Maturine C SBTY7005 Portfolio 2 – Live Music & Events Management

Disclaimer: This event has now been postponed until further notice due to the Covid 19 global pandemic.

In this portfolio I was asked to deliver a one-day cross media cultural live event held at Tileyard Studios.
This portfolio artefacts will include the event management planning, meeting minutes, budgeting, licensing, staffing, programming, marketing and floor management.
I will demonstrate analysis, critical thinking and cite case studies, data and opinion from robust sources as a good way to build robust narratives and arguments.

I will assemble a small group to pull this off. This portfolio will individually document the groups activity of event management planning, marketing, executing and reflecting on the outcomes of the preparation for a 1-day cross media cultural live event held at Tileyard Studios.

This portfolio will contain a detailed study of the event management plan, event financing, budgeting and project management will be included.

In addition, this portfolio also includes a personal reflective summary of my involvement in any group activity related to the event.

Practical and legal requirements inherent in the successful planning and execution of live events and festivals will be considered and critiqued.

I will conduct primary research using the Tileyard community as source for interviews, other personal communications, masterclasses and data.

I will demonstrate my analysis and critical thinking. Citing case studies, data and opinion from robust sources is a good way to build robust narratives and arguments.
Whilst using reflective tools to troubleshoot, plan and evaluate the event and various elements of success or change in the run up to the event
I will use an appendix to explain my artefacts, research and activities and all sources will be cited and referenced in the Harvard style.

The Licensing Act 2003

"The licencing act which became law in 2003 and began to have an impact in 2005 brought about major changes to how venues are licenced for focus was on health and safety and public order issues and it was a radical overhaul of the UK licencing system."
Harrison, A (ed.) (2017)

Event management planning

'Event management is the discipline of initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria.' – Natalie Smith

Event outline

On Saturday 4th July Club FRSH Presents the FRSHRZ Summer Invasion 3 Album release party. An all-day cross media cultural live event held at Tile yard Studios courtyard. Featuring and industry panel discussion hosted by Wisdom from Tile Yard Impact. DJ sets from Tom Foolery Beats and Psykhomantus. A full Fashion show featuring the latest collections from the GeekStar and FRSHRZ 2020 Clothing lines. Live performances Legendary UK songstress Terri Walker and UK Reggae sensation Natty Headlined by the Hip Hop Super Group FRSHRZ featuring special guests. This event will be free entry open to the general public between 3 and 11pm. The public will be able to purchase food from one of our many food venders. Alcohol from the vinyl bar and Artist Merchandise.

Meeting Minutes

Week One: Brainstorm Ideas / Assemble team / Pre-Production / Budget
Week Two: Islington Temporary Events Notice Application / Marketing plan / official artwork
Week Three: Progress report / Build / Health and Safety / Public Liability Insurance
Week Four: Final Prep / Preshow
Week Five: Proposed evaluation

*See Artefact F for full Minutes

Team:

Chasney – Club FRSHRZ / Tile Yard Education
Wisdom - Tile Yard Impact
Richard – Autonomy
Tracy – Tile Yard Education

Budgeting

A Budget is
•An itemised summary of estimated or intended expenditures for a given period along with proposals for financing them (submitted the annual budget to congress)
•A systematic plan for the expenditure of a usually fixed resource, such as money or time, during a given period. (a new car will not be part of our budget this year)
•The total sum of money allocated for a particular purpose or period of time (a project with an annual budget offive million pounds)
•A business uses a budget to plan and provide estimations of income and expenditure for a set period of time.

After meeting with local, relevant arts and youth organisations and researching an array of different funds in the area of this project, I managed to secure a sum of £1300 of income from other sources, as included in the table.

£950 is confirmed and has been granted by the Arts Investment Fund in London (under Islington Council). Their fund helps those in Islington by funding projects to develop high quality arts and cultural activities. This boosts the local economy by improving arts and culture for people living in, working in and visiting Islington and develops the reputation of the county as a world class cultural location.

Additional private income from a local youth organisation amounts to £350 and will contribute directly to participant and audience development spending in addition to My project management fee to ensure he is covered for transport.

The total percentage of match-funding against the total budget is 8.97%.

My last Grants for the Arts Event called 'Club FRSH' in 2019 had a total expenditure budget of £14,787. I managed this budget independently and kept up to date with invoices, payments and weekly monitoring. I have managed several of my own Arts Council-funded events in the past, to a total sum of £34,880.

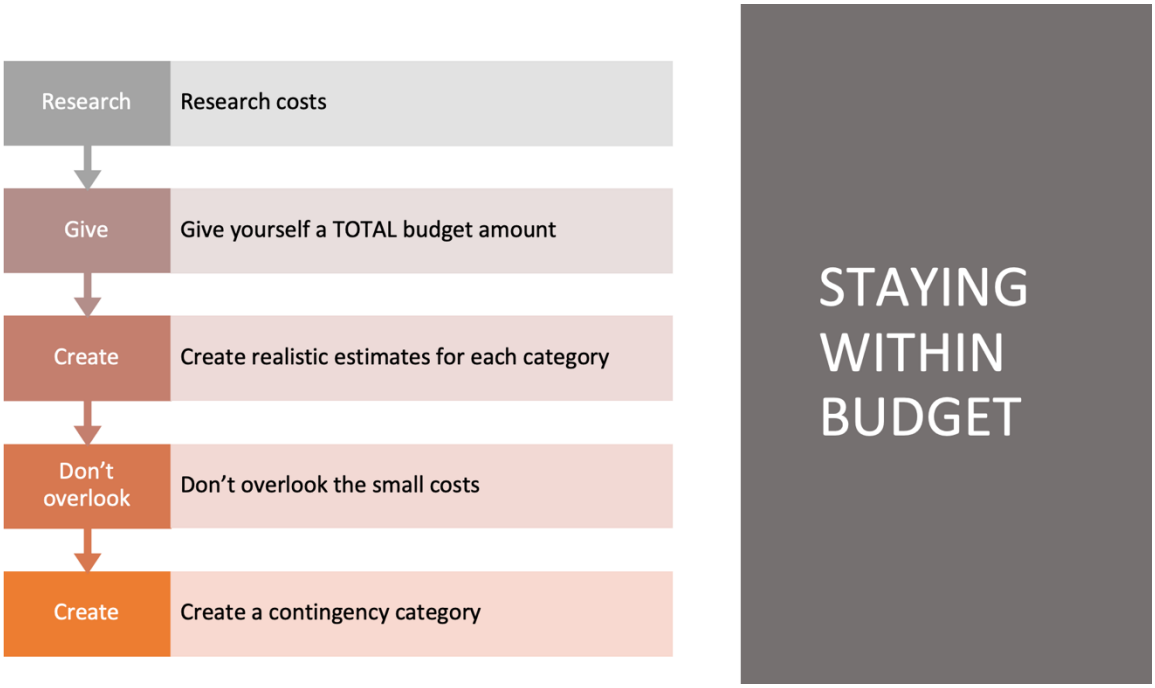
I have also managed budgets for projects from three local councils and funders such as Awards for All and the Luton and Bedfordshire Community Foundation. I will be managing this budget with the assistance of NPO Small Green Shoots if necessary. The project finance will be ring-fenced into a separate account to keep clarity and allow for easy monitoring of the funds on a weekly basis. A small cashflow chart will be created to ensure payments are exacting according to approved quotes and are made promptly to retain good relationship with our suppliers and partners.

I am experienced with negotiating costs to provide excellent value. These skills will be used to maintain the budget and provide a cost-effective and value for money for this event.

The budget was formed with the artists and participants heavily in mind. It was first necessary to form a list in order to find out what would be required for this event resource and material-wise. In-kind and match funding was also identified and secured beforehand to see what would be left to purchase/spend money on.

Artist costs were cross-checked with NPO's like Small Green Shoots and Apples and Snakes before they were checked with the artists.

For a lot of the costs, suppliers were chosen based on recommendation, quality and pricing. Potential VAT and delivery costs were also considered early on in the calculating process to avoid any last minute, unexpected charges.
Some suppliers and services were picked because of the ongoing consumer relationship they have shared with me over the years, meaning 100% tried, tested and trusted suppliers.



Staffing

List staff call sheet
Project Manager (Setting deadlines Managing expectations)
•Festival director
•Production manager
•Operations manager
•+ 3 friends with no defined role
•Creative director
•Operations director
•License manager
•Infrastructure manager
•Creative assistant manager
•Operations assistant manager
•Press manager
•Music office manager
•Technical Production Manager
•Finance manager
•Performance manager
•Head Security
•Head Steward
•Waste Manager
•Stage Manager
•Artists Liaison Manager
•Costume Manager
•Build Manager
•Decor Manager
•Lighting Manager
•Transport Manager internal/ external
•Programme Manager
•Ticket manager

•Zone Manager
•Site Manager
•Trader Manager
•Production office manager
•Site Office Manager
•H&S Manager
•Event Control Manager
•Production Manager
•Ped Gate Manager
•Crew Gate Manager
•Welfare Manager
•Information Point Manager
•Bar managers

•Stewards
•Security
•Carpenters
•Welders
•Painters
•Set builders
•Performers
•Site crew
•Artists Liaisons
•Stage Manager
•Lighting engineers
•Stagehands

•Litter pickers
•Scaffolders
•Box office staff
•Sound engineers
•H&S team
•Programme sellers
•Production office staff
•Music Office Staff
•Runners
•Caterers
•Site Artists
•Bar staff

Programming

3pm Event stars
3-4pm DJ Tom Foolery beats
4-5pm Industry Pannel (Featuring Geekstar, Natty, Terri Walker & FRSHRZ)
5-6pm DJ Psykhomantus Presents… VisionBombing
6-7pm Geekstar / FRSHRZ Fashion Show
7-8pm Natty
8-9pm Terri Walker
9-10pm FRSHRZ + Guests
10-11pm Networking
11pm Event close

Marketing

Mailouts to database
Flyering / postering – at venue & elsewhere
May front some of cost of online ads via socials
Press ads in relevant publications
Some promoters also own venues
Ads/listings in programmes
Some run ticket selling sites – prominent placements
Help procure good local support acts to boost ticket sales
Push via social channels
Online ads via socials (best driven from artist's own page) targeting similar artists
PR/Promotion – interviews etc
Make ticket purchase easy
First & foremost, include the best ticket purchasing links on the artist website
Make the option to 'buy' obvious
Better still, sell direct from site, to control the experience and receive income
Fliers + Marketing plan budget
Designer
Printing costs
Radio ads
Capital Xtra, 1Xtra, BBC London,
Ad space on the local paper
We worked alongside my mentor Richard from Autonomy Music Group who are part of the Tile Yard Community for a reduced undisclosed fee.

Autonomy provided us with a package which included Online promo that included
Mixmag, NME, Time Out Listings.
Socials online, print, radio, fliers and posters.

"Local press includes the local newspapers magazines news stations and radio stations even though most local outlets will have an online presence as well with blogs and Facebook pages for majority of their readership is local so the majority of the things they discuss are local so when you pitch local media outlets you must have a local focus."
Herstand, A (ed.) (2017)

Floor Management

Ensure all equipment is working on the set, before and during show
Ensure on air talent's hair, microphones, and clothing are in working order and presentable for camera
Ensure set is clean and free of debris that might show up on camera
Inform director and producer of off-camera action
Give them no time and have to be done with the set in under 30 seconds before the end of commercial break
Understand entire show in order to make changes when needed to set, props, etc.
Brief talent/guests on what to expect during show
Help plan the show
Deal with light & sound adjustment during show
Deal with technical issues during show
If there is an audience, seat them, manage them during show, cue them.

Summary

In this portfolio I delivered a plan for a one-day cross media cultural live event held at Tileyard Studios.
This portfolio artefacts includes event management planning, meeting minutes, budgeting, licensing, staffing, programming, marketing and floor management.
I demonstrated analysis, critical thinking and cited case studies, data and opinion from robust sources as a good way to build robust narratives and arguments.

I assembled a small group to pull this off. This portfolio has individually documented the groups activity of event management planning, marketing, executing and reflecting on the outcomes of the preparation for a 1-day cross media cultural live event held at Tileyard Studios.

This portfolio contains a detailed study of the event management plan, event financing, budgeting and project management included.

In addition, this portfolio also includes a personal reflective summary of my involvement in any group activity related to the event.

Practical and legal requirements inherent in the successful planning and execution of live events have been considered and critiqued.

I conducted primary research using the Tileyard community as source for interviews, other personal communications, masterclasses and data.

I demonstrated my analysis and critical thinking. Citing case studies, data and opinion from robust sources.
I used reflective tools to troubleshoot, plan and evaluate the event and various elements of success or change in the run up to the event.
I have used an appendix to explain my artefacts, research and activities and all sources I have cited and referenced in the Harvard style.

Bibliography

Harrison, A (ed.) (2017) Music : The Business 7th Edition : Virgin. UK

Herstand, A (ed.) (2017) How to make it in the Music Business : Liverlight. US

https://www.smallgreenshoots.co.uk/

https://applesandsnakes.org/

https://www.artscouncil.org.uk/

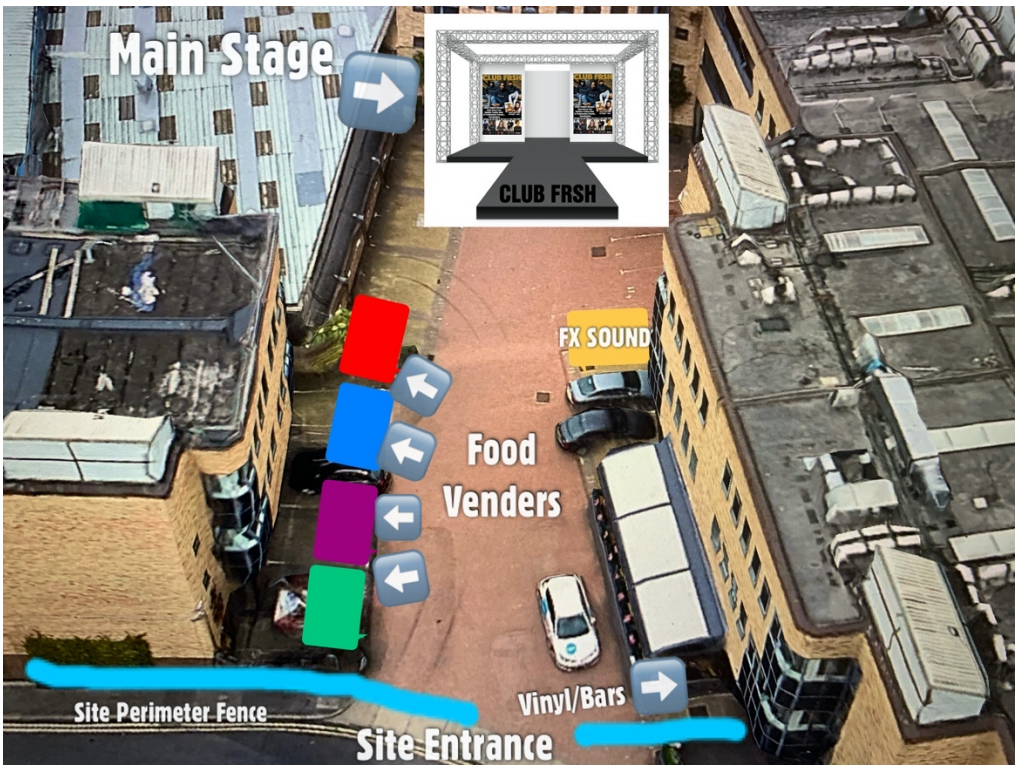
https://autonomymusicgroup.com/

Appendix

A. Ariel event plan.
B. Design ideas for the Club FRSH stage
C. Final Flier designed by Autonomy
D. Islington application for a premises licence
E. Islington Temporary Events Notice Application
F. Meeting Minutes

Artefacts

Artefact A



Artefact B

CLUB FRSH
CLUB FRSH

CLUB FRSH
CLUB FRSH
CLUB FRSH

CLUB FRSH
FRSHRZ SUMMER INVASION 3
Album Release Party
GeekStar Fashion Show
DJ Psykhomantus Presents...
VisionBombing
Special Guests: Natty,
Terri Walker + More...
Saturday 4th July 2020 @ Tile Yard (3-11pm) FREE ENTRY

Artefact C

CLUB FRSH
FRSHRZ SUMMER INVASION 3
Album Release Party
GeekStar Fashion Show
DJ Psykhomantus Presents...
VisionBombing
Special Guests: Natty,
Terri Walker + More...
Saturday 4th July 2020 @ Tile Yard (3-11pm) FREE ENTRY
ARTS COUNCIL ENGLAND
WISDM
the awth crawley
I am HiP-HOP

Artefact D

ISLINGTON

Islington
Application for a premises licence
Licensing Act 2003

For help contact
licensing@islington.gov.uk
Telephone: 020 7527 3031

* required information

Section 1 of 21

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

System reference: Not Currently In Use
This is the unique reference for this application generated by the system.

Your reference:
You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?
○ Yes ◉ No
Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name: Chasney
* Family name: Maturine
* E-mail: chasney.maturine@gmail.com
Main telephone number:
Include country code.
Other telephone number:
☐ Indicate here if you would prefer not to be contacted by telephone

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

Applicant Business

Is your business registered in the UK with Companies House? ○ Yes ◉ No
Note: completing the Applicant Business section is optional in this form.

Is your business registered outside the UK? ○ Yes ◉ No

Business name:
If your business is registered, use its registered name.

VAT number: -
Put "none" if you are not registered for VAT.

Legal status: Sole Trader

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

Your position in the business:

Home country: United Kingdom
The country where the headquarters of your business is located.

Business Address
If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name:
Street:
District:
City or town:
County or administrative area:
Postcode:
Country: United Kingdom

* required information

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

* required information

Section 2 of 21

PREMISES DETAILS

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

Premises Address

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

(•) Address ( ) OS map reference ( ) Description

Postal Address Of Premises

Building number or name	3, Acorn,
Street	Tileyard Studios,
District	
City or town	London
County or administrative area	
Postcode	N7 9BN
Country	United Kingdom

Further Details

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

* required information

Section 4 of 21

INDIVIDUAL APPLICANT DETAILS

Applicant Name

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

(●) Yes ( ) No

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

First name: Chasney

Family name: Maturine

Is the applicant 18 years of age or older?

(●) Yes ( ) No

Current Residential Address

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

(●) Yes ( ) No

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

Building number or name:

Street:

District:

City or town:

County or administrative area:

Postcode:

Country: United Kingdom

Applicant Contact Details

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

(●) Yes ( ) No

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

E-mail: chasney.maturine@gmail.com

Telephone number:

Other telephone number:

* Date of birth: 25 / 10 / 1990
dd mm yyyy

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

* Nationality: British

Documents that demonstrate entitlement to work in the UK

Right to work share code:

Right to work share code if not submitting scanned documents

Add another applicant

* required information

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? 04 / 07 / 2020 (dd mm yyyy)

If you wish the licence to be valid only for a limited period, when do you want it to end 04 / 07 / 2020 (dd mm yyyy)

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

This event will take place in the court yard at Tile yard. alcohol will be served at the vinyl bar that is situated next to Tile Yard court yard and they have a full license to sell alcohol.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend: 600

ISLINGTON

Islington
Application for a premises licence
Licensing Act 2003

For help contact
licensing@islington.gov.uk
Telephone: 020 7527 3031

* required information

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? 04 / 07 / 2020 (dd mm yyyy)

If you wish the licence to be valid only for a limited period, when do you want it to end 04 / 07 / 2020 (dd mm yyyy)

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

This event will take place in the court yard at Tile yard. alcohol will be served at the vinyl bar that is situated next to Tile Yard court yard and they have a full license to sell alcohol.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend: 600

* required information

Section 10 of 21

PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

(•) Yes ( ) No

Standard Days And Timings

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.

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	15:00	End	23:00
	Start		End	
SUNDAY	Start		End	
	Start		End	

Will the performance of live music take place indoors or outdoors or both?

( ) Indoors (•) Outdoors ( ) Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Pannel discussion, fashion show and live music showcase performance

State any seasonal variations for the performance of live music

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

This event is for one night only

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

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

we have no desire to ad any additional days as this is specific dates as this is specifically for an album launch

* required information

Section 11 of 21

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

(•) Yes ( ) No

Standard Days And Timings

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.

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	15:00	End	23:00
	Start		End	
SUNDAY	Start		End	
	Start		End	

Will the playing of recorded music take place indoors or outdoors or both?

( ) Indoors (•) Outdoors ( ) Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Amplified live music
Fashion show
DJ
Panel discussion

State any seasonal variations for playing recorded music

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

N/A

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

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

no

* required information

Section 11 of 21

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

(•) Yes ( ) No

Standard Days And Timings

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.

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	15:00	End	23:00
	Start		End	
SUNDAY	Start		End	
	Start		End	

Will the playing of recorded music take place indoors or outdoors or both?

( ) Indoors (•) Outdoors ( ) Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Amplified live music
Fashion show
DJ
Panel discussion

State any seasonal variations for playing recorded music

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

N/A

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

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

no

* required information

Section 11 of 21

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

(•) Yes ( ) No

Standard Days And Timings

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.

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	15:00	End	23:00
	Start		End	
SUNDAY	Start		End	
	Start		End	

Will the playing of recorded music take place indoors or outdoors or both?

( ) Indoors (•) Outdoors ( ) Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Amplified live music
Fashion show
DJ
Panel discussion

State any seasonal variations for playing recorded music

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

N/A

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

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

no

* required information

Section 11 of 21

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

(•) Yes ( ) No

Standard Days And Timings

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.

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	15:00	End	23:00
	Start		End	
SUNDAY	Start		End	
	Start		End	

Will the playing of recorded music take place indoors or outdoors or both?

( ) Indoors (•) Outdoors ( ) Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Amplified live music
Fashion show
DJ
Panel discussion

State any seasonal variations for playing recorded music

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

N/A

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

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

no

*required information

Section 13 of 21

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

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

(•) Yes ( ) No

Standard Days And Timings

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.

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	15:00	End	23:00
	Start		End	
SUNDAY	Start		End	
	Start		End	

Give a description of the type of entertainment that will be provided

Live music, Fashion show, DJ, Panel Discussion

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

Will this entertainment take place indoors or outdoors or both?

( ) Indoors (•) Outdoors ( ) Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

amplified

State any seasonal variations for entertainment

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

N/A

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

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

No

* required information

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

(•) Yes ( ) No

Standard Days And Timings

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.

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	15:00	End	22:00
	Start		End	
SUNDAY	Start		End	
	Start		End	

Continued from previous page...

Will the provision of late night refreshment take place indoors or outdoors or both?

- ○ Indoors
- ◉ Outdoors
- ○ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Amplified

State any seasonal variations

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

N/A

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

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

No

* required information

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- ○ Yes
- ◉ No

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

- ○ Electronically, by the proposed designated premises supervisor
- ◉ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

* required information

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

N/A

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

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.

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	15:00	End	23:00
	Start		End	
SUNDAY	Start		End	
	Start		End	

State any seasonal variations

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

N/A

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

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

Artists can access from Midday

* required information

Section 18 of 21

LICENSING OBJECTIVES

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

a) General

List here s

Describe in general the steps you intend to take to promote the four licensing objectives

see below

b) The prevention of crime and disorder

On sight security & Event stewards

c) Public safety

On sight security & Event stewards

d) The prevention of public nuisance

On sight security & Event stewards

e) The protection of children from harm

On sight security & Event stewards

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non domestic rateable value of the premises.
To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm
Band A - No RV to £4300 £100.00
Band B - £4301 to £33000 £190.00
Band C - £33001 to £87000 £315.00
Band D - £87001 to £125000 £450.00*
Band E - £125001 and over £635.00*
*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee
Band D - £87001 to £125000 £900.00
Band E - £125001 and over £1,905.00
There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.
Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.
If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time
Capacity 5000-9999 £1,000.00
Capacity 10000 -14999 £2,000.00
Capacity 15000-19999 £4,000.00
Capacity 20000-29999 £8,000.00
Capacity 30000-39999 £16,000.00
Capacity 40000-49999 £24,000.00
Capacity 50000-59999 £32,000.00
Capacity 60000-69999 £40,000.00
Capacity 70000-79999 £48,000.00
Capacity 80000-89999 £56,000.00
Capacity 90000 and over £64,000.00

* Fee amount (£) 100.00

DECLARATION

* [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

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

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

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

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

* Full name	Chasney Maturine
* Capacity	200
* Date	04 / 07 / 2020 (dd mm yyyy)

Add another signatory

Once you're finished you need to do the following:
1. Save this form to your computer by clicking file/save as...
2. Go back to https://www.gov.uk/apply-for-a-licence/premises-licence/islington/apply-1 to upload this file and continue with your application.
Don't forget to make sure you have all your supporting documentation to hand.

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

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

Artefact E

ISLINGTON

Islington
Temporary Event Notice
Licensing Act 2003

For help contact
licensing@islington.gov.uk
Telephone: 020 7527 3031

* required information

Section 1 of 9

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

System reference: Not Currently In Use — This is the unique reference for this application generated by the system.

Your reference: — You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- ○ Yes
- ◉ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name: chasney
* Family name: Maturine
* E-mail: chasney.maturine@gmail.com

Main telephone number: — Include country code.

Other telephone number:

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

Are you:

- ◉ Applying as a business or organisation, including as a sole trader
- ○ Applying as an individual

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

Applicant Business

Is your business registered in the UK with Companies House? ○ Yes ◉ No

Note: completing the Applicant Business section is optional in this form.

Is your business registered outside the UK? ○ Yes ◉ No

Business name: — If your business is registered, use its registered name.

VAT number: - — Put "none" if you are not registered for VAT.

Legal status: Sole Trader

* required information

Section 3 of 9

THE PREMISES

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

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). (See also guidance on completing the form, note 2)

* Does the premises have an address?

○ Yes ◉ No

* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

◉ Neither ○ Premises licence ○ Club premises certificate

Location Details

Give an Ordance Survey (OS) map reference (if a full address has not been given)

Give an Ordnance Survey (National Grid) reference e.g. TL683365

* Provide further details about the location of the event

Tile Yard Court Yard

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below (see also guidance on completing the form, note 3)

out door summer event

Describe the nature of the premises below (see also guidance on completing the form, note 4)

out door summer event

Describe the nature of the event below (see also guidance on completing the form, note 5)

Live music showcase, Fashion show, DJ and Panel discussion

* required information

Section 2 of 9

APPLICATION DETAILS (See also guidance on completing the form, general notes and note 1)

Have you had any previous or maiden names?

○ Yes ○ No

* Your date of birth 23 / 09 / 1990 (dd mm yyyy)

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

Correspondence Address

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

◉ Yes ○ No

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

Building number or name	4
Street	Tile Yard
District	kings Cross
City or town	London
County or administrative area	
Postcode	N7 9AH
Country	United Kingdom

Additional Contact Details

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

○ Yes ○ No

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

E-mail	
Telephone number	
Other telephone number	

* required information

Section 4 of 9

LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises
(see also guidance on completing the form, note 6):

- ☐ The sale by retail of alcohol
- ☐ The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- ☒ The provision of regulated entertainment
- ☒ The provision of late night refreshment
- ☐ The giving of a late temporary event notice

(See also guidance on completing the form, note 7).

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.
(See also guidance on completing the form, note 8).

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

(see also guidance on completing the form, note 9)

Event start date: 04 / 07 / 2020 (dd mm yyyy)

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Event end date: 04 / 07 / 2020 (dd mm yyyy)

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)
(see also guidance on completing the form, note 10)

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

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
(see also guidance on completing the form, note 11)

200

Note that the maximum number of people cannot exceed 499.

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both
(see also guidance on completing the form, note 12):

- ○ On the premises only
- ○ Off the premises only
- ○ Both

* required information

Section 5 of 9

RELEVANT ENTERTAINMENT (See also guidance on completing the form, note 13)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

Live music showcase, Fashion show, DJ and Panel discussion

ISLINGTON

Islington
Temporary Event Notice
Licensing Act 2003

For help contact
licensing@islington.gov.uk
Telephone: 020 7527 3031

* required information

Section 7 of 9

PREVIOUS TEMPORARY EVENT NOTICES (See also guidance on completing the form, note 15)

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

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

* required information

Section 8 of 9

ASSOCIATES AND BUSINESS COLLEAGUES (See also guidance on completing the form, note 16)

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
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
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
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

* required information

Section 9 of 9

CONDITION (See also guidance on completing the form, note 18)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

This formality requires a fixed fee of £21

DECLARATION (See also guidance on completing the form, 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 connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and

* (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both

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

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

* Full name: chasney maturine

* Capacity: 200

* Date: 19 / 05 / 2020
dd mm yyyy

Add another signatory

Once you're finished you need to do the following:
1. Save this form to your computer by clicking file/save as...
2. Go back to https://www.gov.uk/apply-for-a-licence/temporary-event-notice/islington/apply-1 to upload this file and continue with your application.
Don't forget to make sure you have all your supporting documentation to hand.

Artefact F

Excel-PMT
PROJECT MANAGEMENT TEMPLATES

Project meeting minutes

Meeting / project name:	Meeting Title Club FRSH Meeting 1
Minutes prepared by:	Name Chasney

1. Meeting objective

- Brainstorm Ideas
- Assemble team
- Pre-Production
- Budget

2. Attendees

Name	Department / division	Email	Phone
Chasney	Project Manager / Stage Manager		
WISDOM	Advisor / Assistant		
Tracy	Finance / Budget		
Richard Autonomy	Mentor / head of Marketing		

3. Agenda & notes

Topic	Owner	Time
Brainstorm Ideas		
Pre-production		
Assemble Team		
Budget		

4. Actions

Action	Action to be taken by	Date to be actioned by
final line up	Chasney	next meeting
Costs and Expenses	Tracy	next meeting
marketing expenses	Richard	next meeting
Securing the Space	WISDOM	next meeting

5. Next meeting

Date	12th April 2020	Time	5pm	Location	Tile Yard
Objective	To complete all actions				

Excel-PMT
PROJECT MANAGEMENT TEMPLATES

Project meeting minutes

Meeting / project name:	Meeting Title Club FRSH Meeting 2
Minutes prepared by:	Name Chasney

1. Meeting objective

Islington temporary Events Notice Application, Marketing Plan. Design and Release offical artwork for Event

2. Attendees

Name	Department / division	Email	Phone
Chasney	Project Manager / Stage Manager		
WISDOM	Advisor / Assistant		
Tracy	Finance / Budget		
Richard	Mentor / head of Marketing		

3. Agenda & notes

Topic	Owner	Time
Temp.. Events notice Application		
Marketing Plan		
Official Artwork for Event		
Budget Revised.. / Funding Sponsership		

4. Actions

Action	Action to be taken by	Date to be actioned by
Funding / Sponsership	Tracy	11th May 2020
Health And Safety	WISDOM	11th May 2020
Security	WISDOM	11th May 2020
Confirm vendors (Food + drinks)	Chasney	11th May 2020

5. Next meeting

Date	11th May 2020	Time	5pm	Location	Tilen Yard
Objective	To Complete All Actions				

Excel-PMT
PROJECT MANAGEMENT TEMPLATES

Project meeting minutes

Meeting / project name:	Meeting Title Club FRSH Meeting 4
Minutes prepared by:	Name Chasney

1. Meeting objective

Final Phase of Marketing, final confirmation with Artists Promo tour. Event running order

2. Attendees

Name	Department / division	Email	Phone
Chasney	Project Manager / Stage Manager		
WISDOM	Advisor / Assistant		
Tracy	Finance / Budget		
Richard	Mentor / Head of Marketing		

3. Agenda & notes

Topic	Owner	Time
Final team Volunteers, Stewards		
Final Phase of Marketing		
Final budget update		
Health and Safety on the day		

4. Actions

Action	Action to be taken by	Date to be actioned by
- Health and Safety on the day	WISDOM	Club FRSH
final running orders & Artist liaisons	Chasney	Club FRSH
Final Budget & finance	Tracy	Club FRSH
Final Marketing and press	Richard.	Club FRSH

5. Next meeting

Date	5th July 2020	Time	5pm	Location	Tile yard
Objective	To complete all action by 4th July 2020.				

Excel-PMT
PROJECT MANAGEMENT TEMPLATES

Project meeting minutes

Meeting / project name:	Meeting Title Club FRSH Meeting 3
Minutes prepared by:	Name Chasney

1. Meeting objective

Progress Report (Are we Still on Schedule?) Health and Safety
Marketing Phase 2 Public Liability Insurance

2. Attendees

Name	Department / division	Email	Phone
Chasney	Project Manager / Stage Manager		
WISDOM	Advisor / Assistant		
Tracy	Finance / Budget		
Richard	Mentor / head of Marketing		

3. Agenda & notes

Topic	Owner	Time
Progress Report (Are we Still on Schedule?)		
Marketing Phase 2		
Health add safety		
Public Liability Insurance.		

4. Actions

Action	Action to be taken by	Date to be actioned by
Marketing Phase 3	Chasney & Richard	4th June 2020
Press and Promo for Club FRSH	Richard	4th June 2020
Security, Stewards, Staff Confirmed	WISDOM	4th June 2020
Vendors, Staging confirmed	Tracy	9th June 2020

5. Next meeting

Date	9th June 2020	Time	5pm	Location	Tile yard
Objective	To complete all Action				