

LIVE MUSIC AND EVENT MANAGEMENT

Portfolio

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Strategy

“Degrees of Sound” is a two-day festival, which will be located at The Great Tew Park in West Oxfordshire. It will commence in July 2022 and will provide a range of entertainment for all ages as of 16 years, which will include live music and recorded music acts. The proposal for the event defines a selection of musicians from a soul/jazz background that will perform. The line-up distinguishes between better known acts, who will have a positive effect the attraction of potential visitors and lesser-known acts, who will have the opportunity to increase their fanbase by playing in front of a significant audience scope. In addition, a range of sponsors will provide catering, including food and refreshments. The event is structured to welcome a maximum of 3000 visitors, who can choose between a range of tickets tailored to their needs. These are divided into two-day, one-day and camping tickets. The management plan features a site plan, which indicates an extra area for visitors to stay overnight.

In order to achieve sustainable sales and customer engagement, it is essential to push potential customers through the marketing funnel. This is structured as follows:

1. Awareness
2. Interest
3. Consideration
4. Purchase
5. Post-purchase
6. Advocacy

Collecting data about decisions made in context with marketing is essential to track the overall success and ROI of certain decisions. The collection of data is broken down into pre-event, execution of event and post-event (Splash, n.d.).

Pre-event

- RSVP
 - Personal information
 - Reference details
 - Retention
- Email List
 - Source
 - Engagement
- Website
 - Conversion rate, retention, bounce rate, views
- Press mentions

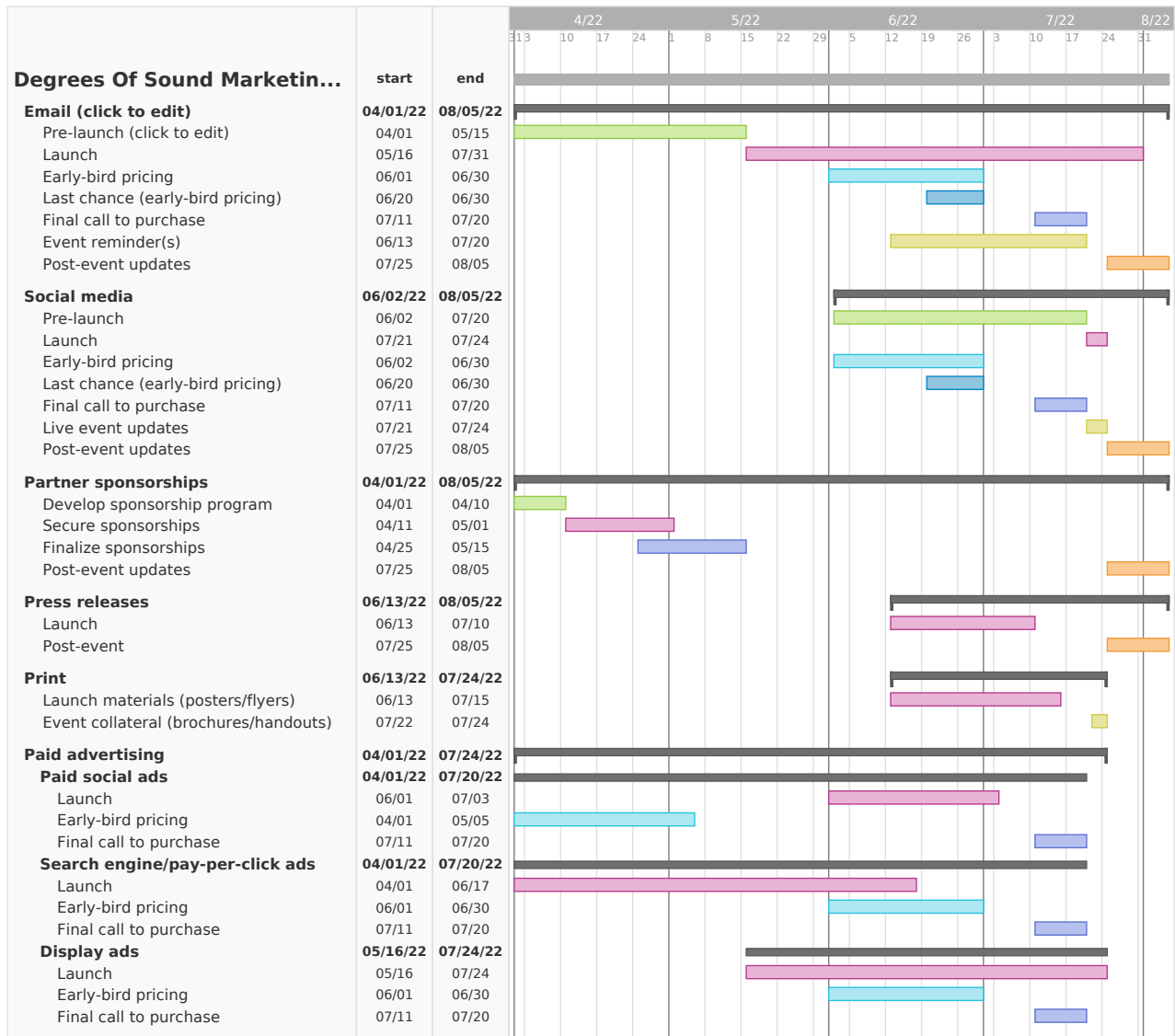
Day of Event

- Check-In Data
 - Number of attendees
 - No-shows
- On site surveys

Post-event

- Surveys for feedback
- Email List
 - Engagement

The marketing timeline outlines marketing techniques and decisions in accordance with a specific date range for execution.



Location

The event will take place at The Great Tew Park, which is a country estate in Chipping Norton, West Oxfordshire. The country estate's principal building is the Great Tew Estate on the west side of the terrain. The country estate comprises of parkland and is dominated by a valley, across which a small stream finds its way from east to west (Parks & Gardens, n.d.). The park's perimeters have a square-like shape and features open fields and some trees scattered "in singles and in clumps" (Parks & Gardens, n.d.). The whole estate is 3,500 acres large, of which 2,000 acres are arable and 750 acres are woodland, parkland and game crops (The Oxford Magazine, n.d.). In accordance with the maximum capacity that is being planned for, the park at Great Tew will serve as a suitable venue to accommodate all types of ticket holders, contractors and performers.

The event will take place within the parkland area, west to the estate mansion. The venue is accessible through both directions of Ledwell Road. There are two junctions leading from Ledwell Road onto the field. One will be primarily used for contractors accessing the venue and VIP parking while the event is live. The second junction will be primarily used for access to camping and the general entrance. VIP ticket owners have the opportunity to access the venue closer from their parking spot than regular parking ticket owners. Visitors who plan to stay overnight are able to access the venue directly from the declared camping area, where catering offerings will be located close to their entrance. A bus + taxi parking and drop-off area is located next to the main parking area and can be accessed through Ledwell Road as well. A necessary emergency exit is located close to the main stage, as, in a situation of danger, the accumulation of visitors will be able to exit more efficiently. Attendees will be able to exit through the path that leads through the park onto New Road. This direction will also be accessible by contractors to deliver equipment, stages, stalls, tents, etc. Depending on the type of ticket, visitors will be able to arrive at the venue at designated gates through Ledwell Road indicated on the event plan map.

Team Structure

A successful event has to follow feasible perimeters, which include a variety of aspects to cover. These have to be managed by a group of experts to ensure a sustainable framework, on which the ultimate success is based on. The advantages of a hierarchical structure are the comprehension of different roles, clear lines of authority and accountability for actions (NI Business Info, n.d.). Therefore, a hierarchical structure of staffing for this event is a feasible option.

1. Director

Responsible for consistently conveying and mediating the mission of the event, strategy, budgeting and partnerships with sponsors

2. Event Coordinator

Oversees the operations of the event and is the essential link to report to the director. Makes sure that daily objectives are being met and that relevant people perform their obligations.

3. Head of Marketing

Communicating the execution of the marketing strategy on a digital and analogue level, such as social media marketing, email campaigns, paid

advertisement. Checks back with the marketing strategy and timeline, in order to ensure its successful execution leading up to the event and post-event.

4. Head of Sales

Works closely with the director and head of marketing, in order to ensure the maximum amount of ticket sales possible. While doing so, the head of sales works closely with analysts to track data and have a clear picture of current sales at a specific point in time prior to the event. Helps “facilitate the relationship between the event team and relationship owners” (Splash, n.d.).

5. Head of Visual

Responsible for visual assets and works closely with the head of marketing. Oversees the successful and timely creation of media assets used for social media, website, on-site banners, etc. Primarily important prior to the event and communicating the event’s vision and mission.

6. On-site Coordinator

A controlling position making sure that on-site volunteers, contractors and general employees execute their obligations. Reports to the event coordinator and director.

7. Analyst

Responsible for collecting and compiling data. Creating comprehensible reports from the compiled data and ensuring the correctness of data. Works closely with head of marketing and sales.

KPIs

In order to be able to document and successfully reflect on the success of the event, it is important to determine key performance indicators. KPIs help determine what decisions have made sense in terms of finance, promotion and overall sentiment towards the event. Ultimately, the ROI (Return on Investment) can be calculated when the relevant KPIs are being considered as substantial factors for success. KPIs yielding positive results lead to a positive ROI, which is desirable.

Relevant KPIs have been outlined below:

1. Ticket Sales
2. Net Attendees
3. Social Media Engagement
4. Revenue
5. Profit
6. E-Mail Marketing Interactions
7. Conversion Rate of Website
8. Attendee satisfaction

(Brünnert, 2021)

Risk Assessment / Safety Policy

According to the Health and Safety Executive, “An event organiser has a duty to plan, manage and monitor the event to make sure that workers and the visiting public are not exposed to health and safety risks” (HSE, n.d.). A risk assessment has been created, in order to outline potential risks that are inherent to running an event and which may arise while doing so. In addition, the risk assessment identifies key parties involved in the event and the risks they may be exposed to. Finally, safety precautions and measures are defined, in order to minimize the risk of accidents that inherit a certainty. Future measures that will have to be executed during the event are being outlined as well.

It is necessary to protect workers and contractors from getting hurt while performing their work at the event. The risk assessment complies with the health and safety law, which indicates that, as an employer, one has the “responsibility to protect workers and others from risk to their health and safety” (HSE, n.d.). Also, the risk assessment and safety policy as such will serve as a precautionary measure to reduce the risk of being held liable in terms of civil law. As the host of the event, we are in the position of an employer, who needs to provide a liability insurance, which meets the cost of compensation for the contractor’s injuries.

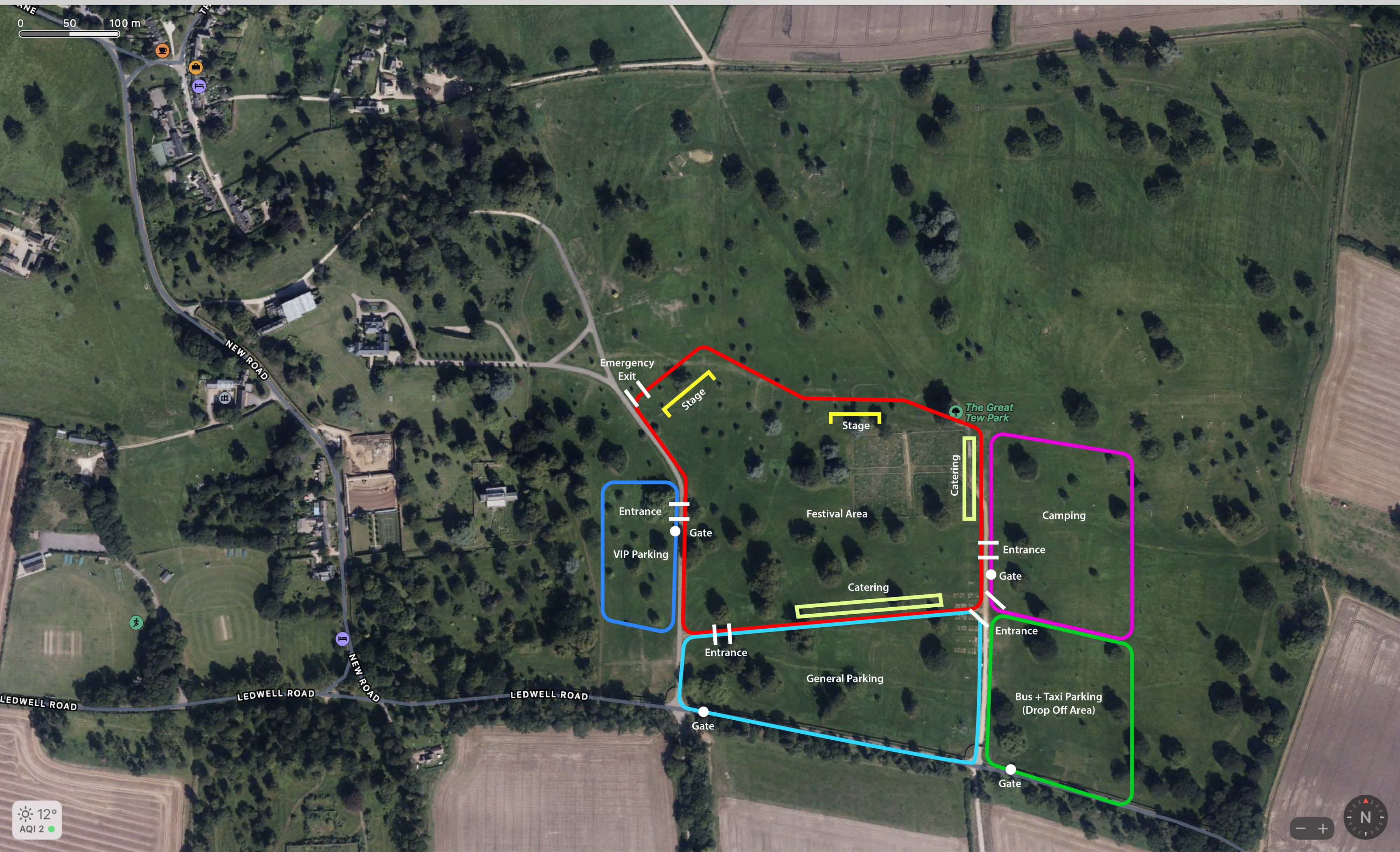
Degrees of Sound will provide a group of competent people to carry out and ensure the implementation of our declared safety policy. As the event exceeds the capacity of 2500 visitors, we will inquire advisory from a spokesman of West Oxfordshire, whose expertise lies in the knowledge of the specific location and previous consultancy for events in that area.

Licensing

In line with the advice provided by the West Oxfordshire District Council, “organised entertainment held in a public or private place may require a premises licence from the relevant local authority” (West Oxfordshire District Council, n.d.). An application for a temporary premises licence has been created, which considers prevention of crime and disorder, public safety, prevention of public nuisance and protection of children from harm, which is required for a successful approval.

According to the West Oxfordshire District Council, a premises requires a license, provided that it sells alcohol, serves hot food between 11 pm and 5 am, provided entertainment excluding background music or provides music-making. In addition, Degrees of Sound, as a company as such, is required to comply with certain mandatory conditions when performing a retail sale of alcohol (West Oxfordshire District Council, n.d.). Known as the “Licensing Act 2003”, the organisation has to adhere to five conditions, which are outlined in more detail in the appendix. Decisions made in context with this event plan consider the conditions that must be adhered to. The appendix includes a temporary event notice, application for a premise licence, public event notification form and a provisional statement, all under the Licensing Act 2003.

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Event Timeline / Project Management

Timing	Task	Who	Date	Done
6 months prior to event	Completing an event management plan, consisting of: - Risk assessment - Safety plan - Application for licenses - Overall strategy - Aims and objectives - Timeline - Community support / marketing - Budget outline - Sponsorships Speaking to local authorities about the plan and whether it is feasible at that location. Support from media from that area Hiring contractors and volunteers Contact potential performers			☐
5 months prior to event	Liaise with venue and book when application has been approved Book equipment and hire contractors as well as workers Confirm that all performers will be present and performing			☐
3 months prior to event	Hire contractors to produce visual assets for the event, e.g., maps, line-up, etc. Order merchandise Contingency plan for force majeure events			☐
2 months prior to event	Print relevant marketing assets for distribution at event and prior to event. Release Press Kit			☐
1 month prior to event	Distribute marketing and promotional assets within local community Advertise event within local community Meeting with all stakeholders to reassure topics about safety, security, first aid, emergency procedures and run of show.			☐

Degrees of Sound – Program

	23 July 2022	24 July 2022
Main Stage (Live Music)	13:00-14:00 Artist 1	13:00-14:00 Artist 1
	14:00-15:00 Artist 2	14:00-15:00 Artist 2
	Break	Break
	16:00-17:00 Artist 3	16:00-17:00 Artist 3
	17:00-18:00 Artist 4	17:00-18:00 Artist 4
	18:00-19:30 Artist 5	18:00-19:30 Artist 5
	Break	Break
	21:00-22:00 Artist 6	21:00-22:00 Artist 6
Small Stage (Live Music)	15:00-16:00 Artist 1	15:00-16:00 Artist 1
	18:00-19:00 Artist 2	18:00-19:00 Artist 2
	Break	Break
	19:30-20:00 Artist 3	19:30-20:00 Artist 3
DJ Tent (Recorded Music)	16:00-16:45 DJ 1	16:00-16:45 DJ 1
	17:00-17:45 DJ 2	17:00-17:45 DJ 2
	18:00-18:45 DJ 3	18:00-18:45 DJ 3
	19:00-19:45 DJ 3	19:00-19:45 DJ 3

degrees of sound°

Dear XXXX,

We would like to offer your organisation the opportunity to become a valuable sponsor of “Degrees of Sound”, which will be held at Great Tew Park in West Oxfordshire from 23rd to 24th of July 2022. Degrees of Sound is a new festival, featuring soul and jazz artists.

We are confident that a partnership between your organisation and Degrees of Sound would resonate well with our target audience. We believe that our event will be a valuable opportunity to promote your brand to our attendees.

The event will host and entertain 3000 music fans, ranging from 16 years uncapped. Creating memorable memories for our attendees is of utter importance for us and we strive to convey our values the best we can. In accordance with the values that your organisation represents, we believe that a sponsorship on your part would create a strong message.

Please refer to our different types of offers, which are outlined below:

Standard – £500

- Logo placed on website, social media and promotional assets
- Selection of event tickets for your employees
- VIP parking

Gold – £1000

- Previous + Premium advertising during event
- Your brand displayed on our smaller stage

Platinum – £1500

- Previous + your brand displayed on our main stage.
- One of our official sponsors

We hope that our offer appeals to you and your organisation and please do not hesitate to contact me should you require any additional information. I am available at your convenience and hope to hear from you soon.

Yours sincerely,

Jan Dittrich

Risk assessment

Company name: Degrees Of Sound

Assessment carried out by: Jan Dittrich

Date of next review: 1 July 2022

Date assessment was carried out: 6 April 2022

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?
Slips, trips and falls	Visitors, employees, volunteers, contractors	Pre-event visit to examine and report potential hazards. Locations with hazards will not be accessible during the event.	Use signposts to declare points of hazard. Stalls and stages will be set up to decrease the risk of navigating visitors to potential hazards.
Vehicles	Visitors, employees, volunteers, contractors	Declare roads with fences to minimise the risk of visitors walking on the roads. The venue is accessible to gates and entrances, not through shortcuts using the roads.	
Fire, Smoke, Explosions, Burns	Visitors, employees, volunteers, contractors	Creation of a fire safety policy and informing relevant people, in order to decrease the residual risk. Ensuring that safety procedures, such as prevention and precaution measures,	Declare and inform relevant people about fire policy at the event. Those unfamiliar with the site should not accidentally be at risk.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?
		are feasible.	
Collapse of marquees, tents, temporary structures	Visitors, employees, volunteers, contractors	Requesting copies of contractor's safety measures, policies and liability documents prior to the event.	Contractors and workers must be given relevant information about safety regarding the event.
First aid and emergency arrangements	Visitors, employees, volunteers, contractors	Hiring an adequate amount of first aiders, depending on the size of the venue and max. capacity of attendees. Liaise with emergency services.	Aid provision has to be signposted throughout the event. The emergency planning department of Oxfordshire will have to be contacted.
Crowd management	Visitors, employees, volunteers, contractors	Providing adequate facilities for refreshment, sanitary requirements, etc. Ensuring that the venue is accessible by disabled and impaired visitors. Ensuring sufficient supervisors are present throughout the event. There should be an effective ratio between stewards and attendees and suitable communication means.	
Manual Handling	Visitors, employees, volunteers, contractors	Avoiding manual handling where possible. Minimising repetitive bending and hire experts who have experience	Give pre-event briefing lesson to employees and volunteers.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?
		in manual handling techniques.	
Management of Safety	Visitors, employees, volunteers, contractors	Providing a safety policy statement and declaring who has which responsibilities. Ensuring that PLI covers the event. Safety rules will be distributed to employees and volunteers who need to be extra aware of the safety measures that should be adhered to.	Copies of the safety policy and safety measures will be distributed during the event.

Degrees of Sound Budgeting & Financial Plan

Site	Per Ticket Fee Budget			
Venue	£	6,67	£	20.000,00
Insurance	£	1,67	£	5.000,00
Tents	£	0,67	£	2.000,00
Banners	£	0,33	£	1.000,00
Fencing	£	1,33	£	4.000,00
Electrical Work	£	0,27	£	800,00
Generators	£	0,33	£	1.000,00
Public Lavatories	£	0,40	£	1.200,00
Total	£	11,67	£	35.000,00

Production	Per Ticket Fee Budget			
Stage Materials (Stage 1)	£	2,67	£	8.000,00
Stage Materials (Stage 2)	£	1,00	£	3.000,00
Stage Materials (DJ Tent)	£	0,67	£	2.000,00
Heavy Equipment	£	1,67	£	5.000,00
Lighting Stage (Stage 1)	£	2,67	£	8.000,00
Lighting Stage (Stage 2)	£	1,67	£	5.000,00
Lighting Stage (DJ Tent)	£	0,50	£	1.500,00
Speakers and Amplification (Stage 1)	£	1,67	£	5.000,00
Speakers and Amplification (Stage 2)	£	2,00	£	6.000,00
Speakers and Amplification (DJ Tent)	£	1,00	£	3.000,00
Lineup / Performers	£	33,33	£	100.000,00
Photography	£	1,33	£	4.000,00
Documentary	£	1,17	£	3.500,00
Total	£	51,33	£	154.000,00

Staff				
Security	£	5,00	£	15.000,00
PR Manager	£	0,50	£	1.500,00
Parking Volunteers	£	0,33	£	1.000,00
Site Operations Manager	£	0,33	£	1.000,00
Production Manager	£	1,00	£	3.000,00
Front Gate Ticketing Manager	£	0,40	£	1.200,00
Volunteer Manager	£	0,17	£	500,00
Marketing Manager	£	0,83	£	2.500,00
Total	£	8,57	£	25.700,00

PR / Marketing	Per Ticket Fee		Budget	
Website Development	£	0,33	£	1.000,00
Fliers and Posters	£	0,83	£	2.500,00
Line Up and Maps	£	0,17	£	500,00
Email Marketing	£	0,13	£	400,00
Other Marketing Items	£	0,08	£	250,00
Web Hosting	£	0,05	£	150,00
FB & IG Ads	£	3,33	£	10.000,00
SEO Optimisation	£	1,00	£	3.000,00
Graphic Design	£	0,83	£	2.500,00
Radio Ads	£	0,50	£	1.500,00
Newspaper Ads	£	0,27	£	800,00
Total	£	7,53	£	22.600,00

Pre-production Costs

Tech Riders	£	1,67	£	5.000,00
Runners	£	0,67	£	2.000,00
Fuel	£	0,67	£	2.000,00
Housing for Staff	£	0,83	£	2.500,00
Catering for Staff + Performers	£	1,67	£	5.000,00
Total	£	5,50	£	16.500,00

Capacity		3000	
Total Expenses	£	253.800,00	
Min. Viable Ticket Price	£	84,60	
Predicted Income			
Camping Fee	£	60,00	
Ticket Fee	£	120,00	
<i>Camping %</i>		70%	2100
<i>Regular %</i>		30%	900
Regular Parking Fee	£	5,00	
VIP Parking Fee	£	15,00	
<i>Regular %</i>		70%	
<i>VIP %</i>		30%	
<i>Amount coming by car</i>		90%	2700
Camping Tickets			
Service Fees	£	9,00	5%
Processing	£	3,62	3%
Total with Fees		192,62 €	
Regular Tickets			
Service Fees	£	6,00	5%
Processing	£	3,60	3%
Total		129,60 €	
Total Revenue	£	523.844,10	
Avg. Ticket	£	174,61	
Profit	£	270.044,10	
Additional Income			
Merch	£	800,00	
10% Provision from Catering	£	1.500,00	
Vendor Fees	£	10.000,00	
Water	£	1.500,00	
Showers	£	250,00	
Upgraded Campsite Sales	£	2.000,00	
Ice	£	1.000,00	
Sponsor A	£	1.500,00	
Sponsor B	£	1.000,00	
Sponsor C	£	500,00	
Total	£	20.050,00	
Total Projected Profit:	£	290.094,10	
<i>Profit Margin</i>		13%	

PUBLIC EVENT NOTIFICATION FORM

This form should be completed by event organisers and will be used to inform the West Oxfordshire Safety Advisory Group (SAG) about the proposed event. Please ensure you read the information on the Council's website (www.westoxon.gov.uk) prior to completing and submitting this form. This information is available in hard format on request events@publicagroup.uk

Name of Event	Degrees of Sound	Date(s) of event	23.07.22 – 24.07.22
Address of event (including postcode)	The Great Tew Park, Great Tew, West Oxfordshire, OX7 4AF		
Organiser(s) Name	Jan Dittrich	Organiser(s) Address	Tileyard Tileyard Rd London N7 9AH
Organiser(s) Daytime Tel No.	0343829329	Organiser(s) email	jan@dittrich.com
Event Safety Officers Name	John Doe	Event Safety Officers Address	Tileyard Tileyard Rd London N7 9AH
Event Safety Officers Daytime Tel No.	0278733995	Event Safety Officers Email	john@doe.com
Does the event require a licence (contact the Licensing Team if you are unsure)	Yes/No	Does the venue/location have a licence?	Yes/No/NA
If it does not have a licence and it requires one when will this be applied for?	10.04.22	If the venue has a licence what is the PREM number?	n/a
Overview of proposed event Include estimated max No of people	"Degrees of Sound" is a 2-day music festival with a capacity of 3000 people. There will be performers playing amplified live music and recorded music. Alongside musical entertainment, food and alcoholic refreshments will be sold through declared third-party sponsors.		
Any other relevant Information			

Submit this form via email to events@publicagroup.uk

Office Use Only	
Date Notification Received	
Date Distributed to SAG	
Request for event to be discussed at SAG	
Date of SAG meeting	
Relevant Information	



Temporary Event Notice

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

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

1. The personal details of premises user (Please read note 1)			
1. Your name			
Title	Mr ☒ Mrs ☐ Miss ☐ Ms ☐ Other (please state)		
Surname	Dittrich		
Forenames	Jan		
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)			
Title	Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)		
Surname			
Forenames			
3. Your date of birth	Day 09	Month 11	Year 2000
4. Your place of birth	Bremen, Germany		

1.The personal details of premises user (Please read note 1)	
5. National Insurance Number	
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)	
Tileyard Tileyard Road N7 9AH London United Kingdom	
Post town London	Postcode N7 9AH
7. Other contact details	
Telephone numbers	+4915114085610
Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	jan@dittrich.com
8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)	

1. The personal details of premises user (Please read note 1)	
Post town	Postcode
9. Alternative contact details (if applicable)	
Telephone numbers:	
Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	

2. The premises
Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey references) (Please read note 2)
The Great Tew Park Great Tew OX7 4AF Oxfordshire United Kingdom

2. The premises	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	
Club premises certificate number	
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)	
Only using part of the premises at this address. Event is being restricted to a specific area within the premises.	
Please describe the nature of the premises below. (Please read note 4)	
The premises is a country estate. The park features an open field, which will be the area the event will be restricted to. The park is left to the mansion within the premises, which will be visible, but not accessible by event visitors.	
Please describe the nature of the event below. (Please read note 5)	
"Degrees of Sound" is a 2-day music festival with a capacity of 3000 people. There will be performers playing amplified live music and recorded music. Alongside musical entertainment, food and alcoholic refreshments will be sold through declared third-party sponsors. They will be using stalls indicating the type of catering.	

3. The licensable activities		
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)		
The sale by retail of alcohol		☒
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club		☐
The provision of regulated entertainment (Please read note 7)		☒
The provision of late night refreshment		☒
Are you giving a late temporary event notice? (Please read note 8)		☐
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)		
22.07.2022 - 25.07.2022		
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 10)		
Day 1: 12:00-00:00 Day 2: 12:00-22:00		
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)		3000
If the licensable activities will include the sale or supply of alcohol, please state whether these will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 12)	On the premises only	☒
	Off the premises only	☐
	Both	☐

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment (including, but not limited to lap dancing and pole dancing). (Please see note 13)

4. Personal licence holders (Please read note 14)

Do you currently hold a valid personal licence?

Yes

No

(Please tick)

☐
☒

If “Yes” please provide the details of your personal licence below.

Issuing licensing authority

Licence number

Date of issue

Any further relevant details

5. Previous temporary event notices you have given (Please read note 15 and tick the boxes that apply to you)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?	Yes ☐	No ☒
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year		
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes ☐	No ☒

6. Associates and business colleagues (Please read note 16 and tick the boxes that apply to you)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes ☐	No ☒
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.		
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after	Yes ☐	No ☒

6. Associates and business colleagues (Please read note 16 and tick the boxes that apply to you)		
the event period proposed in this notice?		
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes ☐	No ☒
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes ☐	No ☒

7. Checklist (Please read note 17)	
I have: (Please tick the appropriate boxes, where applicable)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	☒
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	☒
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	☒
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	☐

7. Checklist (Please read note 17)	
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	☐
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	☐
Made or enclosed payment of the fee for the application	☐
Signed the declaration in Section 9 below	☒

8. Condition (Please read note 18)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the sale or supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 19)
The information contained in this form is correct to the best of my knowledge and belief. I understand that it is an offence: (i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.

9. Declarations (Please read note 19)	
Signature	
Date	10.04.2022
Name of Person signing	Jan Dittrich

For completion by the licensing authority

10. Acknowledgement (Please read note 20)	
I acknowledge receipt of this temporary event notice.	
Signature	On behalf of the licensing authority
Date	
Name of Officer signing	

Form errors

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

Section 1 of 21

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

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference		You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on behalf of the applicant?		Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.
☐ Yes ☒ No		

Applicant Details

* First name	Jan	
* Family name	Dittrich	
* E-mail	jan@dittrich.com	
Main telephone number		Include country code.
Other telephone number		
☐ Indicate here if you would prefer not to be contacted by telephone		
Are you:		
☐ Applying as a business or organisation, including as a sole trader	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.	
☒ Applying as an individual		

Continued from previous page...

Your Address

Address official correspondence should be sent to.

* Building number or name	Tileyard
* Street	Tileyard Road
District	
* City or town	London
County or administrative area	
* Postcode	N7 9AH
* 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 >](#)

Form errors

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

Section 2 of 21

PREMISES DETAILS

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

Premises Address

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

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name	
Street	The Great Tew Park
District	West Oxfordshire
City or town	Great Tew
County or administrative area	Oxfordshire
Postcode	OX7 4AF
Country	United Kingdom

Further Details

Telephone number	01608 683 636
Non-domestic rateable value of premises (£)	7,700

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

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

Section 4 of 21

INDIVIDUAL APPLICANT DETAILS

Applicant Name

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

☒ Yes ☐ No

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

First name

Family name

Is the applicant 18 years of age or older?

☒ Yes ☐ No

Current Residential Address

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

☒ Yes ☐ No

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

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

☒ Yes ☐ No

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

E-mail

Telephone number

Other telephone number

* Date of birth / /
dd mm yyyy

Continued from previous page...

* Nationality	German	Documents that demonstrate entitlement to work in the UK
Right to work share code		Right to work share code if not submitting scanned documents

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the
premises licence to start?

/ /
dd mm yyyy

If you wish the licence to be
valid only for a limited period,
when do you want it to end

/ /
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.

The Great Tew Park is a country estate in the civil parish of Great Tew.

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

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

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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.

There will be amplified music, being performed by live musicians on outdoor stages.

State any seasonal variations for the performance of live music

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

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

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

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

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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.

There will be amplified recorded music being played by authorized bars and potential DJs.

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.

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.

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

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.

State any seasonal variations

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

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

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

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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.

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.

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

Name

First name

Family name

Date of birth / /
dd mm yyyy

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

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'.

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

* required information

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

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.

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

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

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.

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

Section 18 of 21

LICENSING OBJECTIVES

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

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

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

Sufficient risk assessment creation and safety policy.

b) The prevention of crime and disorder

Effective and responsible management of premises

Training and supervision of staff

Adoption of best practice guidance (e.g. Safer Clubbing)

Employment of Security Industry Authority licensed door staff

c) Public safety

Suitable risk assessments

Adoption of best practice guidance

Implementation of crowd management measures

Provision of a sufficient number of people employed or engaged to secure the safety of the premises and patrons

Appropriate instruction, training and supervision of those employed

d) The prevention of public nuisance

Appropriate instruction, training and supervision to prevent incidents of public nuisance

Control of operating hours

Adoption of best practice guidance

Liaison with public transport providers

Collection and disposal of litter

e) The protection of children from harm

Sufficient number of staff to secure the protection of children from harm

Appropriate instruction, training and supervision of staff in respect to determining the age of a customer

Adoption of best practice guidance

Acceptance of accredited 'proof of age' cards and/or 'photo' driving licences

Section 19 of 21

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.

Section 20 of 21

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:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o 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.
 - o 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.
 - o 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.
 - o 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:
 - o 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.
 - o 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.
 - o 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.

Continued from previous page...

- 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:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o 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;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o 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.

Section 21 of 21

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 £87000 £315.00

Band D - £87001 to £125000 £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 £125000 £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 30000-39999 £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 (£)

16,000.00

DECLARATION

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my

* licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

☐

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

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

Continued from previous page...

* Full name

Jan Dittrich

* Capacity

3000

* Date

10 / 04 / 2022

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/west-oxfordshire/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

< Previous [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) **21**

Form errors

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

Section 1 of 19

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

Jan

* Family name

Dittrich

* E-mail

jan@dittrich.com

Main telephone number

Include country code.

Other telephone number

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

Are you:

- ☐ Applying as a business or organisation, including as a sole trader
☒ Applying as an individual

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

Continued from previous page...

Your Address

Address official correspondence should be sent to.

* Building number or name	Tileyard
* Street	Tileyard Rd
District	
* City or town	London
County or administrative area	
* Postcode	N7 9AH
* Country	United Kingdom

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [Next >](#)

Form errors

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Section 2 of 19

PREMISES DETAILS

I/we, as named in section 1, apply for a provisional statement under section 29 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	
Street	The Great Tew Park
District	West Oxfordshire
City or town	Great Tew
County or administrative area	Oxfordshire
Postcode	OX7 4AF
Country	United Kingdom

Further Details

Telephone number	
Non-domestic rateable value of premises (£)	

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

Form errors

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

Section 3 of 19

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☒ An individual or individuals
- ☐ A limited company
- ☐ A partnership
- ☐ An unincorporated association
- ☐ 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
- ☐ Other (for example a statutory corporation)

Confirm The Following:

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

< Previous [1](#) [2](#) **[3](#)** [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) Next >

Form errors

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Section 4 of 19

INDIVIDUAL APPLICANT DETAILS

Applicant Name

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

☒ Yes ☐ No

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

First name

Jan

Family name

Dittrich

Is the applicant 18 years of age or older?

☒ Yes ☐ No

Applicant Postal Address

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

☒ Yes ☐ No

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

Building number or name

Tileyard

Street

Tileyard Rd

District

City or town

London

County or administrative area

Postcode

N7 9AH

Country

United Kingdom ▼

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

☒ Yes ☐ No

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

E-mail

jan@dittrich.com

Telephone number

Other telephone number

Add another applicant

Continued from previous page...

What is your nature of interest in the premises?

Venue for live music event

Form errors

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

Section 5 of 19

SCHEDULE OF WORK

Is the premises:

- ☒ About to be constructed
- ☐ Being extended or altered

Give details of the work and attach plans of the work being done or about to be done at the premises

Give particulars of the premises to which the application relates. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where you are completing section 16 and 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.

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

* required information

Form errors

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

Section 6 of 19

PROVISION OF PLAYS

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 Next >

* required information

Form errors

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

Section 7 of 19

PROVISION OF FILMS

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 Next >

* required information

Form errors

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Section 8 of 19

PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

☐ Yes ☒ No

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

* required information

Form errors

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

Section 9 of 19

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

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

Form errors

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

Section 10 of 19

PROVISION OF LIVE MUSIC

Will you be providing live music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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...

Give further details here

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.

There will be amplified recorded music being played by authorized bars and potential DJs.

State any seasonal variations for the performance of live music

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

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

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

Form errors

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

Section 11 of 19

PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

Start

End

Start

End

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...

Give further details here

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.

DJs playing recorded music

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.

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.

* required information

Form errors

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Section 12 of 19

PROVISION OF PERFORMANCES OF DANCE

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 Next >

Form errors

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Section 13 of 19

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

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 Next >

Form errors

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

Section 14 of 19

PROVISION OF LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

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THURSDAY

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End

Start

End

FRIDAY

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SATURDAY

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End

SUNDAY

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End

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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.

Give further details here

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.

State any seasonal variations

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

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

[< Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) **[14](#)** [15](#) [16](#) [17](#) [18](#) [19](#) [Next >](#)

* required information

Form errors

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

Section 15 of 19

SUPPLY OF ALCOHOL

Will you be supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

Continued from previous page...

Will the sale of alcohol be for consumption:

☒ On the premises ☐ Off the premises ☐ Both

If you wish people to be able to consume alcohol on the premises, tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, tick 'off the premises'. If you wish people to be able to do both, tick 'both'

State any seasonal variations for the supply of alcohol

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

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

[< Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) **15** [16](#) [17](#) [18](#) [19](#) [Next >](#)

* required information

Form errors

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

Section 17 of 19

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

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THURSDAY

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Start

End

FRIDAY

Start

End

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End

SATURDAY

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SUNDAY

Start

End

Start

End

State any seasonal variations

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

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.

[< Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) **[17](#)** [18](#) [19](#) [Next >](#)

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Section 18 of 19

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

Sufficient risk assessment creation and safety policy.

b) The prevention of crime and disorder

Effective and responsible management of premises

Training and supervision of staff

Adoption of best practice guidance (e.g. Safer Clubbing)

Employment of Security Industry Authority licensed door staff

c) Public safety

Suitable risk assessments

Adoption of best practice guidance

Implementation of crowd management measures

Provision of a sufficient number of people employed or engaged to secure the safety of the premises and patrons

Appropriate instruction, training and supervision of those employed

d) The prevention of public nuisance

Appropriate instruction, training and supervision to prevent incidents of public nuisance

Control of operating hours

Adoption of best practice guidance

Liaison with public transport providers

Collection and disposal of litter

e) The protection of children from harm

Sufficient number of staff to secure the protection of children from harm

Appropriate instruction, training and supervision of staff in respect to determining the age of a customer

Adoption of best practice guidance

Acceptance of accredited 'proof of age' cards and/or 'photo' driving licences

Form errors

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

Section 19 of 19

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.

This formality requires a fixed fee of £195

DECLARATION

I/WE UNDERSTAND THAT IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE
* STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON
SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

You must check the box for this declaration

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

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

* Full name

* Capacity

* Date / /
dd mm yyyy

[Add another signatory](#)

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

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/west-oxfordshire/apply-2> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

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

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