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**Module: Live Music and Event Management**  
**BMTY7005**

**Assignment Title: Portfolio 1**

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## **The Event**

'Black Moon Festival' is a 16+ outdoor rock festival taking place in June 2022, at Knebworth House and park, located just outside of Stevenage in Hertfordshire. The music performances for the event will be made up of an array of bands, focusing on a range of rock style genres ranging from emo rock to punk. The music will be taking place across two stages, the main stage taking place in an open field and the second stage taking place within a marquee structure which will be designed around the festival theme.

The artistic design for the event centres around gothic alternative culture mixed with mystical and supernatural art pieces and imagery. The theme will be constant throughout, however the second indoor stage will aim to be the most immersive.

The capacity of the event will be 3000 people and will accommodate both day and camping ticket holders.

## **The Venue**

The venue we have chosen for the event is Knebworth House, which is located just outside of Stevenage, Hertfordshire. The grounds of the country estate are 250 Acres in size, however the house already has a large area of grounds dedicated for festival and concert use. This is because it is often used for concerts and festivals and other area of the estate are actively used for other commercial reasons.

**Operations Manager contact details:** [cmurfitt@knebworthhouse.com](mailto:cmurfitt@knebworthhouse.com).

The house and park are located 29 miles north of London and is located off the A1 near Stevenage. The site is also located 2 miles away from the main train station located within the city centre, this allows the festival to be accessible via car and public transport.

### **Key Stakeholders**

- The Event Directors and Organisers
- The Local Authority (Local Council)
- The Venue, (Knebworth House and Park)
- The Artists
- The Vendors
- The Contractors
- The Customer

### **Financing**

The budget for this event is ongoing, as the event is still undergoing planning.

The event capacity is 3000. This will be split into 2000 camping tickets and 1000 day tickets.

| <b>Tickets</b> | <b>Prices</b> | <b>Total</b>    |
|----------------|---------------|-----------------|
| 2000 Camping   | £130          | £260,000        |
| 1000 Day       | £75           | £75,000         |
| <b>Total</b>   |               | <b>£335,000</b> |

Sponsoring opportunities will be available with different levels depending on the amount of funds given.

There will be 5 lower level sponsors, 3 medium tier sponsors and 2 higher tier sponsors.

| Opportunities              | Supporter   | Event support | Headline sponsor |
|----------------------------|-------------|---------------|------------------|
| <b>Value</b>               | <b>£800</b> | <b>£1500</b>  | <b>£2000</b>     |
| Passes                     | 5           | 3             | 2                |
| Social media promo         |             |               |                  |
| Ticket logo                |             |               |                  |
| Logo in festival programme |             |               |                  |
| Press release              |             |               |                  |
| Banner in arena            |             |               |                  |

This would allow the festival to receive a total of £12,500 of sponsorship funds towards the running of the event.

Full budget for the festival is projected and as follows

| Item              | Projected Budget |
|-------------------|------------------|
| Venue             | £45,000          |
| Staff             | £140,000         |
| A/V Equipment     | £20,000          |
| Artists           | £30,000          |
| Signage           | £2,000           |
| Ticketing Partner | £3,000           |
| Stage             | £3,000           |
| Utilities         | £45,000          |
| Marketing         | £20,000          |
| Waste Management  | £5,000           |
| Infrastructure    | £60,000          |
| Photography       | £1,000           |
| <b>Total</b>      | <b>£374,000</b>  |

The event will also be charging £600 to each retail and food vendor, this cost will cover the cost of the vendors pitch and any utilities they will need access to.

We are hoping to acquire around 50 vendors to ensure food and drink are widely available across the festival arena and campsite.

## **Event Safety**

To ensure a successful festival, the event must undergo thorough safety planning, this includes suitable risk assessments and ensuring that appropriate legislation has been considered and followed. A risk assessment will be available in the appendices, although this will be work in progress element as we aim to be open to evaluating new risks as planning continues.

### **Primary Legislation**

Below are several main areas of legislation that have been considered when planning this safety overview and the event.

- Health and Safety at Work 1974 (Government, 1974). Ensures for a safe work environment for all. Specifies essential factors such as suitable lighting and personal protection equipment.
- The Liability Act 1957. Ensures a safe environment for all visitors.

### **Communication in the event of an emergency**

All incidents must be recorded and reported efficiently, by reporting the location of the incident and all details surrounding it. The event will have first responders onsite, which will be able to be contacted by radio in the event of an emergency.

## Medical

To ensure the festival is safe and meets medical guidelines we will be offering a paramedic led service throughout the site. The site will have a main medical and welfare tent available 24 hours a day, the tent will be staffed by nurses, St John ambulance volunteers and paramedics. Using a medical risk calculator, it was discovered the event scored 24 ('Event Medical Services - Event Medical Services Risk Calculator', no date), staffing is recommended as followed:

| Paramedic service                                           | Staffing                                                                 |
|-------------------------------------------------------------|--------------------------------------------------------------------------|
| Outdoor event, capacity 3000. 30 Minutes away from main A&E | 6 first responders. Visiting ambulance manager and 2 ambulance personnel |

## Fire Safety

Fire safety is paramount to ensure a safe festival, events such as live music festivals inevitable have a large amount of risks relating to fire safety. These risks range from electronic equipment to fire risks within staff and public campsites. All risk assessments will be completed before the event, in these assessments all elements such campsite safety precautions and if any fire watch towers are needed will be considered.

Fire safety guidance will be published to all attendees before event, this guidance will explain the campsite layout and the need to leave fire break lanes between tents, it will also specify that attendees will be banned from having camp fires and using some fuels. This guidance will be important as it allows us as an event to lower the risk to the public by providing the correct information and education.

We will ensure fire escape routes are located around the festival site, away from any fuel storage. Exits will follow government guidelines and be at least 5 meters wide, to

allow for enough space (Gov UK, no date). All exits will have emergency lighting and staffed by stewards and security.

Fire extinguishers will be available throughout the event and stewards and security will be notified of their location, which will mainly be in the most at-risk areas such as by generators and stages.

The relevant legislation for fire safety is: **Regulatory Reform (Fire Safety) Order 2005**

## **Sound and Lighting**

Sound and lighting will be a prominent safety concern for the event, specifically due to the use of electricity for such an equipment. As specified in the fire safety section suitable risk assessments will be conducted to ensure equipment is stored and set up safely.

The relevant legislation to follow for this element is: **Electricity at Work Regulations 1989**

This legislation covers elements such as electrical installation and how to work safely with electronic equipment.

Elements of electrical safety that will be considered are as follows:

- Stages
- Earthing
- Access to main power
- Location of existing power lines
- Site layout
- Temporary cables

- Electrical requirements for emergencies and exits
- Power supply for vendors
- The use of generators.

## **Crime and Disorder**

Black moon festival will have a zero-tolerance policy for crime and disorder, this is to ensure that all attendees feel safe and have an enjoyable time. Trained security will be a common presence throughout with emphasis on busier areas.

The festival will have a zero-tolerance drug policy, attendees will be removed from site if substances are found.

The festival will have zero tolerance policy on sexual assault and all staff will be briefed on this. This is to ensure everyone feels safe at the event and legal action will be taken against anyone who breaks this policy.

The festival will also have zero tolerance of any hate crimes, this is to ensure the festival is safe and accessible for all.

## **Project Planning**

### **Communication**

Communication will be via radio for all staff at the event, different channels will be allocated to each department before the event build begins. All channels will be encrypted for privacy and security and managers and HQ team will have own channels to ensure that they are easy to contact if any issues arise.

## **Audience Profile**

The festival will be a 16+ event, with 14 – 16 year olds being allowed on site if they are supervised by someone who is over 18. Photo identification will be needed for entry into the festival to ensure this rule is adhered to. We expect the majority of the audience to be aged between 16-40, due to the target audience of the genre of music. We assume that the audience will most likely be from all round the UK with a large amount from the south east and east midlands due to the location of the site. There will be a shuttle bus from Stevenage train station to the event site as we anticipate a large number of attendees to use public transport. This will hopefully reduce foot traffic through the local area and prevent any further disruption to residential areas.

## **Barriers and Fencing**

To ensure that crowds are safe and managed appropriately it is vital that barrier and fencing is installed throughout the festival site. The UK government has strict rules on what type of fencing is used and how it is installed, this can be found under Temporary Demountable Structures guidance on the Gov.uk website (Gov UK, no date). This guidance covers the design of the barriers, the appearance and structural integrity, the shape and more complex requirements such as barrier around thrusts and side stage.

Fencing will be used at Black Moon Festival to ensure public and staff safety, it will also aid in creating purposeful routes around the festival site, shielding from hazards, preventing crowd pressure and build up as well as preventing the public climbing on to structures and stages.

The following legislation will be followed in order to ensure barrier and fencing is efficiently executed throughout the festival:

**Health and Safety at Work Act etc 1974 (Government, UK, 1974)**

**Management of Health and Safety at Work Regulations 1999 (Government, UK, 1999)**

**The Provision and Use of Work Equipment Regulations 1998 (Government, UK, 1998)**

All fencing will be constructed of steel or aluminium, fully welded, and of a A-frame design. The barriers being used must be double checked by site team and security to ensure each barrier meets the government requirements. There should also be a step of the stage side of any barriers to ensure security personnel can assist anyone in need of help. Due to the nature of the music it can be expected there will be 'moshing', crowd surfing and other risky behaviour amongst the crowd (Snead, 2018), so security team must be briefed to ensure crowd is kept as safe as possible.

## **Crowd Management**

Government guidelines and legislation must be followed when consider crowd management. As stated above the crowds for the event may be partake in riskier behaviour compared to events of other genres (Snead, 2018), these risks must be assessed before the event. Some risk factors to be aware of for event according to government guidance are as followed (Gov UK, no date):

- The weather, good or bad?
- Local economic factors, public holidays, transport problems.
- Advance ticket sales.
- Popularity of performers on the day

The legislation that will be followed for this element are as followed:

**Management of Health and Safety at Work Regulations 1999 (Government, UK, 1999)**

**Occupiers Liability Act 1984 (Government, UK, 1984)**

The guidance that will be taking in consideration are as followed:

**Managing Crowds Safely (Government, UK)**

All crowd safety during the event will be the responsibility of the steward and security team. Clear path ways will be marked around the event and two-way flow systems will be implemented at all entrances and exits.

## **Waste Management**

To ensure the festival is as hygienic and as safe as possible a thorough waste management plan will be in place. Staff who are designated for handling the waste will be provided with correct equipment and protection to ensure they are able to safely complete their job. This equipment and protection will be in line with government guidelines and legislation such as the health and safety act. Emphasis on sustainability will be paramount throughout the festival, in order to ensure waste is reduced where possible and handled as eco-friendly as possible. Recycling facilities will be widely available across the whole festival and vendors will be advised to encourage this. After research will have also decided to trial portable ash trays, a number of compostable toilets and we aim to cater for a variety of dietary requirements (Joshi, 2019).

Areas where waste management will be most important:

- Camp sites

- Food vendor areas
- Bars and surrounding areas
- Exits and entrances

The festival will run a financial incentive scheme to encourage festival goers to recycle and dispose of their waste appropriately. Although this would seem an extra cost it is predicted this would save time and money during the clean up and take down of the festival.

North Hertfordshire council will be contacted before the event

on [commercial.waste@north-herts.gov.uk](mailto:commercial.waste@north-herts.gov.uk)

And these details will be confirmed as provided on their website (North-Herts, no date)

- Your bin requirements
- Date(s) of the event
- Full invoicing address and contact details
- Delivery and collection dates
- Duty of Care Waste Transfer Note (to be completed and returned in advance)

## **Toilets**

The Event will require toilets in the arena, camping areas and staff areas. As suggested above we aim to offer compostable toilets alongside chemical toilets, so are aiming for 20% compostable options and hope this number will rise year on year. We will be providing 1 toilet per 50 people, so will provide 60 toilets in total as the capacity is 3000.

## Noise

Staff will be provided with suitable ear protection in line with the legislation (*HSE - Noise: Regulations*, no date)

Legislation:

### ***Control of Noise at Work Regulations 2005***

This will be especially necessary in areas where the noise is above the legal limit of 85 db.

The overall noise level of the event will be monitored throughout to ensure disturbance the surrounding areas is kept to a minimum. Any PA systems will be directed away from residential areas and this will be considered when designing the layout of the arena and stages. The overall volume of the event will not exceed 107 db in order to stay within the legal limits this includes audience noise as well as noise from any performance (*Event safety - Noise*, no date). To ensure this all speakers will be monitored in sound check and any sound difference or delays between speaker stacks will be established.

## Campsites

Below is an overview of the facilities provided within the campsite and any precautions that will be taken to ensure staff and public safety.

- No dogs will be permitted at the event, unless they are service dogs or working with the security team.
- No open fires will be permitted in the campsite to minimise fire risk. Fire precautions will be taken throughout the campsite including fire safety lanes between tents and extinguishers.

- Lighting will be provided throughout the campsite.
- A campsite office will be available with a designated welfare point.
- Wildlife will be excluded from the area for a few weeks prior to the event to prevent infections and illness risk.
- Bins and toilets placed around campsite.
- Designated access campsite for disabled attendees, with access facilities such as wheelchair charging and changing places.

## **Food and Water Provisions**

All catering vendors will be subject to a written food safety management plan to reduce the risk of contamination and causing illness.

## **Weather**

The MET office provides a regularly updated service which will be monitored prior to the event. There will be planning in place for extreme weather warnings such as heavy rain and high sun exposure.

## **Disabled Access**

Disabled access will be considered when planning all elements of the festival. This is to ensure the event is accessible and open to all, no matter their abilities.

A few elements that will be considered are:

- Accessible campsite. Facilities such as wheelchair charging, medication storage and changing places available.
- Accessible viewing platforms at all stages.
- Disabled toilets located around site.

The festival will work with the charity attitude is everything to ensure this is implemented.

## **Licensing**

When planning an event there are several factors that must be considered when it comes to licensing. Certain activities such as the selling of alcohol, require licensing in order for them to take place. These licenses are often obtainable by sending an application to the venue or the festival site local council (Department of digital, culture, media and sport, 2015).

Licensing allows us to ensure public safety and prevent three factors:

- Prevention of crime and disorder
- Prevention on public nuisance
- Prevention of children from harm.

As Black Moon Festival will be over 500 capacity we will need to apply for a premises license, this application must be submitted to North Herts council.

## **Event Management Plan (EMP)**

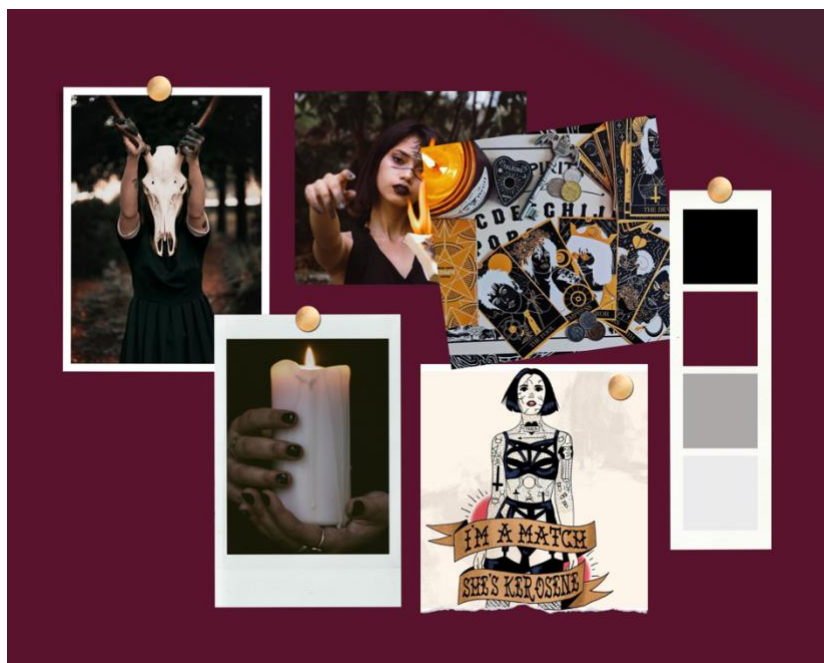
An event management plan (EMP) is a necessary document when organising an event with the capacity of 500 or more. The EMP includes every detail surrounding the event and is available throughout the build and whole event to ensure any issues that arise can be dealt with efficiently.

The EMP must include but not limited too:

- Nature of the event
- A site plans

- Event timings
- Traffic and car parking details
- Attendance numbers and staffing details
- Child protection measures
- Temporary structures details and plans
- Equipment details
- Food hyenine precautions
- Noise levels and expected timings
- Waste management plan
- Fire safety plan
- Emergency vehicles and medical plans.
- Evacuation Plans.

## Marketing



When marketing 'Black Moon' we aim to sell the narrative of the festival through the use of assets and video promotion. The narrative will have emphasis on the event being annual as well as showing the influence of the legendary location (Davies, 2021). Similar to how Download Festival markets the history of Donnington Park and its previous historic monsters of rock festival, this has proven to be effective amongst the audience of the rock genre (Palmer, 2020). The narrative will focus around a witch type character, that through a series of social media posts will slowly reveal the details of the event. This idea was inspired by other artists and festivals marketing style, specifically more creative festivals such as Boomtown Festival (Day, 2020). Being able to add a narrative to the festival has shown to be effective as it allows the festival to create a sense of community while allowing attendees to experience a unique immersive event (Marzarotto, 2018). Depending on popularity the festival may expand in the future to showcase a wider range of performance art outside of music. This expansion would also allow the theme to become more immersive within the event as it would be bigger than just set designs and visual assets.

## **Event Timeline**

| <b>Date</b> | <b>Action</b>                                                    |
|-------------|------------------------------------------------------------------|
| 10/01/22    | Submission to council                                            |
| 24/01/22    | Line up announced                                                |
| 04/02/22    | Tickets on sale. Marketing campaign goes full swing.             |
| 07/03/22    | Search for volunteers                                            |
| 14/03/22    | Sponsors confirmed                                               |
| 16/05/22    | Build begins                                                     |
| 16/05/22    | Tickets sent out. Press passes sent out. Access passes sent out. |
| 17/06/22    | Festival begins.                                                 |

|          |                     |
|----------|---------------------|
| 20/06/22 | Takedown starts.    |
| 04/07/22 | Reflection meeting. |

# **Appendix**

## Access Statement

### **Home of the Lytton Family since 1490**

#### **Access Statement**

##### **Contact**

Although every reasonable effort is made where possible to make the House, Gardens and Park accessible to all we are always looking at ways to improve our facilities and where possible to help our visitors enjoy their time at Knebworth House, Gardens and Park.

We welcome your feedback to help us continually improve. If you have any comments please contact us at the address below:

Knebworth House  
The Estate Office  
Knebworth  
Hertfordshire  
SG3 6PY

Tel: 01438 812 661  
Fax: 01438 811 908  
Email: [info@knebworthhouse.com](mailto:info@knebworthhouse.com)

##### **Introduction**

Visitors with disabilities are very much welcome to Knebworth House, Gardens & Park. We advise our guests that due to the nature and layout of Knebworth House, Gardens and Park we recommend that those with disabilities are accompanied by an able-bodied carer.

##### **Open Dates/Times**

Open dates and times are published on our website: [www.knebworthhouse.com](http://www.knebworthhouse.com) and in our leaflet which is available upon request, see contact details below.

##### **Pre-Arrival**

There are many ways to contact us before you arrive. These include:

- Calling the Estate Office during office hours, 9:00-17:00 on: 01438 812 661
- When calling out of office hours you can ring 01438 812 661 and listen to our voicemail information system and leave a message
- Alternatively you can browse our website: [www.knebworthhouse.com](http://www.knebworthhouse.com)
- Send us an email to: [info@knebworthhouse.com](mailto:info@knebworthhouse.com)
- Send us a fax on: 01438 811 908
- Or you can write to us at: Knebworth House, The Estate Office, Knebworth, Hertfordshire SG3 6PY

### **Directions**

Grid Reference / Location: OS TL230 224

GPS: Lat: 51.88134N, Long: 0.20593W

**By Car:** Knebworth House, Gardens and Park is near Stevenage in Hertfordshire. Located only 30 miles north of central London and 15 miles north of the M25 we offer the visitor direct access via our private slip road from Junction 7 (Stevenage South A602) of the A1(M). The postcode for the main entrance is SG1 2AX.

**By Rail:** Frequent non-stop trains run from Kings Cross to Stevenage and takes 30 minutes. There is a taxi rank at Stevenage Station – walking is not recommended.

**By Coach:** Coaches operate regularly from London Victoria to Stevenage. A taxi is necessary from Stevenage to Knebworth House.

**By Bus:** There is no direct bus or coach service to Knebworth House, Gardens & Park.

**By Taxi:** Telephone numbers for local taxi companies

|          |               |
|----------|---------------|
| Goldstar | 01438 727 277 |
| Parkers  | 01438 357 111 |

### **Arrival & Car Parking Facilities**

**Car Parking:** There is ample *and* free car parking within Knebworth Park during our published open times.

There are two main car parks:

- The Adventure Playground field on your right as you enter the Park. Visitors are welcome to drive up to the low fencing around the playground and park close to the play area offering both easy access and views of the play area. Please note that you will be driving across an uneven field. To the left of Knebworth Fort at the playground is a disabled designated car parking area.
- Located at the entrance to the formal gardens, gift shop, public toilets and Garden Terrace Tea Room. There is dedicated disabled parking which is clearly signposted closest to the entrance and toilets. The surface of the car park is gravel.

**Special Event Days:** Throughout the open season Special Events are organised within the Park and additional car parking is provided in one of our fields normally the closest to the event. During these times there will be additional staff dedicated to marshalling vehicles and assisting visitors. The car park marshalls are identified by reflective vests. These temporary car parks provide a dedicated area close to hard

standing for disabled drivers closer to the event. Please note that this is on grass and some areas may be uneven.

Before, during and after Special Events there may be some disruption to the facilities within the Park. We recommend contacting the Estate Offices in advance of a visit for further information.

**Road System:** Within Knebworth Park there is a concrete one-way road system. The direction for traffic is clearly signposted. On entering the Park there is one cattle grid. On exiting the Park there is one cattle grid and automatic exit gates which open outwards. A vehicle stopping point is clearly marked to enable the gates to open.

**Speed Limit:** For the safety of our visitors we operate a 10mph speed limit while in the Park. This is clearly signposted around the road system.

**Free Courtesy Bus:** A free courtesy vintage bus which has limited disabled access is provided within the Park on Sundays and Bank Holidays between 11:00 and 16:30 to transport visitors between the Adventure Playground and the House and Gardens.

**Dogs:** Dogs are allowed in the Park only, not in the Formal Gardens, Dino Trail or the House. Dogs must be kept on leads and under control at all times. Assistance dogs are welcome in all accessible areas.

#### **Main Entrance & Ticketing Area**

Admission tickets are available from pay points located at the entrance. Visitors receive a free map showing all the amenities within the Park.

Please make the staff aware of any disabled persons and any essential carers in the vehicle as staff are not always aware and do not want to cause offence.

A person with a disability is required to purchase a standard admission ticket. An essential carer of a disabled person is admitted free, by prior arrangement.

## Premise licensing



**North Hertfordshire**  
**Application for need for a Designated Premises**  
**Supervisor to be disappplied**  
**Licensing Act 2003**

For help contact  
[licensing@north-herts.gov.uk](mailto:licensing@north-herts.gov.uk)  
Telephone: 01462 474000

\* required information

### Section 1 of 4

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

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

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

Zoe

\* Family name

Bastin

\* E-mail

zoejadebmusic@outlook.com

Main telephone number

07894006119

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     | 43              |
| * Street                      | West moors road |
| District                      |                 |
| * City or town                | wimborne        |
| County or administrative area |                 |
| * Postcode                    | BH21 6QT        |
| * Country                     | United Kingdom  |

1 2 3 4 Next >



North Hertfordshire  
Application for need for a Designated Premises  
Supervisor to be disappplied  
Licensing Act 2003

For help contact  
[licensing@north-herts.gov.uk](mailto:licensing@north-herts.gov.uk)  
Telephone: 01462 474000

\* required information

**Section 2 of 4**

**PREMISES DETAILS**

We, as named in section 1, being a board or committee of individuals with responsibility for the management of the community premises described in section 2 below, and being the applicant for a premises licence or the premises licence holder in respect of those premises apply for the condition referred to in section 19(4) of the Licensing Act 2003 to be included in the licence instead of the conditions referred to in section 19(2) and (3) of the said Act.

[See also guidance on completing the form, note 1.](#)

Premises licence number

\* Premises name Knebworth house

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

☒ Address ☐ OS map reference ☐ Description

**Address**

\* Building number or name Knebworth House

\* Street NA

District

\* City or town Knebworth

County or administrative area Hertfordshire

Postcode SG3 6PY

\* Country United Kingdom

**Contact Details**

E-mail

Telephone number

Fax number

Other telephone number

\* Brief description of premises and the composition of the committee or board of individuals with responsibility for the management of the premises. ([See also guidance on completing the form, note 2.](#))

Country house with estate grounds

\* Describe how you will ensure that alcohol sales are properly supervised and what arrangements you have in place (if any) for hiring out the premises. ([See also guidance on completing the form, note 3.](#))

Restricted to bar areas. Bars will be policed by stewards and security.



\* required information

### Section 3 of 4

#### APPLICANT DETAILS

\* Are you the premises licence holder?

☐ Yes ☒ No

Are the applicants address and contact details the same as the premises address and contact details given in section 2?

☒ Yes ☐ No

#### Address

Building number or name   
Street   
District   
City or town   
County or administrative area   
Postcode   
Country

Enter the city or town

#### Contact Details

E-mail   
Telephone number   
Fax number   
Other telephone number

\* Are you able to attach the premises licence?

☐ Yes ☒ No

\* Reasons why you have failed to attach the premises licence

Any further information to support your application



\* required information

### Section 4 of 4

#### DECLARATION

I/we understand it is an offence, under section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

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

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

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

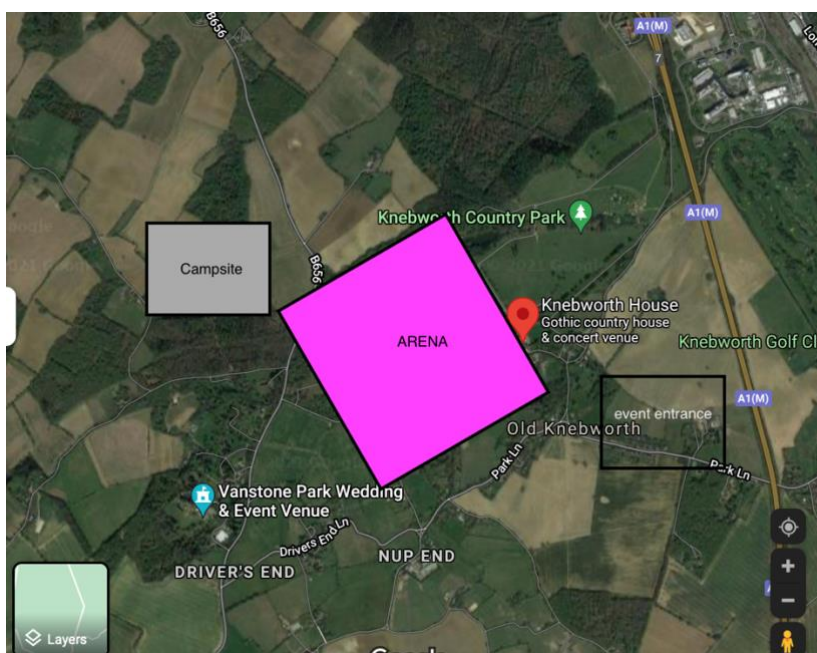
Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
  2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/north-hertfordshire/apply-3> 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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## Site maps



## Temporary event notice and alcohol, regulated entertainment



North Hertfordshire  
Temporary Event Notice  
Licensing Act 2003

For help contact  
[licensing@north-herts.gov.uk](mailto:licensing@north-herts.gov.uk)  
Telephone: 01462 474000

\* 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  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

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

### Applicant Details

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

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

Are you:

☐ Applying as a business or organisation, including as a sole trader

☒ Applying as an individual

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

## Section 2 of 9

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

Have you had any previous or maiden names?

☐ Yes

☐ No

\* Your date of birth

/  /   
dd mm yyyy

Applicant must be 18 years of age or older

National Insurance number

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

Place of birth

#### Correspondence Address

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

☒ Yes

☐ No

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

Building number or name

43

Street

west moors road

District

City or town

wimborne

County or administrative area

Postcode

Enter the city or town

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

zoejadebmusic@outlook.com

Telephone number

+447894006119

Other telephone number

### Section 3 of 9

#### THE PREMISES

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

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

\* Does the premises have an address?

☒ Yes ☐ No

#### Address

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

☐ Yes ☐ No

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

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

\* 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

#### Location Details

\* Provide further details about the location of the event

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 [\(see also guidance on completing the form, note 3\)](#)

Continued from previous page...

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

Estate grounds

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

Live music festival

#### Section 4 of 9

##### LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises

[\(see also guidance on completing the form, note 6\):](#)

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

[\(See also guidance on completing the form, note 7\).](#)

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

[\(See also guidance on completing the form, note 8\).](#)

##### Event Dates

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

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

[\(see also guidance on completing the form, note 9\)](#)

Event start date

16 / 06 / 2022  
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

19 / 06 / 2022  
dd mm yyyy

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

11am - midnight

[\(see also guidance on completing the form, note 10\)](#)

Continued from previous page...

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

3000

Note that the maximum number of people cannot exceed 499.

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

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

required information

#### Section 5 of 9

##### RELEVANT ENTERTAINMENT [\(See also guidance on completing the form, note 13\)](#)

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

live music

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#### Section 7 of 9

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

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?

☐ Yes ☒ No

Have you already given a temporary event notice for the same premises in which the event period:

- a) Ends 24 hours or less before; or ☐ Yes ☒ No
- b) Begins 24 hours or less after the event period proposed in this notice?



\* required information

**Section 8 of 9**

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

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

☐ Yes ☒ No

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before; or  
b) Begins 24 hours or less after the event period proposed in this notice?

☐ Yes ☒ No

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

☐ Yes ☒ No

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before; or  
b) Begins 24 hours or less after the event period proposed in this notice?

☐ Yes ☒ No

## Risk assessment

| What are the hazards? | Who could be hurt?<br>How?                                                                                                                                                                                                     | Solution?                                                                                                                                                                                                                            | Further solution? |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Fire                  | <ul style="list-style-type: none"> <li>Structures around sit such as stages</li> <li>Camping areas</li> <li>Smoking areas</li> <li>Catering and cooking areas</li> <li>Burns and life endangerment for all on site.</li> </ul> | <ul style="list-style-type: none"> <li>Fire break lanes</li> <li>A fire safety plan</li> <li>Emergency response plan and procedure.</li> <li>Banned equipment and dangerous materials</li> <li>Designated evacuation plan</li> </ul> |                   |
| Electrical equipment  | <ul style="list-style-type: none"> <li>Production staff and crew working near generators and equipment</li> <li>Electric shock risk, injury or life endangerment.</li> </ul>                                                   | <ul style="list-style-type: none"> <li>PAT testing all equipment</li> <li>Circuit breakers</li> <li>Generators kept away from staff and public</li> </ul>                                                                            |                   |
| Trips                 | <ul style="list-style-type: none"> <li>Staff or attendees</li> <li>Injury or medical emergency</li> </ul>                                                                                                                      | <ul style="list-style-type: none"> <li>Site designed with clear walkways.</li> <li>Plan in place for extreme weather.</li> </ul>                                                                                                     |                   |
| Height                | <ul style="list-style-type: none"> <li>Injuries suffered from falling or slipping from height</li> <li>Mainly staff risk</li> </ul>                                                                                            | <ul style="list-style-type: none"> <li>Staff under go safety training to prevent accidents as much as possible.</li> </ul>                                                                                                           |                   |

|            |                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                             |  |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|            |                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Emergency evacuation plan in place if needed</li> <li>• Suitable safety and protection equipment provided</li> </ul>                                                                                                                                               |  |
| Exhaustion | <ul style="list-style-type: none"> <li>• Fatigue may effect staff.</li> </ul>                                                                                                | <ul style="list-style-type: none"> <li>• Sufficient breaks scheduled</li> <li>• Legal working hours followed</li> </ul>                                                                                                                                                                                     |  |
| Crowding   | <ul style="list-style-type: none"> <li>• Lack of crowd management.</li> <li>• Mainly effecting site staff and attendees</li> <li>• Risk of crushing and trampling</li> </ul> | <ul style="list-style-type: none"> <li>• Capacity limited to 3000 without staff.</li> <li>• Trained stewards and security handling crowd management.</li> <li>• Suitable crowd management plan in place</li> <li>• Barrier to help prevent over crowding</li> <li>• Suitable exits and entrances</li> </ul> |  |
| Vehicles   | <ul style="list-style-type: none"> <li>• Risk to pedestrians and staff</li> <li>• Damage risk to vehicles</li> </ul>                                                         | <ul style="list-style-type: none"> <li>• Restricted vehicle movement throughout event days.</li> <li>• Limited to certain areas that are essential.</li> </ul>                                                                                                                                              |  |

|                |                                                                                                                        |                                                                                                                                                                                                                 |  |
|----------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                |                                                                                                                        | <ul style="list-style-type: none"> <li>• Traavel and vechicle movement plan in place.</li> <li>• Traffic direction planned on site.</li> </ul>                                                                  |  |
| Noise exposure | <ul style="list-style-type: none"> <li>• Attendees and staff</li> <li>• Hearing loss from too much exposure</li> </ul> | <ul style="list-style-type: none"> <li>• Noise limits throughout site, not to exceed legal limit of 80db</li> <li>• Sound staff to wear suitable protective equipment and to take sufficient breaks.</li> </ul> |  |

## Staffing

|                    |
|--------------------|
| <b>Main roles</b>  |
| Creative directors |
| Head of marketing  |
| Head of music      |
| Head of admin      |
| Head of operations |

|                             |
|-----------------------------|
| <b>Marketing department</b> |
| Head of marketing           |
| Designer                    |
| PR                          |
| Sponsorship and branding    |
| Promotions                  |
| Video                       |
| Sales                       |

|                                         |
|-----------------------------------------|
| <b>Music and programming department</b> |
| Head of music                           |
| Backstage                               |
| Artist Booking                          |
| Artist relations                        |

|                              |
|------------------------------|
| <b>Operations Department</b> |
| Head of operations           |
| Stewards                     |
| Medical                      |
| Security                     |
| Stage production             |
| Vendors                      |
| Logistics                    |
| Volunteers                   |
| Waste management             |

|               |
|---------------|
| <b>Admin</b>  |
| Head of admin |
| Ticketing     |
| Accounting    |

|                 |
|-----------------|
| Licensing       |
| Risk management |
| HR              |

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