



Resolution Music Festival: Mount Ephraim

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Module Title:

Live Music and Event Management

Module Code:

SBTY7005

Assignment Title:

Portfolio 1

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The Event

The Resolution Music event will take place over two days at the Mount Ephraim Estate in Faversham Kent and will feature a range of local and established folk and rock acts. The focus of the festival will be folk music, rock, jazz and blues.

The theme of the festival will be focussed on nature and the idea that music grows organically through a shared experience. We will also focus on other aspects of creativity such as art works that hold a spiritual connection to the countryside connecting humans to their environment.

Venue

We have sourced Mount Ephraim Gardens in Faversham Kent as our venue for our event. The property is family owned and has over 800 acres of land available for the event. The property is located just outside of Faversham with access to the M2 and M20 and easy access to the M25. The estate is able to host large events and has been utilised for large weddings and events for a number of years.

Attached within the appendices are details of maps providing information in regard to location, topographic data and an overview of the area.

Stakeholders

- Event organisers
- Artists
- Local Authority
- Vendors
- Suppliers and contractors
- Customers and festival attendees.

Budgeting

The budget at present is based on best estimates and a level of assumption and will be confirmed once we are in a position to confirm specific details of the event.

Revenue

Description	No	Unit Cost	Total	Notes
Camping tickets	1,500	100	150,000	
Day Tickets	3,000	55	165,000	
Anticipated sales			315,000	

Alcohol Sales				
Per Person Spend	3,000	25	150,000	

Refreshments				
Vendors	475	15	7,125	
Expected sales from concessions	21,000	7	147,000	
Income @ 20%			29,400	

Merchandise Sales				
T-Shirts	1,000	15	15,000	Cost of purchase at £8 considered in unit cost
Other	750	10	7,500	Cost of purchase at £5 considered in unit cost
Anticipated Sales			22,500	

Sponsorship				
Festival Sponsorship	5	1,500	7,500	
Headline Sponsor	1	2,500	2,500	
Total Sponsorship			10,000	

Total estimated Revenue	534,025
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For the purposes of sponsorship, we have considered 5 possible sponsors at £1,500 with a headline sponsor opportunity at £2,500 for the event, providing a possible further income of £10,000

Spend

Item	Est Budget
Venue	45,000
Staff	100,000
A/V Equipment	25,000
Set Design and fit out	25,000
Artists	30,000
Signage	2,500
Ticketing	3,500
Marketing	35,000
Infrastructure	67,000
Photography/Recording	5,000
Stages	6,700
Website	1,000
Utilities	20,000
Waste Management	4,500
	370,200

Contingency & 20%	74,040
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Total	444,240
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In consideration of the predicted revenue of £534,025 Vs a spend of £444,240 it is estimated that there will be a revenue of approximately **£89,785**.

Event Safety

A fundamental and overriding aspect of this event will be in the management of Health and Safety considerations throughout the event.

At this stage we have considered the immediate risks for the event. We will also include a dynamic risk assessment process for the event to allow works to be managed and controlled at the point of work and to allow work to be permitted in a safe and efficient manner. An example of a dynamic risk assessment has been included in **Appendix C**

Legislation

For the purposes of this event we have considered the relevant primary Health & Safety (H&S) Legislation under the Health and Safety at Work Act 1974 (Health and Safety Executive , 2021). Considerations within this act will include but not limited to, adequate ventilation, heating, toilet facilities, safe management of machinery, structures and lifting equipment.

Additionally, we will need to consider the provisions under the Occupiers Act 1957 (Legislation.Gov.uk, 2021) where our duty of care is defined for customers. Furthermore, the Occupiers Act 1984 (Legislation.gov.uk, 2021) makes further consideration for all individuals as well as visitors to the event.

Incident Escalation

Key to the event is the management and co-ordination of the event throughout the duration of the event. Training and clear communication for all staff will be paramount and as well as training, we will ensure that there are daily tool-box talks in place for all teams so as to ensure that all staff are fully aware as to the escalation process and procedures throughout the event. All teams will have radio communication available to them and be fully briefed as to who they communicate with, how and when in the event of an incident occurring.

The nearest hospital is located at Medway Maritime Hospital, Windmill Road, Gillingham, Kent. ME7 5NY.

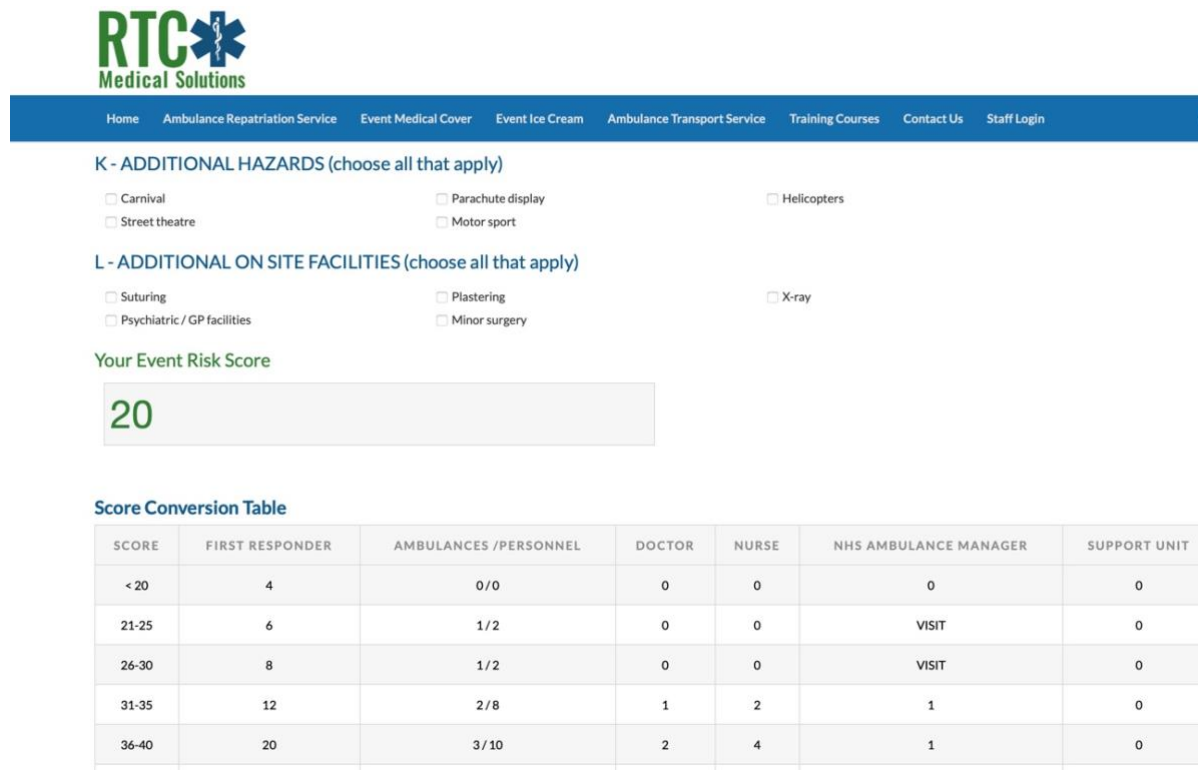
In addition, trained paramedic staff will be in attendance so as to control and minimise any risk and impact in the event of an incident.

Medical

Our paramedic service will in place so as to ensure that we are in a position to provide support for the duration of the event.

For an event such as this guidance defines that for an event up to 4,000 attendees, we should consider the following:

4 x First aiders.



RTC Medical Solutions

Home Ambulance Repatriation Service Event Medical Cover Event Ice Cream Ambulance Transport Service Training Courses Contact Us Staff Login

K - ADDITIONAL HAZARDS (choose all that apply)

☐ Carnival ☐ Parachute display ☐ Helicopters
☐ Street theatre ☐ Motor sport

L - ADDITIONAL ON SITE FACILITIES (choose all that apply)

☐ Suturing ☐ Plastering ☐ X-ray
☐ Psychiatric / GP facilities ☐ Minor surgery

Your Event Risk Score

20

Score Conversion Table

SCORE	FIRST RESPONDER	AMBULANCES / PERSONNEL	DOCTOR	NURSE	NHS AMBULANCE MANAGER	SUPPORT UNIT
< 20	4	0 / 0	0	0	0	0
21-25	6	1 / 2	0	0	VISIT	0
26-30	8	1 / 2	0	0	VISIT	0
31-35	12	2 / 8	1	2	1	0
36-40	20	3 / 10	2	4	1	0

Fire Safety

In regard to Fire Safety for the event, we have given careful consideration to the Regulatory Reform (Fire Safety) Order 2005 (Legislation.gov.uk, 2021). Risks such as smoking, barbeques/campfires etc have been considered within the risk assessment for the event. High risk flammable materials such as tents, gas, fuel and vehicles have also been considered.

The event management team will ensure that there is adequate distance between tents and event structures so as to minimise the risk of fire spread. Site refuse teams will ensure that regular waste removals are in place so as to remove depleted gas cylinders in a safe and efficient manner as well as other waste.

Regular site inspections will take place throughout the event so as to ensure that safety standards are maintained throughout. Any issues identified will be managed immediately by the inspection team as required.

Use of generators will be controlled and sources of ignition controlled.

Escape Routes

Escape routes will be located in such that they will not be located adjacent to sources of heat, power sources or storage areas for gases or flammable materials.

Calculations for escape rates have been calculated to consider the following.

Visitors	3,000	
Staff	200	
Exit width	3	

Fire exit flow rate	109	persons/metre width/min
Low risk escape time (Mins)	10	
Number of Exits	2.80	
Total Exits + 1	3.80	

This information is calculated from the formula provided in the Governments Fire Risk Assessment guidance.

However, we have accounted for a further 3 exits in the camping area further support for the event. This is due to the shape of the site and to fully ensure there are no risks of congestion in the event of an incident.

Fire fighting equipment such as extinguishers will be located by fire exits and designated fire control points as well as stage areas and anywhere where there are sources of heat such as cooking facilities.

Appropriate illuminated signage will be in place so as to ensure that fire exit routes are clear and accessible. Fire exit widths will be at 5 metres so as to comply with Fire Safety Requirements

Electrical & Lighting

Electrical and lighting systems present a high volume of risk for an event such as this and therefore, we have put in place a number of measures in order to place mitigation against the identified risks.

All works completed will be carried out by competent electricians trained to Electrical wiring standards BS 7671 18th Edition (NICEIC, 2018) and in accordance with Electricity at Work Regulations 1989 (HSE.Gov.UK, 2021)

Electrical installations will include lighting, connections to mains power supplies, generators, temporary installations and any other electrical requirements for the event.

We have also considered the need for sustainable power supplier utilising renewable energies. This link provides detail of the type of system that will be utilised for the event.

<https://www.easycabin.co.uk/solarpod-power-supply.html>

Security and Control

The safety and security of all visitors to the Resolution Music Festival is of the upmost importance. We will work with TMS Protection, a dedicate event security management company. All staff are trained to SIA requirements and will be trained in first aid and emergency response.

The event will have a strict no drugs policy with any offenders being immediately ejected from the event and reported to the Police Authorities.

In addition, there is a zero-tolerance approach to any sexual harassment. Particular vigilance will be given toward individuals who may be under the influence of alcohol. Again, any sign of inappropriate behaviour will not be accepted with offenders being removed from the event and reported to the Police Authorities as appropriate.

We will ensure that we work closely with our provider; TMS Protection, so as to ensure all staff have been adequately vetted.

Locker facilities will also be made available on site for individuals so as to ensure that they are able to safely protect their valuables.

Event Co-Ordination and Management

Communication

All staff will use designated radio communication with specific radio channels designated to specific functions from Maintenance, Security, Cleaning and specific channels in place for incident management and escalation. The event management team will have also have designated channels so as to streamline communications.

Shuttle Bus Services

A free of charge shuttle bus service will be in place between Mount Ephraim and Faversham Train Station so as to reduce the strain and impact to local amenities and road infrastructure.

Barriers and Fencing

The installation of appropriate levels of barriers and fencing is crucial in ensuring the ongoing safety of the event as a whole and to avoid overcrowding, surging crowds or inappropriate behaviours during the event and performances.

Temporary Demountable Structures Legislation relating to the procurement of barriers and temporary structures has been taken into account

Managing Crowd Safely (Government UK)

There is a low risk of crowd surging due to the scale of the site. Appropriate barriers will be in place with heras fencing and tensa barriers in place. In addition, there will be barriers in place in front of the two main stage areas to prevent crowds surging toward performance areas.

Crowd Management

Marshals and security teams will be present at the main entrance and fire exit routes. Two way traffic control lanes will be in place at main entrances to control the flow of movement of people arriving and leaving the event.

We will abide by:

- Event Stewarding & Crowd Control Safety Services (BSI, 2009)
- Managing Crowds Safely (Government, UK)
- Occupiers Liability Act 1984 (Government, UK, 1984)
- Management of Health and Safety at Work Regulations 1999 (Government, UK, 1999)

Audience Profile

The audience profile for this event will be late 20's to mid 50's. This will be a over 18's event with visitors to the event being mostly local with some expected customers from London and surrounding areas within Kent. The target audience are likely to be mainly people who usually frequent pubs and enjoy live local music. Drug use is expected to be low however, alcohol consumption is likely to be high.

Waste Management

Waste management will be a key deliverable for the event. We will ensure that there are regular waste collections from designated collection points. Waste separation will be in place to consider recycling requirements and waste storage points will be allocated in accordance with the site Fire Risk Assessment in order to ensure safe storage of waste throughout the event.

Toilets

With alcohol being consumed at the event it is estimated that there will be a 13% greater demand for facilities.

We have calculated that approximately 60 toilets will be required for the event with 15 urinals and 15 toilets for males and 30 toilets for females.

Noise

Noise levels will not exceed 87 dB with a peak sound of level of 140 dB. The average sound will not exceed 107db in alignment with the regulatory requirements.

The Control of Noise at Work Regulations 2005 have been considered for all staff working at the event and appropriate hearing protection will be readily available.

The estate is remote and distanced from local housing and consideration will be given to ensure minimal disturbance to the local area. Noise levels will continue to monitored throughout the event.

Camping

Wind breakers or gazebos will not be permitted for the event due to fire risk and maintaining line of site. Marshalls will be present at the camping area to provide support to visitors. Fire extinguishers will be placed at allocated areas and clear escape signage will be in place. Adequate lighting will be in place and a welfare tent will be in place for those requiring assistance/first aid.

Open fires, BBQ's and gas stoves will not be permitted so as to reduce fire risk.

Weather Considerations

This event will be taking place in the late summer and therefore it is anticipated that temperatures will still be relatively high. Water will be readily available throughout the event.

The event management team will monitor the weather 7 days prior to the event to ensure that there are no weather warnings are in place utilising the Met Office website. (Met Office, 2021). If adverse weather is predicted, the event team will make an informed decision as to whether to cancel or postpone the event.

Licensing

The Resolution Music Festival team will apply to Swale Borough Council, which is the local authority for Mount Ephraim Gardens. This event will fall under The Licensing Act 2003 (UK Government, 2003)

This act covers a number of key considerations:

- Public Disorder
- Prevention of Crime and Disorder
- Prevention of Public Nuisance

Licence Application

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 Nathan Johnstone
(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

Mount Ephraim Gardens			
Post town	Faversham	Postcode	ME13 9TX
Telephone number at premises (if any)		01227 751496	
Non-domestic rateable value of premises		£ £30k	

Part 2 - Applicant details

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

- | | | |
|-----|--|-------------------------------|
| a) | an individual or individuals * | X 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)

M	r	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname: Johnstone				First names: Nathan		
Date of birth		I am 18 years old or over			Please tick yes	
Nationality		British				

Current residential address if different from premises address		19 Gainsborough Close, Rainha,	
Post town	Kent	ME8 9EG	
Daytime contact telephone number		07730 499491	
E-mail address (optional)	Nathan.johnstone@mac.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			
2	8	0	8	2	0	2	1

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

DD		MM		YYYY			
2	9	0	8	2	0	2	1

Mount Ephraim is a privately owned estate with Gardens.

The property is family owned and has over 800 acres of land available for the event. The property is located just outside of Faversham with access to the M2 and M20 and easy access to the M25. The estate is able to host large events and has been utilised for large weddings and events for a number of years.

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

N/A

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)

Provision of late night refreshment (if ticking yes, fill in box I) **X**

Supply of alcohol (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)			<u>Will the exhibition of films 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 the exhibition of films</u> (please read guidance note 5)		
Thur					
Fri					
Sat			<u>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</u> (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			
Fri			<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)
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	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Fri					
Sat	1000	2100			
Sun	1000	2100			
			<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)		

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	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur					
Fri					
Sat	1000	2000	<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)		
Sun	1000	2000			

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	<u>Please give further details here</u> (please read guidance note 4)			
Mon						
Tue						
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)			
Thur						
Fri						
Sat			<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)			
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			

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	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Fri					
Sat					
Sun					
			<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)		

J

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 8)	On the premises	
				Off the premises	
				Both	
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri					
			<u>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</u> (please read guidance note 6)		
Sat					
Sun					

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	
Date of birth	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

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). N/A
--

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			
Thur			
Fri			
Sat	1000	2100	
Sun	1000	2100	<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)

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)

Full Health and Safety Risk Assessments have been completed for the event and will be on display on notice boards and available through the website. In order to provide a safe environment, marshals, security guards, and trained first aid staff will be on site.

b) The prevention of crime and disorder

Trained SIA Licenced guards will be stationed at entrance and exit points at this ticketed event. We will co-ordinate with local police authorities for the event, with a zero tolerance policy for unacceptable behaviour.

c) Public safety

Marshals, guards and the team will be trained to deal with crowd safety and with controlled exits points in place overcrowding and surge control process and parameters will be in place. Hearing protection will be made available for all staff and visitors as required.

Barriers and protection will be in place and water made available for visitors.

d) The prevention of public nuisance

Shuttle services will be in place to transport visitors to the venue and performances will finish by midnight so as to cause minimum impact to the local community.

All music performances will finish at midnight so as to reduce the impact of noise to the local community.

e) The protection of children from harm

This event is an over 18 years event and therefore children will not be present.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [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).

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 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	Nathan Johnstone
Date	5 August 2020
Capacity	

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) Nathan Johnstone 19 Gainsborough Close			
Post town	Rainham, Kent	Postcode	ME8 9EG
Telephone number (if any)	07730 499491		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Temporary Events Notice (TEN)

Temporary Event Notice

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

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

1. The personal details of premises user (Please read note 1)			
1. Your name			
Title	Mr ☒ Mrs ☐ Miss ☐ Ms ☐ Other (please state)		
Surname	Johnstone		
Forenames	Nathan		
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)			
Title	Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)		
Surname			
Forenames			
3. Your date of birth		Day 26	Month July
		Year 1972	
4. Your place of birth		Andover	
5. National Insurance Number		NY215865B	
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)			

19 Gainsborough Close Rainham Gillingham	
Post town Gillingham	Postcode ME8 9EG
7. Other contact details	
Telephone numbers Daytime	07730 499491
Evening (optional)	
Mobile (optional)	07730 499491
Fax number (optional)	
E-Mail address (if available)	Nathan.johnstone@mac.com
8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)	
N/A	
Post town	Postcode
9. Alternative contact details (if applicable)	
Telephone numbers: Daytime	N/A
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	

2. The premises	
Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey references) (Please read note 2)	
Mount Ephraim Gardens, Staple St, Faversham ME13 9TX	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	
Club premises certificate number	
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)	
We intend to use the exterior gardens and surrounding rural ground for the events.	
Please describe the nature of the premises below. (Please read note 4)	
The venue is a stately home with surrounding grounds and gardens.. Events such as weddings and music festivals are currently held at the property.	
Please describe the nature of the event below. (Please read note 5)	
The event is a two days music festival with two stages focussed on folk, blues and rock music	

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3. The licensable activities	
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)	
The sale by retail of alcohol	X
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	☐
The provision of regulated entertainment (Please read note 7)	X
The provision of late night refreshment	X
Are you giving a late temporary event notice? (Please read note 8)	☐
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)	
28 & 29 August 2021	
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 10)	
0800-Midnight hrs on Day 1 and 2	
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)	3000

If the licensable activities will include the sale or supply of alcohol, please state whether these will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 12)	On the premises only	☒
	Off the premises only	☐
	Both	☐

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment (including, but not limited to lap dancing and pole dancing). (Please see note 13) Entertainment will be from 10:00 to Midnight
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4. Personal licence holders (Please read note 14)		
Do you currently hold a valid personal licence? (Please tick)	Yes ☐	No ☒
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority		
Licence number		
Date of issue		
Any further relevant details		

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

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

If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes ☐	No X

7. Checklist (Please read note 17)	
I have: (Please tick the appropriate boxes, where applicable)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	X
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	X
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	X
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	X
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	X
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	X
Made or enclosed payment of the fee for the application	X
Signed the declaration in Section 9 below	X

8. Condition (Please read note 18)

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

9. Declarations (Please read note 19)

The information contained in this form is correct to the best of my knowledge and belief.

I understand that it is an offence:

- (i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and
- (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.

Signature	Nathan Johnstone
Date	14 July 2021
Name of Person signing	Nathan Johnstone

For completion by the licensing authority

10. Acknowledgement (Please read note 20)

I acknowledge receipt of this temporary event notice.

Signature	
	On behalf of the licensing authority
Date	
Name of Officer signing	

Event Management Plan (EMP)

The Event Management Plan for this event covers a number of key considerations.

Mission Statement	The Resolution Music Festival's mission is to promote the music of Kent and in particular folk, blues and rock music. In addition the aim of this two day event it promote the connection between our countryside, environment, music and our community to build a sense of community and local support for business, art and creativity.
Event Outline -	A two day, 3000 capacity, cultural, music event, held at Mount Ephraim; promoting folk, blues and rock music from local artists,
Aims & Objectives	● To create a space for emerging artists ● To provide networking opportunities between emerging artists, ● To celebrate local arts and music culture
Emergency Procedures -	In the event of an emergency, the Event Manager or team member will utilise the PA system on the stage to communicate instructions to visitors
Evacuation Plan-	In the event of an evacuation security/ marshals will coordinate visitors with communications being provided via the PA system by the Event Manager or team member as appropriate.

Weather / event cancellation -	The met office will be monitored 7 days prior to the event to check for potential weather issues. The Event Manager will consult with the team to ensure that any issues raised due to inclement weather are discussed and alternative plans agreed and implemented as appropriate. The Mount Ephraim Management team will be consulted in regard to drainage and to ensure that programmed maintenance is up to date.
First Aid / Medical-	Summary Guidance provided with The Purple Guide suggests that we will require 6 first aiders for this event. There will be a clearly signed First Aid Point for those persons requiring attention. The position will be manned by a trained first aider.
Fire -	Summary Please see Appendix for fire assessment.
Communications-	All members of the event management team will have use of radios with separate channels for cleaning, security, catering, maintenance. There will be a designated channel for the management of incidents and emergencies. The event organisers will liaise with the local authority and emergency services to make them aware of the event.
Waste Management -	Waste receptacles will be placed within and around the exterior of the venue. Separate waste streams will be available to facilitate recycling. Waste bins will also be placed towards the entrance to the event with appropriate signage in place to indicate waste recycling points.

	Staff and volunteers will be at hand to manage staff throughout the event.
Toilets - Nathan	As the event will be serving alcohol throughout the day, capacity requirements increase by 13%. We have therefore accounted for 75 toilets throughout the day serving an event capacity of 3000 plus staff. With two toilets inside the building 4 additional toilets will be bought in for the day to facilitate the increase in demand. The attached site plan provides locations for additional facilities.
Catering -	Refreshments will be available throughout the event and also available from refreshment concessions. Chef's will be required to have a Food Safety Management System (FSMS) in place, based on Hazard Analysis Critical Control Point (HACCP) principles (The Purple Guide, 2021)
Lighting -	Additional lighting will be in place in an around the event with wayfinding signage and lighting in place within the campsite area.
Noise-	Ensure the event equivalent continuous sound level (Event Leq) in any part of the audience area does not exceed 107 dB (A), and the peak sound pressure level does not exceed 140 dB. Members of the public are prevented from getting closer than 1m (or 3m for more powerful systems) from speakers. Warnings provided to the public with in advance with tickets and by signage at the entrance.

Marketing

The Resolution Music Festival is focussed on building a connection with our environment, both in a spiritual and physical sense through music and creativity. For the event there will be a number of installations such as crop circles, stone circles and artworks that amplify the theme of the day.



Figure 1 - Imagery and theme examples

The event's logo is designed in such a way to exemplify this connection between music and our environment with the logo intended to resemble a crop circle and in turn a sound wave emanating from the earth.



Figure 2 - Resolution Music Festival Logo

The name Resolution Music Festival, is inspired by the musical term of bringing resolution music meaning 'the resolving of a dissonant sound to a consonant sound' (Free Musical Dictionary, 2021)

Images such as those illustrated in Figure 1 will be used in marketing materials. We will also look to partner with landowners in the local area to create art installations that appear spontaneously such as crop circles based on the Resolution Music Festival logo shown above. The images and videos of the 'discovery' of these event will be uploaded to social media platforms such as Instagram and YouTube to build a sense of mystery of surrounding the event. With #ResolutionMusic being used as a tag and also clues to the location such as co-ordinates of the event, dates etc being included in posts and the artwork itself.

As the event gathers momentum we will use this as an opportunity to build a social network presence and potentially grow the event for the following year through partnerships with sponsors such as local brewery's like Shephard Neame, the country oldest brewery based in Faversham and whose family own the Mount Ephraim estate itself.

Event Timeline

Date	Detail
01/03/2021	Application to Swale Borough Council
15/03/2021	Announce bands and acts
01/04/2021	Promotion of event through Social Media and other methods
01/05/2021	Finalise sponsorship
01/05/2021	Appoint Staff
30/07/2021	Site preparation and build commences
01/08/2021	Tickets distributed and received
28/08/2021	Festival
01/09/2021	Deconstruction
15/09/2021	Lessons learnt and reflection

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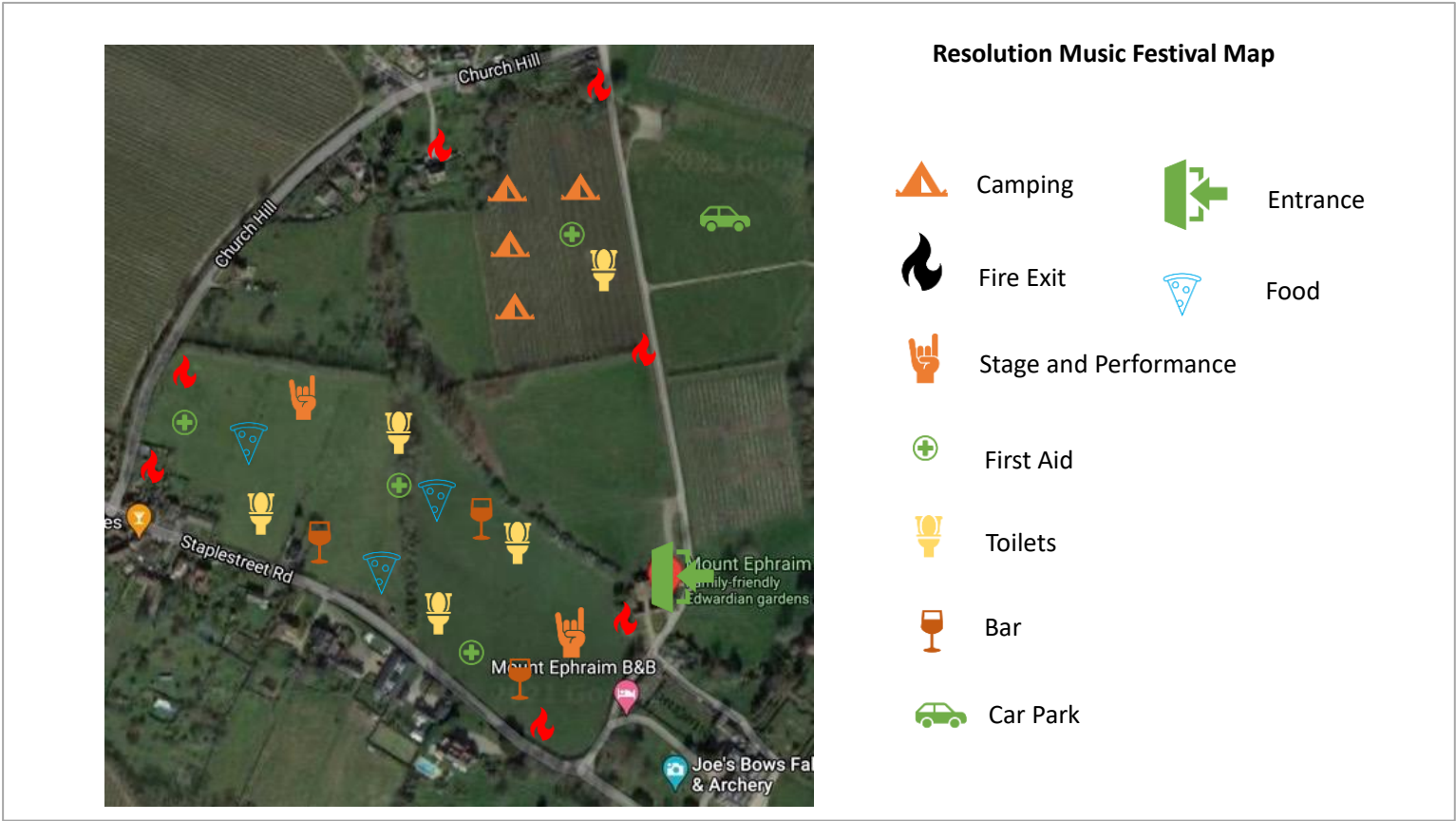
Met Office, 2021. *Met Office*. [Online]
Available at: [/Users/nathanjohnstone/Pictures/Photos Library.photoslibrary/resources/derivatives/5/54FA2A68-B261-43FE-8B2E-DA0D944AC9F8_1_105_c.jpeg](/Users/nathanjohnstone/Pictures/Photos Library.photoslibrary/resources/derivatives/5/54FA2A68-B261-43FE-8B2E-DA0D944AC9F8_1_105_c.jpeg)
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Appendices

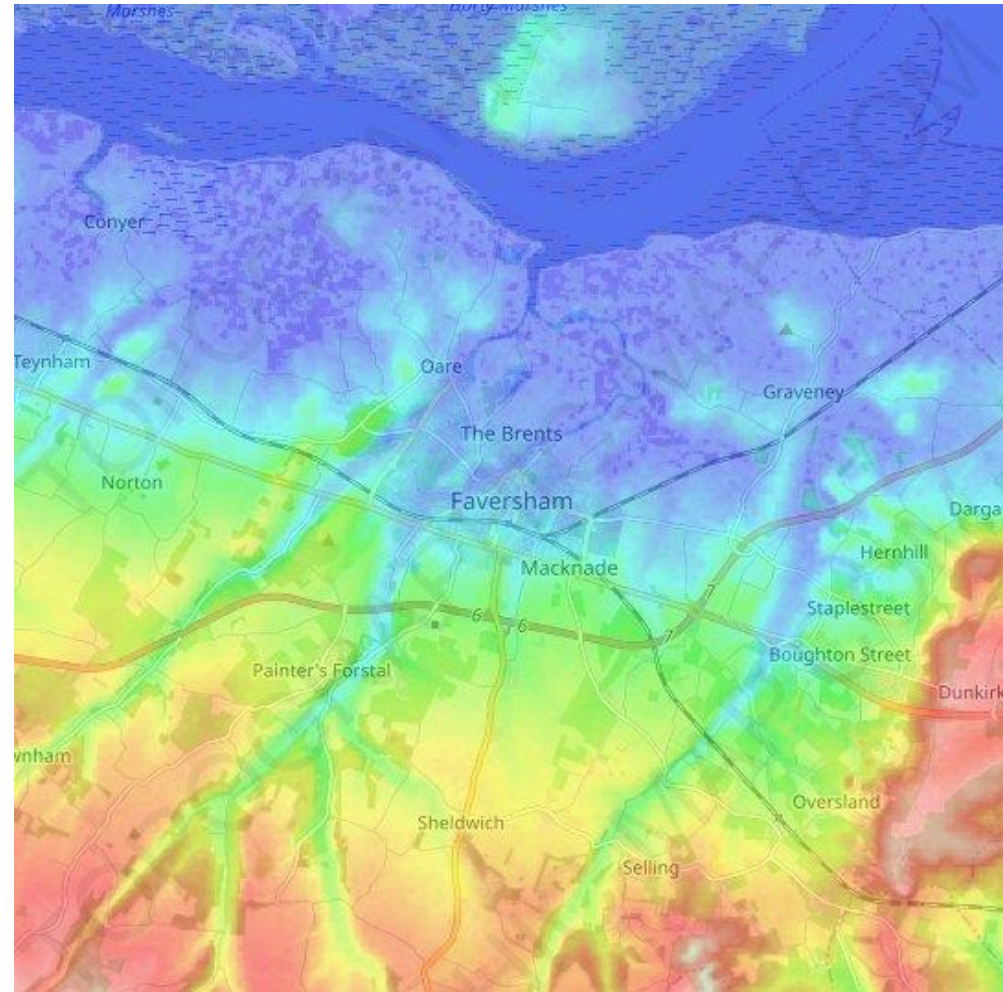
Appendix A

Site Map



Appendix B

Topographical Map



Appendix C

Risk Assessments

General Risk Assessment

Event Name:	Resolution Music Festival	Date:	28 th & 29 th August 2021	Venue:	Mount Ephraim
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(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
<u>SITE</u>	MANAGEMENT: -				
Public Entrance / Exit	Risk of injury at public entrance / exit	Members of the public	Medium	Entrance / exit constructed to allow easy access for disabled people. Entry supervised by identifiable security/marshals carrying mobile radios to summon assistance from Control. First Aiders & ambulance on site. Catering outlets must be located away from entry or exit points Number of security/marshals for the event = 4	Low

Emergency evacuation procedure	Fire; Terrorist attack; Storm	Members of the public	High	Procedure in place for emergency evacuation - to include methods of egress; designated assembly points; security/marshals; information boards for public; Procedures in place for contacting emergency services are contacted and by whom in the event of an emergency.	Medium
First Aid	Minor injuries –, general accidents	Members of the public	Medium	Provision of adequately trained First Aid cover. Number of qualified First Aiders to be present for event = 4	Low
Toilet provision	Not enough toilets	Members of the public	Medium	With alcohol being consumed at the event it is estimated that there will be a 13% greater demand for facilities. We have calculated that approximately 60 toilets will be required for the event with 15 urinals and 15 toilets for males and 30 toilets for females.	Low
Risk of fire	Burn or smoke injuries	Members of the public especially people with disabilities and children / staff / event participants / contractors	Medium	A Fire Risk Assessment for the event has been put into place including consideration for fire exit routes, fire fighting equipment and control of flammable liquids, gasses and point of ignition.	Low
Very wet weather on the day	Danger of slips and trips	Members of the public	Medium	In the event of extreme weather consideration will be given to cancel the event if surfaces are deemed to be unsafe to walk on. All surface drainage will be maintained in accordance with the site maintenance plan so as to reduce the risk of blocked drainage	Low

Strong winds	Falling trees or debris; marquees lifting/blowing away; other flying or rolling objects	Members of the public / staff	High	Organiser together with their appointed person for Health & Safety to monitor weather forecasts and actual weather for the event – if strong winds or gusts are likely to exceed 30mph then event will be cancelled or postponed due the risks involved. The building will be visually checked for signs of loose masonry or fixtures prior to the event.	Low
Litter	Litter or other debris generated by event	(Complaints from) Members of the public Parks Division staff	Medium	Litter will be picked up and pre-arranged and undertaken by event organiser/volunteers immediately after the event	Low
Use of companies/ operators to provide any service as part of the event (eg: concessions or merchandise sales)	Various	Various	Medium	All suppliers will provide Risk Assessments and Method Statements as appropriate and will be validated by the event management team	Low
Crowd management (Security/marchals)	Pinch points; Over-crowding; Potential conflict re entry to event	Members of the public – senior citizens / children / disabled people	High	PA system in place. Appropriate number of identifiable Security/marshals on site, with radio system. Security/Marshals to be fully briefed prior to event. All Security staff will be SIA trained and will be expected to manage and reduce conflict at egress and entry points to the event.	Medium

Public Address (PA) System	Cables catch fire or electrocute	Members of the public / staff	Medium	Check cables prior to event. Circuit breaker in place. All electrics checked by qualified electrician.	Low
	Trip over cables	Members of the public / staff	Medium	Cable covers/ management system in place, no exposed cables	Low
Moving vehicles	Injuries caused by moving vehicles	Members of the public / competitors	Medium	Vehicle movement kept to minimum. Arena isolated by barriers to keep public away from moving exhibits. Mandatory 5 mph speed limit enforced by signs and identifiable marshals carrying mobile radios to summon assistance from Control. First Aiders & ambulance on site. If possible , ensure all vehicles are on site before the event.	Low
<u>ACTIVITIES:-</u>					
Catering – food / drink	Food poisoning	Members of the public	Medium	Organiser to ensure caterers are registered with their local authority re Food Hygiene Certificate etc.	Low
				Food handlers must have access to hot water and soap, or if this is not possible then anti-bacterial wipes must be provided and used.	
				Catering outlets must be located away from entry or exit points	Low
				Clearly display ingredients or possible contamination by ingredients eg “This product contains nut oil” etc	Low
	Allergic reaction	Members of the public – especially children	Medium	Fire extinguishers mandatory in all catering units.	
	Fire	Staff / members of the public	Medium		

Cash Collectors	Risk of theft / injury to cash collectors	Competitors / members of the public	Medium	All cash collection points to have mobile radios. Fully instructed inconspicuous persons carrying mobile radios to summon assistance if necessary to make regular collections from cash collection points. Cash to be removed to secure area for counting and subsequent banking. Police notified of event	Low
Music	Noise pollution	Local residents / Event attendees / Staff on site	Medium	Ensure full compliance with all Noise/Music conditions.(CDC). Work with Environmental Protection Team (Noise Control) to ensure full compliance and prevent noise pollution. Provide to the PC & Events Manager the name of a nominated noise control person and their mobile telephone number;	Low
Bight lights, Lasers and Fireworks	Bright lights affect/distract aircraft pilots	Pilots Members of the public	Medium	Ensure that the Civil Aviation Authority's document CAP 736 "Guide for the operation of lasers, searchlights and fireworks in UK airspace" is fully complied with (document available on the CAA website) No additional exterior lighting planned due to the event finishing by 1800hrs when there will still be adequate natural light,	Low

I hereby confirm that I will fully comply with this Event Risk Assessment and agree to obtain all the necessary permission and licences required.

Name of person completing Risk Assessment (printed)

Organisation: Position:

Signature: Date:

Fire Risk Assessment

Event Name:	Resolution Music Festival	Date:	28 th & 29 th August 2021	Venue:	Mount Ephraim, Faversham Kent.
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(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
<u>SITE</u>	MANAGEMENT: -				
Sources of ignition	Risk of ignition	Members of public/Staff	High	Ensure all sources of ignition are correctly stored and away from sources of heat. All potential fuels to be identified and recorded. Regular patrols will be in place to monitor the overall safety and governance for the site throughout the event. All staff will be equipped with Radios to ensure communication is in place. Suitable fire extinguishers will be located by fire exists and at specified locations in the main courtyard. Extinguishers will include Co2 and Water.	Medium

Public Entrance / Exit	Risk of injury at public entrance / exit	Members of the public	Medium	Entrance / exit constructed to allow easy access for disabled people. Entry supervised by identifiable security/marshals carrying mobile radios to summon assistance from Control. First Aiders & ambulance on site. Catering will be located away from entry or exit points Adequate signage will be in place displaying exit routes. Emergency lighting is in place within the Mount Ephraim facility to assist in the safe egress of individuals in the event of a fire.	Low
Emergency evacuation procedure	Fire; Terrorist attack; Storm	Members of the public	High	Procedure in place for emergency evacuation - to include methods of egress; designated assembly points; security/marshals; information boards for public; Procedures in place for contacting emergency services are contacted and by whom in the event of an emergency.	Medium

I hereby confirm that I will fully comply with this Event Risk Assessment and agree to obtain all the necessary permission and licences required.

Name of person completing Risk Assessment (printed)

Organisation: Position:

Signature: Date: