Tileyard Present Music and Movies 2021

Live Event Management

BMTY7005

Joseph Sensier

2020/21

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The Event

Our team, “Tileyard Together”, consisting of Joe, Lucy, Guila and Eva, came together to create the event: “Tileyard Presents Music and Movies 2021”. Our ambition was to provide a one-day music and film festival with the aim to showcase the creative industry's upcoming young talent, and to encourage networking and collaboration between young creatives; bringing them all together in one space to showcase the next generation of the art world.

The music line up will include three genres of today's pop music (RnB, Alternative Rock and Electronic), while the film line up will feature three short movies by exciting new directors based around the country.

The event will be held at Tileyard in Kings Cross, London, a hub for the creative industries here in London, on Saturday, 24th July 2021.

Outlined here are the five W’s for the event.

- When: July 24, 2021 (10.30 am - 10 pm)
- Who: The primary target audience for this event are young creatives aged 16-30. The audience share a curiosity towards today's creative industries including music and film discovery.
- What: A one-day music and film festival which aims to showcase the upcoming talents of young creatives to the wider creative industry and to encourage networking and collaboration. The music line-up will focus on today's pop music genres while the film line-up will feature short movies by exciting new directors based around the country.
- Why: The event wants to encourage networking between young and emerging creatives. Our event aims not for entertainment, but as a place for creatives to exchange, inspire, and discover.
- Where: Tileyard London. Precisely, the event will take place around The Gallery, which will host the screening of the short movies. The outside courtyard surrounding the Gallery will be set up as part of the event and will be where the stage is set up (see appendix A)

Event Planning

After we agreed our vision for the event, we began the task of planning the event. Our group arranged an initial planning meeting where we delegated roles and responsibilities collaboratively so that all members of the team could utilise their unique strengths and skills. We also ensured that everyone in the team were fully on board with the aims of our event and in agreement with the event content. Our first meeting minutes were recorded by Lucy (Appendix B). We decided that Joe would be responsible for the event management planning and marketing, Lucy would be responsible for recording the minutes at meetings and budgeting, Gulia would be responsible for licensing and programming and Eva would be responsible for floor management and staffing. However, after the meeting, tasks were reallocated slightly and Eva took over responsibility for the marketing and Joe took responsibility for staffing. This was because Eva felt that her skill set was more relevant to marketing. The team was agile and adaptive and negotiated these changes in responsibilities with ease. It is essential for a team to work together efficiently and collaboratively in order to successfully execute the planning and organising of an event. The importance of working with a team is explained here by the university of Birmingham:

> Working with others enables you to pool your ideas and see problems from different perspectives. In a group situation, you can attempt tasks that could not be accomplished by an individual, combining a variety of skills and expertise to tackle more complex and larger scale problems. (Uni of Birmingham,2021)

The next task for the team to consider was the creation of the site map. This involved discussing and agreeing how best to utilise the space available to create a “function event” space. We agreed to use the existing Vinyl Café, Gallery and the car parking space around them, and envisaged that this existing area on the site would work well for our event. Additionally, and importantly, easy to secure and manage, we set about creating a site map (appendix A) showing our event's general layout. The café and Gallery would provide the event with food/drink and toilet facilities which was extremely useful and this simplified certain aspects of the the event management planning document (EMP), which will be discussed later (see appendix D).

Our second meeting targeted several different areas, including finalising the event name and discussing marketing options with Eva. The overall project plan was reviewed and checked, and any issues were tackled together as a team. The meeting minutes were recorded by Lucy (Appendix C).

I created the EMP (Event Management Plan Document-appendix D), which forms an essential part of the event planning and which set out all crucial information regarding the event's planning and

execution. The document includes all the safety and organisational aspects of the event. The EMP document must contain the following information (London Event Tookit,2021):

- A detailed site plan (see appendix A)
- A Written Itinerary & Operating Procedure
- Water & Electricity Supply
- Portaloos
- Shelter (e.g. Gazebo)
- Hazard Tape
- Safety Fencing or Barriers
- Emergency Plan
- First Aid Provision
- Signage
- A PA System
- Fully Briefed Marshals and Stewards (Staffing)
- High Visibility Jackets

The full EMP is shown in Appendix D.

Budget

Event budgeting is essential and cannot be overlooked and managing the finances is critical for an event to take place and operate successfully. Lucy held overall responsibility for the budget although the team were regularly consulted when amendments needed to be made to the budget in relation to paying for staff, performers, security, equipment, marketing and more. The team discussed fees for the performers and directors and agreed the ticket prices for general admission to be £25 with student concessions at £15. The event has a total capacity of 150 and we aim to sell out the event. We budgeted to spend £450 on performers fees and rights to show the movies. The budget is shown in Appendix E.

We plan to employ 20 staff members in total. We will require 10 stewards, 10 event staff, 5 SIA trained security. The Vinyl Café can provide their own staff. 5 security staff will be paid the living wage per hour. We have negotiated for 20% of the Vinyl Café profits for the day to be paid to us. In total, we expect to make a profit of £779.32. Our aim is not to generate significant profits from this event because “Tileyard Presents Movies and Music” is primarily a showcase event for the community.

Licensing

To create and host an event, we will require a license from the local council, which in our case is Islington. The license ensures we are putting on a safe event and adhering to the rules within the licensing act 2003 (GOV.UK). A premise license was completed by Guila, who oversaw licencing requirements for the team. For live music and the showing of the films, we would require a licence from the local council of Islington. The licence is for The Gallery and will allow us to show films to an audience. For food and alcoholic beverages, we did not require a license due to us using the Vinyl Café as our outlet, which already possessed the required licenses to sell food and alcoholic drinks. This made the licensing relatively straightforward for our event. A TENS notice could have been used as the event had a capacity below 500 people and was only for one day, but Gulia made the decisions to use a premise license instead to ensure we were completely covered, and the event would have no trouble being permitted to operate. The team were in full agreement with this decision. Shown in Appendix F is the complete licencing application to Islington Council.

Programming

Creating the perfect event with the best line-up to demonstrate the most up and coming young talent from around the UK was vital to the success of our event. “Tileyard Presents Music and Movies” aims to showcase young creatives and allow them to network with other creatives and expand their careers into the future. So, we began the search for artist and directors that would meet our requirements for the event. Leading the programming was Guila, who has an eye for young talent progressing up the ladder.

Regarding the live shows, we planned to feature UK-based emerging artists who will represent different nuances from today's pop music genres. The first live show will be held by Killowen, a young student of Tileyard's Production MA who is currently working on a series of singles. He recently caught the attention of BBC Radio 1 being broadcasted by Gemma Bradley. Baby Queen is a rising name in the UK scene, crafting sharp, humorous lyrics combined with a more alternative-rock sound, while India Jordan is a UK-based DJ and producer who is spreading self-acceptance through their beats. We thought that this represented a diverse and inclusive line-up regarding gender, age and music genre.

Listed below are the artists and their social media links.

Music showcase 1: Killowen (Tileyard Student of Production, emerging artist and producer) IG: https://www.instagram.com/killowen_/ - Representing RnB Pop

Music showcase 2: Baby Queen (London based upcoming artist) IG: https://www.instagram.com/queenofthebabies/ - Representing Alternative/Rock Pop

Music showcase 3: India Jordan (London based DJ/Producer) IG: https://www.instagram.com/indiajordan_/ - Representing Electronic/Club Pop

For the movie screenings, we chose to focus on upcoming directors from around the UK. The first director we would love to host is Fyzal Boullifa, a British filmmaker of Moroccan descent, already nominated for a BAFTA in 2013 and recently directed Lynn + Lucy. This first movie will be screened at our one-day festival.

Lynn + Lucy (2020) - Lynn and Lucy are life-long best friends, their relationship as intense as any romance. Neither has ventured far from where they grew up. Lynn, who married her first boyfriend and whose daughter is fast growing up, is delighted when the charismatic, volatile Lucy has her first baby boy. Lucy, however does not react to being a mother as Lynn expects. Soon, they find their friendship is tested in extreme circumstances.

The second director we will host is Richard Kattah, a young award-winning director based in London. The festival will screen his latest effort, "Step Back" (2021), a crime drama short film. Plot and trailer follow. Step back (2021) - Step back follows Marcus's story, a 16-year-old boy caught up in gang culture. His choices make him face his present and re-evaluate his future, and which can be still written differently.

The third director we chose to feature is Hope Dickson Leach, a more experienced film director who is going to screen her 2016 debut, The Levelling. The movie has been already praised by the likes of The Guardian and Variety as a "powerful tale and a tremendous debut". The Levelling (2016) tells the story of trainee veterinarian Clover Catto who returns to the farm where she grew up after hearing news that her brother Harry has died - in what appears to be a suicide. Finding the family home in a horrendous state of disrepair, Clover is forced to confront her father Aubrey and face an emotional journey of reckoning.

All the trailers for these movies will be linked to the reference list. The “Tileyard Present Music and Movies” poster, including all the artists and directors, can be found in Appendix G. We wanted to create the most engaging timetable possible throughout the day. Gulia came up with a programme that worked perfectly. The schedule allowed everyone to view all the different elements of the showcase pleasantly.

Schedule

11.00 AM - DOORS OPEN

11.20 - 12.50 AM - MOVIE: LUCY + LYNN

12.50 - 1.30 PM - BREAK

1.40 - 2.20 PM - MUSIC SHOWCASE: KILLOWEN

2.40 - 3.10 PM - SHORT MOVIE: STEP BACK

3.10 - 4.00 PM - BREAK

4.00 - 4.40 PM - MUSIC SHOWCASE: BABY QUEEN

5.10 - 6.30 MOVIE - THE LEVELLING

7.00 - 8.00 PM - MUSIC SHOWCASE: INDIA JORDAN

Marketing

A strong marketing push is crucial for the event to get the exposure needed to sell all the tickets and gain important sponsorships contracts. Handling the marketing was Eva, who created a marketing strategy and all the additional assets.

Social media and Hashtags

We will use Tileyard's existing social media platforms, including Instagram, Twitter and Facebook, to promote the event because they already have an existing substantial following. However, we have created a unique hashtag just for our event #TileyardPresents2021. The hashtag will allow us to create a community around our event and keep all posts together if the hashtag is searched. We will also have an Instagram highlight set up for the event.

We will create a Facebook event page will all the information regarding the event. We are using Twitter for real-time updates before the event and during the event. LinkedIn will be used to promote the event to music professionals as a showcase and networking event.

We will ask attendees to post pictures and stories to social media using our hashtag #TileyardPresent2021 to boost the hashtag and our engagement.

We will run a few pre-event competitions such as 'caption this photo' and tag a friend you would like to attend with for a chance to win a discounted ticket.

SEO

Staying on the top of the google search is vital to finding our website and tickets when searching for our event online. Our keywords will be Tileyard, Tileyard Presents, Tileyard Events, Music and Movies, events in London, events 2021, networking events, and places to network for our SEO. We will be using Keyword Planner by Google to implement these.

Ticket Selling

We decided to use Dice to sell our tickets to make it easy for our audience to buy and navigate. DICE is the worlds leading live streaming services for music and cultural events. Their mission is as simple as to get people out more often. It was created in 2014 as a platform to connect fans quickly and easily to the best shows in the world (Dice,2021). In addition to our website, which can be used for information regarding the event, signing up to our mailing list and ticket selling in collaboration with DICE. We will have three different ticket runs, which are Early Bird, Group and General. The early bird tickets offer a discount but will be limited. Group gives a discount on any additional tickets purchased.

Email marketing

As mentioned before, via our website, we will be offering the ability to sign up to our mailing list for the event. We aim to create very personalised content for these emails. Part of a marketing strategy will be that the first 50 people who sign up to the mailing list will get a 20% discount. We will offer additional offers in our emails as well as exclusive content regarding the event and the artists and directors associated with us.

Blogging

A great way to market your event is to write an engaging article and link some of your content to your upcoming offering (Eventbrite,2021). We will publish a blog on our website and share the article on our socials to promote the event. We will also use event listings sites such as Evvnt to help further promote our event.

Sponsors

We will be using several sponsors to market our event. These sponsors will add their logo to our promotional material in exchange for financial assistance. We will partner with brands such as Beats, Red Bull and Coca Cola.

Word of Mouth

Word of mouth remains an unbeatable way of marketing, and we will encourage people to share our event within their networks.

Summary

Overall, our team worked brilliantly together to create a fantastic event for showcasing and networking young creatives and helping them towards the best possible future and also creating an exciting entertainment schedule. As a team, we overcame the hurdles and difficulties that are inevitable in the planning of any event and are optimistic that “Tileyard Presents Movies and Music 2021” will be a great success.

References

2021. [online] Available at: <http://www.londoneventstoolkit.co.uk/> [Accessed 25 March 2021].

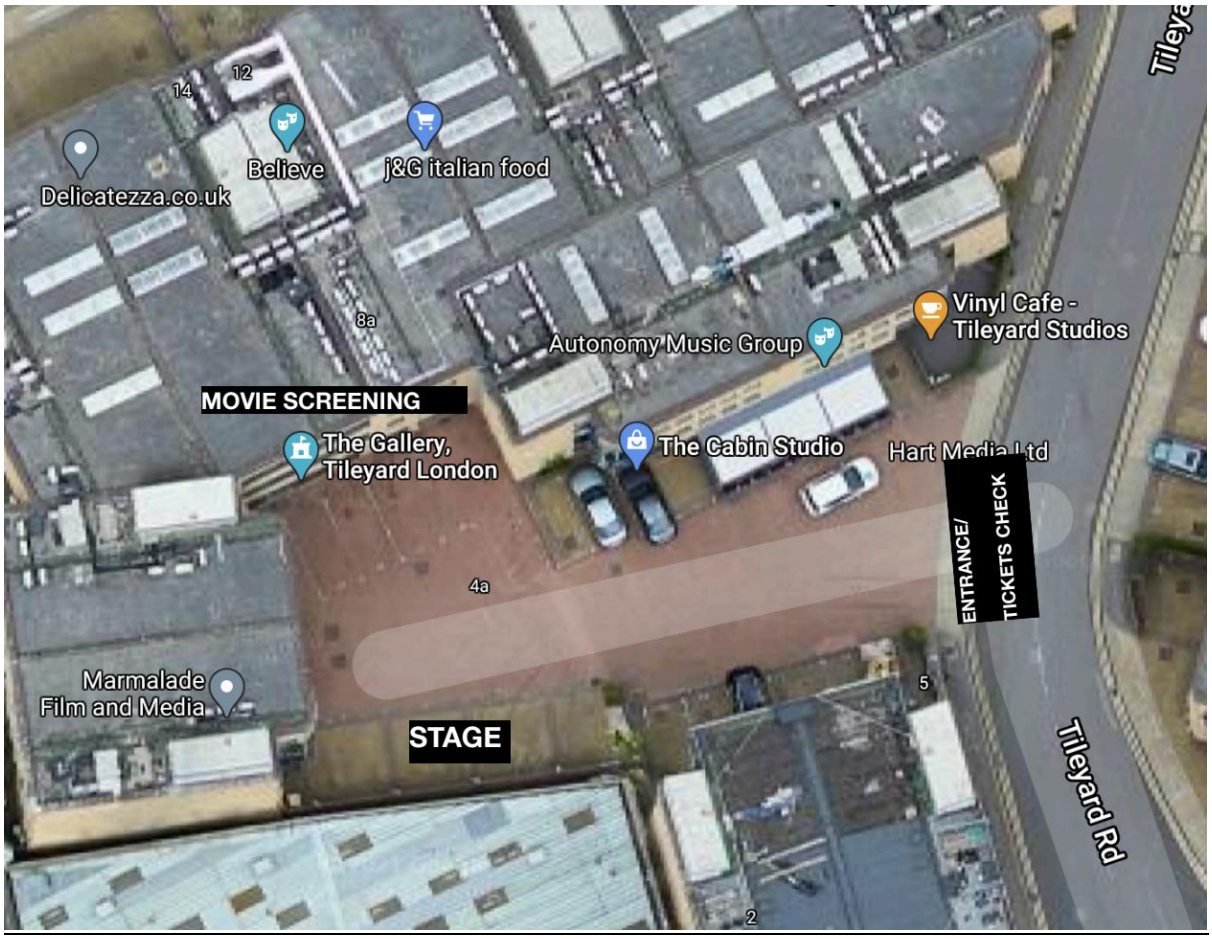
DICE | Discover and get tickets for events and live streams. 2021. *DICE | Discover and get tickets for events and live streams*. [online] Available at: <https://dice.fm/> [Accessed 25 March 2021].

Islington.gov.uk. 2021. *Islington Council: Event safety guide, risk assessments and insurance for arts and cultural events | Islington Council*. [online] Available at: <https://www.islington.gov.uk/libraries-arts-and-heritage/arts/events-funding-and-space/organising-an-event/guides-insurance-and-risk-assessment> [Accessed 25 March 2021].

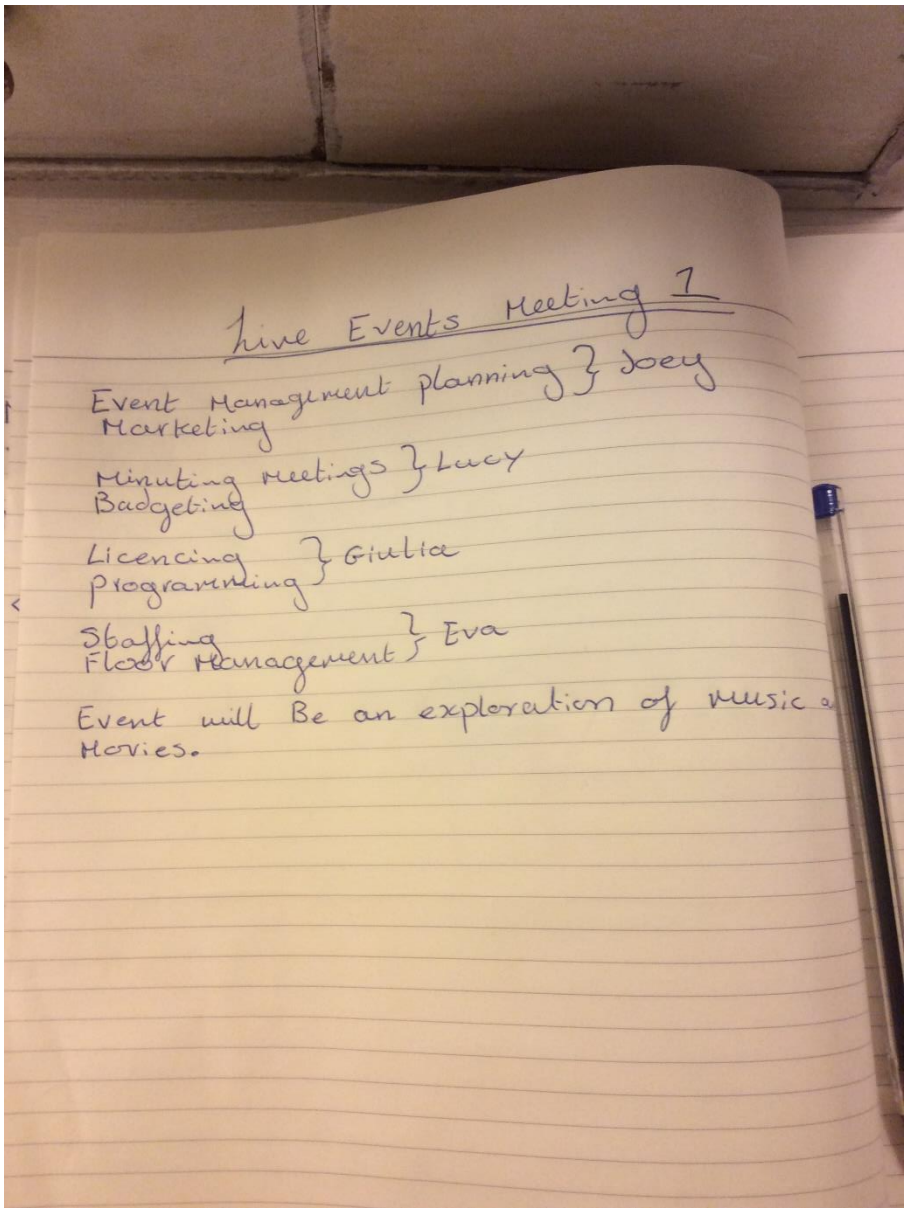
Legislation.gov.uk. 2021. *Licensing Act 2003*. [online] Available at: <https://www.legislation.gov.uk/ukpga/2003/17/contents> [Accessed 25 March 2021].

University of Birmingham. 2020. *Why work in Groups?*. [online] Available at: <https://www.birmingham.ac.uk/schools/metallurgy-materials/about/cases/group-work/why.aspx#:~:text=Effective%20learning&text=Working%20with%20others%20enables%20you, complex%20and%20larger%20scale%20problems.> [Accessed 25 March 2021].

Appendix A – Site Map



Appendix B – Meeting Minutes 1



Live Events Meeting 1

Event Management planning } Joey
Marketing

Minuting meetings } Lucy
Budgeting

Licencing } Giulia
Programming

Staffing } Eva
Floor Management

Event will Be an exploration of music a
Movies.

Appendix C – Meeting Minutes 2

12 March 2021 at 20:22

Title:
Tileyard Presents! 2021; Music and Movies

Event management plan - element 1

map - element 2

temporary event notice - element 3

advertising images (Poster) - element 4

Ingoing/outgoing financial chart - element 5

Putting the event on the 24th July as that is a Saturday.

Appendix D – Event Management Plan

Tileyard Presents Music and Movies
Event Management Plan

Contents

1 Mission Statement

2 Event Outline

3 Aims and Objectives

4 Event Management Structure

5 Emergency Procedures

6 Evacuation Plan

7 Severe Weather and Event Cancellation

8 First Aid

9 Fire Precautions and Equipment

10 Communications

11 Staffing

12 Waste Management

13 Toilets

14 Catering

15 Lighting

16 Noise Management

1. Mission Statement

Our mission is simple. We are intending to give young talent a spotlight and using our event we aim to showcase the best on offer from music and film. Right at the creative heart of London. To create a brighter future for all the talent showcased.

2. Event Outline

At Tileyard Presents Music and Movies we are aiming to provide a one-day music and film festival, which aims at showcasing the upcoming young talents of the creative industry and to encourage the network and the collaboration between young creatives. Bring them all together to showcase the next generation of the arts world.

In particular, the music line up will focus on the different genres of today's pop (RnB, Alternative Rock and Electronic) while the film line up will feature short movies by exciting new directors based around the country.

Our event will be held at Tileyard in Kings Cross, London, which is a hub for the creative industries here in London on Saturday 24th July 2021.

The official opening will take place at 11am on the 24th July. The following activities will be available to the ticket holders between 11:30am and 10pm.

- Stalls
- Catering concession outlets
- Live music
- Film Screenings

We will be showing several films over the day from indie directors and production companies. After each film there will be a set from an artist. With an onsite café food and drink will be available. In addition, several independent stalls will be permitted to operate.

3. Aims and Objectives

This plan aims to provide a complete event document in order that all the individual organisations who will be participating in the event clearly understand both their own roles and how these roles interact with other contributors.

The main objectives are:

- to provide a successful, safe, enjoyable event
- to consider and plan for possible problems
- to identify trigger points for implementation of emergency procedures

4. Event Management Structure

- Event Manager
- Site Manager and Deputy Event Manager
- Stewarding Coordinator
- Safety Officer
- Medical and First Aid Provision

Major Incident Emergency Management Team

- Event manager
- Site Manager and Deputy Event Manager
- Stewarding Team

5. Emergency Procedures

If the event management team consider that an emergency is to be declared, instructions will be given to the event visitors by the Event Manager using the PA system or a megaphone.

6. Evacuation Plan

If the Major Incident Emergency Management Team decide that a controlled evacuation of the main event area is required, then the following procedure will apply.

• Stewards take positions

• On stage announcement made by the event manager

7. Severe Weather and Event Cancellation

Using the Met office weather report, weather forecast will be checked a week prior to ensure no severe weather is due. The Event manager will make the final decision if the event should be cancelled or postponed.

8. First Aid

We will have 2 trained first aid personnel at the event.

There will be an easy to find first aid point situated by the Vinyl Café.

9. Fire Precautions and Equipment

For the Performance Area and The Gallery

Two water type extinguishers, one dry powder extinguisher on each side of the stage, one light duty fire blanket. The Event management team will ensure that the stewards are fully conversant with the relevant fire and safety procedures for any events that may occur across the site.

10. Communications

The event management team stewards, first aid and event staff will have access to either handheld radios or mobile phones. The stage PA will be used for safety announcements and may be used for emergency announcements if needed. A back-up system utilising a battery powered megaphone will be used if the main PA system fails.

11. Staffing

For this event we will require 10 stewards, 10 event staff, 5 SIA trained security.

The Vinyl Café can provide their own staff.

Stalls are permitted to have up to 4 staff each.

12. Waste Management

The event area will be inspected before and after the event and large litter items will be removed.

Additional rubbish bins will be provided.

13. Toilets

4 additional portable toilets will be brought onto the site to accompany the existing toilets at the Vinyl Café and The Gallery

14. Catering

Food and drinks will be available from the Vinyl Café and several other stalls onsite.

15. Lighting

No additional lighting should be required. The site has some lighting that may be used in event of low lighting but at peak summer with a 9pm finish it should not be required.

16. Noise Management

Minimizing the noise pollution from the music performance is crucial. Whilst the site is set away from private residences. We do not wish to disturb anyone nearby.

Appendix E – Budget

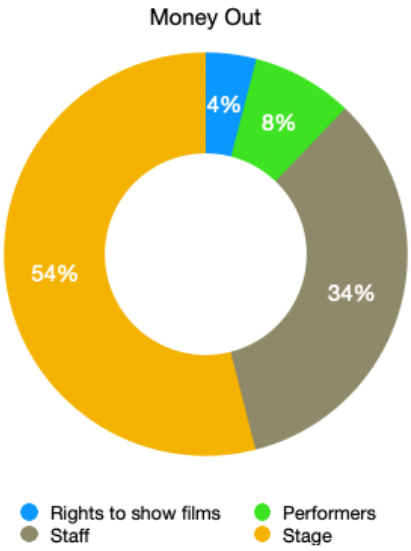
Budget

*Values are rounded to the nearest pound

Money In	
Standard Ticket	£1,875
Sudent Ticket	£1,125
20% Vinyl café cut	£85
Beats sponsorship	£500
Redbull Sponsorship	£500
CocaCola Sponsorship	£500
Total income	**£4,585**

Money Out	
Rights to show films	£150
Performers	£300
Staff	£1,256
Stage	£2,000
Total	£3,706

Money Left Over	
Income minus expenses	£879



Appendix F – License

ISLINGTON

Islington
Application for a premises licence
Licensing Act 2003

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

* required information

Form errors

Some data entered into this form is invalid. Please resolve before continuing.

Section 1 of 21

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

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference		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	Giulia
* Family name	Fontana
* E-mail	giuliafontana0001@gmail.com
Main telephone number	+393450433131
Other telephone number	

Include country code.

☐ 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.

Some data entered into this form is invalid. Please resolve before continuing.

Section 2 of 21

PREMISES DETAILS

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

Premises Address

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

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

Postal Address Of Premises

Building number or name	The Gallery (Tileyard London) + Courtyard
Street	Tileyard Road
District	
City or town	London
County or administrative area	London
Postcode	N79AH
Country	United Kingdom

Further Details

Telephone number	+44 20 3725 6104
Non-domestic rateable value of premises (£)	

Enter non-domestic rateable value of premises

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

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

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

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INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details 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.

First name	Giulia
Family name	Fontana

Is the applicant 18 years of age or older?

(•) Yes ( ) No

Current Residential Address

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

(•) Yes ( ) No

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

Building number or name	Flat 5
Street	2 Treadway Street
District	
City or town	London
County or administrative area	London
Postcode	E26QW
Country	United Kingdom

Applicant 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	giuliafontai
Telephone number	+393450433131
Other telephone number	

Select if the contact details are different from those provided in section one

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? 24 / 07 / 2021 (dd mm yyyy)

If you wish the licence to be valid only for a limited period, when do you want it to end 25 / 07 / 2021 (dd mm yyyy)

Provide a general description of the premises

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

We want to host a one-day event where young UK creatives are showcased. in particular, there will be three live shows and three movie/short-movies screenings. On the site alchol and food will be sold by the Vinyl Cafè. We expect 120 people to be there.

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

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

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PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

(●) Yes ( ) No

Standard Days And Timings

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

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	11:20	End	18:30
	Start		End	
SUNDAY	Start		End	
	Start		End	

Continued from previous page...

Will the exhibition of films take place indoors or outdoors or both?

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

- (•) Indoors
- ( ) Outdoors
- ( ) Both

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

Movie exhibitions will take place inside The Gallery.

State any seasonal variations for the exhibition of film

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

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

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

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

(•) Yes ( ) No

Standard Days And Timings

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

MONDAY

Start | End

Start | End

TUESDAY

Start | End

Start | End

WEDNESDAY

Start | End

Start | End

THURSDAY

Enter Wednesday end time 2

Start | End

Start | End

FRIDAY

Start | End

Start | End

SATURDAY

Start 13:40 | End 20:00

Start | End

SUNDAY

Start | End

Start | End

Continued from previous page...

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

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

- ○ Indoors
- ◉ Outdoors
- ○ Both

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

Live shows will take place outside the Gallery, where a stage will be set up in Tileyard's courtyard.

State any seasonal variations for the performance of live music

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

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

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

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

(•) Yes ( ) No

Standard Days And Timings

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

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	11:00	End	20:00
	Start		End	
SUNDAY	Start		End	
	Start		End	

Continued from previous page...

Will the sale of alcohol be for consumption:

- ○ On the premises
- ○ Off the premises
- ◉ Both

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

State any seasonal variations

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

The sale of alcohol will be managed by The Vinyl Cafè.

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

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

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

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

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	11:00	End	20:00
	Start		End	
SUNDAY	Start		End	
	Start		End	

State any seasonal variations

Section 18 of 21

LICENSING OBJECTIVES

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

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

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

MUSIC AND MOVIES lists as an absolute priority the safety of its audience, its staff and its performers. The organisers and the staff will act accordingly to the government policies to assure that the event happens in all safety.

b) The prevention of crime and disorder

There will be bag checks at the event entrance. Only tickets holders will be permitted entrance. None of these items will be allowed on site: weapons of any kind, alcohol (only possible to buy it from the Vinyl Cafè), drugs and illegal substances, explosives. The staff will monitor the audience behaviour in order to prevent dangerous events.

c) Public safety

The event will be strictly monitored by our staff and volunteers. The numbers of tickets on sale is 120, which matches with the maximum capacity of the indoor venue, The Gallery. We believe that keeping a low capacity would prevent overcrowding. Crowd flows will in any case be managed by our staff.

d) The prevention of public nuisance

The event will follow a noise curfew, so the amplified sounds from the live shows will stop around 8 PM. The movie screenings won't cause any noise because it will be held inside The Gallery. We believe that the small capacity of the event (120 people) could not represent a possible case of disorderly conduct.

e) The protection of children from harm

The event is targeted to an audience of 18-40 years old. Therefore we do not expect any children to be present at the event.

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Appendix G – Poster