MA Music Business

Live Music and Event Management
Lecturer: Robert Guterman

Portfolio 2
Module Code: BMTY7005

Antoine Marcel

2030 words

INTRODUCTION

On the 3rd of April 2023, a live music performance called "Future Vinyl" took place in London's Vinyl Cafe. The event's goals were to highlight up-and-coming musicians and give students and industry professionals a chance to interact and network. Emerging artists gave live performances at the event, which was followed by a DJ set to wrap out the evening. Students and business professionals, notably those affiliated with the Tileyard network, attended. There was plenty of time for attendees to enjoy the music and interact with others in the industry because the event began at 6 pm and finished at 11 pm. In this paper, I'll discuss the event's schedule, setting, participants, budgeting, licensing, practical and legal requirements and general success.

6 P’s

The notion known as "the 6 P's" emphasises six essential factors that must be taken into account while managing and preparing an event: product, people, place, price, promotion, and production. Event planners and managers may make sure that their events deliver an engaging and meaningful experience, are performed logistically successfully, and fulfil the needs and expectations of their target audience by carefully taking into account these factors. The concept of the six P's is a very helpful tool for assuring the success of events and can reduce the possibility of unforeseen issues or problems developing during the event. (6PMarketing.com, 2022)

In this situation:

- Product: Songwriters + DJ Showcase
- Price: Free
- Place: Vinyl Café (Appendix A)
- Promotion: Night Hosted by Music Business Masters Students + Talents of Tomorrow.
- People: Tileyard Students, Tileyard Professionals and friends.
- Presentation: Posters, Social media marketing (Appendix B)

ROLES

The distribution of team roles is a crucial aspect of event planning in addition to the six P’s. It is crucial to have a team that is well-organized and has roles and responsibilities that are well-defined if you want to manage the event effectively from start to finish. I'll go over the main responsibilities given to the team for the "Future Vinyl" event in the following section, as well as how each team member helped make the event successful.

We have developed four main teams with specific tasks for the event:

Budgeting

- Creating cost breakdowns of any items
- Working with any sponsors garnered for the event

The team was composed of Rabia, Wyn and myself, Antoine.

Marketing

- Social media marketing and engagement
- Curating assets to be used across multiple platforms

The team was composed of Isabella, George and Marina.

Curation/Liaison

- Finding artists for the event

The team comprised Anna (In liaison with Jamie), Rabia, Wyn, Taeshawn, and Shannen.

Event Management

- Organization of event space
- The running of the event on the day
- Making sure that all roles and tasks are on schedule
- Floor plan

The team comprised Isabella, Felix - Tech planning, Rabia, Taeshawn, Shannen (running order, scheduling), Anna (floor plan), Marina and myself, Antoine.

A detailed version of the teams and roles, can be found in **Appendix C**.

BUDGETING

Let's examine the budgeting sheet in more detail now that the team has been established and their individual duties have been described. Like any event, keeping expenditures in check and making sure the event is profitable require the creation and management of a budget. We'll go over the various cost categories and break down the costs related to each one in the section that follows. You will have a thorough grasp of how the "Future Vinyl" event budget was developed and how each item was recorded by the time it is all said and done.

Costs

Expense Type	Estimated Cost
Bar Staff	£120,00
Security	£100,00
Sound Technician	£105,00
Total Expenses	£325,00

Two members of the venue staff had to be paid from 7:00pm to 0:00. (12£/hour)

Security guard, paid 20£/hour from 8:00pm to 0:00.

Sound technician, paid 15£/hour from 4:00pm to 11:00pm.

Revenue

Revenue Type (Donation)	Estimated Revenue (Before Charges)	Charges	Estimated Revenue (Total)
Card	£97,00	1%	£96,03
Cash	£7,00	0%	£7,00

During the "Future Vinyl" event, attendees had the opportunity to tip the artists performing on stage as a way of showing their appreciation for their talent. While tipping with cash did not incur any additional fees, tipping with a credit card came with a 1% tax fee. In total, £97 were tipped by card, and £7 were tipped by cash. At the end of the night, the total amount tipped was divided equally between the seven performers, regardless of whether the tip was given by card or by cash. This was a way of recognizing the hard work and dedication of each artist and showing them that their efforts were truly appreciated by the audience.

Total Donation to Artists	£103,03
Donation Per Artists	£14,72

All of the above can be found with more details in **Appendix D**.

LICENSING

We had to ensure that we comply with the Licencing Act of 2003 as part of our preparations for the "Future Vinyl" event. This law ensures that gatherings are held in a safe and controlled way by regulating the sale of alcohol, regulated entertainment, and the provision of late-night refreshments. For permission to host the event and offer alcoholic beverages at the Vinyl Cafe, we submitted for a Temporary Event Notice (TEN). This asked us to give information about the occasion, such as the type of entertainment, the number of guests, and the operating hours. By abiding by the rules outlined in the Licencing Act of 2003, we were able to guarantee the security of our guests and give everyone who participated a special experience. After dealing with Georgina Caroline Brown, we got the Licensing Act of 2003. The document can be found in **Appendix E**.

Risk Assessment

We had to deliver a risk assessment form as part of the event planning procedure. We can put steps in place to reduce or eliminate the risks and hazards linked with the event thanks to the help of this paper. We determined several potential concerns, including fire dangers, crowd management difficulties, and trip hazards, and we took action to reduce these risks. In order to manage the crowd safely, for instance, we made sure that all of the electrical equipment was in good working order, designated clear emergency exits, and had adequate staff members on hand. By completing this form, we were able to guarantee that the event would go off without a hitch and that both guests and performers would be in a safe and secure setting.

A detailed version of the Risk Assessment document can be found in **Appendix F**.

Event Management Plan

To hold the "Future Vinyl" event, our team had to prepare an event management plan in addition to a risk assessment form. From the venue's layout to the precise duties of each team member, this plan described every facet of the event. We were able to make sure that everything went according to plan and that everyone was on the same page by developing a detailed plan. The strategy also enabled us to foresee possible dangers or problems that might develop during the event and take proactive measures to solve them. In general, the event management plan was a vital tool that assisted us in organising and carrying out a memorable event.

An event management plan is required in order to host an event since it helps to assure everyone's safety and wellbeing. Event planners can identify potential risks, hazards, and other problems that could affect the event or the attendees by developing a thorough strategy. In addition, the plan aids in ensuring that the required licences, permits, and insurance coverage are in place and that all parties

involved, including suppliers, performers, and guests, are aware of their respective roles and obligations. The bottom line is that an event management plan is a vital tool for planning a successful and secure event and is frequently needed by local government officials and other regulatory organisations.

The whole filled document can be found in **Appendix G**.

TIMETABLE (GANTT CHART)

A Gantt chart that gave a thorough timeline of the event planning process was also prepared in addition to the risk assessment and event management strategy. The entire process was outlined in a Gantt chart, from selecting the location to getting all required permits and licences to setting up security, developing communication strategies, and liaising with artists and vendors. We were able to see the project's timeline and make sure that all tasks were finished on time by using a Gantt chart. This made it easier for us to keep on schedule and organised throughout the planning phase, which eventually produced a successful and well-run event.

The event's Gantt chart was made, and it covered the period from February 1 to April 8. It involved a wide range of activities, from looking into potential dates for the evening to wrapping up all the administrative paperwork and making security arrangements. Checking that all artists and suppliers had gotten their payment was the last item on the Gantt chart, which was done to make sure that everyone engaged in the event had been fairly reimbursed for their time and work. Overall, the Gantt chart served as a crucial tool for planning and managing the event, ensuring that everything went off without a hitch.

A detailed version of the document can be found in **Appendix H**.

TICKETS

We established a Ticketmaster page to control attendance and guarantee adherence to the venue's rules in order to ensure security during the event. Even though they were free, the tickets served as a useful tool for planning the event's attendance and ensuring that we wouldn't fill the space to capacity. The information on the Ticketmaster page also helped us make plans for future events by giving us useful information on the amount of participants, their demographics, and their interests. Additionally, we were able to monitor attendance and confirm that everyone who attended the event had registered in advance thanks to the Ticketmaster page. This was a crucial security step to guarantee that only people who had been given permission to attend the event may enter.

FLOOR PLAN

The team had to shift the café's furnishings and design a floor plan that showed where everything would be located, including the first aid supplies, emergency exits, and other crucial elements, to guarantee that the event went off without a hitch. This was crucial to ensure that everyone could walk around the area without difficulty and didn't block any emergency exits. The floor design also aided in the seamless and effective operation of the event by giving all the organisers a better grasp of how it was laid out. The team was able to create a secure and pleasurable environment for all participants by taking the time to design and set up the event venue beforehand.

The detailed floor plan can be found in **Appendix I**.

CONCLUSION

In conclusion, all team members had to put in a lot of effort and commitment to the event's planning and implementation. Numerous variables, including funding, marketing, curation, event management, licencing, risk assessment, and security, had to be taken into account. To make sure everything went without a hitch, we had to draught a floor plan and a Gantt chart. We were able to set a limit on guests and adhere to the venue's rules thanks to the Ticket Master page. The event was a huge success despite the difficulties we encountered, including the extra tax levy for tipping artists with a credit card and the unexpected weather. The audience loved the event, and the performers were all well-liked. As a team, we are proud of our accomplishments and eager to plan more great events in the future.

APPENDIX

Appendix A (Vinyl Café)

Appendix B (Promotional asset)

Appendix C

Role	Main tasks	Team members
Budgeting	- Creating cost breakdowns of any items - Working with any sponsors garnered for the event	Marcel Rabia Wyn
Marketing	- Social media marketing and engagement - Curating assets to be used across multiple platforms	Izzy George Marina - design
Curation/Liaison	- Finding artists for the event	Anna - liaison with Jamie Rabia Wyn– Tae Shannen
Event management	- Organization of event space - The running of the event on the day - Making sure that all roles and task are on schedule - Floor plan	Izzy Marcel Felix - Tech planning, Rabia Tae Shannen (running order, scheduling) Anna (floor plan) Marina

Appendix D

Expense Type	Estimated Cost
Bar Staff	£120,00
Security	£100,00
Sound Technician	£105,00
Total Expenses	£325,00

Revenue Type (Donation)	Estimated Revenue (Before Charges)	Charges	Estimated Revenue (Total)
Card	£97,00	1%	£96,03
Cash	£7,00	0%	£7,00

Total Donation to Artists	£103,03
Donation Per Artists	£14,72

Appendix E (Licensing Act 2003)

RECEIVED
03 DEC 2015

ISLINGTON

Licensing Team
Public Protection Division
222 Upper Street
London
N1 1XR

T 020 7527 3031
F 020 7527 3430
E licensing@islington.gov.uk
W www.islington.gov.uk

Our ref: LN/000013206

Date: 26th November 2015

Tileyard Studios Cafe Ltd
2 Mountview Court
30 Friern Barnet Lane
London
N20 0YZ

This matter is being dealt with by:
Carol Jones

Dear Tileyard Studios Cafe Ltd

LICENSING ACT 2003

RE: VINYL CAFE, GROUND FLOOR, UNIT 6A TILEYARD STUDIOS, TILEYARD ROAD, ISLINGTON, LONDON, N7 9AH.

The Licensing Authority has agreed to grant your application for a Premises Licence for the above named premises. Please find enclosed a copy of the licence and the summary of the licence. The licence authorises the licensable activities specified on the licence, subject to any conditions attached to the licence.

Your attention is drawn to the following requirements:

- The licence must be kept at the premises under the control of either the licence holder or an employee providing they have the written authorisation of the licence holder to do so.
- The summary of the licence must be prominently displayed on the premises, together with a notice specifying the position held of any employee authorised to keep the licence at the premises.
- An annual fee is payable in respect of the licence and must be paid to Islington each year on the anniversary of its original grant. Your annual fee is £1180.00.
- The holder of the premises licence must notify the Licensing Authority if there is any change in the name or address of the licence holder, or where applicable, the name or address of the designated premises supervisor.

If you are considering making any changes to the premises you are advised to contact the Licensing Team in the first instance as the changes may require you to make a variation application. If you are considering making substantial changes to the premises you may need to make a new premises licence application.

PLEASE BE AWARE that your Designated Premises Supervisor must hold a personal licence or you will be breaking the conditions of this licence and therefore trading illegally.

You are advised that if you allow the premises to be used for licensable activities other than in accordance with this licence you may render yourself liable to prosecution. A person found guilty of such an offence is liable to a maximum fine of £20,000 and or 6 months imprisonment.

Should you have any queries on any of the above licensing matters than please do not hesitate to contact us.

Yours faithfully,

Carol Jones
Licensing Officer

If you would like this document in large print or Braille, audiotape or in another language, please telephone 020 7527 2000.

ISLINGTON

PREMISES LICENCE
LICENSING ACT 2003

Premises licence number	LN/13206-160715	Date of original grant*	27 July 2011

An annual fee associated with this licence is to be paid on the anniversary of the original grant date.

Postal address of premises, or if none, ordnance survey map reference or description

UNIT 6A, KINGS EXCHANGE

9 TILEYARD ROAD

Post town	London	**Post code**	N7 9AH
Telephone number			

Where the licence is time limited the dates
Not Applicable

Licensable activities authorised by the licence
Ground Floor

- The provision of regulated entertainment by way of:
  The playing of recorded music
- The provision of entertainment facilities for:
  Making music
- The sale by retail of alcohol

The times the licence authorises the carrying out of licensable activities

- The provision of regulated entertainment for the playing of recorded music:

Monday	10:00	to	23:00
Tuesday	10:00	to	23:00
Wednesday	10:00	to	23:00
Thursday	10:00	to	23:00
Friday	10:00	to	23:00
Saturday	10:00	to	23:00
Sunday	12:00	to	22:30

- The provision of entertainment facilities for making music:

Monday	10:00	to	23:00
Tuesday	10:00	to	23:00
Wednesday	10:00	to	23:00
Thursday	10:00	to	23:00
Friday	10:00	to	23:00
Saturday	10:00	to	23:00
Sunday	12:00	to	22:30

licence

- The sale by retail of alcohol:

Monday	10:00	to	23:00
Tuesday	10:00	to	23:00
Wednesday	10:00	to	23:00
Thursday	10:00	to	23:00
Friday	10:00	to	23:00
Saturday	10:00	to	23:00
Sunday	10:00	to	21:00

The opening hours of the premises:

Monday	08:00	to	23:00	the following day
Tuesday	08:00	to	23:00	the following day
Wednesday	08:00	to	23:00	the following day
Thursday	08:00	to	23:00	the following day
Friday	08:00	to	23:00	the following day
Saturday	08:00	to	23:00	the following day
Sunday	08:00	to	23:00	the following day

Where the licence authorises supplies of alcohol whether these are on and/or off supplies
On and Off Supplies

Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence
Tileyard Studios Café ltd
2 Mountview Court
30 Friern Barnet Lane
London
N20 0YZ
georgina@vinyl-cafe.com

Registered number of holder, for example company number, charity number (where applicable)
08718869

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol
Georgina Caroline Brown
592 Harrow Road
London
W10 4NJ

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol
13/05000/LIPERS City of Westminster

Islington Council
Public Protection Division
222 Upper Street
London N1 1XR
Tel: 020 7527 3031
Email: licensing@islington.gov.uk

Jane Gibbons
Service Manager (Commercial)

24/11/15
Date of Issue

Licence

Annex 1 - Mandatory conditions

1. No supply of alcohol may be made under the premises licence:
   a) at a time when there is no designated premises supervisor in respect of the premises licence, or
   b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. All door supervisors shall be licensed by the Security Industry Authority.
4. The admission of children to the exhibition of a film shall be restricted in accordance with the recommendation of a film classification body as defined in the Video Recordings Act 1984 or Islington Council acting as the licensing authority where it has given notice in section 20(3) of the Licensing Act 2003.

There are further 'Mandatory conditions' applicable to licences authorising the supply of alcohol. A full list of the current mandatory conditions is available from the licensing pages on Islington's web site, www.islington.gov.uk. This list is subject to change by order of the Secretary of State and licensees and other responsible persons are advised to ensure they are aware of the latest conditions.

Annex 2 - Conditions consistent with the Operating Schedule

1. Substantial food and suitable beverages other than alcohol, including water, shall be available the whole of the permitted hours in all parts of the premises where intoxicating liquor is sold or supplied.
2. The licensee shall ensure that staff are trained about age restricted products and ensure that they sign to confirm that they have understood the training. The licensee shall keep records of training and instruction given to staff.
3. Incident/refusals book shall be completed.
4. The licensee shall adopt the Challenge 25 and the BII National Standards Proof of Age Scheme.
5. CCTV shall be installed, operated and maintained in agreement with the Police. Maintained means that the system will be regularly serviced (at least once a year) and checked every two weeks to ensure that it is storing images correctly and a log kept and signed by a Supervisor to this effect. The system will provide an identifiable full head and shoulder image of everyone entering the premises and will operate in any light conditions within the premises. The system will cover the full exterior of the premises and shall record in real time, date and time stamped and will operate whilst the premises is open for licensable activities. The recordings will be kept for a minimum of 31 days and copies will be made available to an Authorised Officer or a Police Officer (subject to the Data Protection Act 1998) within 24hrs of any request free of charge. There will always be a member of staff on duty who can operate the system, to allow Officers to view recordings and if required by a Police Officer, provide a copy of images immediately free of charge to assist in the immediate investigation of offences. If the system malfunctions and will not be operating for longer than one day of business then Police must be informed.
6. An incident log shall be kept at the premises, and made available on request to the police or an authorised officer, which will record the following:
   a. All crimes reported to the venue
   b. Any complaints received
   c. Any incidents of disorder

d. Any faults in the CCTV system
e. Any visit by a relevant authority or emergency service
f. All ejections of patrons
g. All seizures of drugs or offensive weapons
h. Any refusal of the sale of alcohol

7. In the event that a serious assault is committed on the premises (or appears to have been committed) the management will immediately ensure that:

(a) The police (and, where appropriate, the London Ambulance Service) are called without delay;
(b) All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
(c) The crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
(d) Such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.

Annex 3 - Conditions attached after a hearing by the licensing authority

None

Annex 4 – Plans

Reference Number: MK-ODS-U14-CPI, Date 15 May 2003

Licence

ISLINGTON

Premises Licence Summary

Licensing Act 2003

Premises licence number	LN/13206-160715	Date of original grant*	27 July 2011

An annual fee associated with this licence is to be paid on the anniversary of the original grant date.

Postal address of premises, or if none, ordnance survey map reference or description			
UNIT 6A, KINGS EXCHANGE 9 TILEYARD ROAD			
Post town	London	**Post code**	N7 9AH
Telephone number			

Where the licence is time limited the dates
Not Applicable

Licensable activities authorised by the licence
Ground Floor

- The provision of regulated entertainment by way of:
  The playing of recorded music
- The provision of entertainment facilities for:
  Making music
- The sale by retail of alcohol

The times the licence authorises the carrying out of licensable activities

- The provision of regulated entertainment for the playing of recorded music:

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Sunday	12:00	to	22:30

- The provision of entertainment facilities for making music:

Monday	10:00	to	23:00
Tuesday	10:00	to	23:00
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Friday	10:00	to	23:00
Saturday	10:00	to	23:00
Sunday	12:00	to	22:30

Summary

- The sale by retail of alcohol:

Monday	10:00	to	23:00
Tuesday	10:00	to	23:00
Wednesday	10:00	to	23:00
Thursday	10:00	to	23:00
Friday	10:00	to	23:00
Saturday	10:00	to	23:00
Sunday	10:00	to	21:00

The opening hours of the premises:

Monday	08:00	to	23:00	the following day
Tuesday	08:00	to	23:00	the following day
Wednesday	08:00	to	23:00	the following day
Thursday	08:00	to	23:00	the following day
Friday	08:00	to	23:00	the following day
Saturday	08:00	to	23:00	the following day
Sunday	08:00	to	22:30	the following day

Where the licence authorises supplies of alcohol whether these are on and/or off supplies
On and Off Supplies

Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence
Tileyard Studios Café Ltd
2 Mountview Court
30 Friern Barnet Lane
London
N222 0YZ
georgina@vinyl-cafe.com

Registered number of holder, for example company number, charity number (where applicable)
08718869

Name of designated premises supervisor where the premises licence authorises the supply of alcohol
Georgina Caroline Brown

State whether access to the premises by children is restricted or prohibited
It is an offence to allow persons under the age of 16 years to be on the premises whilst it is open exclusively or primarily for the supply of alcohol for consumption on the premises unless they are accompanied by a person aged 18 or over. No unaccompanied person under the age of 16 years shall be permitted on the premises between 12 midnight and 5am if alcohol is supplied for consumption on the premises.

Islington Council
Public Protection Division
222 Upper Street
London N1 1XR
Tel: 020 7527 3031
Email: licensing@islington.gov.uk

Summary

Appendix F (Risk Assessment)

VINYL CAFE RISK ASSESSMENT

Venue Name: Vinyl Café (Future Vinyl Event)
Assessor: Anna Cohen
Date Of Risk Assessment: 3rd April 2023

HAZARDS	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Possible Affects/ Harm	Risk Level
Fire	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Fire alarms operational. • Venue evacuation procedures in place. • Fire Extinguishers onsite. • All exit routes left free and unobstructed. • Two fire exit doors leading to fire exit (unit 14 street door) unobstructed.	• Ensure client is aware protocols and explains to staff. • Fire escape plan given to main point of contract on event night & all staff briefed before event. • Check all routes are clear. • Security briefed before event.	Tileyard London	Burns, smoke inhalation and fatalities	LOW
Intoxication	DJ/ Guests	• Bar Staff to monitor alcohol consumption. • Anyone deemed too intoxicated will not be served. • Taxi numbers provided for safe travel after the event.		Tileyard London	Vomiting, Alcohol Poisoning, Lack of personal control, abusive behaviour	HIGH
Noise Pollution	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Professional sound engineers operating sound levels. • Earplugs offered. Volume to be monitored by staff and sound engineer. • Main entrance to be closed at all times by security. •	• No drinks outside after 11pm. • Patrons encouraged to disperse immediately upon exit.	Tileyard London	Damage to hearing, tinnitus, disruption to surrounding residents.	Medium
Manual Handling	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Use of mechanical aids (trolleys) for heavy items e.g. bass bins. • Lifting forms small part of activity. • Check route prior to movement. • Moves carried out by physically fit operatives.	• Ensure area of café is cleared before moving heavy items into space.	Tileyard London/Staff/ Client	Strains, sprains and crushing injuries	Low/Medium
Electrical Hazards	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Visual inspection prior to use. • Any frayed or exposed cables replaced.	• Best practice used for cable management, making sure cables and	Electricians/ Tileyard London	Tripping over wires, electric shocks	Low/Medium

1

VINYL CAFE RISK ASSESSMENT

HAZARDS	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Possible Affects/ Harm	Risk Level
		• Faulty items professionally repaired. • No overloading of sockets	plugs are out of reach and contact with the public. • Tape down any loose cables on or around stage and bar. • Annual PAT test. • Regular maintenance checks on equipment			
Lighting	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Lighting check prior to event	• Weekly lighting operational checks	Tileyard London/ Staff	Electricity shocks, loss of light during performances	Low
Slips & trips	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Maintain good housekeeping. • Cables mats used, avoid cable runs over pedestrian walkways. • Highlight any item such as protruding stands with hazard tape • Flooring regularly mopped and maintained to alleviate slippery surfaces	• All water supplies, ice machines and any liquids kept away from sockets and appliances. • Check around the bar trip hazards. • Check the stage for loose cables and trip hazards. • Check routes/floors for running cables and secure with tape.	Tileyard London/ Staff / Client	Slips, trips	Medium
Littering	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Ample and visible litter bins to be provided, cleared and cleaned regularly • Regular litter picks to be conducted throughout the night • Post event litter pick conducted in carpark, Tileyard Road and Vale Royal	• Ensure communication about littering • Organise staff or client to clear up during event	Tileyard London/ Staff/ Client	Trips, spillages	Low
Falling Objects	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Inspection of truss, any cracks in metal work • item to be replaced if faulty • Stands and clamps secured prior to use. • Safety wires used as secondary fall restraint	• Ensure nothing is kept up high if not absolutely necessary	Tileyard London/ Staff/ Client	Head injury	Low

2

VINYL CAFE RISK ASSESSMENT

HAZARDS	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Possible Affects/ Harm	Risk Level
Minor injury (cuts & grazes)	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• First Aid Kits to be stocked and provided onsite, ready for use	• Ensure any sharp or rough surfaces are made visible or safeguarded	Tileyard London/Staff	Cuts, grazes	Low
Contacting or spreading coronavirus by not washing hands or not washing them adequately	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Soap provided in both bathrooms • Hand sanitiser provided at the bar • Signage in both bathrooms to explain proper hand washing procedure • Ensure staff monitor guests and	• Currently no further action needed due to no formal requirements • Risk level assessed considering current covid rates	Tileyard London/ Staff /Guests /Client	Contracting of coronavirus	Medium
	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Limit the amount of people allowed in the venue at once to 15 max • Provide one way system in venue to allow for ingress and egress • Staff to monitor patrons to remind them of social distancing protocol	• Currently no further action needed due to no formal requirements • Risk level assessed considering current covid rates	Tileyard London/ Staff/ Client	Contracting of coronavirus	Medium
Contracting or spreading coronavirus in pinch points (on route to the toilets, or entering the venue)	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Establish and signpost one in, one out system into the toilets, to ensure overcrowding doesn't take place and get staff to monitor the area	• Currently no further action needed due to no formal requirements • Risk level assessed considering current covid rates	Tileyard London/ Staff/ Client	Contracting of coronavirus	Medium
	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Ensure that high touch areas are cleaned every two hours with sanitising spray. • Allocate specific areas to staff members to ensure potential contamination is contained. • No cash payments, only contactless - ensure contactless readers are cleaned regularly.	• Currently no further action needed due to no formal requirements • Risk level assessed considering current covid rates	Tileyard London/ Staff/ Client	Contracting of coronavirus	Medium
Poor workplace ventilation leading to risks of coronavirus spreading	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Ensure both (2) air ventilation units are on full and working at all times • Ventilate toilets when no one is using them	• Currently no further action needed due to no formal requirements • Risk level assessed considering current covid rates	Tileyard London	Contracting of coronavirus	Medium

3

VINYL CAFE RISK ASSESSMENT

HAZARDS	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Possible Affects/ Harm	Risk Level
Poor workplace ventilation leading to risks of coronavirus spreading	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Staff to wear face coverings at all times • Place signs around the venue reminding patrons to do so	• Currently no further action needed due to no formal requirements • Risk level assessed considering current covid rates	Tileyard London/Staff	Contracting of coronavirus	Medium
Contracting Corona virus while using the toilet facilities	Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Signs and posters in place to build awareness of good handwashing technique. • One in one out cue system in place, with signage. • Hand sanitiser available on entry to toilets • Suitable handwashing facilities including running water and liquid soap, with hand towels available. • Clear cleaning guidance in place for toilets, with increased frequency of cleaning in line with usage. • visible cleaning schedule in place. • Frequent rubbish collection in place	• Currently no further action needed due to no formal requirements • Risk level assessed considering current covid rates	Tileyard London/Staff/ Cleaners	Contracting of coronavirus	Medium
	Tileyard London / Guests / Staff/ Clients/ DJ / Guests / Security / Sound Engineer	• Tileyard London must provide guest register • Make sure contact tracing in place • Ensure names and phone numbers are recorded	• Currently no further action needed due to no formal requirements • Risk level assessed considering current covid rates	Tileyard London	Contracting of coronavirus	Medium

4

Appendix G (Event Management Plan)

Event Management Plan

As an Event Organiser you are responsible for:

- Informing your local authority of your event
- Seeking permission of the relevant land owner
- Submitting the relevant documentation to your local authority in a timely manner
- Ensuring the overall safety at your event as far as reasonably practicable
- Ensuring that health and safety arrangements are in place to control risks
- Ensuring the competence of staff at your event to undertake their roles safely
- Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by your local authority)
- The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event
- Informing the Performing Rights Society if you have live music at your event

Disclaimer: This template is a guide only. It does not necessarily include all the information that may be relevant to your event. The local authority is not responsible for any lack of information not submitted with this application.

Privacy Statement
Your personal information is required for administration purposes. Your local authority is committed to protecting your privacy and fulfilling its obligations under UK data protection laws. The Local Authority may use this data in order to inform you of its activities and/or improve its services in relation to the subject matter only, but will not sell, rent, distribute or otherwise make your data commercially available to any third party, unless it is required to by a court order or to comply with other legal requirements.

What happens to my event information?
Your event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to the Events Safety Advisory Group for review. The Events Safety Advisory Group consists of representatives from various departments at your local authority, Kent Fire and Rescue, KCC Highways, Kent Police and other emergency services. Your information will not be passed on to any other party without your prior consent.

Contents

1. **Event Overview**
2. **Site Management**
3. **Incident Management**
4. **Traffic Management Plan**

Please type your answers into the white boxes

Kent Resilience Forum

The Kent Safety Advisory Group principles are endorsed by the Kent Resilience Forum

Version 3: 15 January 2015

Event Organiser Details

Event Organiser Name	A Marcel
Organisation	Music Business Master Tileyard Education community
Contact Telephone Number	00 33 6 31 85 74 77
Email Address	a.marcel31000@gmail.com
Name of Event	Future Vinyl
Location of Event	Vinyl Cafe, 6a Tileyard Rd, London N7 9AH
Date of Event	03/04/2023
Contact Telephone Number on day of the event (if different to above)	06 72 71 21 39

1. Event Overview

1.1 Event Overview

Please provide a description of your event
"Future Vinyl" was an exciting and innovative event hosted at the Vinyl Cafe in London. The event attracted a diverse crowd of music industry professionals and students, with a particular focus on those affiliated with the Tileyard network. The evening began with live performances from up-and-coming artists, followed by a series of DJs who kept the party going well into the night. The event also featured a unique opportunity for attendees to interact with vinyl records and explore the intricacies of the medium. Throughout the night, attendees had the chance to tip the performers and show their support for the talent on display. Overall, "Future Vinyl" was a celebration of music, art, and innovation, and a testament to the power of community and collaboration within the music industry.

Please provide the following information about your event	
Event start time	6:00pm
Event end time	0:00pm

1.2 Event Itinerary

Please provide timings of your event including set up and break down timings

Version 2: 12 December 2014

Date / Time	**Action**

1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)	
Time	**Activity**

1.4 Event Management

Roles and Responsibilities on Event Day (s)

Please provide a brief description of the roles of event staff and their main responsibilities. There may be other roles that are not listed here that are applicable to your event. Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section	
Role	**Responsibilities**
Event Organiser	Isabella Coackley
Event Manager	Anna Aarons
Site Manager	George Dog
Health & Safety Officer	A Marcel
Arena/stage Manager	Marina Cevice
Steward Coordinator	
Press and PR coordinator	Shannen Shan
Other	

1.5 Crowd Management

Please provide details on how you will manage the crowd at your event Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Is your event ticketed? If yes, what arrangements are in place for this?
The event is ticketed with free tickets. Security was hired to not exceed the maximum capacity of the venue (80 people).
How will you manage capacity at your event?
Security will have a click count.
How will you manage the access and egress of the crowd?
With violence.

1.6 Advertising

Please provide details of how you will advertise your event
How and where do you plan to advertise your event?
Social media advertising + conventiona advertising (posters & flyers)
Will the media be in attendance and if so how will you handle them?
No
May we use the details supplied here for publicity purposes or to give to interested parties?
a) Yes ✓ b) If yes, which name and contact details can we release? Isabella Coackley; Antoine Marcel

2. Site Management

2.1 Contractor Management

Please provide details of any contractors that will be involved with your event Please ensure that you check any safety documentation of contractors that you hire	
Company	**What are they providing/doing?**
Engineers	Sound Enginering

Version 2: 12 December 2014

2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event Please ensure that you check any safety documentation of traders	
Name of Organisation	**Concession Type**

Sale of Alcohol If you are selling alcohol at your event, how are you managing this? Please contact the licensing department at your local authority as you will require a temporary events notice.
The venue owns a bar, and we managed to get the Licensing Act 2003.
Catering Requirements (Food, drink, water) For each catering supplier/food stall that you have attending your event, please provide the following information: • Name of Business • Address of Business • Contact telephone number • Name of local authority that they are registered with • National food hygiene rating (if available)
No food

2.3 Fencing and/or barriers

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location Please ensure that you check any safety documentation of contractors that you hire.

2.4 Electricity, Water, Gas Supply and Generators

Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these. Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids. Please ensure that you check any safety documentation of contractors that you hire.
None

2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging Please ensure that you check any safety documentation of contractors that you hire.
None

2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here Please ensure that you check any safety documentation of contractors that you hire.
Venue owns self licensing and fire safety formation for the staff.

2.7 Temporary Events Notice

IMPORTANT NOTE: **Licensable activities at your event such as the sale and supply of alcohol, the provision of late night refreshments to the public and regulated entertainment may require a temporary event notice (TEN). A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.**

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licences in place.

Please contact your local licensing department for more information.

Version 2: 12 December 2014

2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints. **Important notes:** • If you have live music you may require a Temporary Events Notice. • It is your responsibility to inform the Performing Rights Society (www.prsformusic.com) if you are having live music at your event. • Please ensure that you check any safety documentation of contractors that you hire.
PRS will be notified of the music played.

2.9 Attractions

Please provide details of any attractions that will be at your event e.g. inflatable's, funfair/children's rides, fireworks For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme) Please ensure that you check any safety documentation of contractors that you hire.	
Name, address and telephone number of organisation	**Attraction and ADIPS number if applicable**

2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.)

Version 2: 12 December 2014

2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following:
Toilet Facilities Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities. There may be a charge if toilets are required outside normal opening times (check with your local authority). If inadequate provisions are available this can lead to a risk of a disruption to public order and safety.
Tileyard Infrastructure
Waste Disposal Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As you the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor. The local authority is NOT responsible for arranging waste disposal at your event.
Venue
Noise Management Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music. A noise checklist for event organisers and information on noise consultants can be found on your local authority website.
Sound proof venue

2.12 Accessibility

Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access
Accesible parking + ramped access is available

2.13 Steward and Marshal Management

Please provide details of the arrangements you have made for stewards at your event
What are the roles and responsibilities of your stewards?
None
Where will they be positioned and why?
Who are your stewards? How will they be identified? **We do not require names, just where you have recruited them from.**
Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?
Check the entrance and the tickets
How will your stewards be trained?
When will your stewards be briefed? **Please provide a copy of the information that will be given to Stewards (briefing document)**
Before the event on the same day
How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?
Whatsapp group

3. Incident Management

IMPORTANT NOTE:

Do not assume that the emergency services will attend your event other than in an emergency. Your event must be managed without the support of the emergency services, even if they have agreed to attend as they may be called away to an emergency elsewhere. Do not refer to Kent Police throughout this document. They cannot provide support to any element of your event other than in an emergency and even in this instance their first port of call would be your contingency plans.

3.1 Welfare of Children

Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following: What is your procedure? Who is the designated person in charge of this? Where is the rendezvous point? How will announcements be made?
No children allowed

3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency. It is advisable to have emergency messages scripted before the event for use on the day
Through previously setup microphones.

3.4 Emergency Plans

IMPORTANT NOTE:

It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Kent Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.

It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.

In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

Please provide details of your emergency plan for the event
It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at your event (i.e. contingency planning). **What are your contingency plans for situations, such as:** **Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?** **This is not an exhaustive list and the specific nature of your event will suggest others.**
At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?
Who will report this to the emergency services?
What systems do you have in place to contact the local emergency services?
Who will liaise with the emergency services when they get to the site?

Version 2: 12 December 2014

In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.
What have you done to liaise with and inform local residents and businesses about the impact to local roads?
It is a very small event with 80 personne maximum.
Can people enter your event without causing an obstruction on the road?
Yes
How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?
No

Are you requesting any parking suspensions as part of your event? **If yes, please complete the information below.** **If you do not include ALL of this information your request cannot be considered.**	
Location (street name/car park)	
Number of spaces	
Intended use for the parking spaces	
Start time of suspension	
End time of suspension	

If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.

If you are providing off-road parking, please complete the information below: **Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.**	
Location	
Number of spaces	
How will the area be managed?	

Version 2: 12 December 2014

If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.

4.2 Road Closures

If your road closure request is granted under the Town Police Clause Act, your local authority will produce the road closure order once it has been approved by KCC Highways. This may involve a charge. Speak to your local authority for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by KCC Highways. This will involve a charge.

IMPORTANT NOTE:

Before a road closure can be considered the following documents MUST be submitted to your local authority along with this plan and approved by KCC Highways Authority:

- **A copy of valid Public Liability Insurance (£5 million minimum)**
- **Health and Safety Risk Assessments**
- **Signage Schedule (Map and indication of where signs will go)**
- **Plan of diversion route (if applicable)**

Please note KCC Highways require 12 weeks' notice of any road closures for coordination purposes.

Please answer the following questions in detail regarding any road closures at your event
Are you applying for a road closure as part of your event?
No
Please list ALL roads that you wish to close for your event below:
What is the duration of the closure? Please be realistic with timings.
Is it necessary to have a diversion route? If yes, please provide details of the route here.

Version 2: 12 December 2014

A diversion plan will need to be submitted to your local authority.
Who is providing your signage for the road closure? **If you are using a signage contractor, please provide their details here.** Please ensure you check their public liability insurance. A copy of the signage schedule produced by the contractor must be provided to the local authority. **If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.**

Appendices

i. Site Map

Please provide a site map of your event site

ii. Risk Assessment

Please complete an event specific risk assessment including a fire risk assessment

iii. Public Liability Insurance

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)

iiii. Road Closure Documents (if applicable)

- A copy of valid Public Liability Insurance (£5 million minimum)
- Health and Safety Risk Assessments including reference to risks on the Highway
- Signage Schedule (Map and indication of where signs will go)
- Plan of diversion route (if applicable)

Version 2: 12 December 2014

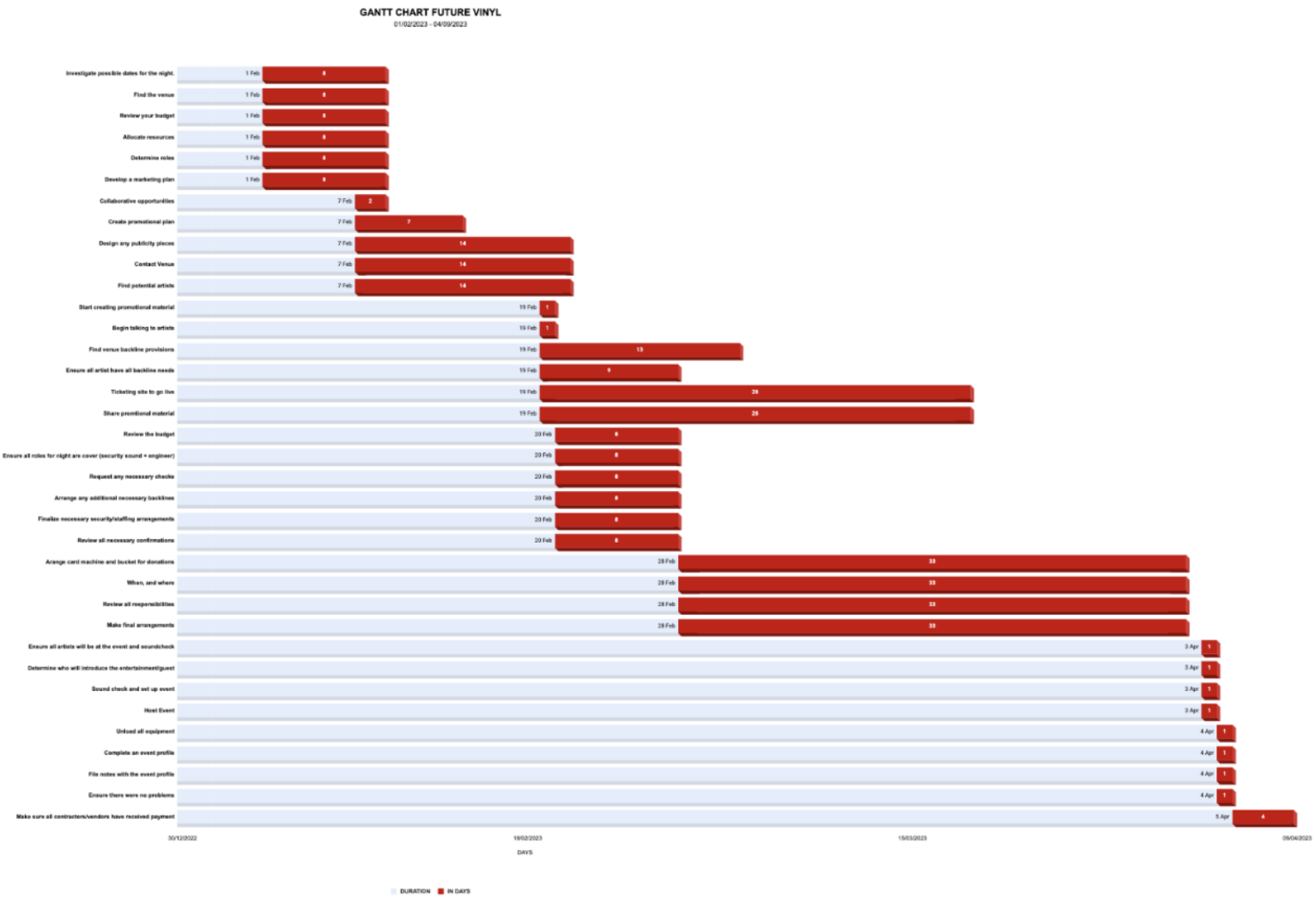
What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?
Who will be responsible for crowd control during an incident?
Antoine Marcel; George Mathews
If required, how would you evacuate your event? What steps would you take?
Bring everybody together, and go out through the 2 main doors in a safe place outside.
How will you communicate the evacuation instruction to your audience?
Through microphones
Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)
Venue already owns exit signage

4. Traffic Management

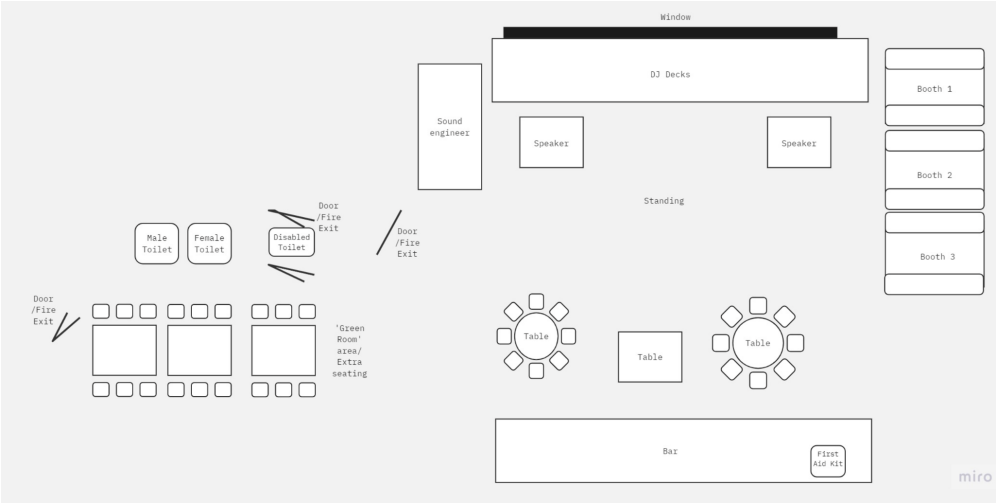
4.1 Traffic Management

Please answer the following questions in detail regarding traffic management at your event
Is your event taking place on or off the Highway?
Off the Highway
What is the best route for traffic to take in order to get to your event? How will this be communicated?
Walking from kings cross train station, with posters, on the day of the event.
What is the best and safest route for traffic to exit your event? How will this be communicated?
Towards kings cross train station, with posters, on the day of the event.

Appendix H (Gantt Chart)



Appendix I (Floor Plan)



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