

Portfolio One
A Two-Day Festival

Best Music Of ALL Time



8th of July - 9th of July
Springfield Farm, St Albans, AL2 2DY

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Module Title: Live Event Management

Module Code: BMTY7005_LON

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Introduction:

MeetOut is a two-day music festival for Millennials (groupage 21-34) and part of the Gen X age group (35-39) located in St Albans at Springfield Farm. The event intends to create an unforgettable weekend where people can disconnect from their daily lives and get to expand their circle of friends through interactive games and activities.

Besides that, the event will provide accommodation (tents), drinks and food. The biggest hits of all times will be played by DJ's and there will be live music.

The 5 W's

What? - A multicultural 2-day festival with food, drinks and interactive activities to help develop new connections whilst being entertained by the best pop music of all the decades.

When? – 8th and 9th of July 2022

Why? – After a long year of lockdown and social restrictions, music events and social gatherings are something people are in need of. This event blends the delivery of music while creating new friendships.

Where? – Springfield Farm, Old Parkbury Lane, St Albans, Hertfordshire, AL2 2DY

Who? – Pop music lovers and party people. This event is aimed at singles, people in relationships, and people looking to socialize. This festival is intended for the young and middle-aged audience.

Location:

In order to choose the most suitable location, I considered essential factors that can have a significant impact on the event's success rate. Some of these are as follows; the site's accessibility, the space available to create favourable conditions and facilities

such as parking, bars, space available for tents and the distance by train and car from central London (Planning, 2019). Springfield Events UK is the chosen site due to its capacity, location and facilities available. It can accommodate up to 5000 people, with over 400 acres of land available for camping with walkways and fields. The event can last until 12 AM on Friday and Saturday or 11PM for all the other days.

Easy to access, the farmland is located just a 10 min drive from M25, M1 and A1.

There is also the train station Radlett which directly connects to Kings Cross Station in Central London in just 29min. The parking space can accommodate up to 1500 cars, and the land can fit over 15000 tents.

Within the booking price, the site offers access to two bars and two stages from which the main stage has an inbuilt soundproof system to avoid disturbance created by the noise. It also has a lighting system controllable with a remote. In addition to that, it offers the option of hiring a professional PA system including speakers, mixer and monitors.

As the site is on private land, it has just two central points of access, which means that the contractors will have to follow a rigorous timetable in order to avoid congestion.

Time & Date

The festival will take place on the 8th and 9th of July 2022.

DAY	TIME	ENTERTAINMET	
Friday 8 th of July	13:30 – 15:30	DJ Sonny Jay	
	15:30 – 16:00	Background Music	
	16:00 – 17:30	70's Tribute Live Band	
	17:30 – 18:15	Background Music	
	18:15 – 19:15	DJ T2	
	19:30 – 21:45	80's Mixtape Live Band	
	22:00 – 23:59	DJ MK	

Saturday 9 th of July	10:00 – 12:00	Background Music	
	12:00 – 15:30	DJ Antonio Sets the Mood	
	15:30 – 16:00	Background Music	
	16:00 – 17:30	Party King Live Band	
	17:30 – 18:15	Background Music	
	18:15 – 19:15	DJ Maan and Vickey Ashley	
	19:30 – 21:45	SCOPE Live Band	
	22:00 – 23:59	DJ Basement Jaxx	

-Sunday, 10th of July → The audience will be expected to leave by 15:00.

The decision to organise the festival in July 2022 comes as a result of all the restrictions imposed by the pandemic and the fast-changing unpredictable rules implemented by the government. July is a summer month and so, people will want to create new connections, find new friends or maybe even a possible future partner while having a good time. During the lockdown, people were forced to stay in their houses missing human interaction thus this event has as its core objective the development of new relationships in a fun and musical environment while promoting a highly impacted business, the music industry (Sulek, 2020).

The Event Programme can be found attached in appendix 5.

Music

On Friday the 8th, the DJs and singers will perform the best-rated pop music from all the decades, starting from 70's to the most popular hits of the 21st century. On Saturday the 9th, the stage will be shared by DJs and live music. The live music acts will present both new and well-established artists. The artists and the DJs will be contacted and researched through booking agencies (Entertainment, 2021). Some of the bands contracted are DJ Sonny Jay, 70's Tribute, DJ T2, 80's Mixtape., DJ MK,

DJ Antonio, Party King, DJ Maan and Vickey Ashley, SCOPE and DJ Basement Jaxx (Entertainment, 2021).

The entire programme for the event can be found in appendix 5.

MeetOut – 2 min Date – SpeedMate

Speed Mate is the funnier and more relaxed version of a speed date where people will have the chance to meet, connect, answer a few very cheesy questions and hopefully become friends. Participation in this game will be analysed from the time the ticket is being purchased. In this way, I will have precise data regarding the number of people attending the game and the necessary space required. Additional space will be created if other participants decide to join. However, there will be a limited number of slots available.

Food and drink

Food and drinks (including alcohol) will be available on site. Both the food and the drinks will be offered from the on-site facilities. There will be 8 stands for food and 2 bars. There will be a wide range of food available to the public including meals for vegetarians, vegans and gluten-free. The food stands will follow strict guidelines in relation to hygiene and all necessary steps to avoid cross-contamination between the ingredients will be taken. Food available will include breakfast, lunch, dinner, snacks and late-night street food. The alcohol stands will have a strict policy of not serving alcohol to anyone who cannot make lucid decisions due to a high alcohol consumption level.

Timetable:**Friday:**

Food:	11:00 (morning) to 02:00 (Saturday morning)
Alcohol:	12:00 (midday) to 01:00 (Saturday morning)

Saturday:

Food:	07:00 (morning) to 02:00 (Sunday morning)
Alcohol:	12:00 (morning) to 23:59 (Saturday midnight)

A fee will be applied to the food and alcohol sold on-site which, will represent one of the festival's income streams.

Alcohol Licence

In the circumstances where alcohol is sold, a Personal Licence is required. In this particular case, the venue has obtained this licence; therefore, I do not have to apply for this licence. The licence covers the alcohol consumption until 23:00, however, for a reasonable fee (to be negotiated) the licence will be extended.

Ticket Prices

The revenue collected from ticketing will represent the main income stream for this festival. The average price registered for a ticket in Europe and the UK in 2018 was £250 (Base, 2018). However, being a new festival, the first year's main objective is to get satisfied customers and create a fan base for future projects. While the pandemic impacted the entire planet, the restrictions imposed led to people either losing their jobs or their monthly income being significantly reduced (King, 2021). All these factors had a decisive impact on the ticket prices chosen.

	Types of tickets:	Price
MULTI-DAY PASS	-General Admission (single)	£95
	-Group Discount (couple) x2	£182 (1 x £91)
	-Group Discount (general) x4	£356 (1 x £89)
	-Early Bird (x500)	£85
ONE-DAY PASS	-General Admission (single)	£79
	-Group Discount (couple) x2	£152 (1 x £76)
	-Group Discount (general) x4	£292 (1 x £73)
	-Early Bird (x150)	£69

The price difference between the ONE-DAY PASS and the MULTI-DAY PASS is small for the purpose to convince the buyer to be part of the entire festival. However, in case some customers have other commitments, but they still want to be part of it even for one day, the 2nd pass will give them this option. The price of the ticket includes entry and a tent.

General Admission is the most common type of ticket which can be bought by anyone at any time.

Group Discount (couple) or (general) ticket offers a slight reduction depending on the number of buyers. However, another reason for splitting the discount ticket into two categories is for gathering data about the number of single people vs the couples present at the festival.

Early Bird will represent the lowest price at which a ticket can be brought. There is a limited number of tickets, and they are supposed to be sold in the pre-sale period (Tools, 2018).

Income streams

The primary source of income will be generated from the sale of tickets, food and alcohol. For food and alcohol, a minimum of 25% (to be negotiated) will be charged from the total sales number. As the participant cannot bring their food or alcohol, I expect each person to spend a minimum of £90 on both days (Nail, 2018).

Due to the different types of tickets available, an exact income cannot be determined, however, the following will illustrate a possible result from 3000 people.

	Ticket Type	Price	Sales	Total Income
MULTI-DAY PASS	General Admission x1	£95	700	£66,500
	Group Discount (couple) x2	£182	350	£31,850
	Group Discount (general) x4	£356	150	£13,350
	Early Bird x1	£85	500	£42,500
ONE-DAY PASS	General Admission x1	£79	200	£15,800
	Group Discount (couple) x2	£152	100	£7,600
	Group Discount (general) x4	292	50	£3,635
	Early Bird x1	69	150	£10,350
				£191,585

Copyright

Under the Copyright Law, Designs and Patents Act 1988, permission is needed from the copyright holders in order to play or perform music in public. As this festival will offer both live music and recorded music, I am required to apply for TheMusic

Licence issued by PPL (Phonographic Performance Limited) and PRS (Performing Right Society) (PPL-PRS, 2021).

Event Budget

CATHEGORY	PROJECTED SUBTOTAL	ACTUAL SUBTOTAL
VENUE		
Location Rental	£12000	£9500
Event Staff	Pending	Pending
Tents Rental	45000	38000
PUBLIC RELATIONS		
Announcements	£300	£300
Press Release	£350	£350
DÉCOR		
Lighting	£3000	
Additional Signage	£2000	£1700
EVENT PROGRAMMING		
Speakers	£400	£400
Performers	£25000	£18000
Video Production	£10000	£8000
SOCIAL MEDIA		
Twitter	£100	£50
Facebook	£100	£50
Instagram	£100	£50
LinkedIn	£50	£50
Google +	£50	£50
ADVERTISING		
Online	£500	£400
Print	£200	£200
OTHERS		
Gift Bags	£500	£400
Pens	£500	£350

A budget spreadsheet allows the creation of a spending plan. It ensures that the event will stay within a specific budget, and no overspending occurs (Parker, 2018). This graphic represents a rough representation of the event's budget, but there is still much to be added in order to complete it.

Application for TheMusicLicence PRS PPL



New licence enquiries

Existing licence enquiries

MeetOut

Live Music Venue



11-50



Oprisanu

Alxandru Madalin

madalin.oprisanu@gmail.com

Event Organizer

UB3 4FA

07460121343



I understand that my personal data will be processed in accordance with the

[PPL PRS privacy policy](#)

SEND

MEETOUT EVENT SAFETY MANAGEMENT PLAN

Introduction

The safety of employees and guests represents our main priority throughout the entire event. This guide will explain the steps which have to be considered following strict guidelines considered from The Purple Guide and adapted to St Albans Council Licensing Policy standards.

After compiling the guide, it will be available to all the parties involved in the event such as, local authorities, volunteers and employees and any other party who may wish to access it.

Capacity

The site has over 400 acres of land with a total capacity of 5000 guests, up to 1500 parking spaces, and it can accommodate up to 15,000 tents. The event will sell a maximum of 3000 tickets so including all the staff, the event will not have more than 4000 people on the site at any given time.

Event Licence

The Premises Licence is the Licence Act 2003 which is required where alcohol is sold, entertainment is provided, and late-night refreshments will be available. This Premises Licence can be found in appendix 1, and it was completed following the guidance posted on St Albans Council's website (Council, 2021). Next to it can be

found the designated premises supervisor licence which falls under the Licensing Act 2003 (appendix 3).

Site

Springfield farm is on private land located in Old Parksbury Lane, Hertfordshire with over 400 acres of land. Mr John O. is the farm manager, and he can be reached via email at info@springfielduk.co.uk or via phone number: 07903489060.

The entire map with all the safety exists and with the entire plan of the site can be found in Appendix 6.

Event Safety

In order to keep the event running smoothly, a designated person will be responsible for ensuring that everyone is complying with the Health and Safety at Work Act (1974). The person has not been designated yet.

The entire company policy document can be found in Appendix 2.

Insurance

Public liability insurance is required for any business responsible for organising an event. As long as guests are in the event's care, this insurance must be present no matter the number of people attending.

Some of the factors that contribute to the insurance cost are public vs private event, the number of people involved, and the level of risk involved.

Below, there is a completed form in order to apply for insurance for the festival. This will cover the costs in the event of the cancellation of the festival, personal injury, public and employer's liability up to £4 million (Protectivity, 2021).

About your business	What is your specific trade/profession? Start typing to choose from over 1,000 options. You have selected 'Event organiser' as your trade/profession. Change
	Do you have a secondary trade/profession? An extra trade/profession, on top of your main one as part of this business. Yes No
	What is your business postcode? Where you run your business from. AL2 2DY
	Which of these categories best describes your business? Sole trader Partnership Ltd company
	How many years experience do you have running a business in this industry? Include the total number of years spent running businesses as a sole trader, partnership or limited company. Your experience in the same industry can be seen as beneficial to your business risk. I've not started yet
	What will your turnover be over the next 12 months? £150,001 - £200,000
Your details	Title Mr
	First name Alexandru Madalin
	Last name Oprisanu
Contact details	Email address If you buy through Compare the Market, they may send you an email with information about how to access your rewards. oprisanu.madalin@yahoo.com

Crowd Management and Security

There will be clear signage everywhere to help people find their way around the site.

Besides signage, the volunteers and the security will point the guests towards the facility they are looking for. Security will be familiar with the entire area as they are working on a permanent contract with Springfield.

The Head of Security will implement strategic security protocols and procedures, train the security officers and guards, plan and coordinate the necessary security operations for a festival and coordinate the security staff in case of an emergency.

The security staff will have to pay attention to events that can lead to a conflict and respond to it, escort overly drunk guests to their tents, enforce rules and company policies, monitor alarms and perform checks if needed.

Staff and Volunteers

All staff and volunteers will wear their ID visibly and have a positive attitude towards any guest. The volunteers will focus more on crowd management, keeping the site clean, assisting people with general inquiries, managing the parking space, doing the check in and checking out of the guests.

Noise Management

One of the biggest challenges an event like this brings is the control of the noise. With loudspeakers, the wind can easily redirect the sound for miles. The sound level will be controlled by a sound engineer and it should not be higher than 70dB at the nearest property which is located 1.2 miles away. Before the event, an IMMI noise prediction

will be used to create a map of the way the sound may travel, a model that will be presented to the council before negotiating for the licence (Brite, 2019).

The music will be played as follows: Friday and Saturday from 12:00 to 23:59.

Food, Drink and Drugs

No food (except snacks) or alcohol will be allowed to be brought in from outside. The event will not tolerate the use of any drugs and any person caught using or distributing drugs will be immediately handed over to the local authorities.

Toilets and Waste Management

The site does not provide any toilets, so that a subcontractor will be responsible for the number of toilets allocated and will manage the waste, ensuring that the waste is disposed of correctly.

Staging, Lighting and Sound

All the necessary equipment will be rented from Springfield farm.

Ambulance and First Aid

Springfield farm will provide one of the in-house medics who will be present before and after the event while two other ambulances will be present throughout the entire event. The closest hospital is located in St Albans City, AL3 5PN at just 5 miles (15 minutes by car).

Fire Safety

Fire-fighting equipment will be available. Open fires are not allowed anywhere on the site and the security and volunteers will pay extra attention to ensure that everyone complies with this specific rule. Cigarette bins will be available everywhere on the site and people will be encouraged to use them as much as possible.

Barriers and Fencing

Due to the fact that the event is on private land and tickets will be sold, the place will be fenced, and volunteers will ensure that only guests with tickets will have access to the event. There will also be barriers and fences to separate any closed area and backstage from the crowd.

Car Park Management

The car park will be able to accommodate up to 1500 cars. There will be an entire team of volunteers dedicated to the parking space in order to keep it running smoothly without incidents. Hi-Vis jackets will be required for all volunteers, and a speed of a maximum of 10mph will be allowed.

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APPENDIX SECTION

Appendix 1 – Licensing Act 2003

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Alexandru Madalin Oprisanu

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description Springfield Farm: Old Parkbury Lane: St Albans: Hertfordshire			
Post town	St Albans	Postcode	AL2 2DY
Telephone number at premises (if any)		07093489060	
Non-domestic rateable value of premises		£ 9500	

Part 2 - Applicant details

Please state whether you are applying for a premises licence as **Please tick as appropriate**

- | | | | |
|-----|--|-------------------------------------|-----------------------------|
| a) | an individual or individuals * | ☒ | please complete section (A) |
| b) | a person other than an individual * | | |
| i | as a limited company/limited liability partnership | | please complete section (B) |
| ii | as a partnership (other than limited liability) | | please complete section (B) |
| iii | as an unincorporated association or | | please complete section (B) |

- | | | |
|-----|---|-----------------------------|
| iv | other (for example a statutory corporation) | please complete section (B) |
| c) | a recognised club | please complete section (B) |
| d) | a charity | please complete section (B) |
| e) | the proprietor of an educational establishment | please complete section (B) |
| f) | a health service body | please complete section (B) |
| g) | a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales | please complete section (B) |
| ga) | a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England | please complete section (B) |
| h) | the chief officer of police of a police force in England and Wales | please complete section (B) |

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a

statutory function or

a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr	☒	Mrs		Miss		Ms		Other Title (for example, Rev)	
Surname: Oprisanu						First names: Alexandru-Madalin			
Date of birth		29.03.1994		I am 18 years old or over		☒		Please tick yes	
Nationality Romanian									
Current residential address if different from premises address			512 Vantage Building, Station Approach,						
Post town		Hayes					Postcode		UB3 4FA
Daytime contact telephone number						07460121343			
E-mail address (optional)			madalin.oprisanu@gmail.com						

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name
Address

Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
08	07	2022

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

DD	MM	YYYY
10	07	2022

Please give a general description of the premises (please read guidance note 1)

Located 10 min drive from M1 and M25. It is also 10 min drive from Radlett train station which has direct link to Central London to Kings Cross Station. It has indoor and outdoor areas available to the public with security lights placed to cover the entire site (over 400 acres). The place can accommodate up to 15000 tents. The parking space can accommodate up to 1500 cars. Beside the music, the guests can enjoy different activities such as ping pong. The premise has an approximately oval shape with one main entrance. The site is a private land with its own road leading to the parking spaces.

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

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)

- | | | |
|----|---|---|
| e) | live music (if ticking yes, fill in box E) | X |
| f) | recorded music (if ticking yes, fill in box F) | X |
| g) | performances of dance (if ticking yes, fill in box G) | |
| h) | anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H) | |

<u>Provision of late night refreshment</u>	(if ticking yes, fill in box I)	x
---	---------------------------------	---

<u>Supply of alcohol</u>	(if ticking yes, fill in box J)	x
---------------------------------	---------------------------------	---

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur					
Fri					
Sat			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur					
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	x
				Both	
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4) Amplified live music will be played outdoors from the stage.		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Thur					
Fri	12:00	23:59	<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	12:00	23:59			
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	x
				Both	
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4) Recorded music will be played in between the acts. For both late evenings, in the last 2 hours of the festival, DJ Anthony Parella will provide the entertainment with recorded music.		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur					
Fri	12:00	23:59	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	12:00	23:59			
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Mon				Outdoors	
				Both	
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	x
				Both	
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4) In the first day the alcohol will be served until 01:00 and on the second day until 23:59 pm from the 2 bars o site while hot food will be available until 02:00 (1 st day) and 01:00 (2 nd day) from the vendors. The food and the alcohol will be served just outdoors.		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri	23:00	02:00	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	23:00	01:00			
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	
				Off the premises	
				Both	
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri	12:00	01:00			
Sat	12:00	23:59			
Sun			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name Alexandru Madalin Oprisanu	
Date of birth 29.03.1994	
Address 512, Vantage Building, Station Approach, Hayes	
Postcode	UB3 4AFA
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

Alcohol will be served; however, this event is not suitable for children, therefore they will not be allowed.

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			
Wed			<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)
Thur			
Fri			
Sat			
Sun			

M

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

The event will be under strict noise guidance in order to avoid any disturbance for the neighbours of the farm. The event organisers will have an entire security team in place ready to act in order to prevent any criminal event which can impact the safety of the public. The Health and Safety guide will be available to everyone on the site, and it will also be made available to the local authorities. In accordance with the objectives of the licence, no children will be harmed as they are not allowed to participate.

b) The prevention of crime and disorder

The event has zero tolerance policy towards the use of drugs. No alcohol, any sort of drugs or any sort of weapons will be allowed on the site. As the event takes place on a private land, the main entrance will have a barrier where people will be searched by the security all the time before entering the premises. Any person caught trying to infiltrate any of the item listed above will be asked to leave and/or reported to the police.

c) Public safety

There will be clear signage (ex: muddy place, lighting effects, toilets, exit, tents, smoking area) everywhere redirecting the people toward the place where they are allowed to walk. Volunteers and security will also assist the guests with any enquiries they may have. A full risk assessment will take place before the event starts. Alcohol will not be served to the individuals who cannot take right decisions with them being escorted to the tent area by a security member.

d) The prevention of public nuisance

An IMMI noise prediction procedure will be carried out before the event which should approximate the direction of the sound. The closest house located around the farm is situated at 1.2 miles and the event intends not to step over 70dB at the nearest property. The sound volume will be under constant monitorisation of a sound engineers who will strictly follow the guidelines imposed by the council. The music will end both nights at 23:59.

e) The protection of children from harm

This event is not suitable for children.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. x
- I have enclosed the plan of the premises. x
- I have sent copies of this application and the plan to responsible authorities and others where applicable. x
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. x
- I understand that I must now advertise my application. x
- I understand that if I do not comply with the above requirements my application will be rejected. x
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15). x

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.

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.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

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
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	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, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	Alexandru Oprisanu
Date	02.03.2021
Capacity	Applicant

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

1. Describe 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.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
 - a performance of amplified live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08:00 and 23:00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.

- any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
 - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the 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.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please 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.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
 14. This is the address which we shall use to correspond with you about this application.

15. 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.
- 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.

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.

Appendix 2 – Health and Safety at Work Policy

MEETOUT

Health and Safety at Work Policy

FULL COMPANY POLICY

It is the policy of MEETOU (the company), including all and any trading names connected with them, to peruse and promote at all levels of employment within the Company the measures which shall aim to ensure and protect the health and safety of all employees and any other person connected with the operations of the Company.

- 1. The implementation of this policy will fulfil all and any legislative requirements the Company is subject to though ensuring:**
 - A. That all reasonable and practical steps and measures are taken to safeguard the health, safety and welfare of all employees of the Company at work.
 - B. That the safety and health of any members of the public or any other person who may visit sites and locations where the company carries out its business operations is protected so far as is reasonably practical.
 - C. That sufficient measures are implemented by the company to prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.
 - D. Provision of clear and adequate information, instruction and training to all employees to ensure that they are competent to carry out their work in a responsible and safe manner.
 - E. Company engagement with and consultation of employees on a regular and appropriate basis in relation to the health and safety conditions of their work for the company.
 - F. That the company maintains safe and healthy working conditions, provides and maintains all necessary equipment and any other goods or tools which are necessary for the employees to carry out the duties of their role in the company.
- 2. The relevant actions that will be taken in order to ensure compliance with health and safety are:**
 - A. Relevant risk assessment shall be completed and actions arising out of those assessments shall be implemented where necessary. Where working habits or conditions are changed, risk assessment shall be reviewed.
 - B. Employees and subcontractors shall be given necessary health and safety inductions and provided with appropriate training and personal protective equipment where necessary.
 - C. All relevant and necessary signage for the protection and safety of employees and any other person entering and present of company premises will be displayed clearly and updated as necessary. Escape routes shall be well signed and kept clear at all times. Evacuation plans and procedures will be tested before the event and updated as necessary.

- D. All relevant employee and public facilities such as toilets, washing facilities and drinking water shall be provided at all times. The Company shall ensure that all these facilities are safe to use through a system of routine cleaning and will take appropriate actions where any defects are found.
 - E. The implementations of the health and safety actions details above shall be the responsibility of: Human Resources Manager.
- 3. All and any employee, or other person working with the company have a duty to cooperate in the implementation of this policy through:**
- A. Working and conducting themselves in a manner which promotes their own safety and the safety of others.
 - B. Following and obeying procedures and practices of the company that have been designed and implemented to ensure safe and healthy working conditions.
 - C. Where any employee or any other person do not follow the relevant training and signage, the company shall not be held to have acted in contravention to this policy.
- 4. All relevant Health and Safety information can be found in the following locations:**
- A. Health and Safety Law Leaflets can be found:
 - The Festival Director's Office**
 - On the right side of the office's door, in a grey wooden box.**
 - B. First-aid box is located:
 - Bar number one**
 - The Festival Director's office**
 - On the left side of the stage (next to the main stairs)**
 - Tent's area (first tent)**
 - C. Accident Book (Reported under RIDDER) is located:
 - The Festival Director's Office**
 - On the right side of the office's door, next to the grey wooden box.**

This policy is made in fulfilment of the requirements of the Health and Safety at Work, Act 1974 and any other relevant legislation and regulations.

Signed:

Date: 25.07.2022

Appendix 3 – Premises Supervisor

Application to vary a premises licence to specify an individual as designated premises supervisor under the Licensing Act 2003

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I / we **Alexandru Madalin Oprisanu**
(full name(s) of premises licence holder)

being the premises licence holder, apply to vary a premises licence to specify the individual named in this application as the premises supervisor under section 37 of the Licensing Act 2003

Premises licence number

1 059720342

Part 1 – Premises details

Postal address of premises or, if none, Ordnance Survey map reference or description Springfield Farm, St Albans, Hertfordshire, AL2 2DY	
Post town St Albans	Post code (if known) AL2 2DY

Telephone number (if any)

07903489060

Part 2- Proposed supervisor details

Full name of proposed designated premises supervisor
-Alexandru Madalin Oprisanu

Country of birth: Romania, Darabani

Nationality: Romanian

Date of birth: 29.03.1994

Personal licence number of proposed designated premises supervisor and issuing authority of that licence (if any)

Full name of existing designated premises supervisor (if any)

Please tick yes

I would like this application to have immediate effect under **x**

section 38 of the Licensing Act 2003 (please read guidance note 2)

I have enclosed the premises licence or relevant part of it **x**

(If you have not enclosed the premises licence, or relevant part of it, please give reasons why not)

Please tick yes

▪ I have made or enclosed payment of the fee **x**

- I will give a copy of this application to the chief officer of police (please read guidance note 3) x
- I have enclosed the consent form completed by the proposed premises supervisor x
- I have enclosed the premises licence, or relevant part of it or explanation x
- I will notify the existing premises supervisor (if any) of this application (please read guidance note 4) x
- I understand that if I do not comply with the above requirements my application will be rejected x

It is an offence, under Section 158 of the Licensing Act 2003, to knowingly or recklessly 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.

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 a valid leave to enter or remain in the UK or an adult who is subject to conditions which would prevent that person from taking up 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 by virtue of their immigration status.

Part 3 – Signatures (please read guidance note 5)
Alexandru Oprisanu

Guidance notes

- 1. Describe the premises. For example the type of premises it is.**
- 2. An application to vary a premises licence so as to name a different premises supervisor may be given immediate effect (that is, from the time that the application is received by the licensing authority) if the premises licence holder requests it at the time he makes an application under section 37. Section 38 enables the holder of a premises licence to continue the supply of alcohol if, for example, the existing premises supervisor is suddenly indisposed or unable to work. If the application is rejected, the licence reverts to the form it took before the application was made**
- 3. A full copy of the application form must be sent to the chief officer(s) of police for the police area(s) in which the premises are situated. The notice should state whether section 38 of that Act (circumstances in which section 37 application given interim effect) applies to the application.**

- 4. Section 37(4)(b) of the Licensing Act 2003 requires the premises licence holder to notify the existing designated premises supervisor (if any) about this application. It is sufficient for the licensee to inform the existing premises supervisor in writing, without the need to share the specific details of the application. The notice should state whether section 38 of that Act (circumstances in which section 37 application given interim effect) applies to the application.**
- 5. The application form must be signed.**
- 6. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have authority to do so.**
- 7. Where there is more than one applicant, both applicants or their respective agents must sign the application form.**
- 8. This is the address which we shall use to correspond with you about this application.**

Appendix 4 – Risk Assessment

Risk Assessment - Festival

Prepared by Alexandru Madalin Oprisanu

For: MeetOut Festival

On: 16.02.2021

Review date: 16.08.2021

Potential hazards	People at risk and how?	Actions already in place	Further action required	Action by	Action target date	Done
Alcohol serving/abuse	People may lose their ability to judge distance, coordination and clarity of speech, so become a danger to themselves and others.	• Event attendees are not to bring their own alcohol • Event attendees that are deemed to have trouble with coordination, balancing or walking will be monitored/cautioned by the staff • Event attendees that have slurred speech or difficulty in conversing will be monitored/cautioned by stewards • Signs shall be displayed stating that alcohol abuse will not be tolerated.				

		• Event attendees that are, lewd or abusive will be extracted from the crowd and redirected towards the tents by a security member.				
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Cross contamination from food preparation	Consumers may suffer illness / food poisoning from cross contamination of raw and ready to eat foodstuffs	• Use colour coded chopping boards for raw meat, seafood, eggs and ready to eat food stuffs • Never use the same knives and utensils for different food types • Wash hands with warm, soapy water for 20 seconds before and after handling raw meats and foods • Ensure there are two separate preparation areas. One for raw and one for ready to eat				
Cross contamination from food storage	Consumers may suffer illness / food poisoning from cross contamination of raw and ready to eat foodstuffs	• All foodstuffs to be stored in sealed containers when in fridge • Cooked foods and salad should be stored above raw meat, seafood and eggs • All storage containers to be sanitised before use				

		• Store eggs in original containers on the refrigerator shelves • Ensure refrigerator temperature is below 4 °C				
Crowd control / overcrowding	All staff and event attendees may suffer a variety of injuries through overcrowding or lack of evacuation procedure	• Ensure there are sufficient staff and security to manage crowds at the event • Ensure chairs, furniture, stands, tents and displays do not obstruct fire escapes or evacuation routes • Ensure that stewards and marshals all fully versed in fire escapes and evacuation routes				
Dance	People dancing and event attendees could suffer sprains and bruising from slips, trips and falls	• Ensure dance area has and flat and even surface • Ensure there are no cables or other obstructions in the dance area • Stewards are to observe event attendees and only encourage dancing in the dance area • Stewards are to caution dancers that appear under the influence of drink or drugs • Stewards are to caution dancers that are to exuberant or				

		have little awareness of other event attendees				
Drugs	People may lose their inhibitions, ability to judge distance, coordination and clarity of speech, so become a danger to themselves and others	• Signage stating that drugs will not be tolerated at event to be clearly displayed • Event attendees that are deemed to have trouble with coordination, balancing or walking will be monitored/cautioned by stewards • Event attendees that have slurred speech or difficulty in conversing will be monitored/cautioned by stewards • Event attendees that are smoking any substance that smells different to tobacco will be cautioned and monitored by stewards • Event attendees that are loud, lewd or abusive will be cautioned and monitored by stewards				
Electricity	Risk of electric shocks and fire risks including smoke inhalation and burns to people in the vicinity	• All equipment to be PAT tested before the event • Any defective cabled, plugs, sockets or other electrical equipment to be removed				

		• Extension cables to be run around perimeter where possible and table tied above head height • A maximum of a twin extension socket per single socket to be used • No cables to be run at ground level where they could be a trip hazard or suffer damage from chair castors or similar				
Extreme weather conditions	All people may suffer from adverse weather conditions, including UV damage and slips, trips and falls	• Marshals to advise route and supervise vehicles leaving parking area in muddy conditions • Stewards to announce caution warning over PA if pathways become slippery or muddy • Free clean drinking water made available to all • Stewards to offer event attendees assistance for access				

Fall from height (step ladder)	Serious or fatal injury could occur if someone falls from height due to misuse of step ladders	• Step ladders intended for domestic use must not be used in the work place • Ensure the ground base for the	Organisers to ensure that step ladders are being used correctly			
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		step ladder is firm and level • Avoid using step ladders in positions where they may be struck. E.g. by an opening door. If a compromising position cannot be avoided ensure a second person is employed as a spotter • Avoid over reaching and ensure that belt buckle remains between the step ladders stiles at all times • Ensure a second person foots the step ladder if working more than four steps high				
Fire/explosion	All people in the vicinity could suffer smoke inhalation or burns	• Suitable fire extinguishers and blankets to be kept at various points around building as required • Emergency lighting to be fitted as required prior site been used • Fire risk assessment carried out prior to site been used • Escape routes, traffic management plan, muster point and importance of signing in book				

		explained at induction • Working fire alarm to be demonstrated at induction				
Fireworks	Event attendees, staff and members of the public could suffer eye damage, burns and hearing damage	• A suitable location is selected with adequate exclusion area for the firing zone • fireworks to be kept in a closed metal or wooden container until required • Firers must have safety goggles, gloves, gauntlets, mobile phones and torches • Fireworks to be lit using slow burning wicks and no other ignition source including cigarettes may be in firing zone • Visually inspect fireworks prior to use and discard any that appear damaged				
Generator	People may suffer injuries from CO² inhalation, fire or electrocution	• Generator to be used in a safe outdoor position sited on a drip tray and cordoned off from public • Awareness of exhaust fumes from generator not falling into excavations, buildings or confined spaces				

		when siting generator • Signage used stating that there is electrical and fire hazards and that no smoking or naked flames are allowed • Refuelling on site is strictly prohibited and should be carried out off site • Generator to be serviced annually, visually inspected prior to use and have valid PAT certification				
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Hot foods and/or liquids	Consumers and staff may suffer scalds or burns	• Disclaimer notice displayed on counter informing consumers that hot drinks can scald • Cups are placed on tray before been filled with hot liquid • Trays are used for serving drinks • Staff only serve hot drinks at counter and do not offer table waiting • Spillages and breakages cleaned up as they occur				
Manual handling	Staff may receive back and other injuries if	• Raising, lowering and carrying loads is to be carried out using the correct	Manual handling training to be taken			

	correct practices are not adhered to	posture and technique • Ensure the load is light enough to lift and will remain stable in transport. Loads over 25KG are classified as double handling • If the load is to be carried check the route is free from obstacles before starting • A load is classified as double handling if it is of irregular shape, obstructs vision, has to be manhandled around staircases or other obstructions or if a person doesn't feel confident lifting it	every three years			
Marquee	Staff and event attendees could suffer crushing injuries, heat exhaustion and slips, trips and falls	• Marquee only to be erected by competent contractors • Red and white hazard type to be strung where pegs meet guy ropes • Marquee to be checked for stability every 24 hours • Door flaps and sides of marquee to be rolled up as required to provide adequate ventilation • Capacity numbers observed with due consideration taken				

		into account for position of furniture and fire escape routes				
Noise	Staff, volunteers and others in the vicinity may suffer temporary or permanent hearing loss from exposure to noise	• Consideration of noise output when selecting events such as live music, PA announcements etc. • Carry out noisy set up and take down tasks with as few people as needed				
Refuse	Staff and event attendees could suffer cuts and slips, trips and falls	• Ensure adequate bins are provided and labelled for waste segregation • Stewards to employ staff with litter picker tools to maintain site hygiene • Areas with heavy waste requirements to have additional bins • Refuse bins to be checked for capacity on an hourly basis and emptied as required				
RSI (Repetitive strain injuries)	Any individual who carries out repetitive tasks may experience pain in various joints and muscle groups.	• Avoid forceful or repetitive tasks where possible • Ensure work area is set up correctly • Avoid arching back or squatting for long periods • Avoid stretching and over reaching				

Slips, trips and falls	Sprains, fractures and tissue damage could be suffered by someone from slipping, tripping or falling over obstacles, guy ropes or poor floor coverings	• Housekeeping to be maintained at all times with no boxes, folders, chairs or bags left in walkways • Report any trip or slip hazard as soon as you see it • Avoid trailing cables, and use hazard tape around tent pegs and guy ropes • Ensure there is adequate lighting and designated walkways are kept clear				
Vehicles	Staff and event attendees could suffer injuries through collisions with vehicles	• Traffic management system in place • 5 mph speed limit in place and enforced by marshals • Marshals to direct traffic to parking spaces • Pedestrian walkways to be signposted • Carpark surface checked for debris and broken glass before the event				
Violence	Staff and event attendees may suffer verbal or physical abuse	• Staff always polite to guests and trained in non-confrontational practices				

		• Staff not to serve abusive or intoxicated customers alcohol • Staff to report suspect customers to stewards for monitoring / cautioning • Width of bar selling alcohol to be 900mm minimum to reduce the risk of customers interfering with staff • Event attendees that are repeatedly swearing or acting in an aggressive manner to be escorted to the tent or asked to leave the event by the security				
Welfare facilities	Event attendees may suffer disease, infection and dehydration	• Ensure there is adequate working toilet facilities • Toilet facilities to be checked and cleaned on an hourly basis with a cleaning register displayed • Warm water, soap and hand drying facilities to be provided • Fresh, clean drinking water provided. • Adequate heating provided as required				

Substance Risks						
Bleach	Harmful by inhalation, in contact with skin and if swallowed, irritating to eyes and respiratory system, may cause lung damage if swallowed, vapours may become toxic if liquid contacts acid	• PPE not normally required however vapours may become toxic if liquid contacts acid so a 10 minute per hour working exposure limit is to be observed in well ventilated areas • Chlorine sensitive individuals not to work with product as it may cause bronchospasm • Do not use in unventilated confined spaces	Supervisor to ensure all employees have read relevant COSHH Assessment and signed register prior to works commencing			

Document author:

Alexandru Madalin Oprisanu

Signed:

Alexandru Oprisanu

Date:

03.03.2021



Meet Out

SUMMER FESTIVAL

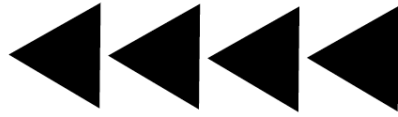
A TWO - DAY FESTIVAL TO
CELEBRATE LIFE AND MUSIC

SPRINGFIELD FARM, OLD
PARKBURY LANE, AL2 2DY

EVENT PROGRAM

 @meetout

2022 SUMMER FESTIVAL



EVENT FLOW

DAY 01

Friday - 8th of July

11:00 - Festival Opens
11:30 - DJ Sonny Jay
14:30 - Speed Mate - Interactive Game
16:00 - 70's Tribute - Live Band
17:30 - Interactive Group Games
18:15 - DJ T2
19:30 - 80's Mixtape - Live Band
22:00 - DJ MK

DAY 02

Saturday - 9th of July

10:00 - Background Music
12:00 - DJ Antonio Sets The Mood
14:00 - Speed Mate - Interactive Game
16:00 - Party King - Live Band
17:30 - Speed Mate - Interactive Game
18:15 - DJ Mann and Vickey Ashley
19:30 - SCOPE - Live Band
22:00 - DJ Basement Jaxx

FOOD

AND

DRINK

FRIDAY

11:00 to 02:00

SATURDAY

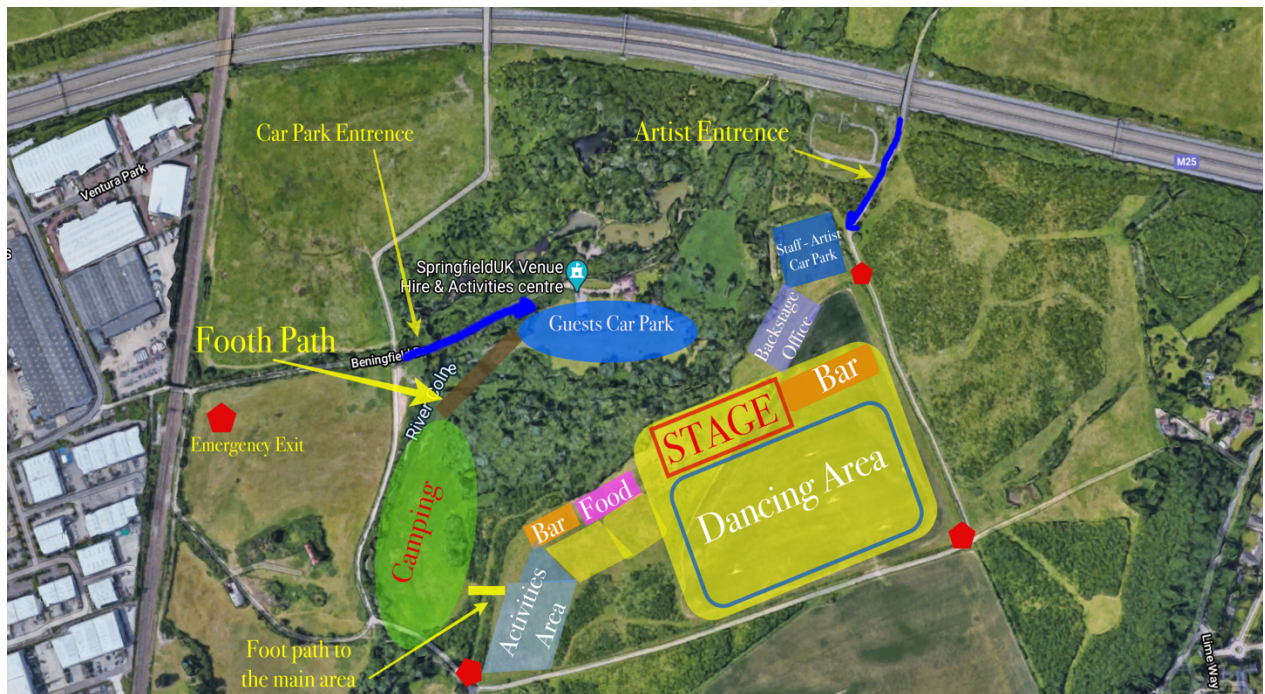
07:00 to 02:00

12:00 to 01:00

12:00 to 23:59

Appendix 6 – MAP

- emergency exits
- general map area



Appendix 7 – Poster

Best Music Of ALL Time



8th of July - 9th of July
Springfield Farm, St Albans, AL2 2DY