Student Name: Caitlin Annie Skea
Student Number: 2012157
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Lecturer: Natalie Smith

Abstract

This portfolio contains the details for the following music festival: Mind Music Fest. It is a non-for-profit charity event to raise money for the mental health awareness charity, Mind. The event will be held from 9:00 am on 27th - 20:00 pm 28th August 2022, on Wormsley Estate in Buckinghamshire. It will have the capacity to hold up to 3,000 guests, with 2,000 camping spaces available for additional costs. With the demographic between 30-60 years of age, the event will appropriately hold a selection of music acts across the two days, including headliner Tony Hadley, lead singer of Spandau Ballet. This portfolio contains the following artefacts: site plans, risk assessments, licences, programme, outline budgeting plan, press release, social media assets and organisational chart.

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1. The Event

1.1 - Overview

The two-day music festival 'Mind Music Fest' is a non-for-profit charity event to raise money for the organisation, Mind. The charity was founded in 1946 by Ms M. C. Owen and Dr Alfred Torrie, with the aims of 'providing advice and support to empower anyone experiencing a mental health problem'. The charity 'campaigns to improve service, raise awareness and promote understanding' (Mind., 2021).

The demographic for the event is as follows:

- Age: 30 - 60
- Gender: Female and Male
- Geographic: Buckinghamshire and surrounding Counties
- Status: Professional middle-upper socio-economic status
- Parental Situation: Likely to be parents /relatives of late teens/the early twenties

The psychographic for the event is as follows:

- Motivated characteristics
- Family-oriented
- Interested in the outdoors
- Ethic mindset
- Philanthropic
- Generous

The mental health ramifications COVID-19 has brought to humanity has caused global suffering. Since March 2020 (lockdown in the UK), the increase in teenagers/young adults experiencing severe mental health problems has increased extensively. Mind surveyed young adults and discovered '80% of respondents agreed that the coronavirus pandemic had made their mental health worse' (YoungMinds., 2020. pp 3). Since then, mental health charities and services, such as Mind, have continued to see a rise in those who require help and advice. Mind Music Fests' demographic are parents of children in the young adult age bracket, witnessing how COVID-19 has impacted their children's mental health. The

audience psychographics, philanthropic and generous, indicate the likelihood of this target audience's interest in supporting a charitable cause.

The overall objectives of the festival 'Mind Music Fest' are.

1. To sell a minimum of 2,500 tickets by the first event day (27th August 2022), primarily through social and press promotion.
2. A minimum of 5% of the overall profit to be achieved from donations by the 3rd of September 2022 (one week after the event).
3. To capitalise on the 'post energy' of the event, generating 20% ticket sales for the following year's event through early-bird discounts by the end of September 2022.
4. To gain 1,000 followers on the Facebook page and 500 followers on the Instagram page by October 2022 (two months after the event).
5. To raise a minimum total profit of £50,000 (primarily through ticket sales and donations) by the 3rd of September 2022 (one week after the event).

Objective three shows that a crucial aim is to make Mind Music Fest an annual event to raise money for a well-deserved charity organisation in light of the pandemic COVID-19.

The event will take place on Saturday 27th August from 9 am to 8 pm on Sunday 28th August. The decision to hold the festival in summer coincides with the event's theme (point 1.5) and will reduce the risks of adverse weather impacts on the festival. An example of how severely the weather can impact similar events is Bestival 2008, held in September, when 'floods filled the valley submerging the majority of tents, extreme winds came and blew the remaining tents away, and one of the main stages sank into the slurry beneath' (Curtis-Horsfall, T., 2021). English weather is notoriously unpredictable; however, taking into account learnings from other events, planning a festival in August will reduce as much as possible the potential for flooding.

Mind Music Fests' site will have a capacity of 3,000 people per day, as well as 2,000 camping spaces. The festival is 18+ years only, reducing the pressure and extra concern and risk factors of selling alcohol to the underage. It will also allow all customers to enjoy a weekend away without children's stress and safety.

1.2 - Ticket Pricing:

The price list is as follows:

For one person:

	Admission Ticket (without extras)	Plus car park space	Plus camping space
One day	£55	+£15	-
Two days	£100	+£25	£20

Offer price for two people travelling from the same home:

	Admission Ticket (without extras)	Plus car park space	Plus camping space
One day	£85	+£15	-
Two days	£160	+£25	£20

Glamping prices can be seen on point 1.3

1.3 - Location

Mind Music Fest will be based on Wormsley Estate in Stokenchurch, Buckinghamshire. The location is idyllic, and due to the 2,700 acres of surrounding rolling countryside, the concern of neighbours noise complaints is not an issue, allowing the evening entertainment to continue into the following day. It is isolated from surrounding villages and towns, providing a sense of escape and time away for attendees. Mind Music Fest site plans can be seen in the artefacts section (Appendix 1-4).

(Wormsley Estate.,n.d)

Stokenchurch is a connected and vibrant village located in the Chiltern Hills, situated by junction five of the M40. It is 18 miles from Oxford (approximate 27-minute car journey) and 23 miles from outer London (approximate 26-minute car journey); it is easily accessible if attendees travel from big cities. With excellent transport links, the village also has a train and bus station, with London and Oxford routes on the Chiltern Railway line and Arriva, National Express and Red Rose buses. Further, it will allow those who wish to attend for the day and drink to get home on public transport without paying for a taxi.

1.3 - Campsite

The location of the campsite is 200 meters from the stage area, as located in appendix 2. It will be advised to bring your camping equipment. However, there will also be an option to pre-hire a glamping tent for an additional cost. Campervans will also be permitted; however, caravans or motorhomes will not, due to space.

'Honeybells' are Mind Music Fest's glamping service, which will provide a maximum of 40 four-person tents and 20 two-person tents, all of which include (Honeybells Tents & Events. n.d.):

- Campsite layout maps for guests.
- Honeybells reception tent.
- Trained hospitality team to meet & greet.
- Check-in/out service with luggage delivery.
- Pamper tent with vanity stations.
- Phone/battery charging.
- 24/7 on-site assistance team.
- Luxury toilets & hot showers.

The glamping tents will be located north-west on the campsite to provide an extra level of comfort and tranquillity from the crowded tent area. The tents will cost £300 per night for a four-person tent and £180 for a two-man.

1.4 - Toilets

'AndyLoos' will be Mind Music Fests' portable toilet and shower supplier, who recommended 'that for every 75 women expected, the organisers should provide a single portable toilet unit. For men, the recommendation is one portable toilet for every 400 revellers and additional urinals for every 100' (AndyLoos, 2021). In the Purple Guide point 3.37, it states 'consider whether adequate space can be provided for temporary toilets and showers at camping events' (The Purple Guide., 2017 pp.24). Using this information and estimating that the full 3,000 capacity is reached with a 50/50 split between men and women, 35 standard toilets, 5 disabled toilets and 15 showers will be provided on the campsite (Appendix 3). Female and male toilet cubicles will be located in the restaurant area and the indoor bar next to the cricket field (Appendix 4).

Regarding sustainable waste management, 'all rentals are eco-friendly, with the waste transported safely and within the regulations of waste disposal at your convenience with minimal fuss' (AndyLoos, n.d).

1.5 - Theme

The festival's theme will be: 'Summer Escape Party with Friends'. The aim is to allow all customers to be entertained through music, stalls and food in the summer weather whilst donating and supporting a well-sourced charity.

The Mind logo will be present around the event site:

It will feature on: posters, flags, on the main stage (behind the artists when they are performing), the stall tents, the programmes and the restaurant entrance (example, Appendix 5). The consistent branding will keep customers aware that whilst it is a 'summer party with friends', the purpose of the event is to raise money - customers mustn't forget the intention and motive.

1.6 - Event Programme

With an audience demographic of 30-60, the audience will have been born between the 1960s and 1990s. Therefore, grown-up listening to 70s, 80s and 90s music. Mind Music Fest aims to take the audience back to those influences, where Pop and Rock were the dominant genres. The music acts have been carefully selected, providing a wide range of music to accommodate all audience members. The acts will consist of: two local rock and pop cover bands, one acoustic trio band, one female acoustic cover artist, one ABBA tribute act, one Mumford and Sons tribute act, one DJ with the headliner (Spandau Ballet lead singer) Tony Hadley.

Local Rock / Pop Bands: Lose Yourself to Dance; Sound City
Acoustic Trio Band: The Three Roamers
Female Artist: Amelia Dance
ABBA Tribute Act: Kiss the Teacher
Mumford and Sons Tribute Act: Chronicles Folk Rock Band
DJ: DJ Mono Mono

Tony Hadley's band, Spandau Ballet, produced some of the following singles: True, Gold and Only When you Leave. Music Mind Fest's demographic grew up listening to his music, making him the ideal headliner. He lives in Buckinghamshire and is well known for headlining local festivals in the area, such as 'PennFest' and 'Towersey Festival'. He will be offered a free glamping tent should he wish to stay for himself and his wife.

The event schedule is as follows:

Saturday

Time:	Act:
9 am - 4 pm	Pre recorded playlist music
4 - 4.55 pm	Amelia Dance
5 - 5.55 pm	The Three Roamers
6 - 6.55 pm	Lose Yourself to Dance
7 - 7.55pm	Kiss the Teacher
8 - 8.55 pm	Tony Hadley (HL)
9 - 11 pm	DJ Mono Mono - 80s/90s
11pm - 1am	DJ Mono Mono - Pop/Rock

Sunday

Time:	Act:
9 am - 2 pm	Pre recorded playlist music
2 - 2.55 pm	Amelia Dance
3 - 4.25 pm	Sound City
4.30 - 5.25 pm	Chronicles Folk Rock Band (HL)
5.30 - 8 pm	DJ Mono Mono - Rewind

Sunday's main headliner will play at 4.30 - 5.25 pm, with two warm-up acts. The aim is to have the main act performing until 5.30 pm, to encourage customers to start thinking about packing up and going home. The DJ will then continue to play until 8pm, allowing all customers to vacate calmly with music featuring in the background. It is crucial to make sure

that customers do not drink excessively before driving home on Sunday, therefore alcohol will stop being sold at 5 pm.

Initially, my plan was to serve alcohol up to 8 pm when the festival is due to end, providing the customers with the maximum amount of leisure time before travelling home. However, considering health and safety, and the welfare of audience members, it would have significantly increased customers' chances of driving home under the influence of alcohol. Upon reflection, stopping selling alcohol at 5 pm is definitely the correct decision, legally and morally.

In the five minute breaks between performances, whilst the sound and stage crew set up equipment for the next act, a pre-made playlist will play through speakers of current Pop songs to ensure the music atmosphere does not disappear. The full programme can be seen further in the report (Appendix 6).

1.7 - Food and Drink

The company 'Street Food Catering Company' will be catering the event, supplying various food for the event, for breakfast, lunch and dinner, throughout the two-days. The catering company will also provide dietary alternatives such as vegan and vegetarian (Streetfoodcateringcompany. n.d). The risk assessments show all caterers will have full hygiene training with certificates to avoid any food poisoning and allergic reaction catastrophes. Food options will be carefully and boldly labelled.

The drink bar can be seen on the map (Appendix 3). It will be situated north-west of the cricket field, giving customers the option to purchase a drink without the necessity of queuing at the restaurant (Festivalbarcompany. n.d).

Customers also can bring their food. However, no barbecuing or cooking will be permitted due to health and safety regulations. Food delivery orders will also not be allowed on the Wormsley Estate.

2. Outline Budgeting Plan

An outline budgeting plan for Mind Music Fest can be viewed in Appendix 7:

Below is a table log of companies or people I spoke to regarding a quote for pricing for my budget plan. Many did not respond to me with exact figures to include in my budgeting plan, so I have included a proposed budget as well as an actual budget. Items with an asterisk (*) in the budgeting plan demonstrate estimated figures as it was impossible to obtain them.

Date	Enquiry subject	Company	Name	Contact information	Received response/ accurate figure provided
25.02.2021	Venue	Wormsley Estate Office	Alistair Cane	alistair.cane@wormsley.com	Yes
27.02.2021	Entertainment	Bands for Hire	-	0845 073 9440	Yes
30.02.2021	Stage and Sound Equipment	SoundWave	-	info@soundwaveaudio.co.uk 01295 298288	No
24.02.2021	Catering	Street Food Catering Company	-	enquiries@corporateeventsinternational.com	No
04.03.2021	Staffing	Mash Staffing	-	recruitment@mashstaffing.com	No
06.03.21	Promotion	1) Bucks Free Press UK 2) Lifestyle Magazine	Claire McCorkell Charlene Neary	cmccorkell@london.newsquest.co.uk charlene.neary@localiq.co.uk	No
04.02.21	Glamping	HoneyBells	-	07817 672 502	No
05.02.21	Toilets	AndyLoos	-	Hartlebury@andyloos.co.uk	No
	Water Sponsor				No
06.03.21	Electricity	Powerline	-	01225 892336	No
15.03.21	Waste	Gaskells	-	enquiries@gaskell	No

	Management			swaste.co.uk	
12.03.21	Insurance	Event Insurance	-	01425 484860	No
13.03.21	Music Licence	PPLPRS	-	https://pplprs.co.uk/contact-ppl-prs/	No
04.03.21	Premise Licence	Buckinghamshire Application - Premise Licence	GOV	https://www.gov.uk/apply-for-a-licence/premises-licence/wycombe/apply-1	Yes

3. Health and Safety

For a festival like Mind Music Fest, it is essential to carefully consider all health and safety issues that could take place. The UK event management industry bodies AEO, BECA and EVA have all stated: 'there is no great mystery in managing Health and Safety on-site, but there is a skill in managing it well - especially whilst retaining the all-important WOW! Factor' (Bladen, C., Kennell, J., Abson, E. and Wilde, N., 2012. pp. 193).

The three main elements to managing health and safety appropriately and effectively are as follows (Bladen, C., Kennell, J., Abson, E. and Wilde, N., 2012. pp. 193):

1. The management of health, safety, and risk prevention or reduces accidents and near misses on site.
2. Correct management prevents litigation, claims, fines, imprisonment and bad press for the event organisation.
3. Risk assessment and health and safety compliance are often legal requirements.

The following demonstrates critical areas of health and safety to consider before Mind Music Fest date (Bladen, C., Kennell, J., Abson, E. and Wilde, N., 2012. pp. 195):

- Slipping/Tripping/Falling
- Crowd management
- Electrical installations
- Food, drink and water

- Fire precautions
- Noise and vibration
- Major accident (emergency planning)
- Medical, ambulance and first aid management
- Performers and media
- Structures and barriers
- Transport management
- Venue and site management
- Waste management

Event Organiser's responsibilities in this area are significant, with many crucial tasks to ensure all public members' safety on site. One example - 4.16: 'working with the emergency services and other key agencies to develop arrangements and plans for more serious occurrences that will require the support of the emergency services and the implementation of event-specific or existing emergency plans' (The Purple Guide., 2017 pp. 29).

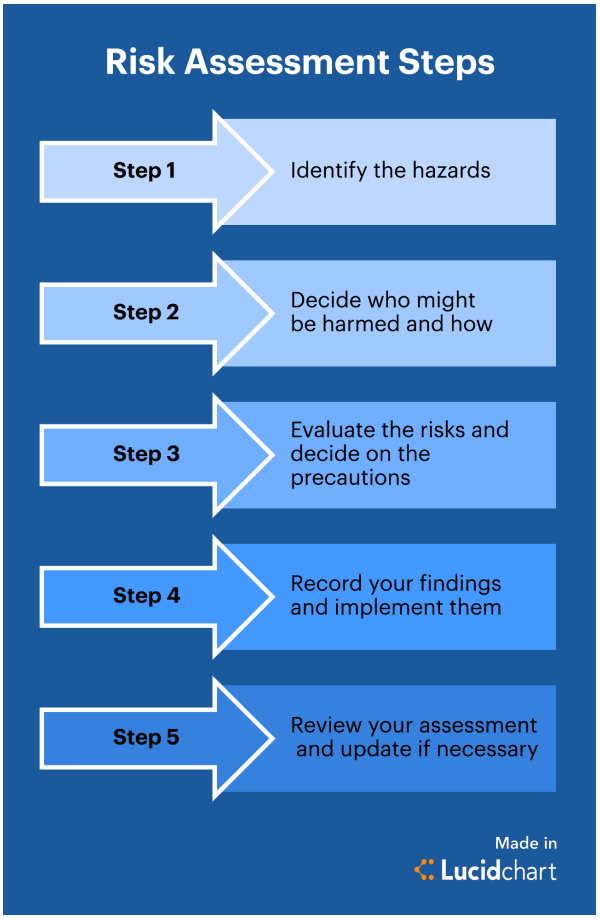
The site plans demonstrate the key emergency entrances and exits for an ambulance and disabled access (Appendix 3). This reflects The Purple Guide's guidance of; 'It may be appropriate to allocate a specific entrance for customers who use a wheelchair' (The Purple Guide, 2017 pp. 125). Therefore the entrance shown in appendix 3 demonstrates a safer way for those with disabilities to enter the event without crowd pushing/queueing. A marshall will also be posted at the cricket pavilion to greet disabled guests and take their tickets more calmly.

4. Risk Assessment

There are keywords to consider when discussing risk assessments carefully. These include (Bladen, C., Kennell, J., Abson, E. and Wilde, N., 2012. pp. 203):

1. Hazard - anything which has the potential to cause harm to people. This could be a dangerous property of an item or a substance, a condition, a situation or an activity. - as described previously in the health and safety section.
2. Risk - the likelihood of the hazard causing harm to its full potential.
3. Risk Assessment - the formal assessment of the relevant hazard and the potential severity of the outcome.

4. Risk Control - Methods taken to reduce the risks.



(Lucidchart., n.d.).

Mind Music Fest's risk assessments can be viewed in Appendix 8.

To ensure Mind Music Fest is as safe as possible, all stakeholders, including employers, employees, contractors, suppliers and sponsors, must carry out essential risk assessments for the event. Point 2.9 of the Purple Guide supports this. It states 'every employer (including event organisers) involved in the event is required to carry out suitable and sufficient risk assessment of the risks to employees and others', including the audience' (The Purple Guide., 2017 pp.9). As demonstrated in appendix 8, the project/event manager will accurately carry out all the necessary risk assessments for Mind Music Fest. A selection of

the points addressed are slipping/tripping, adverse weather conditions, pedestrian crossings, sensitive noise levels, illness or allergic reactions.

5. Licencing

Mind Music Fest requires a PRS and PPL licence. 'PPL licenses the use of recorded music where played in public, broadcast on radio or TV, or used on the internet, on behalf of record companies and performers' (PRSformusic., n.d), and PRS manages live performances. It is essential to remember that 'even if you pay a band or singer to perform, and even if they are one of our members, you will still need a PRS for Music licence' (PRSformusic., n.d). Mind Music Fest will feature both recorded and live music; therefore, I must obtain both licences. I have contacted the PPLPRS website for a quote and have yet to hear back - this has been logged in the budgeting plan table (chapter 2). The request can be seen in the artefact (Appendix 9).

The other required licence for Mind Music Fest that must be obtained from Buckinghamshire County Council is a Premises Licence: this is defined as 'any business or other organisation that sells or supplies alcohol on a permanent basis'. A premises licence covers the sale or supply of alcohol, public entertainment, the provision of late-night hot food and drink (GOV., 2019). This License can be viewed in the appendix (Appendix 10).

Having conducted research, Mind Music Fest does not qualify as a temporary event. A TEN (temporary event notice) is applicable for a 'relatively small-scale event attracting fewer than 500 people and lasting no more than 168 hours' (GOV.UK., 2018).

Alcohol will not be sold from midnight onwards due to the EMRO, (early morning alcohol restriction orders), preventing the following from potentially occurring at the event:

1. Increased levels of 'alcohol-related crime and disorder' between these specific timings (12-6 am)
2. Increased 'public nuisance.'
3. Issues made between guests due to 'alcohol-related antisocial behaviour.'

6. Staffing and Team Structure

Researching traditional roles for running a music festival is essential to determine which staff members I will require and any extra tailored to my specific event. Looking at the website 'The Balance Careers', it lists the 'fourteen different jobs at a music festival' (Doyle, A., 2019:

1. Brand Ambassador
2. Events Marketer
3. Social Media Manager
4. Travel and Lodging Co-ordinator
5. Public relations and communication Manager
6. Vendor
7. Sponsorship or Sales Manager
8. Designer
9. Event Producer
10. Talent Booker
11. Accountant
12. Audio and Visual Technician
13. Volunteer Coordinator
14. Operations Team

Not all these roles are applicable for Mind Music Fest, for example, Travel and Lodging Co-ordinator. Mind will also supply 30 volunteers to work in various support roles (stewards, customer services, charity education) at Mind Music fest, where they will receive free food and the ability to watch the evening entertainment for free. The organisational chart can be seen on the graph (Appendix 11).

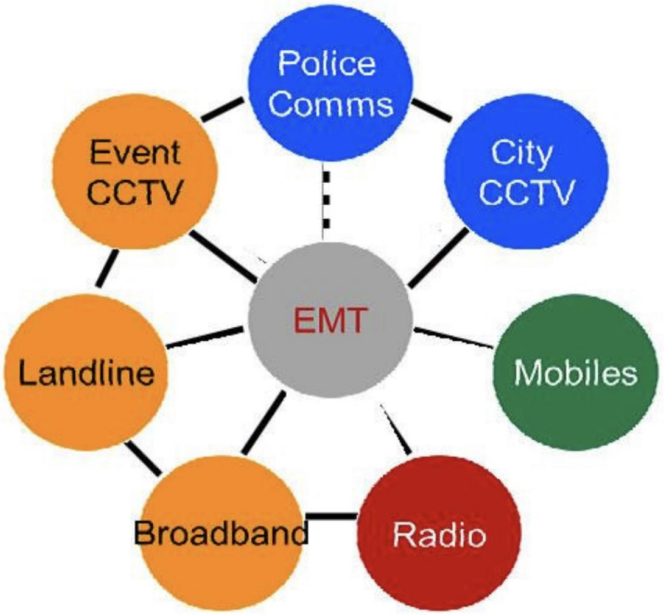
7. Communication on Site

Mind Music Fest will use handheld radios as the primary source of communication between necessary staff. However, only team leaders and coordinators will be supplied with one, so all workers must have a copy of the following: schedule of the event, safety plans, checklists, site plans. It is vital that safety plans, in particular, are detailed; 'safety plans

should say who does what and when not just what is to be done' (The Purple Guide., 2017 pp. 58). In an emergency, employees must stay calm and have a clear understanding of their role.

It will also be mandatory to have all employees with a mobile phone to ensure they are contacted if an emergency should occur. However, 'mobile phones should not be relied upon for event communication.. this is because high usage volumes by members of the audience can easily result in network capacity' (The Purple Guide., 2017 pp. 58). Wormsley Estate is surrounded by countryside; mobile phone service will not be strong for the primary source of communication.

The diagram below is an example of an effective communication system for a festival (The Purple Guide., 2017, pp 59), with the central core communication tool being radio.



Mind Music Fest will utilise 8 channels on the radio to ensure all staffing coordinators connect with correct staff members, avoiding an unclear and confusing singular communication line. The table below demonstrates which lines will be provided for specific staffing coordinators:

Channel List

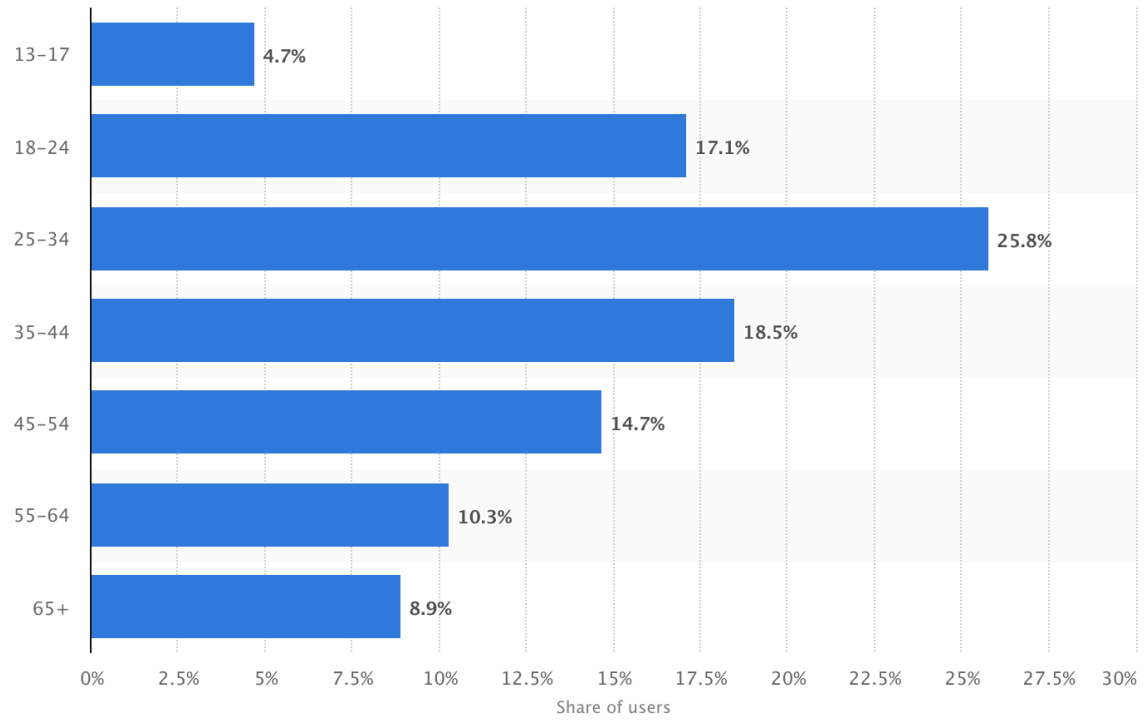
Line:	Key Coordinators:	Additional/potential staffing members with the use of radio:
1	Event Manager/Event Control	
2	Officials coordinator	Stewards, Marshalls, Volunteers
3	Hospitality coordinator	Camping, Catering
4	Venue coordinator	Programmer, Waste Manager
5	Promotion Coordinator	Social Media, Advertising
6	Equipment Coordinator	Stage Manager, Production Manager, Stage Crew
7	Health and Safety Coordinator	First Aid team, Emergency Ambulance (when on-site)
8	Security	All members of security require a radio.

Initially, I was not going to allocate the Event Manager (myself) a separate and individual communication line, as I did not deem it necessary. However, after consideration of the health and safety planning and risk assessment, it became clear that having a separate channel would be beneficial. For example if a particular member of staff needed to contact me directly due a serious incident, there would be no private line to reach. All lines would have to be contacted with the same message which would have proven significantly time inefficient and cause unnecessary alarm. Upon reflection, allocating line 1 specifically for the Event Manager, would allow any urgent or particular questions or queries, to be delivered in the most efficient and effective way.

8. Marketing and Promotion

The title 'Impacts of ICTs and Event Management and Marketing' states 'social media offers the best way to promote a large festival'. It continues 'online experiences and promoting events in the social network applications are important developments for event management' (Birdir, K., Birdir, S., Dalgic, A. and Toksoz, D., 2020. pp 24-25). Using this research, it is clear that social media is the most effective and vital promotional strategy for Mind Music Fests' success.

Continuing, Statista researched to determine the 'distribution of Facebook users in the United Kingdom as of January 2021' by age group on the 2nd February 2021. The results can be found below (Tankovska, H., 2021.):



These statistics provide an estimate: 50.3% of Facebook's audience members in the UK as of 2021 are made up of the age bracket of 30-60. Just over half the Facebook users as of 2021 are the festival's demographic, illustrating Facebook's relevance and importance in promoting awareness.

Another form of social media promotion will be through Instagram. Using Instagram hashtags and tagging the 'Mind' and 'Mind Music Fest' handles into stories and posts will increase awareness to a broader audience (Appendix 12). The appendix shows the initial development of the Instagram account; it does not have any followers at the current time. The aim would be to build a following of around 500 before the event starts in August 2022. The social media manager would ensure this aim to be reached through a year long timeline. A brief example can be seen through this template found online, created for the small 'Daytona Waves Music Festival' held in 2018.

Source (Orlando, N., 2018)

A website will also be created, informing the public of the event - www.mindmusicfest.co.uk. The website will include the following information: location, transport details, programme, camping information, food and drink options, buying tickets, toilets, activities, Mind donation page, and contact information - including social media links. A website will add legitimacy and professionalism to the event; it will also allow all the information to be stored in one place, making it convenient.

The local newspaper, the 'Bucks Free Press', will feature an ad campaign over a total of 6 months, informing the local public of Mind Music Fest. The first teaser announcement will be released in February 2022, a press release (Appendix 13) including critical information (dates, ticket pricing, Tony Hadley headliner, fundraising and location), plus a paragraph from the Event Manager (myself) and from Mind. A second announcement will be released May 2022, with similar information. The final months (June, July and August) will release the following information: music acts, food styles, stalls, activities and more. All elements will have the aim of generating ticket sales through the website.

In 2020, the Bucks Free Press recorded a readership of 70,165, which demonstrates its popularity in the county (BucksFreePress., 2021). A further aim would be to have Music Mind Fest promoted in 'Living Magazine Buckinghamshire'. The high-end lifestyle magazine's readers are 'loyal and discerning' and have 'large disposable income to afford their luxurious lifestyle'. It also has a readership of 24,000 (Living Magazine., 2021). Living Magazine demographic is closer to Mind Music Fests' than the Bucks Free Press, which is why it would be necessary for the Promotion Manager to achieve a segment in this magazine, closer to the event date.

The promotion manager will contact local Buckinghamshire and Oxfordshire radio stations such as Kiss FM, Heart, Mix 107, Jack 2, and BBC Radio Oxford to announce the festival, closer to the time. A recent report discovered that 88.1% of the UK population could be reached by radio in 2020, demonstrating its significance in the media still (Statista., 2020). Therefore, radio stations must broadcast Mind Music Fest on several different radio stations across Buckinghamshire and the surrounding counties.

9. Summary

To summarise, Mind Music Fest is a non-profit charity event with the objective to raise money for the mental health charity, Mind. The report above has covered the following: the specific event details, budgeting plan, health and safety, risk assessments, programming, licencing, staffing, communication on site, marketing and promotion. Through the thorough and detailed planning shown alongside the reflections in decision-making learnings from other events, I believe I have demonstrated the necessary planning and preparation in order for Mind Music Fest to be delivered successfully, which will be evident on the 27th August 2022.

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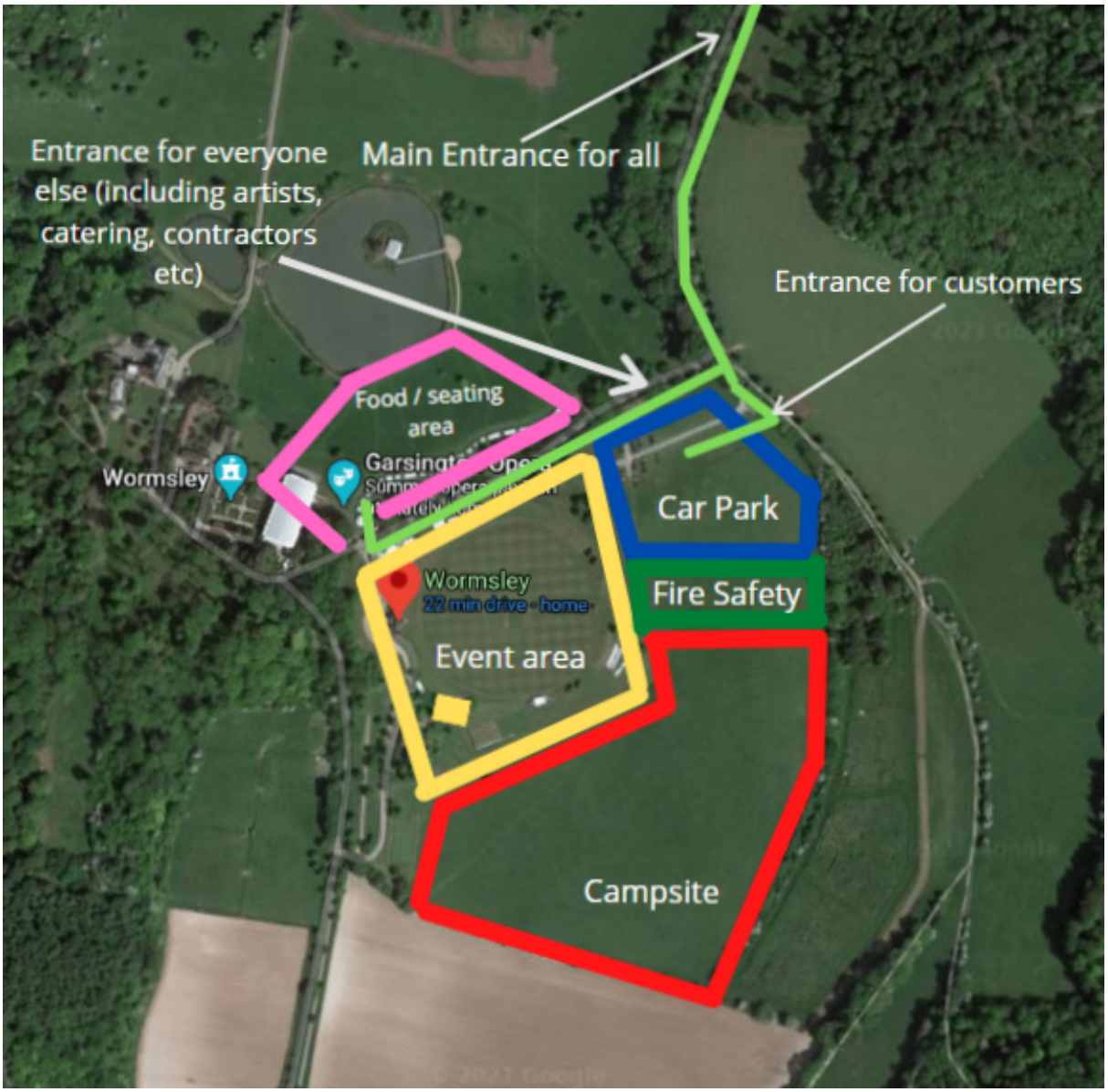
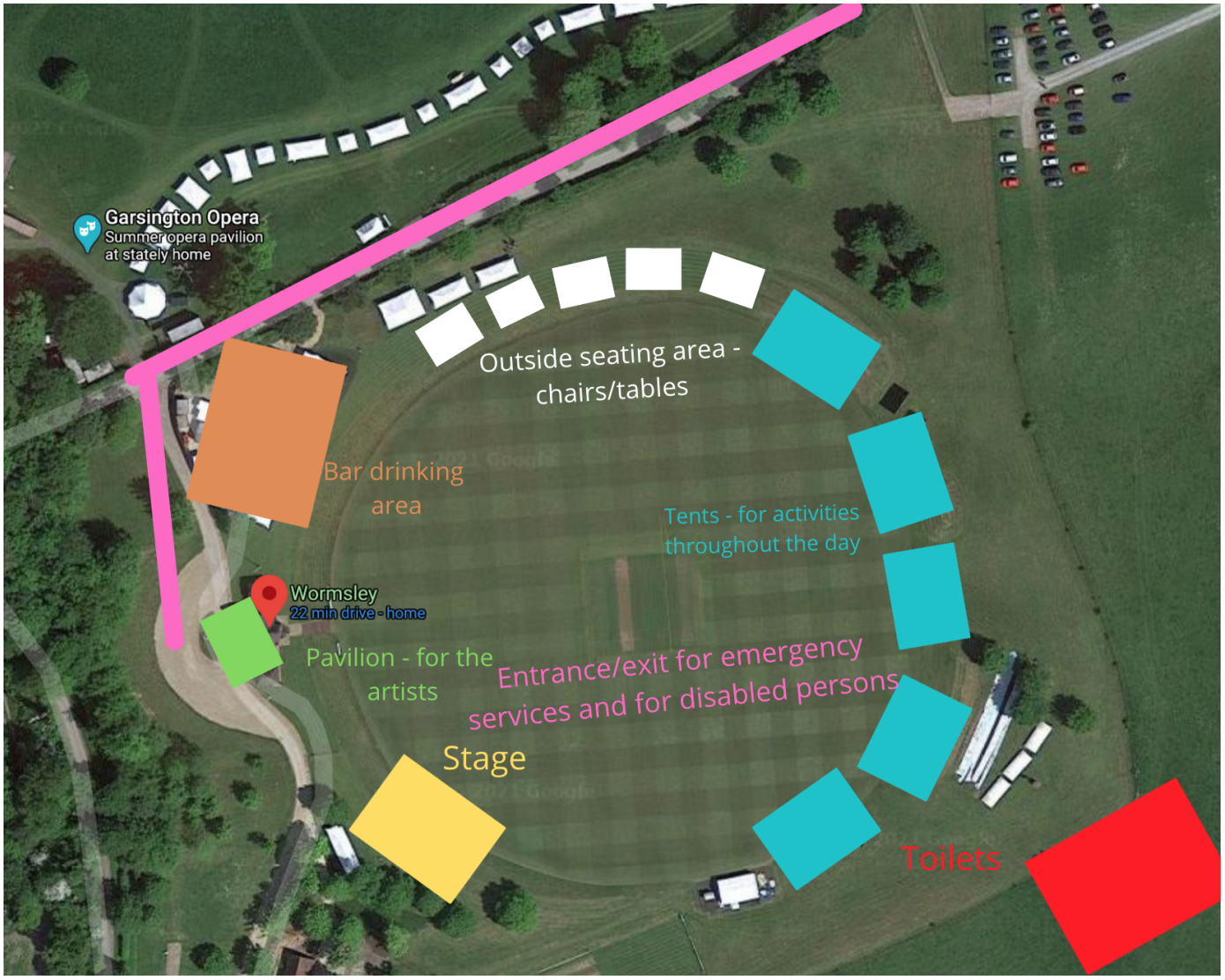
11. Artefacts/Appendices

Appendix 1: Large site plan.



Appendix 2: Smaller site plan.

Appendix 3: Performance area site plan.



Appendix 4: Site plan of lake, food area, toilets.

Appendix 5: Flag.

Appendix 6: Programme.

MIND MUSIC FEST

mind
for better mental health

27- 28 August 2022 Wormsley Estate, Buckinghamshire

TONY HADLEY

CHRONICLES FOLK ROCK BAND

THE THREE ROAMERS 80s/90s DISCO

DJ MONO MONO KISS THE TEACHER

LOSE YOURSELF TO DANCE

AMELIA DANCE SOUND CITY

Tickets online: www.mindmusicfest/tickets.co.uk
Email: caitlinskea@gmail.com
Tel: 01844 761608

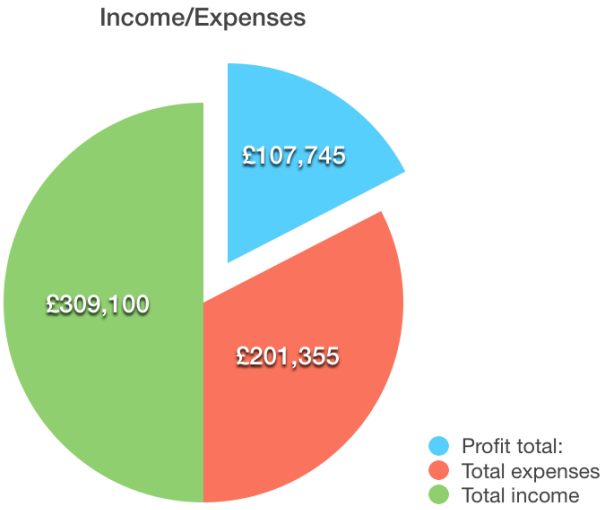
Appendix 7: Budgeting Plan

Mind Music Fest Budget

INCOME	Proposed	Actual (Event has not happened)
Estimate Ticket Sales: Overall - 2,500 people; 2000 camping; 1,500 car park. (1,000 people buy special deal for two ppl for 2 days, 500 people buy a one day single ticket).	£256,000	-
Estimated Donations (each audience members donate £5)	£12,500	-
*Glamping profit (estimating all are hired)	£15,600	-
*Catering profit (estimating each guest spends £50 aver two days, including alcohol) - (20% cut to MMF)	£25,000	-
TOTAL INCOME	£309,100	

PROFIT	
Profit total:	£107,745

EXPENDITURES Item	Proposed Budget	Actual Budget
Venue Hire	£15,000	£14,000
Entertainment	£30,000	£30,815
*Equipment	£4,000	-
*Catering equipment + staff	£15,000	-
*Staff	£50,000	-
Promotion	£1,000	-
*Glamping	£13,000	
*Toilets	£3,200	-
Water Sponsor	£0	-
*Electricity	£19,000	-
*Waste Management	£30,000	-
*Insurance	£250	-
*PRS & PPL	£7,000	-
Premise Licence	£1,905	£1,905
Tax (5% of gross ticket sales)	£12,000	£12,000
TOTAL EXPENSES	£201,355	



Appendix 8: Risk Assessments.

Risk Assessment for: Mind Music Fest

Date: August 2022

Carried out by: Project / Event Manager, Caitlin Skea

What are the hazards?	Magnitude 1-5	Who might be harmed and how?	What are you already doing to control the risks?	Who needs to carry out the action?	When is the Action needed by?
Slipping / Tripping / Falling	4	All members at the Festival	All cables will be taped to the floors to ensure no tripping. The lake will be surrounded by a fence and caution tape to prevent any members from going into the lake. The cricket pitch will be lit up from 7 pm-2 am to ensure all members on site are aware of their surroundings.	Construction Site Security to ensure lake fencing is put up and lights are scheduled to appear from 7 pm. Stage crew to ensure all stage cables are secure.	Minimum of four days before the event starts. Allowing room for testing and checks.
Adverse weather conditions	3	All members at the festival	All electrical equipment to be covered by waterproof covering. All workers strongly advised in advance to wear suitable clothing to protect them whilst working – some provided. Caution signs for any wet areas.	Construction Site Security to provide caution signs. Stage crew to ensure electrical equipment on stage is covered.	Minimum of four days before the event starts. Allowing room for testing and checks.

What are the hazards?	Magnitude 1-5	Who might be harmed and how?	What are you already doing to control the risks?	Who needs to carry out the action?	When is the Action needed by?
Vehicles moving on site, pedestrian traffic	4	Members of the public crossing the road from the cricket pitch to the field	Stewards will wear high vis jackets, taking shifts standing on the one-way system road and navigating traffic and pedestrians to ensure safety.	Stewards	On the day of the event.
Collapse of structures	4	All members at the event who are near a structure when it falls.	The Site Manager will carry out a risk assessment to ensure the structure will not collapse. Also, ensure all construction workers take health and safety training to build structures - certificate required.	Site Manager and construction site workers.	Several checks will be taken: once a week since building and the day before the event.
Electrical equipment for the stage – wires, instruments, sound equipment	3	Performers on stage, stage management and crew	All electrical equipment to be tested and certified for the stage. Ensure all hired equipment it's fit for its purpose (if different performers use it, make sure it is looked after). Stage management must ensure all performers know to bring the necessary equipment for their set. All cables must be safely attached to the stage floor to avoid tripping/falling.	Performers and stage events management Risk assessment for the stage to ensure all wires and electrical equipment are safe and secure to avoid a hazard.	Testing as soon as equipment is installed. Checks: two days before event starts, day of event.

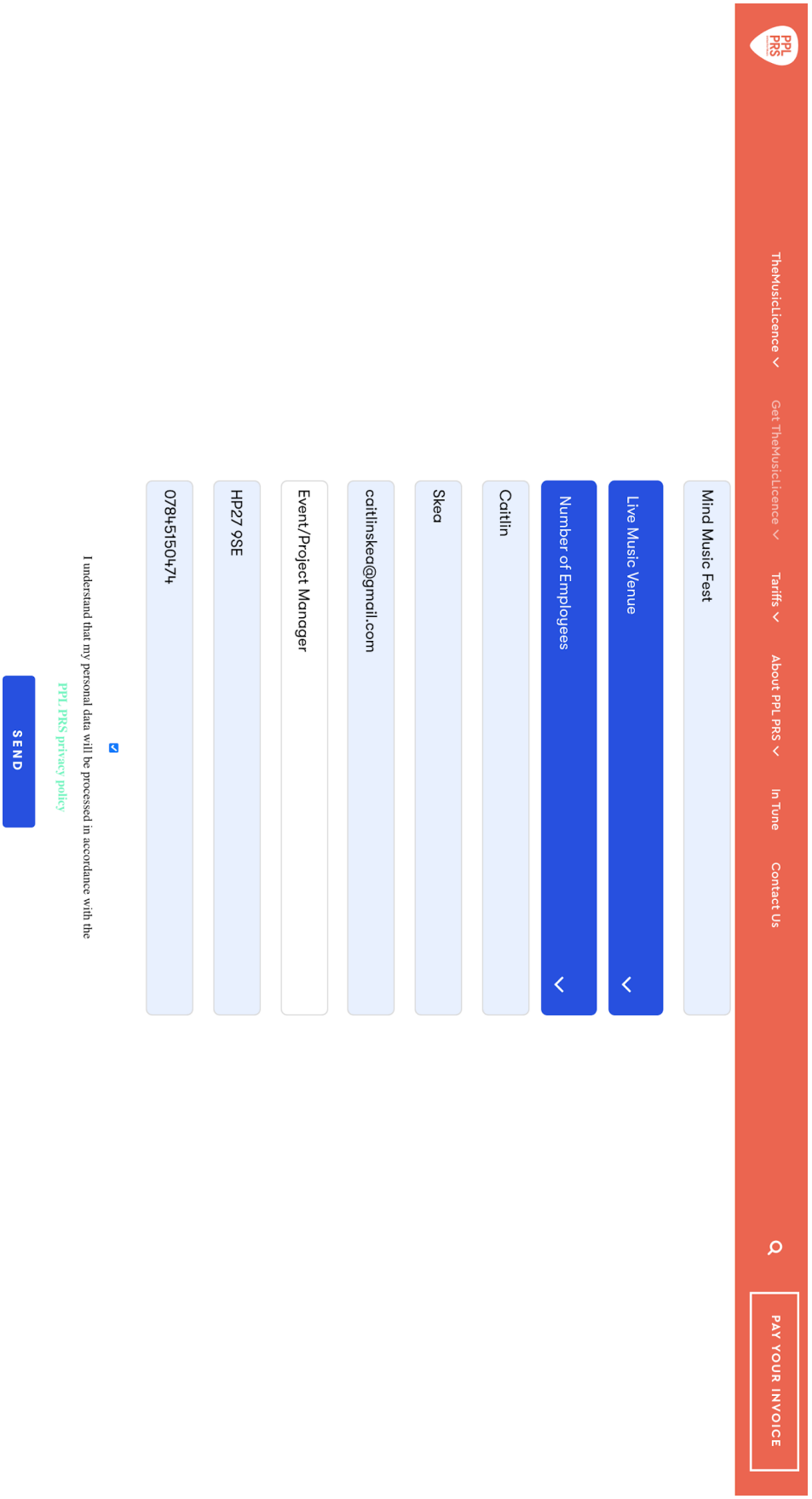
What are the hazards?	Magnitude 1-5	Who might be harmed and how?	What are you already doing to control the risks?	Who needs to carry out the action?	When is the Action needed by?
ManHandling, moving equipment	3	Stewards or contractors injuring themselves when moving equipment around. Heavy/strenuous lifting, equipment collapsing.	Contractors will carry out essential risk assessments for all equipment that needs moving. Training for all stewards and contractors, to lift heavy equipment properly without injury. Provide appropriate moving equipment for larger jobs.	Contractors to carry out essential risk assessments, be aware of any large equipment that could cause bodily harm to workers.	25 weeks before the event starts.
Burns from handling hot drinks/food.	3	All members at the festival	Hot food will be correct at an average temperature of 60 degrees Celsius – the safest temperature for hot food – to avoid any burning. Hot drinks will be served at 55-60 degrees Celsius, to avoid burning or scalding if spilt. Hot drinks and food will be served in cardboard equipment, which is a poor conductor of heat. All caterers to take certified health and safety training.	Caterers will ensure food and drink is given at the appropriate temperature, to avoid burns or scoldings.	Training must be taken before hiring caterers. Serve on the day.
Fire	5	All members at the festival	Fire exits have been added to the site, located between the campsite and the car park. Signposts	Stewards must make sure all fire safety signs	3 weeks before the event, d

What are the hazards?	Magnitude 1-5	Who might be harmed and how?	What are you already doing to control the risks?	Who needs to carry out the action?	When is the Action needed by?
			will lead all members to the fire safety zone. All members will hear several announcements throughout the days, informing them of the safety zone.	will light if an emergency takes place. Also, check the fire safety zone remains clear.	before the event. Day of event.
Sensitive noise levels	3	All members at the festival who have sensitive hearing, or suffer from hearing damage when loud levels of noise are heard	Providing earbud protection for those who find the noise levels too high. Event Manager to ensure noise levels do not exceed. Become informed of all staff at risk and position them away from the main stage. If not possible, rotate their station every 20 minutes.	Marshalls and crew need to ensure all earbud protection is distributed. The site manager needs to make sure workers are rotated if necessary.	Day of the event give out earbuds.
Illness or Allergic Reactions	3	All members at the festival – from falling ill with a stomach bug to getting an allergic reaction from the food provided.	The First Aid team will be on the site at all times, with Buckinghamshire Ambulance and Helicopter on standby. All food provided by the event will be carefully labelled with ingredients and allergy warnings. Food hygiene training to be taken by all caterers.	First Aid workers, Caterers.	Training must be taken before hiring caterers.

What are the hazards?	Magnitude 1-5	Who might be harmed and how?	What are you already doing to control the risks?	Who needs to carry out the action?	When is the Action needed by?
Crushing / Crowding	2	All crowd members at the festival	Policy to avoid overcrowding will be put in place, non-essential tents and stalls to be taken down during the evening's performance to create more room for the crowd.	Office managers to ensure the policy is distributed several weeks before the event.	Several weeks before the event.
Crowd violence or physical abuse	4	All members at the event who are near a violent or physically abuse member	Security will be on high alert for any signs of violence, particularly when members of the event are drinking more (from 8 pm). All workers and crew are not to put themselves at risk or prolong a dangerous scenario/situation.	Security and workers who witness any abusive behaviour.	Security on day of the event.
Terrorism	5	All members at the event	Local police and authorities are aware of the location and timings of the event. Bags will be searched upon arrival to ensure no weapons have been brought on to the site. Staff members and customers are encouraged to notify security of any suspicious or curious behaviour.	Marshalls will check customers upon arrival. The Event Manager will inform local authorities of the event	Event Manager to inform as soor as premises licence is approved.

What are the hazards?	Magnitude 1-5	Who might be harmed and how?	What are you already doing to control the risks?	Who needs to carry out the action?	When is the Action needed by?
Shocks	4	Staff members who are near/working with electrical equipment – such as cables, sound equipment.	All electrical equipment will be tested in advance of the event, to ensure all equipment is safe to use.	Stage Manager and crew members.	Testing as soon as equipment is installed. Checks: two days before event starts, day of event.

Appendix 9:


PPL PRS
TheMusicLicence
Get TheMusicLicence
Tariffs
About PPL PRS
In Tune
Contact Us
PAY YOUR INVOICE
Mind Music Fest
Live Music Venue
Number of Employees
Caitlin
Skea
caitlinskea@gmail.com
Event/Project Manager
HP27 9SE
07845150474
I understand that my personal data will be processed in accordance with the PPL PRS privacy policy
SEND

Appendix 10 - Premise Licence
Section 1

Buckinghamshire
Application for a premises licence
Licensing Act 2003

For help contact
licensing.wyc@buckinghamshire.gov.uk
Telephone: 01494 421222

* required information

Section 1 of 21

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

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference		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	Caitlin	
* Family name	Skea	
* E-mail	caitlinskea@gmail.com	
Main telephone number	+44 7845150474	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.

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Continued from previous page...

Your Address

Address official correspondence should be sent to.

* Building number or name	32
* Street	Bell Crescent
District	
* City or town	Longwick
County or administrative area	Buckinghamshire
* Postcode	HP27 9SE
* Country	United Kingdom

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

Section 2

Buckinghamshire
Application for a premises licence
Licensing Act 2003

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Telephone: 01494 421222

* required information

Section 2 of 21

PREMISES DETAILS

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

Premises Address

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

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

Postal Address Of Premises

Building number or name	The Estate Office Wormsley Estate
Street	
District	
City or town	Stokenchurch
County or administrative area	Buckinghamshire
Postcode	HP14 3YE
Country	United Kingdom

Further Details

Telephone number	01494 484443
Non-domestic rateable value of premises (£)	4,037,034

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Section 3

Buckinghamshire
Application for a premises licence
Licensing Act 2003

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Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ 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

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Section 4

Section 4 of 21

NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name	Caitlin Skea

Details

Registered number (where applicable)	

Description of applicant (for example partnership, company, unincorporated association etc)

The Event Manager of Mind Music Fest - a charity event aiming to raise money and awareness for the charity Mind. The applicant does not work for Mind.

Address

Building number or name	32
Street	Bell Crescent
District	
City or town	Longwick
County or administrative area	Buckinghamshire
Postcode	HP27 9SE
Country	United Kingdom

Contact Details

E-mail	caitlinskea@gmail.com
Telephone number	07845150474
Other telephone number	
* Date of birth	31 / 01 / 2000 (dd mm yyyy)
* Nationality	White British

Documents that demonstrate entitlement to work in the UK

Section 5

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Application for a premises licence
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Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? 27 / 08 / 2022 (dd mm yyyy)

If you wish the licence to be valid only for a limited period, when do you want it to end 29 / 08 / 2022 (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.

Mind Music Fest will be located at the the private Wormsley Estate Grounds in Buckinghamshire. Whilst surrounded by 2,700 acres of countryside, the event is situated close to the M40 for easy access for the audience. The event will be held on the cricket field and the lake field, and will be fenced off from the audience to distinguish what defines the event premises. The festival will be able to hold a capacity of 3,000 people.

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

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Sections 6-9

Buckinghamshire
Application for a premises licence
Licensing Act 2003

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Section 6 of 21

PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

○ Yes ◉ No

< 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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Application for a premises licence
Licensing Act 2003

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Section 7 of 21

PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

○ Yes ◉ No

< 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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Licensing Act 2003

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Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

○ Yes ◉ No

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Licensing Act 2003

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Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

○ Yes ◉ No

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Section 10

Section 10 of 21

PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

(●) Yes ( ) No

Standard Days And Timings

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	16:00	End	21:00
	Start		End	
SUNDAY	Start	14:00	End	17:25
	Start		End	

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.

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

( ) Indoors (●) Outdoors ( ) Both

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

Continued from previous page...

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.

Music will be amplified on the main stage, located outdoors on the cricket field. It will allow all audience members on the grounds to hear. Due to the surrounding countryside, Mind Music Fest does not have to worry about the potential of noise complaints.

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.

No season variations for the live performance will take place - Mind Music Fest will feature specified live performance acts between the 27-28th August 2022.

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.

Timings have all been listed appropriately above.

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

Section 11

Section 11 of 21

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

(●) Yes ( ) No

Standard Days And Timings

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	09:00	End	16:00
	Start	21:00	End	01:00
SUNDAY	Start	09:00	End	14:00
	Start	17:30	End	20:00

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.

Will the playing of recorded music take place indoors or outdoors or both?

( ) Indoors (●) Outdoors ( ) Both

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

Continued from previous page...

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.

Recorded music will be amplified from the stage located on the cricket field. From 9am for both the 27th and 28th, prerecorded music will play as background music for Mind Music Fest's events. From 21:00 on the 27th, live performances will stop and 80s/90s disco and rock music will commence. From 17:30 pm on the 28th, a rewind prerecorded music playlist will play as background music whist the guests leave the event.

State any seasonal variations for playing recorded music

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

No season variations for the live performance will take place - Mind Music Fest will feature specified live performance acts between the 27-28th August 2022.

Non-standard timings. Where the premises will be used for the playing of recorded 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.

Timings have all been listed appropriately above.

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

Section 12-13

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Application for a premises licence
Licensing Act 2003

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* required informatio

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

○ Yes ◉ No

< 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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Application for a premises licence
Licensing Act 2003

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Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

○ Yes ◉ No

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

Section 14

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

(●) Yes ( ) No

Standard Days And Timings

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

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	23:00	End	00:00
	Start		End	
SUNDAY	Start		End	
	Start		End	

Continued from previous page...

Will the provision of late night refreshment take place indoors or outdoors or both?

- ○ Indoors
- ○ Outdoors
- ◉ Both

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

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

Music will be amplified on the main stage, located outdoors on the cricket field. It will allow all audience members on the grounds to hear. Due to the surrounding countryside, Mind Music Fest does not have to worry about the potential of noise complaints. Late night refreshments (alcohol beverages) will be served between 23:00 pm - 23:59 pm . The bar will be closed from midnight. Hot food will not be served during the late night refreshment hours.

State any seasonal variations

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

No season variations for the live performance will take place - Mind Music Fest will provide late night refreshments on the 27th August 2022 only.

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

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

Timings have all been listed appropriately above.

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Section 15

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

(●) Yes ( ) No

Standard Days And Timings

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	12:00	End	23:59
	Start		End	
SUNDAY	Start	12:00	End	17:00
	Start		End	

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.

Will the sale of alcohol be for consumption:

( ) On the premises ( ) Off the premises (●) Both

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

Continued from previous page...

State any seasonal variations

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

No seasonal variations for supplying or selling alcohol will take place in relation with Mind Music Fest - apart from the 27-28th August 2022, appropriately listed above.

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.

Timings have been appropriately listed above.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name	Caitlin
Family name	Skea
Date of birth	31 / 01 / 2000 (dd mm yyyy)

Enter the contact's address

Building number or name	32
Street	Bell Crescent
District	
City or town	Longwick
County or administrative area	Buckinghamshire
Postcode	HP27 9SE
Country	United Kingdom
Personal Licence number (if known)	
Issuing licensing authority (if known)	

Continued from previous page...

- (●) Electronically, by the proposed designated premises supervisor
- ( ) As an attachment to this application

Reference number for consent form (if known)

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

Section 16

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ADULT ENTERTAINMENT
Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.
No children will be in attendance. No semi-nude acts, performances, dances or films will take place. No gambling or any other adult machines/ games will be available. Alcohol will be served on the premise between the hours stated in section 15.|
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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

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

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	09:00	End	
	Start		End	
SUNDAY	Start		End	
	Start		End	20:00

State any seasonal variations

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

No season variations will take place. Mind Music Fest will be open to the public at Wormsley Estate from 9am on the 27th August until 8 pm on the 28th August 2022 only.

Continued from previous page...

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

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

Mind Music Fest will be open to the pubic from 9:00 am on the 27th until 20:00 pm on the 28th August 2022. Camping will be permitted on the site for those who have pre-booked. Those with a single ticket must leave at the latest, 23:59 on the 27th. Those with single tickets for the second day may arrive from 8.30 on the 28th. All members must leave by 20:00 pm on the 28th August 2022.

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Section 18

* required information

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LICENSING OBJECTIVES

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

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

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

Mind Music Fests' priority is to ensure the safety of all attendees and staff during the festival, allowing them to enjoy the weekend as much as possible. The 18+ rule will ensure no children will be in any means of danger as they will not be permitted on the the site. Full risk assessments will be carried out before the event to minimize and prevent, as much as possible, any injuries or potential danger to all members of the public.

b) The prevention of crime and disorder

Stewards will search the bags of all attendees upon arrival and carefully check tickets to prevent crime and disorder. Security will be positioned around the site at all times to ensure weapons, drugs, illegal substances, alcohol are not brought on the the site, and all members are safe at all times. Local authority and police have been notified of the event should they be called to site.

c) Public safety

Full risk assessments will be carried out. Security will prevent crowding/pushing, public nuisance, watch for unusual behavior, keep attendees safe. Ear protection will be provided by stewards to attendees should they require it. Fire safety signs will be visible to all attendees and all will be notified throughout the day of the fire safety area, if a fire should start. Fences will be put around the lake and fields to ensure all attendees stay inside the grounds. First Aid team will have a specialist tent on site at full times with trained staff. Emergency services have been notified of the event.

d) The prevention of public nuisance

Alcohol will stop being served on the 27th at 23:59 pm. Music will play until 1:00 am on the 28th. Attendees will be navigated to the tents by security and lighting. Single ticketers will escorted off the premises at 23:59 at the latest on the 27th. The stage will be positioned away from the camping area should attendees wish to go to sleep earlier. Event and clean up crew will ensure waste and litter is disposed of correctly. Allocated stewards will stand on the road to navigate traffic and walking attendees between the cricket and lake grounds.

e) The protection of children from harm

No children will be permitted on to the grounds.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is A British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination** with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

(i) any page containing the holder's personal details including nationality;
(ii) any page containing the holder's photograph;
(iii) any page containing the holder's signature;
(iv) any page containing the date of expiry; and
(v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

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

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

Home Office online right to work checking service

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

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

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

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

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Section 20

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NOTES ON REGULATED ENTERTAINMENT

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

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

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

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Section 21

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non domestic rateable value of the premises.
To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £8700	£315.00
Band D - £87001 to £12500	£450.00*
Band E - £125001 and over	£635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500	£900.00
Band E - £125001 and over	£1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39000	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00
Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

* Fee amount (£) 1,905.00

DECLARATION

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

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

Continued from previous page...

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	Caitlin Skea
* Capacity	3000
* Date	18 / 03 / 2021 (dd mm yyyy)

Add another signatory

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

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

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Appendix 11: Organisational Chart

Mind Music Fest: Organizational Chart

EVENT MANAGER (CAITLIN SKEA)

OFFICIALS CO-ORDINATOR

- Stewards
- Marshalls
- Volunteers

HOSPITALITY CO-ORDINATOR

- Catering
- Bar Tenders
- Servers
- Camping

VENUE CO-ORDINATOR

- Venue Booking
- Risk Management
- Waste Management
- Programmer
- Volunteer Coordinator

PROMOTION CO-ORDINATOR

- Social Media
- Marketing
- Advertising
- Media Liason
- Sales and Ticketing

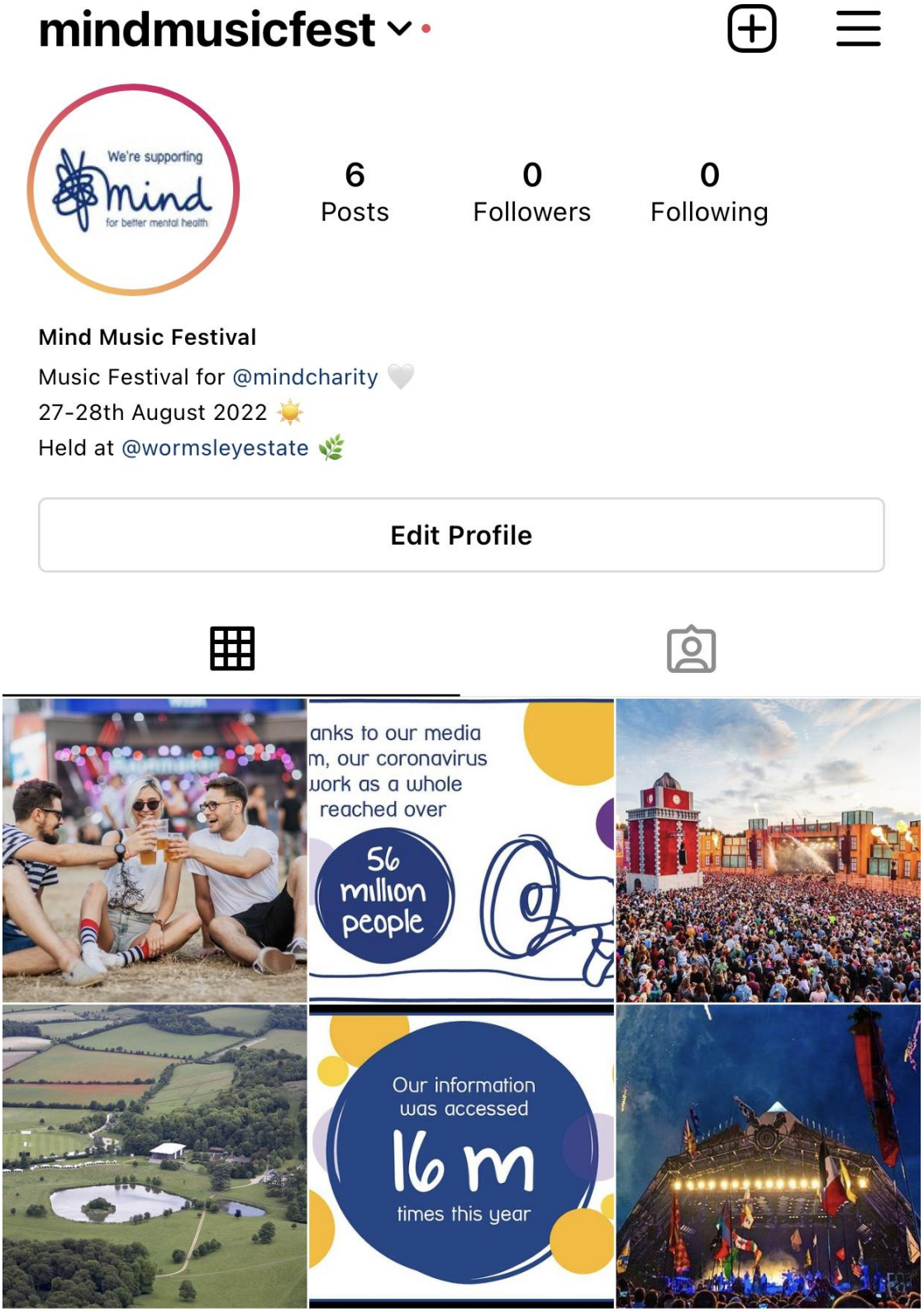
EQUIPMENT CO-ORDINATOR

- Stage Manager
- Production Manager
- Equipment Maintenance
- Transport
- Sound Equipment
- Stage Crew

HEALTH AND SAFETY

- First Aid Team
- Emergency Ambulance Service
- Security

Appendix 12: Instagram Account.



Appendix 13: Press Release.

Press Release

All new *Mind Music Festival* comes to Bucks, to raise funds for Mind!
27 - 28th August 2022

A new festival, 'Mind Music Festival', will be held at Wormsley Estate, Buckinghamshire in August 2022, with its objective to raise money for the incredible mental health charity, Mind. With its 70's-90's music theme, Mind Music Fest will feature a host of acts from the era, including Tony Hadley.

Due to the global pandemic COVID-19, mental health awareness has never become more important. Mind offered advice and support to 56 million people during the pandemic, demonstrating the importance of mental health recognition and assistance.

The festival is located in the Chiltern hills, offering isolation and peace to all customers. The festival is 18+ only, so no children will be permitted on to the premises - adult only! The special ticket offer for two people is £85 for one day and £160 for two days. Camping and parking spaces are offered for a small extra charge, with the additional option to go glamping - if customers want a more luxurious experience.

Mind Music Fest will supply activities and events throughout the day, serving alcoholic drinks from noon and introducing live music acts from 2 pm. High star quality food will be provided, catering to all preferences, dietary requirements and allergies, serving three main meals a day for the two days. The additional day bar located on the stunning Wormsley cricket ground will allow customers to enjoy beverages with scenic views and accompanied by friends. Our variety of music acts over the two days include Amelia Dance; Dj Mono Mono, Sound City; The Three Roamers; Lose Yourself To Dance; Kiss The Teacher; Chronicles Folk Rock Band with Saturday headliner Tony Hadley. The line up for both evenings will ensure all are impressed with what Mind Music Fest has to offer.

Event Manager, Caitlin Skea, has stated: "We are beyond thrilled to be raising money for such a worthy cause, especially in light of recent global events. Mind Music Fest aims to entertain all customers whilst raising money for a charity that saves lives every day. It will be a summer party we have been all been waiting for."

For further enquiries, contact: caitlinskea@gmail.com or visit www.mindmusicfest.co.uk