/01/2020	Time:	11:00	Location:	Phonecall
Objective(s):	Cover the actions taken				

Meeting/Project Name:	Safe Haven		
Date of Meeting:	24/01/2020	Start time:	11:00hrs
Location:	Phone call	End time:	12:00hrs
Minute taker:	Flore and Zita		

1. Meeting Objective(s)

Cover the actions taken

Further discuss event

2. Attendance

Present
Flore Barbay
Zita Jones

3. Agenda, Decisions, Issues

Topic/ Discussion notes	Discussion led by
What organisation? - London Youth gateway: first contact initiated	Flore
Goal Capacity wanted/ticket sale - 100 people - £5/ticket pre-sale, £7/ticket at door	Flore
Venue Budget? - The Gallery: £300/3hours + payment for backline - Two Tribes Brewery: free + £150 for backline	Zita
When? - W/C 11th of May – TBC	Zita

4. Action Items		
Action	Responsible	Due Date
Set up a meeting with London Youth Gateway	Flore	28/01/2020
Confirm date of event	Zita	31/01/2020
Confirm venue decision	Zita	28/01/2020

5. Next Meeting					
Date:	29/01/2020	Time:	14:00	Location:	London Youth Gateway Centre
Objective(s):	Confirm collaboration				

Meeting/Project Name:	Safe Haven		
Date of Meeting:	29/01/2020	Start time:	14:00hrs
Location:	LYG centre	End time:	16:00hrs
Minute taker:	Zita		

1. Meeting Objective(s)

Cover the event with with London Youth Gateway
Discuss possible contribution
Confirm collaboration

2. Attendance

Present
Flore Barbay
Zita Jones
Shelagh O'Connor

3. Agenda, Decisions, Issues

Topic/ Discussion notes	Discussion led by
Cover all details: - Showcase of youth talent (from TYE and London Youth Gateway) - Different art forms - Confirmation of Two Tribes - Confirmation of 14/05/2020	Flore
Possibility of contribution from LYG or London Council - Amount TBC	Flore
Possible Artists - What art forms? - What needs on day of event?	Zita
Event Name confirmation: Safe Haven	Flore

4. Action Items		
Action	Responsible	Due Date
Written confirmation of all above-mentioned elements	Shelagh	31/02/2020
List of LYG artists: ✚ Type of art forms ✚ The needs of the artists on day of the event	Shelagh	05/02/2020
Confirmation of financial aid + amount	Shelagh	05/02/2020
Confirmation of venue and date	Zita	05/02/2020
Incorporate Lucy Maciera into team as Marketing Manger ✚ Briefing	Flore	05/02/2020
Confirmed list of artists for event (TYE + LYG)	Flore	07/02/2020

5. Next Meeting					
Date:	12/02/2020	Time:	11:00	Location:	Vinyl Café
Objective(s):	Marketing/Advertising t Planning				

Meeting/Project Name:	Safe Haven		
Date of Meeting:	12/02/2020	Start time:	11:00hrs
Location:	Vinyl Café	End time:	13:00hrs
Minute taker:	Zita		

1. Meeting Objective(s)
Marketing/Advertising Plan

2. Attendance
Present
Flore Barbay
Zita Jones
Lucy Maciera

3. Agenda, Decisions, Issues	
Topic/ Discussion notes	Discussion led by
Poster Concept	Flore
Distribution platform confirmation	Flore
Schedule	Flore

4. Action Items		
Action	Responsible	Due Date
Written confirmation of all above-mentioned elements	Lucy	19/02/2020
Marketing Schedule	Lucy	21/02/2020

5. Next Meeting					
Date:	19/02/2020	Time:	13:00	Location:	Vinyl Café
Objective(s):	Contractors				

Meeting/Project Name:	Safe Haven		
Date of Meeting:	19/02/2020	Start time:	13:00hrs
Location:	Vinyl Café	End time:	14:30hrs
Minute taker:	Zita		

1. Meeting Objective(s)

Contractors

2. Attendance

Present
Flore Barbay
Zita Jones

3. Agenda, Decisions, Issues

Topic/ Discussion notes	Discussion led by
Budget confirmation - £800 (LYG+our budget)	Flore
Research Marquee Contractors - Reach out to Dynamic Marque	Zita
Research fencing/barriers - Reach out to showfence.co.uk	Zita

4. Action Items

Action	Responsible	Due Date
Written confirmation of all above-mentioned elements with quote	Zita	19/02/2020
Confirm contractors offer	Zita	21/02/2020
Send all confirmed quote to Flore	Zita	21/02/2020

5. Next Meeting

Date:	18/03/2020	Time:	13:00	Location:	Vinyl Café
Objective(s):	Programming				

Meeting/Project Name:	Safe Haven		
Date of Meeting:	18/03/2020	Start time:	13:00hrs
Location:	Vinyl Café	End time:	14:30hrs
Minute taker:	Zita		

1. Meeting Objective(s)
Programming

2. Attendance
Present
Flore Barbay
Zita Jones

3. Agenda, Decisions, Issues	
Topic/ Discussion notes	Discussion led by
Day Programming	Zita
Artist Line-Up	Zita
Confirmation of all volunteers	Flore

4. Action Items		
Action	Responsible	Due Date
Send programming to all involved	Zita	25/03/2020

5. Next Meeting					
Date:	23/03/2020	Time:	11:00	Location:	Phonecall
Objective(s):	Social Marketing				

Meeting/Project Name:	Safe Haven		
Date of Meeting:	23/03/2020	Start time:	11:00hrs
Location:	Phonecall	End time:	12:00hrs
Minute taker:	Flore		

1. Meeting Objective(s)
Social Marketing

2. Attendance
Present
Flore Barbay
Lucy Maciera

3. Agenda, Decisions, Issues	
Topic/ Discussion notes	Discussion led by
Social Marketing Status Check	Lucy

4. Action Items		
Action	Responsible	Due Date
Social Marketing Stats	Lucy	17/04/2020

5. Next Meeting					
Date:	17/04/2020	Time:	11:00	Location:	Phonecall
Objective(s):	Social Marketing Stats + Relaunch ad Yes/No?				

Meeting/Project Name:	Safe Haven		
Date of Meeting:	17/04/2020	Start time:	11:00hrs
Location:	Phonecall	End time:	12:00hrs
Minute taker:	Flore		

1. Meeting Objective(s)
Social Marketing Stats + Relaunch ad Yes/No?

2. Attendance
Present
Flore Barbay
Lucy Maciera

3. Agenda, Decisions, Issues	
Topic/ Discussion notes	Discussion led by
Social Marketing Stats analysis	Lucy
Relaunch necessary	Lucy

4. Action Items		
Action	Responsible	Due Date
Relaunch add + new message/copy	Lucy	24/04/2020
Send all relaunched ads to all platforms	Lucy	24/04/2020

5. Next Meeting					
Date:	06/05/2020	Time:	10:00	Location:	Vinyl Café
Objective(s):	Final Meeting Prior to Event				

Meeting/Project Name:	Safe Haven		
Date of Meeting:	06/05/2020	Start time:	10:00hrs
Location:	Vinyl Café	End time:	11:30hrs
Minute taker:	Zita		

1. Meeting Objective(s)
Programming check

2. Attendance
Present
Flore Barbay
Zita Jones

3. Agenda, Decisions, Issues	
Topic/ Discussion notes	Discussion led by
Go over programming ✚ Change if necessary	Zita

4. Action Items		
Action	Responsible	Due Date
Send adapted programming to all parties involved	Zita	06/05/2020

5. Next Meeting					
Date:	29/05/2020	Time:	14:00	Location:	Vinyl Café
Objective(s):	Debriefing				

Meeting/Project Name:	Safe Haven		
Date of Meeting:	29/05/2020	Start time:	14:00hrs
Location:	Vinyl Café	End time:	16:00hrs
Minute taker:	Zita		

1. Meeting Objective(s)
Debriefing

2. Attendance
Present
Flore Barbay
Zita Jones
Shelagh O'Connor
Lucy Maciera

3. Agenda, Decisions, Issues	
Topic/ Discussion notes	Discussion led by
Social/Ads reach + Stats	Lucy
Feedback from LYG and artists involved	Shelagh
Feedback Council	Shelagh
What worked/What did not work?	Flore
Budget re-cap/money raised	Flore
Lessons learned	Flore

SAFE HAVEN

Event Management Plan 2020

1. Event Organisers

Name	Flore Barbay
Organisation	Tileyard Education and London Youth Gateway
Contact Number	+44 793 150 3242
Email Address	florebarbay@gmail.com
Name of Event	Safe Haven
Location of Event	Two Tribes Tileyard Studios Tileyard Rd London N7 9AH
Date of Event	May 14th, 2020

2. Event Overview

2.1 Overview

Event Description
Tileyard Education student Flore Barbay has partnered up with London Youth Gateway to put on a showcase of today's youth's talent. London Youth Gateway is a support centre for homeless youth or youth at risk of being homeless. The event serves to showcase both Tileyard students and members of the centre's musical, photography, paint and sculptural talent. It will take place inside and surrounding the Two Tribes Brewery in Tileyard.

Start Time	18.00hrs
End Time	23:00hrs

2.2 Event Itinerary

Date	Time	Activity
14/05	12:00hrs	Staff Arrival
14/05	12:30hrs	Venue clean up
14/05	13:00hrs	Marquee/Fence Build
14/05	14:30hrs	Musicians' arrival
14/05	15:00hrs - ±17:00hrs	Soundcheck
14/05	16:00hrs	Artists arrival
14/05	16:30hrs	Placement of paintings, photography and sculptures
14/05	18:00hrs	Start of event
14/05	22:00hrs	Music stops
14/05	23:00hrs	End of event
14/05	23:30hrs	Take down art pieces + kept overnight in Brewery
15/05	07:00hrs	Marquee/Fence take down
15/05	11:00hrs - 12:00hrs	Pick up art pieces

2.3 Event Programme

Time	Activity
18:00hrs	Start of event
18:30hrs	First act on stage
19:15hrs	Second act on stage
20:00hrs	Thirds act on stage
20:45hrs	Fourth act on stage
21:30hrs	Last act on stage
22:00hrs	Live music stops
23:00hrs	End of event

2.3 Key Roles on Event Day

Role	People	Responsibility
Event Organisers	Flore Barbay	- Event organising - Event design - Organising facilities - Liaise with London Youth Gateway - Cover insurance, legal and H&S - **Certified First Aid**
Head of London Youth Gateway	Shelagh O'Connor	- Event organising - Liaising with the talents
Event Managers	Flore Barbay and Zita Jones	- Budgeting and invoicing - Implementing plans - Managing communication
Site Manager/Floor Manager	Zita Jones	- Preparing site - Solving problems - Ensuring safety on-site
Marketing Manager	Lucy Maciera	- Creation of adverts - Social Marketing

2.4 Crowd Management

2.4.1 To ensure safety, the following measures have been put in place:

- The event will be ticketed.
- A strict capacity of 100 people will be ensured.
- The doors to the brewery will be kept open to ensure large enough entrance and exit.
- A marquee will be installed outside in a strategic way to ensure the crowd flows in and out effectively.
- An area outside of the brewery will be enclosed to ensure sufficient room.
- There is clear signage above all ingress and egress points.

2.5 Advertisement

2.5.1 The event advertisement will be done on all socials (including Tileyard Education, Tileyard, Tileyard Impact and London Youth Gateway).

2.5.2 London Youth Gateway was made by the London Council, therefore, it will be advertised on the Council's website and socials.

2.5.3 Posters will be printed and hung within the Tileyard grounds, London Youth Gateway and London Council.

See Marketing Timeline Appendix A.

3. Site Management

3.1 Contractors

3.1.1 All contractors' safety information will be checked prior to the building process.

Company	Providing
Dynamic Marquee	Marquee Hire
Showfence.co.uk	Picket Fence Hire

3.2 Traders

3.2.1 Two Tribes Brewery will be the only business trading at the event.

3.2.2 Two Tribes Brewery has the mandatory license to sell alcohol.

3.3 Fencing and Temporary Structures

3.3.1 Picket fencing will be installed surrounding the area to ensure safety.

3.3.2 This will ensure ticket checks are facilitated.

3.3.3 As mentioned previously, a small marquee will be installed and taken down on.

3.3.4 All documentation will be checked prior to the build.

3.4 Fire Safety

3.4.1 The Fire Safety policy of Two Tribes will be in action during the event.

3.4.2 There is one main entrance/exit and a second fire exit in the Two Tribes building.

3.4.3 The exits will be 2m wide to ensure easy ingress/egress.

3.4.4 Due to the situation of the event, there is an abundance of space to evacuate safely.

3.5 Temporary Events Notice

3.5.1 A Temporary Events Notice Application is available in Appendix B.

3.5.2 This event is in partnership with the London Youth Gateway, a London Council branch.

3.6 Live Music

3.6.1 Live Music will be performed during this event.

3.6.2 The performers will be required to give a setlist with the music being performed. This will be transferred over to the Performing Rights Society (PRS).

3.7 First Aid

3.7.1 The crew members that do not have the qualifications will know who does and be able to inform them.

3.7.2 All first-aid kits will be checked prior to the event.

3.7.3 One person will be designated to be ready at all time following the Health and Safety Regulations Acts 1981 "It is important that someone is always available to take charge of the first-aid arrangements, including looking after the equipment and facilities and calling the emergency services when required."

3.7.4 The person in charge will have all the information of the nearest hospitals and care centres.

3.8 Accessibility

3.8.1 The event will take place on a flat surface, enabling wheelchair users easy access.

3.8.2 Ingress and egress points will be 2m large to ensure it is accessible for wheelchairs.

4. Crew

4.1 The core crew at this event will consist of:

- the Event Organiser,
- the Head Of London Your Gateway,
- the Event Managers,
- the Site Manager and
- The Marketing Manager

They will be on-site the day of the event ensuring everything goes well.

4.2 The Backline will be hired with the appropriate staff, from the venue.

4.3 The core crew will be aided by 5 volunteers (if needed) which are fellow Tileyard Students and London Youth Gateway volunteers; however due to the size of the event, it will still consist of a minimal amount of people.

- The Backline and the sound guy will be hired from the venue,
- A volunteer will aid with the live aspect of the event,
- There will be 2 volunteers at the entrance for tickets,
- There will be another 2 volunteers positioned near the art pieces.

5. Incident Management

5.1 Prior to the event

5.1.1 To ensure maximum safety, all contractors' information will be checked prior to the build-up.

5.1.2 All emergency exits will be kept clear before and during the course of the event.

5.1.3 All volunteers will be informed on the the role of all core members.

5.1.4 All volunteers will be informed on the measures to be taken in case of an accident/ emergency.

5.2 In case of an Incident

5.2.1 In case of an accident or illness, the person in charge of First Aid (Flore Barbay) will take the lead. Every worker will be aware of who and where she is at all time. She is to be informed of any issue.

5.2.2 In case of an emergency, the person in charge will contact the appropriate emergency services. Barbay will be in charge of all decisions until the emergency services arrive at the event.

5.2.3 In case of an evacuation, the venue will be equipped with a sound system where one of the Event Managers will communicate with the audience.

6. Traffic Management Plan

6.1 Due to the placement and size of the event, no traffic management plan or road closures will be required.

6.2 A limited amount of parking spaces (some for people with disabilities) will be available; however we are strongly recommending to take public transport.

6.3 The closest stations or means of transport are:

- Caledonian Road – Tube
- Caledonian Road and Barnsbury Railway – Train
- Kings Cross Station – Train and Tubes
- Busses: 274,390

Appendixes

APPENDIX A – Marketing Schedule

SAFE HAVEN EVENT MARKETING SCHEDULE

		PHASE ONE			PHASE TWO			PHASE THREE			PHASE FOUR		
CAMPAIGN TYPE	**ADDITIONAL INFO**	**WEEK 1** W/C 24/02/2020	**WEEK 2** W/C 02/03/2020	**WEEK 3** W/C 09/03/2020	**WEEK 4** W/C 16/03/2020	**WEEK 5** W/C 23/03/2020	**WEEK 6** W/C 30/03/2020	**WEEK 7** W/C 06/04/2020	**WEEK 8** W/C 13/04/2020	**WEEK 9** W/C 20/04/2020	**WEEK 10** W/C 27/04/2020	**WEEK 11** W/C 04/05/2020	**WEEK 12** W/C 11/05/2020
National Marketing													
Posters	Creation												
	Final Approval Lay-Out												
	Printing												
	Poster hung at locations												
Online													
Web Ads	Creation of the add												
	Adds on websites												
	In case of low ticket sale												
Social Media TY													
	Creation of the add												
Twitter													
Facebook													
Instagram													
	In case of low ticket sale												
Social Media LYG													
Twitter													
Facebook													
Instagram													
	In case of low ticket sale												
Social Media Council													
Twitter													
Facebook													
Instagram													
	In case of low ticket sale												

APPENDIX B – Temporary Event Notice

Safe Haven

Temporary Event Notice (TEN)

CITY OF LONDON

Temporary Event Notice

Before completing this notice, please read the guidance notes at the end of the notice. If you are completing this notice by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

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

1. The personal details of premises user (Please read note 1)			
1. Your name			
Title	Mr ☐ Mrs ☐ Miss ☑ Ms ☐ Other (please state)		
Surname	Barbay		
Forenames	Flore		
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)			
Title	Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)		
Surname			
Forenames			
3. Your date of birth	Day 05	Month 08	Year 1998
4. Your place of birth	Brussels		
5. National Insurance Number	SZ 36 12 58 A		
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)			
116 Dibdin House Andover Pl			
Post town	London	Postcode	W9 1QF
7. Other contact details			
Telephone numbers Daytime Evening (optional) Mobile (optional)	07931 503 242		
Fax number (optional)			
E-Mail address (if available)	florebarbay@gmail.com		

8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)	
Post town	Postcode

9. Alternative contact details (if applicable)	
Telephone numbers: Daytime Evening (optional) Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	

2. The premises	
Please 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) (Please read note 2)	
Tileyard Studios Tileyard Rd N7 9AH London	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	
Club premises certificate number	
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)	
Please describe the nature of the premises below. (Please read note 4)	
Two Tribes Brewery is a brewery and bar that serves as an event space on Tileyard Studios.	

Please describe the nature of the event below. (Please read note 5)
The event is a showcase that includes live performances and the display of paintings, sculptures and photgraphy.

3. The licensable activities	
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read 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	☑
Are you giving a late temporary event notice? (Please read note 7)	☐
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 8)	
14/05/2020 - 15/05/2020	
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 9)	
18:00hrs - 23:00hrs	
Please 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. (Please read note 10)	120

If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 11)		
	On the premises only	☑
	Off the premises only	☐
	Both	☐

4. Personal licence holders (Please read note 12)		
Do you currently hold a valid personal licence? (Please tick)	Yes ☐	No ☑
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority		
Licence number Date of issue Date of expiry Any further relevant details		

5. Previous temporary event notices you have given (Please read note 13 and tick the boxes that apply to you)		
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 ☑
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year		
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 ☑

6. Associates and business colleagues (Please read note 14 and tick the boxes that apply to you)		
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 ☑
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.		
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 ☐
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.	9 events	

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 ☑

7. Checklist (Please read note 15)	
I have: (Please tick the appropriate boxes)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	☑
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	☑
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	☐
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	☑
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	☐
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	☐
Made or enclosed payment of the fee for the application	☑
Signed the declaration in Section 9 below	☑

8. Condition (Please read note 16)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 17)	
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 or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine not exceeding 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 summary 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.	
Signature	
Date	03/03/2020
Name of Person signing	Flore Barbay

For completion by the licensing authority

10. Acknowledgement (Please read note 18)	
I acknowledge receipt of this temporary event notice.	
Signature	On behalf of the licensing authority
Date	03/03/2020
Name of Officer signing	George Timberland

NOTES

General

In these notes, a person who gives a temporary event notice is called a "premises user".

The police and local authority exercising environmental health functions may intervene on the grounds of any of the four licensing objectives (the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm) to prevent the occurrence of an event at which permitted temporary activities are to take place or to agree a modification of the arrangements for such an event. However, the licensing authority will intervene of its own volition in the cases described below.

First, it will issue a counter notice if there is an objection to a late temporary event notice (see note 7 below).

Secondly, it may issue a notice in relation to its decision to impose conditions on a temporary event notice (see note 2 below).

Thirdly, it will issue a counter notice if the first, second, third and fifth of the limits set out below would be exceeded. If any of the limits below are breached or if a counter notice has been issued, any licensable activities taking place would be unauthorised and the premises user would be liable to prosecution. The limitations apply to:

- the number of times a person may give a temporary event notice (50 times per year for a personal licence holder and 5 times per year for other people);
- the number of times a person may give a late temporary event notice (10 times per year for a personal licence holder and 2 times per year for other people);
- the number of times a temporary event notice may be given in respect of any particular premises (12 times in a calendar year);
- the length of time a temporary event may last for these purposes (168 hours or 7 days);
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (21 days per calendar year); and
- the scale of the event in terms of the maximum number of people attending at any one time (a maximum of 499).

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. The limits applying to late temporary event notices are included within the overall limits applying to the total number of temporary event notices. Note 14 below sets out the definition of an "associate".

When permitted temporary activities take place, a premises user must ensure that either:

- a copy of the temporary event notice is prominently displayed at the premises; or
- the temporary event notice is kept at the premises either in his own custody or in the custody of a person present and working at the premises and whom he has nominated for that purpose.

Where the temporary event notice is in the custody of a nominated person, a notice specifying that fact and the position held by that person must be displayed prominently at the premises.

Where the temporary event notice or a notice specifying the nominated person is not displayed, a constable or an authorised person (for example, a licensing officer, fire officer or environmental health officer) may require the premises user to produce the temporary event notice for examination. Similarly, where the nominated person has the temporary event notice in his custody, a constable or authorised person may require that person to produce it for examination. Failure to produce the temporary event notice without reasonable excuse would be an offence.

It should also be noted that the following, among other things, are offences under the Licensing Act 2003:

- the sale or supply of alcohol to children under 18 years of age (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);

- allowing the sale of alcohol to children under 18 (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);

- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);

- allowing disorderly behaviour on the premises (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);

- the sale of alcohol to a person who is drunk (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);

- obtaining alcohol for a person who is drunk (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);

- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (maximum fine on conviction is a fine not exceeding level 1 on the standard scale, currently £200); and

- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000).

In addition, where the premises are to be used primarily or exclusively for the sale or supply of alcohol for consumption on the premises, it is an offence to allow children under 16 to be present when the premises are open for that purpose unless they are accompanied by an adult. In the case of any premises at which sales or supplies of alcohol are taking place at all, it is an offence for a child under 16 to be present there between the hours of midnight and 5am unless accompanied by an adult. In both instances, the penalty on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000.

Note 1

A temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed "premises user". Within businesses, clubs or organisations, one individual will therefore need to be identified as the proposed premises user.

If you include an e-mail address in section 1(7) or 1(9), the licensing authority may send to this the acknowledgement of receipt of your notice or any notice or counter notice it is required to give under sections 104A, 106A or 107 of the Licensing Act 2003.

Note 2

For the purposes of the Licensing Act 2003, "premises" means any place. Premises will therefore not always be a building with a formal address and postcode. Premises can include, for example, public parks, recreation grounds and private land.

If a premises licence or club premises certificate has effect in relation to the premises (or any part of the premises) which you want to use to carry on licensable activities, it is possible that any conditions which apply to the licence or certificate may be imposed on the temporary event notice if certain pre-conditions are met. These pre-conditions are that the police or the local authority exercising environmental health functions object to the notice and the licensing authority decides:

- not to give a counter notice under section 105 of the Licensing Act 2003;
- the conditions apply to the licence or certificate; and
- the imposition of the conditions on the notice would not be inconsistent with the carrying on of the licensable activities under the notice.

Note 3
A temporary event notice can be given for part of a building, such as a single room or a plot within a larger area of land. You should provide a clear description of the area in which you propose to carry on licensable activities. This is important as any licensable activities conducted outside the area of the premises protected by the authority of this temporary event notice would be unlawful and could lead to prosecution.

In addition, when holding the proposed event, the premises user would need to be able to restrict the number of people on the premises at any one time when licensable activities are taking place to less than 500. If more than 499 are on the premises when licensable activities are being carried on, the licensable activities would be unlawful and the premises user would be liable to prosecution. The maximum figure of 499 includes, for example, staff, organisers, stewards and performers.

Note 4
A description of the nature of the premises assists the chief officer of police and local authority exercising environmental health functions in deciding if any issues relating to the licensing objectives are likely to arise. You should state clearly that the premises to be used are, for example, a public house, a restaurant, an open field, a village hall or a beer tent.

Note 5
A description of the nature of the event similarly assists the chief officer of police and local authority exercising environmental health functions in making a decision as to whether or not to make an objection. You should state clearly that the event taking place at the premises would be, for example, a wedding with a pay bar, the supply of beer at a particular farmers' market, a discotheque, the performance of a string quartet, a folk group or a rock band.

Note 6
The licensable activities are:

- 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 a club;
- the provision of regulated entertainment; and
- the provision of late night refreshment.

Please refer to Schedules 1 and 2 to the Licensing Act 2003 for fuller details of the definitions and exemptions relating to regulated entertainment and late night refreshment.

Regulated entertainment, subject to specified conditions and exemptions, includes:

(a) a performance of a play;
(b) an exhibition of a film;
(c) an indoor sporting event;
(d) a boxing or wrestling entertainment;
(e) a performance of live music;
(f) any playing of recorded music;

(g) a performance of dance; and
(h) entertainment of a similar description to that falling within (e), (f) or (g).

If you are uncertain whether or not the activities that you propose are licensable, you should contact your licensing authority for further advice.

Note 7
Late notices can be given no later than 5 working days but no earlier than 9 working days before the event in relation to which the notice is given. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

The number of late notices that can be given in any one calendar year is limited to 10 for personal licence holders and 2 for non-personal licence holders. These count towards the total number of temporary event notices (i.e. 50 temporary event notices per year for personal licence holders and 5 temporary event notices for non-personal licence holders).

If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead and a counter notice will be issued.

Note 8
The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Note 9
You should state here the times during the event period, for example 48 hours, when you intend to carry on licensable activities. For example, you may not intend to carry on licensable activities throughout the entire 48 hour event period, and may intend to sell alcohol between 8.00 hrs and 23.00 hrs on each of the two days.

Note 10
No more than 499 may be on the premises for a temporary event at any one time when licensable activities are being carried on. If you intend to have more than 499 attending the event, you should obtain a premises licence for the event. Your licensing authority should be able to advise you. The maximum figure of 499 includes not only the audience, spectators or consumers but also, for example, staff, organisers, stewards and performers who will be present on the premises.

Note 11
If you indicate that alcohol will be supplied only for consumption on the premises, you would be required to ensure that no person leaves the premises with alcohol supplied there. If such a supply takes place, the premises user may be liable to prosecution for carrying on an unauthorised licensable activity. Similarly, if the premises user gives notice that only supplies of alcohol for consumption off the premises will take place, he/she must ensure that alcohol supplied is not consumed on the premises. The premises user is free to give notice that he/she intends to carry on both types of supplies. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 12
The holder of a valid personal licence issued under the Licensing Act 2003 may give up to 50 temporary event notices in any calendar year subject to the other limitations in the 2003 Act. A proposed premises user who holds such a licence should give the details requested.

Note 13
As stated under Note 12, a personal licence holder (issued under the Licensing Act 2003) may give up to 50 temporary event notices (including 10 late notices) in any calendar year. An individual who does not hold a personal licence may only give 5 temporary event notices (including 2 late notices) in England and Wales in any calendar year. A calendar year is the period between 1st January to 31st December inclusive in any year.

If an event straddles two calendar years, it will count against the limits on temporary event notices (12 for each premises, 21 days for each premises, 50 per personal licence holder and 5 for non-holders) for each year. However, only one notice needs to be given.

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. Note 14 below sets out the definition of an "associate".

If a temporary event notice has been given for the same premises, by the same premises user, and would have effect within 24 hours before the start of the event period under the current proposal or within 24 hours after the end of that period, the temporary event notice given would be void and any licensable activities carried on under it would therefore be unlicensed.

For the purposes of determining whether or not the required gap of 24 hours is upheld, temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count as if they had been given by the premises user. Note 14 below sets out the definition of an "associate".

Note 14
An "associate" of the proposed premises user is:

a. the spouse or civil partner of that person;
b. a child, parent, grandchild, grandparent, brother or sister of that person;
c. an agent or employee of that person; or
d. the spouse or civil partner of a person within (b) or (c).

For these purposes, a person living with another as that person's husband or wife is to be treated as that person's spouse.

Note 15
It is a requirement that you send at least one copy of this notice to the licensing authority at least ten working days (or five working days for a late notice) before the commencement of the proposed licensable activities. The authority will give you written acknowledgement of the receipt of the notice. This will be important proof that you gave the notice and when you gave it for the purposes of the Act. Some premises may be situated in two licensing authority areas, for example, where a building or field straddles the local authority boundary. Where this is the case, at least one copy of the notice must be sent to each of the licensing authorities identified, together with the appropriate fee in each case. In such circumstances, you will receive acknowledgements from all the relevant licensing authorities.

One copy must be sent to each of the chief officer of police and the local authority exercising environmental health functions for the area in which the premises is situated at least ten working days for a standard notice (or five working days for a late notice) before the commencement of the proposed licensable activities. Where the premises are situated in two police areas or environmental health areas, a further copy will need to be sent to the further police force and local authority exercising environmental health functions.

Note 16
Under the Licensing Act 2003, all temporary event notices are given subject to a mandatory condition requiring that where the licensable activities involve the supply of alcohol, all such supplies must be made by or under the authority of the named premises user. If there is a breach of this condition, the premises user and the individual making the supply in question would be liable to prosecution. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 17

It is an offence knowingly or recklessly to make a false statement in, or in connection with, a temporary event notice. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement.) To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.

Note 18

You should not complete section 10 of the notice, which is for use by the licensing authority. It may complete this section as one means of giving you written acknowledgement of its receipt of the notice.

EVENT PROGRAMMING

TIME	LOCATION TWO TRIBES OUTDOOR ACTIVITY	LOCATION TWO TRIBES INDOOR ACTIVITY
	THURSDAY 14/05	
11:00		
11:15 AM		
11:30 AM		
11:45 AM		
12:00 PM	**STAFF ARRIVAL**	**STAFF ARRIVAL**
12:15 PM		
12:30 PM		CLEANING OF THE VENUE
12:45 PM		
1:00 PM	MARQUEE + FENCE DELIVERY AND BUILD-UP	
1:15 PM	MARQUEE + FENCE BUILD-UP	
1:30 PM	MARQUEE + FENCE BUILD-UP	
1:45 PM	MARQUEE + FENCE BUILD-UP	
2:00 PM		
2:15 PM		
2:30 PM		MUSICIANS ARRIVAL
2:45 PM		
3:00 PM		SOUNDCHECK
15:15		SOUNDCHECK
3:30 PM		SOUNDCHECK
3:45 PM		SOUNDCHECK
4:00 PM	ARTIST ARRIVAL	SOUNDCHECK
4:15 PM		SOUNDCHECK
4:30 PM	PLACEMENT OF PAINTINGS, PHOTOGRAPHY AND SCULPTURES	SOUNDCHECK
4:45 PM		SOUNDCHECK
5:00 PM		
5:15 PM		
5:30 PM		
5:45 PM		
6:00 PM	**DOORS**	**DOORS**
6:15 PM		
6:30 PM		FIRST ACT
6:45 PM		FIRST ACT
7:00 PM		
7:15 PM		SECOND ACT
7:30 PM		SECOND ACT
7:45 PM		
8:00 PM		THIRD ACT
8:15 PM		THIRD ACT
8:30 PM		
8:45 PM		FOURTH ACT
9:00 PM		FOURTH ACT
9:15 PM		
9:30 PM		LAST ACT
9:45 PM		LAST ACT
10:00 PM		END OF LIVE MUSIC
10:15 PM		
10:30 PM		
10:45 PM		
11:00 PM	**END OF EVENT**	**END OF EVENT**
11:15 PM		
11:30 PM	Take down art pieces + kept overnight in Brewery	
11:45 PM		
	FRIDAY 15/05	

7:00 AM	MARQUEE + FENCE TAKE DOWN	
7:15 AM	MARQUEE + FENCE TAKE DOWN	
7:30 AM	MARQUEE + FENCE TAKE DOWN	
7:45 AM	MARQUEE + FENCE TAKE DOWN	
8:00 AM	MARQUEE + FENCE TAKE DOWN	
…		
11:00	PICK UP ART PIECES	
11:15 AM	PICK UP ART PIECES	
11:30 AM	PICK UP ART PIECES	
11:45 AM	PICK UP ART PIECES	

APPENDIX D – Temporary Event Notice

Safe Haven

Temporary Event Notice (TEN)

CITY OF LONDON

Temporary Event Notice

Before completing this notice, please read the guidance notes at the end of the notice. If you are completing this notice by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

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

1. The personal details of premises user (Please read note 1)			
1. Your name			
Title	Mr ☐ Mrs ☐ Miss ☑ Ms ☐ Other (please state)		
Surname	Barbay		
Forenames	Flore		
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)			
Title	Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)		
Surname			
Forenames			
3. Your date of birth	Day 05	Month 08	Year 1998
4. Your place of birth	Brussels		
5. National Insurance Number	SZ 36 12 58 A		
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)			
116 Dibdin House Andover Pl			
Post town	London	Postcode	W9 1QF
7. Other contact details			
Telephone numbers Daytime Evening (optional) Mobile (optional)	07931 503 242		
Fax number (optional)			
E-Mail address (if available)	florebarbay@gmail.com		

8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)	
Post town	Postcode

9. Alternative contact details (if applicable)	
Telephone numbers: Daytime Evening (optional) Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	

2. The premises	
Please 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) (Please read note 2)	
Tileyard Studios Tileyard Rd N7 9AH London	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	
Club premises certificate number	
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)	
Please describe the nature of the premises below. (Please read note 4)	
Two Tribes Brewery is a brewery and bar that serves as an event space on Tileyard Studios.	

Please describe the nature of the event below. (Please read note 5)
The event is a showcase that includes live performances and the display of paintings, sculptures and photgraphy.

3. The licensable activities	
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read 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	☑
Are you giving a late temporary event notice? (Please read note 7)	☐
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 8)	
14/05/2020 - 15/05/2020	
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 9)	
18:00hrs - 23:00hrs	
Please 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. (Please read note 10)	120

If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 11)		
	On the premises only	☑
	Off the premises only	☐
	Both	☐

4. Personal licence holders (Please read note 12)		
Do you currently hold a valid personal licence? (Please tick)	Yes ☐	No ☑
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority		
Licence number Date of issue Date of expiry Any further relevant details		

5. Previous temporary event notices you have given (Please read note 13 and tick the boxes that apply to you)		
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 ☑
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year		
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 ☑

6. Associates and business colleagues (Please read note 14 and tick the boxes that apply to you)		
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 ☑
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.		
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 ☐
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.	9 events	

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 ☑

7. Checklist (Please read note 15)	
I have: (Please tick the appropriate boxes)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	☑
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	☑
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	☐
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	☑
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	☐
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	☐
Made or enclosed payment of the fee for the application	☑
Signed the declaration in Section 9 below	☑

8. Condition (Please read note 16)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 17)	
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 or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine not exceeding 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 summary 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.	
Signature	
Date	03/03/2020
Name of Person signing	Flore Barbay

For completion by the licensing authority

10. Acknowledgement (Please read note 18)	
I acknowledge receipt of this temporary event notice.	
Signature	On behalf of the licensing authority
Date	03/03/2020
Name of Officer signing	George Timberland

NOTES

General

In these notes, a person who gives a temporary event notice is called a "premises user".

The police and local authority exercising environmental health functions may intervene on the grounds of any of the four licensing objectives (the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm) to prevent the occurrence of an event at which permitted temporary activities are to take place or to agree a modification of the arrangements for such an event. However, the licensing authority will intervene of its own volition in the cases described below.

First, it will issue a counter notice if there is an objection to a late temporary event notice (see note 7 below).

Secondly, it may issue a notice in relation to its decision to impose conditions on a temporary event notice (see note 2 below).

Thirdly, it will issue a counter notice if the first, second, third and fifth of the limits set out below would be exceeded. If any of the limits below are breached or if a counter notice has been issued, any licensable activities taking place would be unauthorised and the premises user would be liable to prosecution. The limitations apply to:

- the number of times a person may give a temporary event notice (50 times per year for a personal licence holder and 5 times per year for other people);
- the number of times a person may give a late temporary event notice (10 times per year for a personal licence holder and 2 times per year for other people);
- the number of times a temporary event notice may be given in respect of any particular premises (12 times in a calendar year);
- the length of time a temporary event may last for these purposes (168 hours or 7 days);
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (21 days per calendar year); and
- the scale of the event in terms of the maximum number of people attending at any one time (a maximum of 499).

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. The limits applying to late temporary event notices are included within the overall limits applying to the total number of temporary event notices. Note 14 below sets out the definition of an "associate".

When permitted temporary activities take place, a premises user must ensure that either:

- a copy of the temporary event notice is prominently displayed at the premises; or
- the temporary event notice is kept at the premises either in his own custody or in the custody of a person present and working at the premises and whom he has nominated for that purpose.

Where the temporary event notice is in the custody of a nominated person, a notice specifying that fact and the position held by that person must be displayed prominently at the premises.

Where the temporary event notice or a notice specifying the nominated person is not displayed, a constable or an authorised person (for example, a licensing officer, fire officer or environmental health officer) may require the premises user to produce the temporary event notice for examination. Similarly, where the nominated person has the temporary event notice in his custody, a constable or authorised person may require that person to produce it for examination. Failure to produce the temporary event notice without reasonable excuse would be an offence.

It should also be noted that the following, among other things, are offences under the Licensing Act 2003:

- the sale or supply of alcohol to children under 18 years of age (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);

- allowing the sale of alcohol to children under 18 (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);

- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);

- allowing disorderly behaviour on the premises (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);

- the sale of alcohol to a person who is drunk (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);

- obtaining alcohol for a person who is drunk (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);

- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (maximum fine on conviction is a fine not exceeding level 1 on the standard scale, currently £200); and

- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000).

In addition, where the premises are to be used primarily or exclusively for the sale or supply of alcohol for consumption on the premises, it is an offence to allow children under 16 to be present when the premises are open for that purpose unless they are accompanied by an adult. In the case of any premises at which sales or supplies of alcohol are taking place at all, it is an offence for a child under 16 to be present there between the hours of midnight and 5am unless accompanied by an adult. In both instances, the penalty on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000.

Note 1

A temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed "premises user". Within businesses, clubs or organisations, one individual will therefore need to be identified as the proposed premises user.

If you include an e-mail address in section 1(7) or 1(9), the licensing authority may send to this the acknowledgement of receipt of your notice or any notice or counter notice it is required to give under sections 104A, 106A or 107 of the Licensing Act 2003.

Note 2

For the purposes of the Licensing Act 2003, "premises" means any place. Premises will therefore not always be a building with a formal address and postcode. Premises can include, for example, public parks, recreation grounds and private land.

If a premises licence or club premises certificate has effect in relation to the premises (or any part of the premises) which you want to use to carry on licensable activities, it is possible that any conditions which apply to the licence or certificate may be imposed on the temporary event notice if certain pre-conditions are met. These pre-conditions are that the police or the local authority exercising environmental health functions object to the notice and the licensing authority decides:

- not to give a counter notice under section 105 of the Licensing Act 2003;
- the conditions apply to the licence or certificate; and
- the imposition of the conditions on the notice would not be inconsistent with the carrying on of the licensable activities under the notice.

Note 3
A temporary event notice can be given for part of a building, such as a single room or a plot within a larger area of land. You should provide a clear description of the area in which you propose to carry on licensable activities. This is important as any licensable activities conducted outside the area of the premises protected by the authority of this temporary event notice would be unlawful and could lead to prosecution.

In addition, when holding the proposed event, the premises user would need to be able to restrict the number of people on the premises at any one time when licensable activities are taking place to less than 500. If more than 499 are on the premises when licensable activities are being carried on, the licensable activities would be unlawful and the premises user would be liable to prosecution. The maximum figure of 499 includes, for example, staff, organisers, stewards and performers.

Note 4
A description of the nature of the premises assists the chief officer of police and local authority exercising environmental health functions in deciding if any issues relating to the licensing objectives are likely to arise. You should state clearly that the premises to be used are, for example, a public house, a restaurant, an open field, a village hall or a beer tent.

Note 5
A description of the nature of the event similarly assists the chief officer of police and local authority exercising environmental health functions in making a decision as to whether or not to make an objection. You should state clearly that the event taking place at the premises would be, for example, a wedding with a pay bar, the supply of beer at a particular farmers' market, a discotheque, the performance of a string quartet, a folk group or a rock band.

Note 6
The licensable activities are:

- 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 a club;
- the provision of regulated entertainment; and
- the provision of late night refreshment.

Please refer to Schedules 1 and 2 to the Licensing Act 2003 for fuller details of the definitions and exemptions relating to regulated entertainment and late night refreshment.

Regulated entertainment, subject to specified conditions and exemptions, includes:

(a) a performance of a play;
(b) an exhibition of a film;
(c) an indoor sporting event;
(d) a boxing or wrestling entertainment;
(e) a performance of live music;
(f) any playing of recorded music;

(g) a performance of dance; and
(h) entertainment of a similar description to that falling within (e), (f) or (g).

If you are uncertain whether or not the activities that you propose are licensable, you should contact your licensing authority for further advice.

Note 7
Late notices can be given no later than 5 working days but no earlier than 9 working days before the event in relation to which the notice is given. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

The number of late notices that can be given in any one calendar year is limited to 10 for personal licence holders and 2 for non-personal licence holders. These count towards the total number of temporary event notices (i.e. 50 temporary event notices per year for personal licence holders and 5 temporary event notices for non-personal licence holders).

If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead and a counter notice will be issued.

Note 8
The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Note 9
You should state here the times during the event period, for example 48 hours, when you intend to carry on licensable activities. For example, you may not intend to carry on licensable activities throughout the entire 48 hour event period, and may intend to sell alcohol between 8.00 hrs and 23.00 hrs on each of the two days.

Note 10
No more than 499 may be on the premises for a temporary event at any one time when licensable activities are being carried on. If you intend to have more than 499 attending the event, you should obtain a premises licence for the event. Your licensing authority should be able to advise you. The maximum figure of 499 includes not only the audience, spectators or consumers but also, for example, staff, organisers, stewards and performers who will be present on the premises.

Note 11
If you indicate that alcohol will be supplied only for consumption on the premises, you would be required to ensure that no person leaves the premises with alcohol supplied there. If such a supply takes place, the premises user may be liable to prosecution for carrying on an unauthorised licensable activity. Similarly, if the premises user gives notice that only supplies of alcohol for consumption off the premises will take place, he/she must ensure that alcohol supplied is not consumed on the premises. The premises user is free to give notice that he/she intends to carry on both types of supplies. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 12
The holder of a valid personal licence issued under the Licensing Act 2003 may give up to 50 temporary event notices in any calendar year subject to the other limitations in the 2003 Act. A proposed premises user who holds such a licence should give the details requested.

Note 13
As stated under Note 12, a personal licence holder (issued under the Licensing Act 2003) may give up to 50 temporary event notices (including 10 late notices) in any calendar year. An individual who does not hold a personal licence may only give 5 temporary event notices (including 2 late notices) in England and Wales in any calendar year. A calendar year is the period between 1st January to 31st December inclusive in any year.

If an event straddles two calendar years, it will count against the limits on temporary event notices (12 for each premises, 21 days for each premises, 50 per personal licence holder and 5 for non-holders) for each year. However, only one notice needs to be given.

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. Note 14 below sets out the definition of an "associate".

If a temporary event notice has been given for the same premises, by the same premises user, and would have effect within 24 hours before the start of the event period under the current proposal or within 24 hours after the end of that period, the temporary event notice given would be void and any licensable activities carried on under it would therefore be unlicensed.

For the purposes of determining whether or not the required gap of 24 hours is upheld, temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count as if they had been given by the premises user. Note 14 below sets out the definition of an "associate".

Note 14
An "associate" of the proposed premises user is:

a. the spouse or civil partner of that person;
b. a child, parent, grandchild, grandparent, brother or sister of that person;
c. an agent or employee of that person; or
d. the spouse or civil partner of a person within (b) or (c).

For these purposes, a person living with another as that person's husband or wife is to be treated as that person's spouse.

Note 15
It is a requirement that you send at least one copy of this notice to the licensing authority at least ten working days (or five working days for a late notice) before the commencement of the proposed licensable activities. The authority will give you written acknowledgement of the receipt of the notice. This will be important proof that you gave the notice and when you gave it for the purposes of the Act. Some premises may be situated in two licensing authority areas, for example, where a building or field straddles the local authority boundary. Where this is the case, at least one copy of the notice must be sent to each of the licensing authorities identified, together with the appropriate fee in each case. In such circumstances, you will receive acknowledgements from all the relevant licensing authorities.

One copy must be sent to each of the chief officer of police and the local authority exercising environmental health functions for the area in which the premises is situated at least ten working days for a standard notice (or five working days for a late notice) before the commencement of the proposed licensable activities. Where the premises are situated in two police areas or environmental health areas, a further copy will need to be sent to the further police force and local authority exercising environmental health functions.

Note 16
Under the Licensing Act 2003, all temporary event notices are given subject to a mandatory condition requiring that where the licensable activities involve the supply of alcohol, all such supplies must be made by or under the authority of the named premises user. If there is a breach of this condition, the premises user and the individual making the supply in question would be liable to prosecution. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 17

It is an offence knowingly or recklessly to make a false statement in, or in connection with, a temporary event notice. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement.) To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.

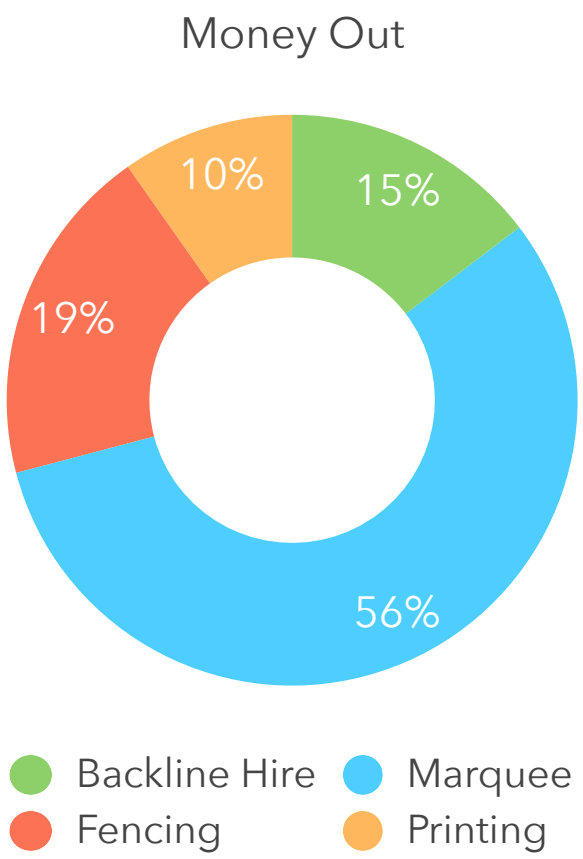
Note 18

You should not complete section 10 of the notice, which is for use by the licensing authority. It may complete this section as one means of giving you written acknowledgement of its receipt of the notice.

APPENDIX E – Budget

SAFE HAVEN BUDGET

MONEY IN		
	PROJECTED	ACTUAL
Our budget	1 £	300 £
London Youth Gateway	500 £	500 £
Ticket Sale	325 £	480 £
TOTAL INCOME	**826 £**	**1.280 £**

MONEY OUT	
Backline Hire	150 £
Marquee	576 £
Fencing	198 £
Printing	100 £
TEN fee	21 £
TOTAL EXPENSES	**1.045 £**

MONEY LEFT OVER		
	PROJECTED	ACTUAL
Income minus expenses	-219 £	235 £