

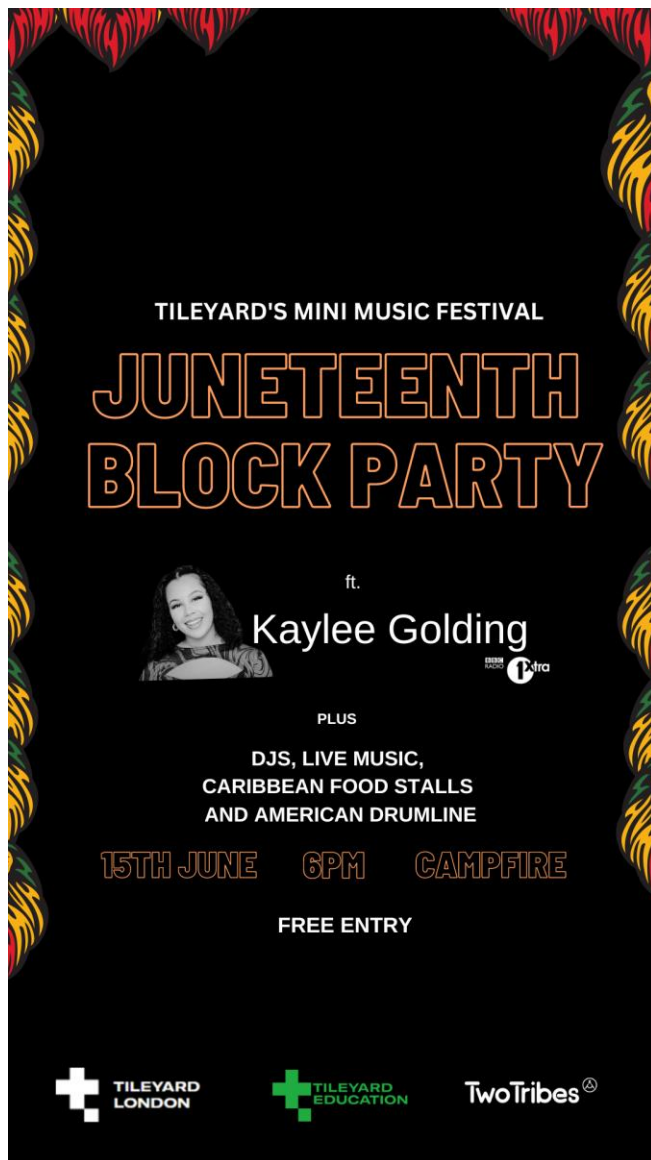
Live Event Management: Portfolio 2

Live Event Management (BMTY7005)

Lecturer: Robert Guterman

Anna Cohen (2207430)

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Introduction

This portfolio will focus on the organisation of a real event, *Juneteenth Block Party*, that is being arranged by myself, Songwriting student Tia De Gannes-McGregor and TYE representative Oli Fisher.

The event is taking place in the Acorn area of Tileyard, mainly at Campfire, and will take place on Thursday 15th June 2023.

This portfolio will include all the organisational work involved in arranging the real event. Each section will then go on to evaluate how I might adapt this event for a field based, 2000 person event.



The Event: Event Idea

Event Idea



JUNETEENTH BLOCK PARTY

A mini music festival held at Tileyard (Two Tribes) focussing on celebrating Black British excellence as a nod to the American Juneteenth holiday (celebrating the emancipation of slavery)

With live music from past and current Black students, DJ set from Radio 1 Xtra DJ Kaylee Golding as well as having two Caribbean food stalls and an American 'Drumline'.

Target Audience: TYE Students, businesses, the Black British community, surrounding areas.

Event Goal: To demonstrate Tileyard as allies to the Black British community and their Black students/staff.

Ticketing: Free entry

Event Idea

The One Sheet

This one sheet was created to send to stakeholders at Tileyard to encourage funding and support of the event



Juneteenth Freedom Day: *Celebrating Black Excellence*

EVENT PROFILE: Juneteenth is an American holiday that celebrates the emancipation of slavery. We want to honour this by putting a British twist on it, celebrating Black British Excellence to uplift the future of Black music by showcasing the best of this and past years' TYE musicians. This will be more than just a showcase however, with Drum Works marching band drummers and the best London based Caribbean (and African) independent food stalls. To attract a wider community, the event will be Headlined by Radio 1 Xtra DJ Kaylee Golding, whose listenership and following could introduce new people to the Tileyard community.

WHEN: Thursday 15th June from 5/6pm. (before Juneteenth - 19th June)

WHO: The event should attract a large community of visitors outside of those who already know about Tileyard. The event could also benefit the businesses based at Tileyard through either sponsorship or talks/stalls.

Capacity: 150-300 - if a day event this could be doubled due to people coming and going.

WHAT: Music: We will invite artists from the TYE student and alumni pool to perform. Sandwiched by DJ sets from Ampy FM (Soho House) and Kaylee Goulding (Radio 1 Xtra)

Display: Having Black British Spotlight infographics to acknowledge their success. (Could collaborate with Small Green Shoots on this).

Entertainment: Drum Works to perform a USA fraternity style 'drumline' marching band as a nod to the event's origins. We may also invite Tooth gem artist as additional feature stalls on the day.

Food: *What's On The Menu Ish?* Selling Caribbean fusion seafood And *Blair Grillz* selling grilled jerk food.

Drink: We will liaise with Two Tribes about a specialised beer for the event and possibly also create a punch.

WHERE: The event will take place in the 'acorn' area at Tileyard.

WHY: Tileyard and TYE wish to acknowledge and support the Black community as well as celebrating the depth and breadth of black excellence in and around the TY community. The event will attract a wide array of people who may otherwise not know of TY and therefore can raise the profile of businesses involved in the eyes of the black community.

Event Idea: Adaptation



(Screenshot: All Points East 2023)

The basis of the idea could definitely be adapted to a field based event. For it to be a two day festival, the content of the event would need to expand significantly.

It could be just a music event such as *All Points East* held over various dates in Hackney's biggest park, Victoria park. This would be more of a simple adaptation in terms of programming as it would involve an extension of booking music artists. This would also attract the 2000 person capacity.

Another stance to take would be creating a more family friendly event starting earlier in the day that included Black-owned small business stalls, the stage could host local dance schools performing or children's entertainment, with acoustic music acts performing in the day time and fuller sounding music acts playing in the evening. For this we would not run a bar but food stalls would be allowed to sell alcohol. This would attract 2000 people throughout the day but potentially not all at the same time.

This idea would be more of a wholistic celebration of Black culture which seems to be more in-line with a Juneteenth celebration (Example given to the Right of a Juneteenth celebration held in California that included 'music, poetry, dance, soul food, arts & crafts' and basketball (San Lorenzo Valley Post 2022) [NB: There are currently not many Juneteenth events in London as it's an American holiday]). Overall however, this idea would add a lot more elements to organise regarding contractors and health and safety.



(Screenshot: San Lorenzo Valley Post 2022)

Adaptation: Location

Deciding a location for a festival that focusses on Black culture would be an important consideration to make.

Although the event would be an 'everyone welcome' event, it would mainly attract the Black community. Therefore, I researched the boroughs in London with the highest density of Black population and the top borough was Lewisham (London Datastore 2020).

		White	Asian	Black	Mixed/ Other	Total
E09000014	Haringey	208,000	13,000	36,000	23,000	280,000
E09000018	Hounslow	125,000	102,000	36,000	12,000	275,000
E09000017	Hillingdon	154,000	96,000	37,000	26,000	313,000
E09000005	Brent	117,000	138,000	40,000	37,000	332,000
E09000012	Hackney	167,000	19,000	49,000	53,000	289,000
E09000002	Barking and Dagenham	99,000	55,000	51,000	16,000	222,000
E12000009	South West	5,284,000	108,000	54,000	114,000	5,559,000
E09000011	Greenwich	158,000	61,000	55,000	19,000	292,000
E09000022	Lambeth	215,000	22,000	55,000	38,000	329,000
E09000025	Newham	165,000	120,000	56,000	20,000	361,000
E09000010	Enfield	218,000	44,000	58,000	24,000	343,000
E09000008	Croydon	224,000	78,000	61,000	30,000	392,000
E09000023	Lewisham	194,000	24,000	61,000	34,000	312,000

(Screenshot: London Datastore 2020)

Adaptation: Location

I then researched the parks in Lewisham to decipher which space would be best for the event. Beckenham Place Park is described as the largest but this is located on the edge of the borough and is a large park with manor houses and a pond and so it didn't seem the appropriate place (Lewisham 2023b), so further research showed that neighbouring boroughs Lambeth and Southwark housed large parks that could suit the venue (Go Parks London 2023).



One of the parks with the largest clear area was Peckham Rye park. The image to the left shows that the 'pitch' area to the top of the park would be a good location for the event.

However, upon further thought, Hackney is another borough that could be a good location for the event. Hackney houses the largest expanse of green space in London (Hackney 2023a) and, referring back to the data spreadsheet, has a large pool of people who identify as 'mixed', many of whom may recognise themselves as part of the Black community. The borough is also more widely known for its multi-cultural activity (Jackman 2016), and so hosting the event within Hackney would also be a viable option.

(Image: Go Parks London 2023)



Event Management Planning

Event Management Planning: Roles

The roles for this event mainly defined themselves.



Oli: as Oli works for Tileyard he mainly covered liaison with Tileyard stakeholders and provided support for the idea.



Tia: the theme of the event was Tia's idea and so she took a lead on creative content and curation.



Anna: I became involved in the event due to my interest in gaining knowledge of putting on an event from scratch so I took a largely logistical role as well as being involved in Marketing.

For the event itself, we will be the main 'staff'. As the Acorn area of Tileyard is relatively compact, the bar is staffed by Two Tribes and the toilets exist as part of the infrastructure, therefore we would not need to assign any other people to assist with the running of the day other than security.

Roles: Adaptation

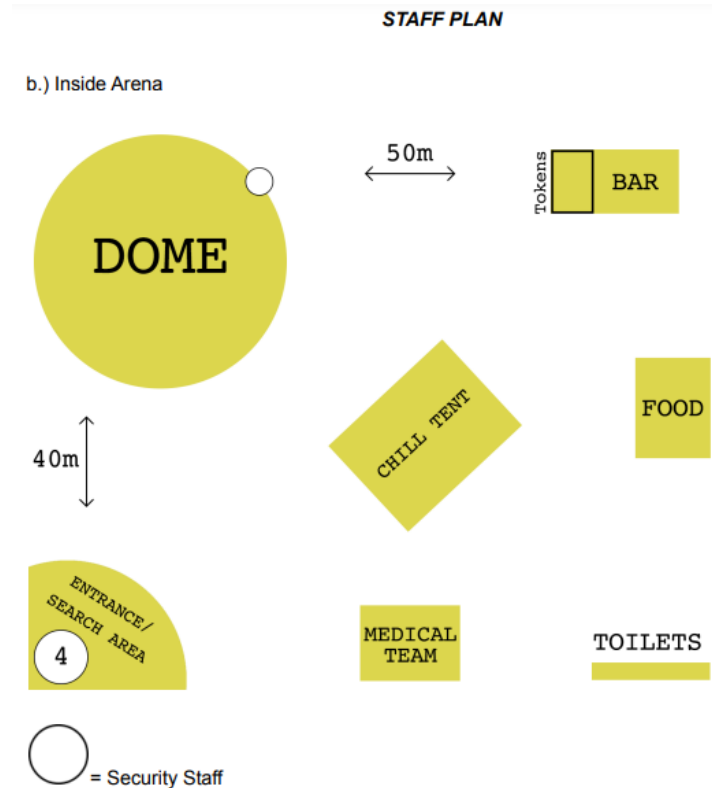
However, for the running of a two day park event, we would need to have a lot of staff on the day itself.

The Tower Hamlets Party in the Park staff plan can be used as a case study to decipher what would be needed for the larger event. They also have a detailed plan about where staff will be placed which is imperative for the safe management of crowds.

Full document can be found [here](#)

STAFF NUMBERS

- 6 x SIA REGISTERED SECURITY STAFF
- 4 x STEWARDS
- 3 X BAR STAFF
- 1 X BAR MANAGER
- 3 X EVENT MANAGEMENT TEAM
- 8 X PERFORMING ARTISTS (DJs)
- 3 X MEDICAL STAFF
- 2 X AV STAFF
- 2 X CATERING STAFF



ACCESS

1.) Stewards

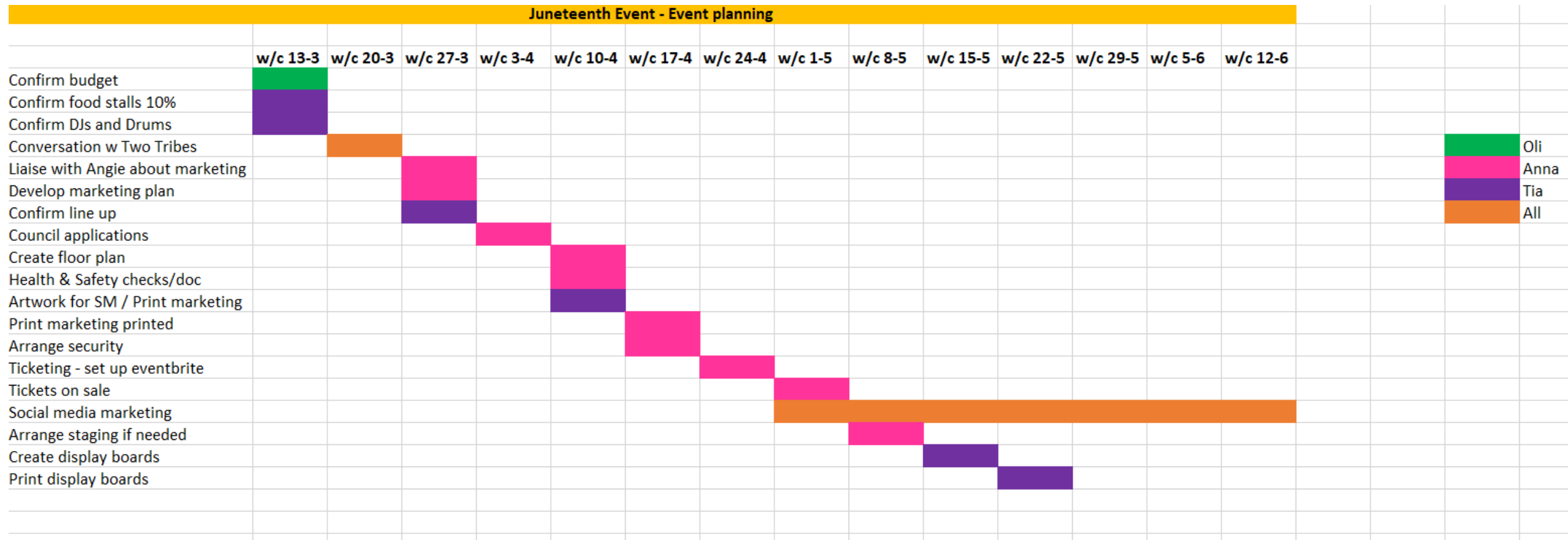


■ = Steward Staff Member

□ = Queue Area

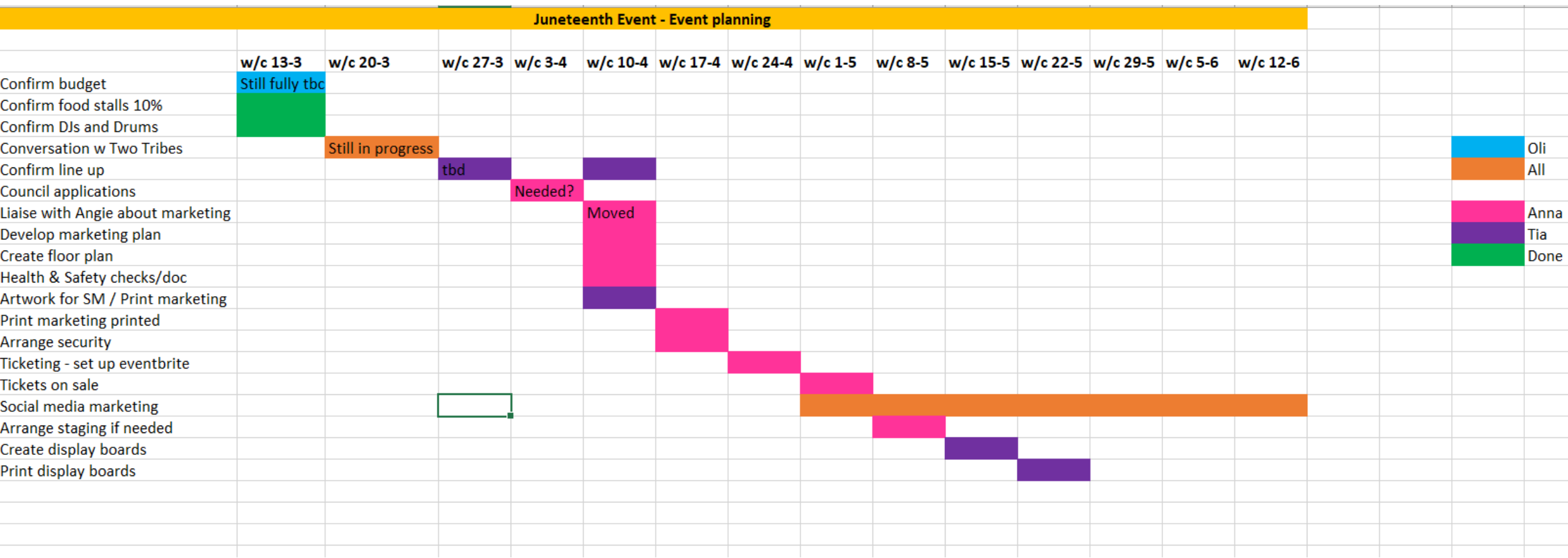
Event Management Plan: Gantt

This is the Gantt chart I made to keep us to task and time.



Event Management Plan: Gantt

However, we did not have a formal process of checking in on this due to a lack of structure to our meetings. The below is an edit made in the week commencing 3rd April. Some tasks needed to be moved along.



Event Management Plan: Minutes

Below are screenshots of minutes taken at meetings and emails sent to keep us organised. Full documents can be found [here](#).

Minutes 11th April

Present: Anna, Tia, Oli

Minute Taker: Anna

1. Updates

Oli – can put anna in touch with Justin re H&S and licensing AP – **AP Oli** send email , confirm if we need security

Speaking with Brian about getting funding from TYL. **AP Oli** to update at next meeting.

Tia – two DJs confirmed, drumline – happy to do it for no fee with 8-10 hours studio time but still need transport costs covered – approx. £60 (**AP Anna** add to budget spreadsheet) – otherwise fee was £120 – Oli said to pay them if we get the funding from TYL – **AP Oli** to let us know by end of week. Oli might be able to borrow van for transport instead of paying. **AP Oli** to confirm at next meeting.

2. Content

Sent over suggestions for performers – Oli happy with: tarju, indigo, sinclair, gabby, tia. Anna mentioned to keep Tae in the mix.

Screenshot of minutes taken from the meeting on 11th April 2023.

Decide on Name – Tia suggested Elevate/Advance, discussion over sounding corporate, Anna suggested to keep simple, say what it is. Eventually settled on Juneteenth Block Party.

3. Marketing

Edit suggestions for poster:

Oli – change font of Kaylee etc., could use TYE font **AP Oli**: ask how to gain access to this.

Tia – add more imagery

AP Tia: add logos of food stalls/drumworks to Google Drive

AP Anna: edit poster once received

Anna mentioned made a marketing plan. Tia said to meet with Janice. **AP Tia/Anna** arrange time with Janice to go through (pref by end of next week)

4. Actions

AP: Oli to put Anna in touch with Justin/Brian – whoever I need to liaise with re RA and H&S

Next Meeting to confirm:

Oli - Full confirmation of budget?

Event Management Plan: Emails

Taking a logistical role, I needed to keep on top of budgets and logistics.



Anna Cohen <annarcohen27@gmail.com>

to Oli, Tia ▼

11:06 (5 minutes ago)



Hey Oli,

I was looking through budgets and it would be really great if we can get a confirmed amount by beginning of next week if at all possible?

All I have is a potential 'few hundred quid' from TY but wasn't sure what that meant in terms of actual numbers. I'm also guessing what we could make a return on from food vendors but hard to know for sure.... (**Tia**, do you think there's a way of asking them what they might typically make on a 150/200 capacity so we could work it out? Prob better coming from you as you're friends?)

Also, Tia has asked a friend to help with the poster... he has quoted £60 for full thing or £15 for just a border... obv atm I'm hesitant to promise any more money but if you know we can get it then that'll help us make that next decision.

Here's what I've got so far - would be great if you could also find out from Angie or whoever if we can use some existing budget for flyer printing etc:

Budgets for Juneteenth Event			
Content	Fee/cost	Contra?	Notes
Food stalls	£0.00	n/a	Free pitch fee but asking for 10% of profits to recoup costs
Drum Works	£120.00		
DJ Ampy FM	£100.00	& studio time	Still the case for + studio time?
DJ Kaylee Goulding	£250.00		plus travel
Kaylee travel estimate	£50.00		
Logistics			
			Approx quote for 2 x security guards for approx 7 hours via

Screenshot of the email sent from myself to Oli Fisher and Tia De Gannes on 13th April 2023

Event Management Plan: Adaptation

For the larger event, the plan would need to contain a lot more detail. As the park is a blank canvas, councils need to know the finer details of all safety features and temporary structures being put up. This form is provided by Hackney Council as a guide for those arranging events in parks. Full template form can be found [here](#)

2.3. Key event management contacts

Populate the following table with the names, roles, responsibilities and contact details of the key people involved in organising your event.

Any event should always have one person who is ultimately responsible for all aspects of the event. Depending on the nature and scale of the event a number of other people will have key tasks and responsibilities allocated to them, but will report to the event manager.

Name	Role	Responsibility	Contact (Mbl Pref) & radio channel if radio allocated
John Smith	Event Manager	Overall responsibility	XXXXXXXXXX Radio channel 1
John Smith	Production	All event infrastructure, ordering, delivery timings etc	XXXXXXXXXX Radio channel 1
John Smith	Volunteer Coordinator	Volunteer recruitment, training and event day management	XXXXXXXXXX Radio channel 3
John Smith	Health & Safety	Risk assessments, legal compliance, fire points, site inspections	XXXXXXXXXX Radio channel 1

(Screenshots: Hackney 2023b)

3.11. Temporary demountable structures

The use of temporary demountable structures at events is an area that is broad and complex. For a small event it may simply be some market stalls and a marquee. Larger events and festival may include stages, grandstands, lighting towers, gantries, site offices etc. Depending on the scale and types of structure, different authorities will be required to be involved in the approval process. If structures are planned to be in place for extended periods of time then planning permissions may be required. Larger temporary constructions would require independent engineers to sign-off structures before they can be used. So you can see that this is an area that requires careful consideration by the local authority prior to approval.

Please provide a detailed list of all temporary structures you plan to bring onto your event site. Include what procedures you will follow to ensure all structures are supplied by a competent contractor.

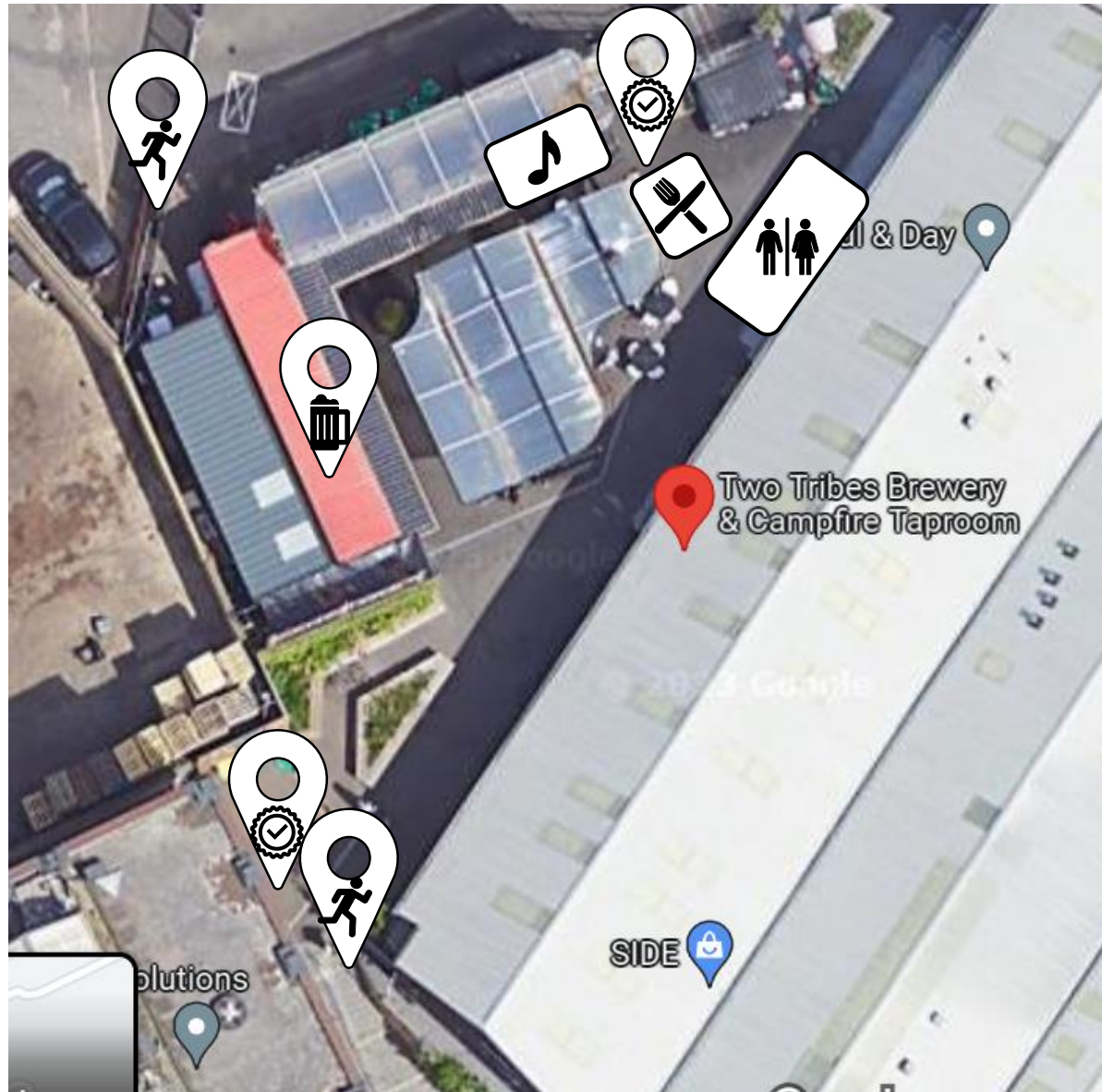
Guidance on minimum requirements prior to the LBH Events Team granting approval for your event based on what temporary structures you intend to bring onto the site:

- All suppliers will need to supply you with a copy of their public liability and employee insurance certificates
- All suppliers will need to provide you with relevant risk assessments and method statements relating to the product they are supplying for your event
- Suppliers will provide a signed hand over inspection once the structure is completed to say that it is safe and ready for use
- You need to consider all other health and safety aspects relating to any temporary structure

More information can be found in the 'Temporary Demountable Structures – Guidance on Procurement, Design and Use' – The Events Team can provide a copy upon request

Floor Plan - Tileyard

To date, the floor plan for the event has not been confirmed by the group but this floor plan (Right) has been mocked up using a Google Maps image of the Acorn area of Tileyard and pinpointing the key parts of the event.



(Image: Google Maps 2023)

Key

-  Fire Exit
-  Security
-  Bar
-  Toilets
-  Food Stalls (x2)
-  Stage

Floor Plan/Site Map: Adaptation

For the larger event it is often useful to provide a site map to attendees so they are able to locate important spots such as the toilets, exits, medic area, as well as the main event.

The below are site maps from similar sized festivals that would be used as an example to create site maps for our park based Juneteenth festival.

‘Chilfest’ in Tring



(Image: Chilfest 2022)

Keynsham Music Festival in the South West



(Image: Keynsham Music Festival 2018)



Marketing

Marketing: Strategy

This is the Gantt chart I made to track a marketing strategy. Tia also enlisted the help of fellow student Janice who has experience in marketing.

		Marketing Plan									
	WHO	w/c 10-4	w/c 17-4	w/c 24-4	w/c 1-5	w/c 8-5	w/c 15-5	w/c 22-5	w/c 29-5	w/c 5-6	w/c 12-6
Confirm print/social media design	Core Team										
Get in touch with Angie/brian	Anna										
Create Eventbrite	Angie										
First SM post	TYE/TYL										
Print posters and flyers	Anna (TYE budget?)										
Display posters TY and surrounding	Anna/Tia										
Place in local/free magazines	Anna										
Social media post - interview with student organisers	TYE/TYL										
Email TY businesses	TYL										
Include in student insider	Radu										
Social media post - line up	TYE/TYL										
Targeted fb ads??	TYE?										

Adaptation: For the field event, the marketing strategy would have to be longer and more detailed. However without a confirmed idea, line up and real timeframe, it is difficult to mock up a proposed strategy.

Marketing: Branding



This is the first draft of a poster that I made using Canva. The key ideas were to make it resemble a festival poster with the line up clearly defined, as well as keeping to Tileyard branding and adding Caribbean colours as well.

This was presented to the group and feedback was given that it needed to be more colourful and have more imagery.

Marketing: Branding

Therefore, research was done into similar events that are targeted at the Black community as well as specific Juneteenth events.



(Image: City Splash 2023)



(Image: Ticketmaster 2023)



(Image: APRI Detroit Downriver 2022)



(Image: Hudson River Park 2022)

All the above include brighter colours, illustration and also a bit more of a definition about Juneteenth on the specific festivals.

Marketing: Branding

With this feedback and research in mind, the poster was edited as such.

This is not the final image however as it now needs to be scaled back, however the final image was not confirmed at the time of writing.

This image will be used on the following page to demonstrate how the branding can be adapted for different digital assets.

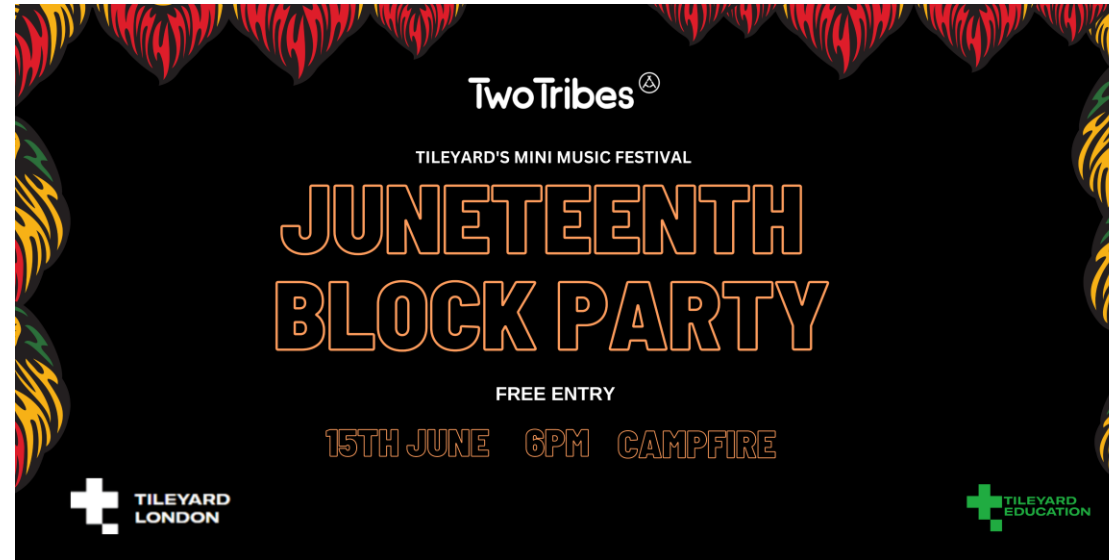


Marketing: Digital Assets

These digital assets were resized via Canva. Most of the assets do not require the full information as, digitally, links can be provided to take the user to a website/ticket site which will have all the details of the event.



Instagram Grid: 4:4 square. Still featuring the main headliner and date/time/location.



Banner: Digital banners are mainly used for decorative purposes so little information needs to be displayed.

Instagram Story: Room for slightly more information but still doesn't need the whole space to be filled as links can be placed on top of the image. Also, people scroll past Stories quickly so main information needs to be eye capturing.



Budgeting

Budgeting

Below depicts the budgeting with the small budget we had, along with estimated revenue from the 10% which would go back into funders.

Budgets for Juneteenth Event			
Content	Fee/cost	Contra?	Notes
Food stalls	£0.00	n/a	Free pitch fee but asking for 10% of profits to recoup costs
Drum Works	£120.00		
DJ Ampy FM	£100.00	& studio time	Still the case for + studio time?
DJ Kaylee Goulding	£250.00		plus travel
Kaylee travel estimate	£50.00		
Logistics			
Security	£200.00		Approx quote for 2 x security guards for approx 7 hours via https://lsg-security.co.uk/hire/ but can email for official quote or can we use TY security to come out of a TY budget??
flyers	£40.00		Max. 2000 flyers so could be less if we don't need as much. Can we take this out of a ty budget?
posters	£15.00		TYE budget?
TOTAL	£775.00		
Without printing and security costs:	£520.00		
Potential income:			
Possible budget from TY	£300.00		
Possible income from food stalls	£300.00		
P/L with all costs:	£175.00		Deficit
P/L less printing/security	-£80.00		Able to pay back to TY / Use as payment to musicians?

To date, we did not have a fully confirmed budget from Tileyard as well as an uncertain amount of revenue we will be able to make from the food stalls so there is currently a danger of being in deficit regarding the promised DJ fees.

We will therefore need to confirm this before we run the event, as well as ensuring marketing efforts are high in order to ensure maximised footfall. This will help ensure that the food stalls are making the most possible which in turn will help us to recoup our costs via their 10%.

Budgeting: Adaptation

Line Up	Costs	Notes	Recoup		
			Stalls		
DJs	£500.00	Fee for two DJs	Food Stalls x15	£75 pitch fee	plus 10% of revenue
Musicians	£1,000.00	Fee for 6-8 professional musicians	Craft stalls x20	£75 pitch fee	plus 10% of revenue
Staff			Sponsorship		
Event Manager		Salary?	Rum company		tbc
Medic		Fee not obtained to date	Caribbean food company		tbc
Stewards	£0.00	Volunteers	Grants		
Contractors			tbc		
Security	£1,050.00	(Based on £12.99/hr for 8 hours x 5 security guards x 2 days) (LSG Security 2023)		£2,625	
Fencing	£2,000.00	For 100 2.3x1.1 crowd control fencing (Fence UK 2023)			
Staging	£850.00	For 6x4m small stage, lighting and sound included (Outdoor Stages 2023)			
Portaloos	£1,512.00	10x single portaloos, 2x disabled + delivery and collection (Site Equip 2023) (Appendix 1)			
Licensing					
Event fee	£610.60	(Hackney 2023c)			
De rig day	£152.70	(Hackney 2023c)			
Alcohol licence		Not needed as food stalls will require them			
PRS PPL Licence		Fee not obtained to date			
Insurance	£288.00	(Events Insurance 2023) (Appendix 2)			
	£7,963.30				

This is a proposed budget sheet for the larger, 2000 capacity event (based on the family inclusive idea).

Some quotes have been obtained and the amount of resources required estimated at approximately 500-1000 people being in the park at one time.

The costs depict that the arranging of a small, park based event would incur costs nearing £10k. Some of this can be recouped via the businesses (small pitch fee quoted due to location and capacity expectations) however further funding would be required which could be obtained via sponsorship. As it is a community focussed event, ticketing would be free and so the event may also be eligible for grant funding.

Legalities

Contractors

The below email was sent to the two food vendors in order to obtain all the health and safety documents required for them to be at our event.



Anna Cohen <annarcohen27@gmail.com>

to Tia ▼

11 Apr 2023, 15:53 (3 days ago)



Hello,

It would be great to receive the below info from both vendors if possible :)

Don't worry too much if they don't have everything, I am just trying to follow best practice mainly for assessment purposes but I'm also sure Tileyard/Two Tribes would appreciate the details being passed on to them as we invite them to Tileyard as contractors.

Basic Info:

- Name of Business
- Address of Business
- Contact telephone number
- Name of local authority that they are registered with
- National food hygiene rating (if available)

Health and Safety:

- Do they have a risk assessment for the set up of their food stall?
- Do they have any health and safety protocols for within their own kitchens? (i.e. fire safety, first aid kits etc.) (this might come under their Risk Assessment)

Legalities:

- Will either vendor be serving alcohol? If yes, could we have a copy of their alcohol licence
- Do both vendors have insurance? If yes, could we have a copy of their certificate or policy numbers

Email from myself to Tia De Gannes (who forwarded on to food vendors) on 11th April 2023

Contractors

The below documents were sent back by Joel Williams of *What's on the Menu, Ish?*. Full documents can be found [here](#).

Fire Safety Risk Assessment



FIRE SAFETY RISK ASSESSMENT

FOR

Whats on the menu ish ?

Membership Number **28135**

Responsible Person - **Joel Williams**

Unit Name	Creation Date	Next Renewal Date
Pop UP Gazebo	30/Mar/2023	25/Jan/2024

As part of managing the fire safety in our business we understand that we must understand and control the risks in our workplace. To do this we have thought about what might cause harm to people and documented it in this risk assessment and have attempted to take reasonable steps to prevent that harm.

Control of Substances Hazardous to Health Assessment

COSHH Assessment

Whats on the menu ish ?

Hazard - Use of cleaning chemicals				
Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
- Members of staff - Contractors - Members of the public	- Chemical burns - Skin irritation - Eye damage - Asthma - Breathing problems	- Contact with cleaning chemicals - Inhaling vapour from cleaning chemicals	Chemicals hazardous to health are identified and where reasonably practicable replaced with alternative chemicals that are not hazardous to health	Yes
			Chemicals that do not need dilution i.e. are "ready to use" are chosen wherever possible	Yes
			Automated dosing of chemicals is used where possible	Yes
			Manufacturer's instructions on safe use are recorded in the Cleaning Products Register	Yes
			Chemicals are not decanted from their original containers unless essential; if decanted the new container must be fully labelled	Yes
			Chemicals are not mixed unless specifically allowed by the Manufacturer's instructions	Yes
			Chemicals are never stored in food containers	Yes
			Chemicals are stored in lidded, original containers, where possible, safely and securely	Yes
			A system to rapidly and safely clear up spillages is in place	Yes

Contractors

The below documents were sent back by Joel Williams of *What's on the Menu, Ish?*. Full documents can be found [here](#).

Health & Safety Policy

NCASS Safety Management System Section 1.2a

Health & Safety Policy

Whats on the menu ish ?

Part 1. Statement of intent

It is our health and safety policy to:

Take reasonable steps to safeguard the health, safety and welfare of our staff, contractors, people visiting our premises and anyone who may be affected by our business activities.

Identify and manage the health and safety risks in our workplace(s).

Provide and maintain safe premises, equipment and safe systems of work and where necessary provide suitable personal protective clothing and equipment.

Provide safe working arrangements for the storage, transport, handling and use of equipment, materials, chemicals and substances.

Public Liability Insurance Information

Whats On The Menu Ltd
Unit 2 Crown Close
London
E3 2JQ

15th December 2022

Reference: 00065686

Dear Joel,

**Public, Product & Employers' Liability
Cater Protect Renewal
Policy No 100718115BDN/0065686**

Thank you for allowing us to renew your Cater Protect Public, Product & Employers Liability insurance on your behalf with Aviva.

I have attached below the confirmation of cover for your attention.

You should take care to read the documentation to ensure that it is correct and meets with your requirements.

You should also note that the terms and conditions as advised in our original quotation are complied with throughout the term of insurance. If you are in doubt please call our office to discuss to avoid any misunderstanding in the future.

Should you have any doubts or questions, please contact our office as soon as possible.

In the meantime, thank you for your business and hope that we can offer further quotations for all your other insurance, such as Motor, House, Contents and Commercial Insurances as they become due.

Yours sincerely

Adaptation: Applications

Hackney council provide the following forms for those wishing to put on an event in one of their spaces.

Right: Terms and Conditions

Below: Event Checklist



PRE TRADER Outdoor Event Checklist

Name of Event:
Date(s) of event:

Please complete using BLOCK CAPITALS

(i) Name of Food Stall (if applicable):	Contact number:
(ii) Name of Food Stall Operator/Manager:	
(iii) Address of Food Stall Operator:	
(iv) Contact name for manager/responsible person on site:	Onsite mobile number:
(v) Is the stall registered with its local authority? Y / N	Have you received a food hygiene inspection? Y / N
(vi) Name and address of local authority business is registered with (where the stall is kept) (please note if you are not registered and haven't received an inspection you will not be allowed to trade at an event):	
(vii) Food Hygiene Rating Scheme Score:	
(viii) Type of food to be handled/prepared during event:	

Random inspections of food business operations will be carried out by Local Authority Enforcement Officers. Serious matters may be dealt with by temporary suspension of operation or closure and contraventions/practices of a less serious nature be discussed and remedial actions will be decided upon at the time of trading. The law requires a documented food safety management system i.e. Safer Food Better Business (SFBB), Cooksafe, HACCP - which must be presented to the enforcement officer when requested. It is your responsibility to ensure you are operating legally to the EU Food Legislation.

Until you can answer YES or N/A to ALL the following questions you will be unable to operate. All of the below must be available onsite.

Section 1 - Operational		Circle
1.1	Do you have a documented food safety management system (see above), which reduces the food safety hazards, is operational and available for inspection on site?	Y N NA
1.2	Have you established a monitoring schedule to ensure that question 1.1 is complied with?	Y N NA
1.3	Do you check and record fridge/freezer temperatures to ensure temperatures for food storage are maintained?	Y N NA
1.4	Do you have a working temperature probe?	Y N NA
1.5	Have you got a method of cleaning this thermometer probe?	Y N NA

3.4	Do staff always wash their hands before preparing food and after handling raw food?	Y N NA
3.5	Do you have sufficient clean cloths and antibacterial detergent for cleaning all equipment?	Y N NA
3.6	Do you have sufficient sanitizer for cleaning surfaces?	Y N NA
3.7	Do staff wear a hat or hair net?	Y N NA
3.8	Do you provide staff with clean overalls and/or aprons?	Y N NA
3.9	Is there adequate lighting available if needed?	Y N NA

Section 4 - Health and Safety and Fire Safety		Circle
4.1	Are you aware of your Health & Safety	Y N NA

(Screenshot: Hackney 2023d)

Full documents can be found [here](#)



TERMS AND CONDITIONS FOR HIRE OF PARKS AND OPEN SPACES

Please read this document before completing your application form. It must be signed and returned only after you have received your Provisional Approval letter. [On or before payment is made]

The Council reserves the right to amend these conditions depending on the nature of event being proposed.

Site required: _____

Date(s) Site Required: _____
(including arrival and departure dates)

1. Introduction

1.1 Set out below are the Terms and Conditions which regulate the hire of a Hackney Park or Open Space. These terms and conditions are designed to protect the interests of the Hirer and the Council and are to the entire exclusion of all other terms and conditions.

2. Definitions

2.1 **"Conditions"** means these booking conditions which shall form part of the contract between the Council and the Hirer.

2.2 **"Council"** means the Mayor and Burgesses of the London Borough of Hackney.

2.3 **"Event"** means the purpose for which the Venue has been booked.

2.4 **"Due Date"** refers to the date specified in the Letter of Approval by when any requirements imposed on the Hirer as set out in the letter, are to be met.

2.5 **"Letter of Approval"** means a letter issued by the Council prior to the Event giving directions to the Hirer, setting out requirements to be met before, during and after the Event, as the case may be and a Due Date for meeting the requirements specified therein.

2.6 **"Hirer"** means the company or the representative of the organisation booking the Event. This booking is personal to the Hirer and s/he may not transfer or sublet this consent to any other person. The Hirer will also be the person with overall responsibility on the day of the event. If the Hirer is not the overall person in charge on the day of the event, this must be communicated with the Events

(Screenshot: Hackney 2023e)

Other Legalities

For the real event a Tileyard, a Risk Assessment is yet to be completed and information sent from food vendors sent to Campfire. Campfire will hold its own alcohol licencing and insurance, as well as the whole of the Tileyard premises holding a PRS PPL licence.

For the adapted event, the following legalities would need to be acquired:

- A much more detailed Risk Assessment would need to be completed
- PLI Insurance obtained with the level of cover required checked with the council
- PRS and PPL licence obtained for live music for the amount of time programmed and amount of people expected to be in attendance
- All Risk Assessments, COSHH Assessments, PLI documents and details obtained from all vendors
- All Risk Assessments, COSHH Assessments, PLI documents and details obtained from all contractors, as well as providing them with necessary details for the event
- DBS checks required for public facing roles (i.e. vendor staff/volunteers/security)

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Appendices

Appendix 1



Site Event
The Avenue, Lasham,
Hampshire, GU34 5SU
01256 384 134
event@site-equip.co.uk
www.site-equip.co.uk

Quotation

Description

Equipment

ECO LOO



Qty

35

Nett Rate/Unit/Wk

£50.00

Total

£1,750.00

DISABLED CHEMICAL TOILET



5

£120.00

£600.00

CHARITABLE DONATION TO YOUNG LIVES VS
CANCER

1 Sale

£1.00 each

£1.00

DELIVERY

£386.00

£386.00

COLLECTION

£386.00

£386.00

Quote received from *Site Equip*.

Sent to me via email on 14th April 2023.

Appendix 2: Insurance

Insurance required to obtain for festival, researched via events-insurance.co.uk, premium would start at £288 for the size event we would look to host which covers £1M. Cover would need to be checked with council as they may require higher.

PLI for up to 2000 attendees for outdoor event

TOTAL VISITORS	PREMIUMS			
	£1M	£2M	£5M	£10M
UP TO 100 ATTENDANCE PER EVENT	○ £66	○ £94	○ £130	○ £172
UP TO 250 ATTENDANCE PER EVENT	○ £89	○ £130	○ £174	○ £229
UP TO 500 ATTENDANCE PER EVENT	○ £116	○ £174	○ £231	○ £285
UP TO 1,000 ATTENDANCE PER EVENT	○ £174	○ £231	○ £288	○ £343
UP TO 2,500 ATTENDANCE PER EVENT	○ £288	○ £346	○ £405	○ £456
UP TO 5,000 ATTENDANCE PER EVENT	○ £405	○ £460	○ £519	○ £571

(Image: Events Insurance 2023)