

PORTFOLIO 2

Organising of Event 'FUSION' at Tileyard

Live Music and Event Management (BMTY7005)

Date: 28th July 2023

Student Name: Edina Hadzihafizbegovic

Reflective Summary

For this project, as a team, we were assigned to put together a portfolio of a small's group's organisation for a 1-day cross-media cultural live event held at Tileyard Studios. The portfolio artefacts needed to include the event management plan, meeting minutes, budgeting, licensing, staffing, programming, marketing, and floor management. We started by setting a date and time on 'Google Meets (an online communication service) to brainstorm and exchange potential ideas and what type of event we wanted to materialise.

We all agreed that Tileyard's venue and space would be great for a somewhat similar activity such as the 'BBC Music Introducing Live', where both DJs, live music performances and industry talks meet at the event.

"We have a packed lineup of masterclasses, gigs and panels taking place so that everyone can learn about the music industry and celebrate their local artists on their" (BBC Music Introducing, 2022).

The event would make great use of the space of having multiple venues running different activities simultaneously, almost like a festival. The mission was to bring a community together to spark collaborations, ideas, opportunities, and music careers but also for the public to attend and enjoy the event.

Timings still needed to be determined at this stage, and our roles were too early to confirm and decide. We had a rough idea of what type of event we wanted to hold and decided to put a list of tasks for the next meeting to come and begin to research. For example, one of my first tasks included researching the panellist's talks. I emailed Steve Cole, Programme Leader of the new Entertainment Design MA at Tileyard Education, to spur some topics and ideas for the panellists; email can be seen in *Appendix A*.

After a few more brainstorming sessions and research, our roles slowly started to shape, and a name was chosen based on a few event names mentioned in the sessions by everyone stemming from the event's purpose.

We often used polls on WhatsApp to decide what most of the group preferred. Meeting minutes were arranged from the start, and an example can be seen in *Appendix B*, where we had frequent meetings online to discuss.

A mood board was also put together for marketing purposes and any other ideas for the event. Initially, we considered incorporating the word 'Tribe' as we felt that the word represents our mission to bring the community together, but we were unsure whether the name conflicted with the already-titled beer brewery "Two Tribes" located at Tileyard. Again, after further research and checking whether 'Tribe' would be a good feature, we were advised not to include the word in the name of our event to avoid trademarking.

At last, we voted for the event to be titled 'FUSION', which was confirmed by the group. Polls can be seen in *Appendix C*. In addition, I felt that a tagline would be a good idea. Something where we could use the word FUSE as a metaphor for "spark", and so we came

up with a few selections of tag lines where we again decided through our polling system. The decided tagline became “Spark your passion in music”. Following the tagline, a logo was also created in the process and can be seen in *Appendix D*.

As a group, we also debated whether it was best to have the event date on a weekend or weekday. At first, we were advised that it would be best to have the event on a Saturday by Robert Guterman (Live Music and Event Management tutor at Tileyard, since then more people could attend without any work restrictions or perhaps on a weekday in the afternoon. In the end, after careful thought and consideration and asking another person at Tileyard what was best, we decided to hold the event on a weekday. With this followed confirmation of the timings, where the event would start at 16:00 and finish at around 23:00. By starting the event at 16:00 (late afternoon) would mean allowing for both the community at Tileyard to attend when finishing work and already be there but also allowing time for the public outside of Tileyard to attend after any work responsibilities.

The provisional date for the ‘FUSION’ event would be Thursday, 14th September 2023, and we have been in contact with the venues to hopefully be able to allow for the event to happen.

The venue for the event lies within the studio complex and consists of a courtyard. On-site, there is an indoor space known as ‘The Gallery’, and there is also a bar and café known as The Vinyl Café. A site map can be seen in *Appendix E*, to better grasp the overall picture of the site and how it is interconnected. The Campfire, which can be seen on the site map as well, will be used for the DJ line-up, starting at 16:00 to get the event underway when the attendees first arrive.

To use the space for live music performances and for the sale of alcohol should we want to, we needed to apply for a Temporary Events Notice or TEN. A temporary events notice is a license permitted by the council if you want to carry out a ‘licensable activity’ on unlicensed premises in England or Wales.

Licensable activity includes:

- selling alcohol
- serving alcohol to members of a private club
- providing entertainment, such as music, dancing or indoor sporting events
- serving hot food or drink between 11pm and 5am

In this case, for the application process, Tileyard falls under the London Boroughs of Camden and Islington (The Islington Authorities). The application can be seen in *Appendix F*. We also know that we will need a TEN for each event at the premises.

The restrictions are fewer than 500- including staff running the event. We discussed that the event would expect about 500 attendees throughout the day of the event in line with the capacity of the venue.

To be able to put together an enjoyable event, we also needed to make sure the health and safety procedures are in place.

Objections

The council can only refuse a notice if the police or environmental health object to it. They must do this within 3 working days of receiving it. They can only object if they think your event could

- lead to crime and disorder
- cause a public nuisance
- be a threat to public safety
- put children at risk of harm

The purpose of this risk assessment is to identify potential hazards and assess the level of risk associated with the *FUSION* at Tileyard event that will take place in King's Cross, London.

Barriers will be installed at the reception area and the main entrance gate on Tileyard road and at the vinyl cafe parking lot entrance to control the flow of attendees and prevent overcrowding. Security personnel supplied by the venues and contracted by the event team will be stationed throughout the event venues to monitor crowd behaviour and respond to any potential incidents or altercations.

Numbers of Security guards:

Main entrance/reception area: 3

Campfire site: 2

Vinyl cafe area: 3

Number of staff/volunteers on site:

Main entrance/ reception: 3 ticketing assistants - 3 at the main entrance checking wristbands.

Vinyl cafe area: 3 tech / 3 stewards (min.)

Gallery (Guest speakers panel): 3 Stewards

Campfire area: 3 tech / 4 stewards

It is crucial to ensure proper signage and clear instructions are provided to attendees regarding the location of each venue, emergency exits, the first aid station (Wellness centre near reception), and other facilities. A map and event program should be displayed in the entrance area and around the site.

Attendees will be arriving on site between 3:30 pm and 4pm. They will register their arrival at the reception and receive a wristband giving them access to the different areas of the event.

Staff and volunteers will be requested to be on-site from 1:00 pm. Staff briefing by Event managers is scheduled for 1:30 pm. Staff will be allocated their roles and responsibilities for the day. Staff will be sent (via email) an Event Handbook including all the event safety rules and risk assessment 48 hours prior to the event. This risk assessment is based on the guidelines provided by the Purple Guide and other relevant industry guidance. This is version one can be seen in *Appendix H*.

For the different spaces, a schedule was put in place for the different operations and activities during the day.

The Vinyl Café would host the space to give the local up-and-coming artists the platform to perform at the 'Acoustic Sessions' held and bring music artists and students the opportunity to showcase by signing up with a QR code at the open mic before the line-up starts. The scheduling was based on the terms that the open mic timings would be allocated from 4pm-6pm slot and then from 6pm- 10pm for the Acoustic sessions and line-up. The overall organising of the event and schedule has been put together in an event management plan where all the components and main points of contact are included to ensure the event will run smoothly on the day of the event.

The panellist's topics were further debated; the main three topics all agreed on and appeared in suggestions.

- Young people and mental health in the industry
- Women in music
- New Technology

Headlines and actual session names are to be decided along with the panellists.

Panellists should include performers, technology, and business industries to create diverse and full-rounded discussions.

Discussion in the group also talked about crowd management, which is a concern due to the limited numbers in The Gallery. We need to know who wants to attend each panel to understand the numbers. I suggested that we treat each panel session as its own event making sure to monitor it. Use Eventbrite to get choices as people sign up. Have a main wristband for attending, and then each session would have its own wristband, which is checked on entry. No latecomers – if the event isn't complete, allow entry at the door.

Use barriers near reception to close the area off to anyone walking through. Option to use marquee instead for talks to increase capacity, but apart from costs, it raises concerns for health and safety and potential weather issues.

Artwork Flyer Example:



Our Mission

To celebrate and nurture talent from Tileyard and the surrounding area. To position the campus as a thriving, vibrant and bright community that actively contributes to the global music community.

Event Specifics

14th September 2023 (TBC)

Time: 4pm-11:30pm (TBC)

Location: Tileyard (The Gallery, Vinyl Cafe, Campfire)

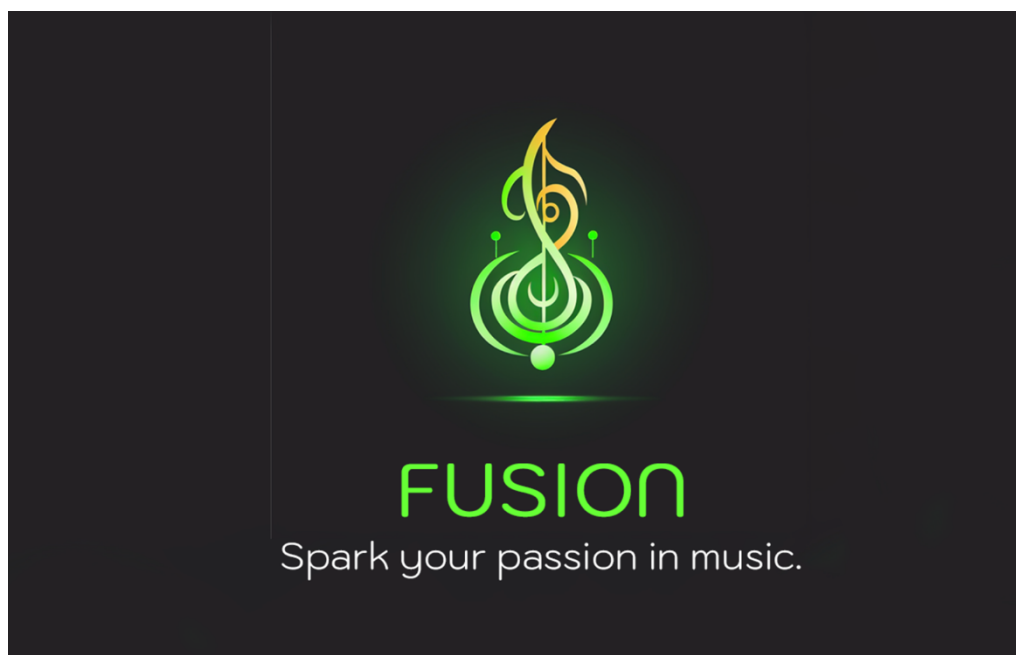
Ticket Prices: TBC - tiered tickets by area

Total capacity - 500 across all areas

Target Audience

- 18-34 year olds
- Male and Female
- London
- Music students and industry professionals
- Music enthusiasts
- Creatives

Artwork Flyer Example:



The Vinyl Café

FUSION Presents- Open Mic featuring 'Acoustic Sessions'

The QR sign-up will be seen and available on Tile Yard's and the event organiser's social media pages. Posters will be up on other university campuses, local pubs etc.. to attract and reach out to musicians that want to perform at the event's open mic, 4pm-6pm. Artists are guided to submit a track in advance and their social media handle and, in return, offered a 10-minute slot to perform 1 or 2 songs. The deadline will be two weeks before the event to submit the track.

The provisional and desired lineup will be confirmed on the bookings of the local up and coming artists, and they will be performing after the open mic from 6pm-10pm. Line up below as follows:

Liseli B/Edina Mira/Amie Blue/Laura Roy/Lucy Bell

Timings & Programme:

THURSDAY 14 SEPTEMBER 2023 – THE VINYL CAFÉ

QR code sign ups - 10 minutes (2 songs each) with 5 min changeover

Booked artists – 30 min set with 10 min changeover

Headliner – 45 min set

(Artists to arrive by 30-20 minutes before their set starts)

Date	Time	Activity	Action
14/09/2023	4pm	Venue opens	
14/09/2023	4.15pm	QR code 1 - tbc nearer the event	
14/09/2023	4.30pm	QR code 2- tbc nearer the event	
14/09/2023	4.45pm	QR code 3 - tbc nearer the event	
14/09/2023	5pm	QR code 4 - tbc nearer the event	
14/09/2023	5.15pm	QR code 5 - tbc nearer the event	
14/09/2023	5.30pm	QR code 6 - tbc nearer the event	
14/09/2023	5.45pm	QR code 7- tbc nearer the event	
14/09/2023	6pm	Booked artist set up	

14/09/2023	6.15pm	Booked 1- Liseli B	
14/09/2023	6.55pm	Booked 2 - Edina Mira	
14/09/2023	7.35pm	Booked 3 - Amie Blue	
14/09/2023	8.15pm	Booked 4 - Laura Roy	
14/09/2023	9pm	Headliner- Lucy Bell	
14/09/2023	10pm	Venue closes	

Fee @ £75 per booked act and % commission? from ticket sales for a 30 minute set.
(Headliner to be paid more, @ £125 and % commission? from ticket sales for a 45 min set).

All paid artist fees will be within the guidelines of the Musicians Union(Musician Union, 2023) recommended rates.

Biographies:

6.15pm- Liseli B

South London born singer-songwriter Liseli B is multi talented and ready to set her mark on the UK music scene.

Liseli B's music can be described as a blend of R&B, Trap, Drill and Pop. She loves to experiment with new sounds and expand her creativity.

She started playing classical piano at the age of 6 and is a self taught guitarist which she took on at the age of 13. Through singing at church and school as a soloist Liseli was able to develop her musical ear and started to compose piano and write her own songs. She is currently working on a new album out in Autumn 2023. To announce this project Liseli B recently released the lead single "Hold on" on May 3rd 2023.

6.55pm - Edina Mira

"Edina Mira is a London based singer-songwriter with a silky-sultry voice that will win over your heart quicker than you had ever envisioned"(Sodwee, 2017)

"Edina's music reminds me a lot of the Lianne La Havas likes, however on my playlist it's after The Cinematic Orchestra or before a James Blake track. She is our soulful astronaut on the lookout for more journeys like this, for love, for life, for friendship"(giveitaspin, 2017)

7.35pm- Amie Blue

Amie Blu is a 19 year old singer / songwriter based in South London and of French heritage, who specialises in blending influences of contemporary alternative R&B and classic Soul. Amie's words showcase a wisdom and sophistication beyond her years, forming a sound that transcends genres and timelines, a classic songwriter with an attitude that understands and speaks to young people today(Spotify, 2023). The emerging singer- songwriter is rapidly gaining recognition in her music career and recently performed at Glastonbury on the Greenpeace stage.

8.15pm- Laura Roy

Grammy nominated Canadian, London based artist, producer and songwriter blends her love for 70's folk music and 90's r&b vocals to create a unique soulful sound. After releasing multiple projects and collaborations, Laura is making waves in the alternative R&B world. Laura recently gained recognition as a songwriter on Doja Cat's 2021 "Planet Her" Album for contributions on "Alone" which has gained her two Grammy nominations. Her 2023 releases, "Breathe" and "Odyssey" are the first glimpses into her up and coming project set for release in March 2023(Spotify,2023)

9pm - Headliner- Lucy Bell

Lucy Bell places her own stamp on music bringing enthusiasm and energy with self- penned songs that portray both folk and pop leanings. She was awarded Panarts Young Songwriter of the Year 2018 and went on to play in Belfast Nashville Songwriters Convention in March 2018. Hot Press Magazine 'Given her achievements to date, the sky is most definitely the limit for this hugely gifted young performer' Marie- Louise Muir(BBC Radio Ulster)'What a heart stoppingly beautiful voice. A tremendous singer-songwriter'(Spotify,2023)

Other suggested artists below:

The Naked Eye
Frida Touray
Two Ways Home
Ronnie
Georgia Meek
Ruby Francis
Gracie Convert

FUSION Presents Panel Discussions – The Gallery

Programming Document

The Gallery will play host to panel discussions from 5pm to 8.45pm. The programme will feature three separate panels with three to four different panel members, and each hosted by the same person.

The panel members will be invited speakers coming from technology, business and performing backgrounds to create diverse and lively discussions.

The Host will be provided with sub-topics of each panel theme to create thought provoking and informative discussions for 45 minutes, with 15 minutes for the audience to partake in an open question & answer session. The Host will need to time manage this with prompts from a volunteer.

Due to audience cap of 70, the audience will be asked which panel sessions they will attend, when they book. Wristbands to be given at sign-in and checked for each session.

The WIP line-up is as follows –

Overview schedule

Time	Activity
4.45pm	Venue opens
5pm	Breaking the Silence: Unravelling Mental Health Struggles in the Music Industry
6.15pm	Harmony of Diversity: Shaping the Future for Women in Music
7.30pm	Rhythms of Tech: Unleashing the Potential in the Music Industry
8.45pm	Networking & bar
10pm	Venue closes
10.30pm	Packdown

Host: Jamie Searle

Substitute host choices:

- o **Bryan Borchers** – Marketing Manager, Tileyard
- o **Steve Lamacq** – music presenter, DJ & journalist → deep understanding of fan behaviour & trends
- o **Chantelle Fiddy** – music journalist, radio host, author
- o **Tasha Demi** – music journalist, presenter & diversity advocate → worked in amplifying marginalized voices within the industry & understanding of challenges faced by underrepresented communities
- o **Rebecca Williams** – Education Director at TYE

Panel 1 – 5pm – 6pm

Title: Breaking the Silence: Unravelling Mental Health Struggles in the Music Industry

Panel members (first choice):

- Majestic (KISSFM, producer)
 - *Kevin has said this sounds good, but his schedule is mad, so if we decide to go ahead we can check with his manager, Emma has his email*
- Tamsin Embleton / John Bassett (members of Music Industry Therapist Collective (MITC))
 - *They recently released the book 'Touring and mental health' which has been well-received in the live events sector*
- Alex Patel (technology entrepreneur):
 - *co-founder of a music tech startup focused on mental health support for artists. Can share insights into how technology is aiding young musician's mental well-being*
- Samantha Greene (music psychologist):
 - *specializes in mental health and well-being for artists. Can offer psychological perspectives and coping mechanisms relevant to musicians in the industry.*

Panel members (possible substitutes):

- Instead of Majestic: Elijah Turner (musician and mental health advocate)
 - *talented performer who has openly discussed his struggles with mental health*
- Laura Williams (Music Business Consultant)
 - *experience in artist management and the music business, can shed light on the industry's impact on young artists' mental health and strategies for building a supportive environment*

Sub-topics / additional guidance for the Host:

- The impact of social media (comparison, cyberbullying, pressure to maintain a certain image online)
- Navigating the competitive nature of the industry (stress, anxiety, and self-doubt among young artists)
- Balancing passion and mental health (avoiding burnout)
- Support systems and resources (identify existing resources; role of managers, mentors, and friends)
- Role of music labels and industry professionals (responsibilities; how can they create a supportive environment)
- Cultivating positive work environments (prioritizing mental health in studios, rehearsal spaces but also during tours and events)
- Addressing stigma and mental health awareness (ways to break the stigma; awareness campaigns and open discussions)
- Financial pressures and mental health (strategies for financial management, seeking support)
- Promotion of mental health education (integration in music schools and other institutions to prepare young musicians)
- Access to mental health services (accessibility, especially for those with limited resources)

Panel 2 – 6.15pm – 7.15pm

Title: Harmony of Diversity: Shaping the Future for Women in Music

Panel members (first choice):

- Hannah Broderick (monitor engineer for Florence + The Machine amongst others)
 - co-founder of Women in Live Music)
- Rhea Patel (singer-songwriter and activist)
- Sofia Alvarez (music journalist)
 - media coverage and perception of female musicians
- Layla Rahman (music executive)
 - has held leadership positions in various music companies

Panel members (substitutes):

- instead of Hannah Broderick: Maya Khan (music producer and engineer)
 - experiences and challenges as a woman in the technical aspects of music

Sub-topics / additional guidance for the host:

- Addressing gender disparities (current state; representation in various roles and genres)
- Women behind the scenes (women in less visible roles, such as producers, engineers, managers)
- Empowering female performers (challenges including stereotypes, sexism, unequal opportunities, strategies)
- Intersectionality in music (experiences of women from diverse backgrounds; importance of inclusion)
- Supporting emerging talent (needed support systems to promote young female talent including mentorship programs etc.)
- Promoting inclusivity in music festivals and events (lack of representation; responsibilities of organizers)
- Breaking stereotypes (highlight artists who challenge stereotypes; impact of their work on broader social perceptions)
- Creating safer spaces (importance of safe and supportive environments in studios, venues, music spaces; harassment)
- Role of music education (in promoting diversity and inclusion)

Panel 3 – 7.30pm – 8.30pm

Title: Rhythms of Tech: Unleashing the Potential in the Music Industry

Panel members (first choice):

- Karma Bertelson (FUGA / TYE lecturer)
 - 10+ years of experience in music marketing etc.; actively supports artists in the use of new technologies, including VR and blockchain
- Dr. Alan Chen (music technologist)
 - researcher in the field of music technology
- Sarah Johnson (music app developer)
 - has developed successful music apps, merging tech and music consumption
- Alex Ramirez (music producer and VR enthusiast)
 - has explored innovative ways to create immersive music experiences using VR tech)

FUSION Presents - Campfire

Programming Document

Campfire will play host to multiple DJ sets from 4pm until 12am. The programming will feature a mixture of both specially booked DJs and open slots available for performers to sign up to. These open slots will be available via the website, directed to across online channels such as social media pages and via a QR sign-up on posters around Tileyard and the local area. DJs are guided to submit their music links and social media handles in advance, and in return will be offered a 30 minute slot to perform on the Campfire stage. The deadline will be two weeks before the event to submit the track.

The WIP line-up is as follows -

Soulcheeba, Maru Ten, Elrobo, Hannah Rose

Timings & Programme:

THURSDAY 14 SEPTEMBER 2023 – THE VINYL CAFÉ

QR code sign ups - 30 minutes

Booked DJs – 1 hour

(Artists to arrive by 30 minutes before their set starts)

Master of Ceremonies by Elle Bowen (Elrobo)

Date	Time	Activity	Action
14/09/2023	4pm	Venue opens	
14/09/2023	4pm	QR code 1 - tbc nearer the event	
14/09/2023	4.30pm	QR code 2 - tbc nearer the event	
14/09/2023	5pm	QR code 3 - tbc nearer the event	
14/09/2023	5.30pm	QR code 4 - tbc nearer the event	
14/09/2023	6pm	QR code 5 - tbc nearer the event	
14/09/2023	6.30pm	QR code 6 - tbc nearer the event	
14/09/2023	7pm	QR code 7 - tbc nearer the event	
14/09/2023	7.30pm	QR code 8 - tbc nearer the event	

14/09/2023	8pm	Booked DJ - <u>Soulcheeba</u>	
14/09/2023	9pm	Booked DJ - Maru Ten	
14/09/2023	10pm	Booked DJ - <u>Elrobo</u>	
14/09/2023	11pm	Booked DJ - Hannah Rose	
14/09/2023	12am	Venue closes	

Budget:

- Booked DJs paid £50 per hour
- QR code sign ups - unpaid

All paid artist fees will be within the guidelines of the <https://cueup.io/dj-cost-guide>

Biographies:

8pm- Soulcheeba

Soulcheeba, aka Harry Brown, producer label manager of Nice Recordings which has gained the support of Gilles Peterson and many more.

9pm - Maru Ten

Maru-ten (one third of Protect Ryan) is a Berlin based Producer/DJ. Currently supported by the likes of Gilles Peterson, Emerald, Laurent Garnier, DJ Die, Doc Scott, India Jordan, Danny Tenaglia, Jossy Mitsui, Claude VonStroke and many more.

Due to an unrelenting focus on freshness and technique, a broad musicality and production style, and an unrivalled enthusiasm for the dancefloor, he has released on labels across the industry including Ministry of Sound, Flexout Audio, Lo-Dubs, Anthem Records, Gutterfunk, Homage, and has remixed artists such as DJ Fresh, The Prodigy, Afriquoi and Coda.

Providing universal appeal with his song writing, many influential artists have opted to remix his work too, including The Scientist, Denham Audio, El pêche and Ryan Clover.

10pm- Elrobo

Elrobo is a London based DJ covering a wide range of bass heavy genres, with her style grounded in Drum & Bass, Jungle, Breaks, Leftfield Techno and beyond.

Her monthly residency on Subtle Radio, *Elrobo's Selectas*, encapsulates this wide range in sound through promoting new releases and inviting up-and-coming artists and DJs for guest mixes. Her residencies with UPdnb and TwoSixOne enables an opportunity for Elrobo to delve deeper specifically in Drum & Bass through live streams (via Goat Shed) and events.

Elrobo has shared event line ups with some of the biggest names in the scene, including DLR, S.P.Y., T>1, Voltage, Oneman, Roni Size, Slimzee, Sgt Pokes and more. Some of her festival appearances include Boomtown Fair, Leefest and Camp Wildfire.

Appendix A

Steve Cole
to me

Thu 06

Hi Edina,

Sure, but you need to let me know what the subjects of the panels are and I think you need to give some thought to them - a. to give a strict entice people to attend - how interesting is it to listen to people talking about their business or jobs out of context? For example:

The state of UK live music

The rise of DIY music culture

The changing face of distribution

Then there are issues:

Has the music industry really changed in regard to diversity, post 2020?

Young people in the music business

Is there still a huge gender gap in the music business?

Appendix B

Meeting notes 06.07.2023

Attending: Kirsten, Giza, Edina, Anja, Emma, Elle

Apologies: N/A

Actions from last meeting:

1. What businesses are at Tileyard – Who would be useful and why? - Edina
Edina emailed Steve – and got ideas and prompts for panel themes
 2. Who do we need to contact for the venues, and what do the venues provide, and what times are do they operate are there restrictions, Capacity? Cost of Hire? what time can they open a close, can we do a weekend? are you free? (Secondary Question what equipment do we need) - Emma
Emma emailed Leo for information 06.07.2023
 3. How do we contact artists and DJ's for this, What sort of artists do we want? how do we get them to sign up? are we paying Artists? headliner? - Elle
Would like a budget for possible headliners
 4. What audience are we looking to grab the attention of? what the best way to get them there? - Gza
 5. what sort of marketing do we need, how much will it cost? any idea of how you want it to look - Elle & Anya
Elle has put together moodboard for event as well as QR code and website
 6. What can we bring more food trucks in? what are the licensing? what is can we use a bar? staffing? cost of staff, Security? - Kirsten - Deadline Thursday?
 7. What is our total Capacity - How far do we need to reach (for next session)
Waiting on venue info from Leo
 8. Create a Monday account – Kirsten
Completed and tasks added
-

What we need to do

Discussion around what we need to build on and decide as a group.

Elle has put together a mood board, and presented her ideas to open up discussion, covering event mission, themes, audiences, schedule, speakers, artists and venues.

Panel talks

- Should we stream the panel sessions for free or lower cost? It could have attendance implications, people stream rather than attend in person, but means you could reach and promote to a wider audience
- need tickets to regulate capacity, policy of once talks start don't let in
- Day passes and panel talk tickets get priority, but if capacity have a pay on door (more expensive) option

Tiered ticketing

- All access pass that gets you into all talks and activities

Partnerships/sponsorship

- Naming ideas could lead to partnerships for event with Tileyard and or Two Tribes
- TYX – check to see if they can help with AV, especially if panel sessions are streamed

Extra activities

- Yoga session – DJ chill mix
- Silent disco (after party) need to check licensing

ACTIONS:

Actions carried forward:

1 – 7 from last meeting – all require an update

New actions:

ALL: All of us think of a new speaker – have a connection to Tileyard in some way come up with themes

ALL: Need a host/MC

ALL: Think of any headliners for DJ and artists

ELLE: to sense check TribeFest with Leo from TwoTribes (TribeFest, Tribeyard, It sums up what the event is about – no branding) unless they want to sponsor

ALL: Do we want to have our own promoter branding – further discussion

GIZA: conducting site visit on 15.07 to look at venue and large event underway for health and safety

NEXT MEETING: on Monday 10 July 6pm

Appendix C

< 2

MB023

G.za, ~Anja Wilawitzer, ~Elle ...

Event name? Top 2 only!

☑ Select one or more

☐

Boom! / Boom

1

☐

RiseFest / RisingFest

0

☐

Shake Up

1

☐

Beats & Chats / BeatChat

0

☐

Pulse / PulseFest

0

☐

Rhythm / RhythmFest

0

☐

Cxnnext / Connect / ConnectFest

1

☒

Fuse / Fusion / FuseFest

4

☐

CrissX / CrissCross

0

☐

Synergy

2

☐

Synthesise / Synthesised

0

00:56

Appendix D

Logo Examples

A logo that represents a fusion of talks and music - we want to spark inspiration and collaboration.



Chosen logo

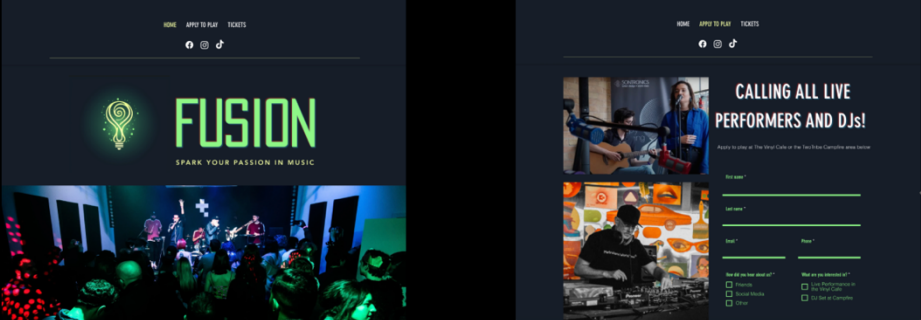
Complete logo designs are in the [timeline.doc](#)

Website:

Website

Simple, slick website where users can find out more about the event, be directed to tickets and apply to perform (this is where the QR code will direct to)

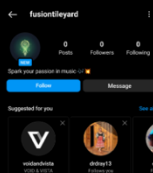
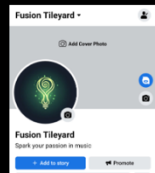
Website mock-up: <https://fusiontileyard.wixsite.com/fusion>



Social Media:

Social Media

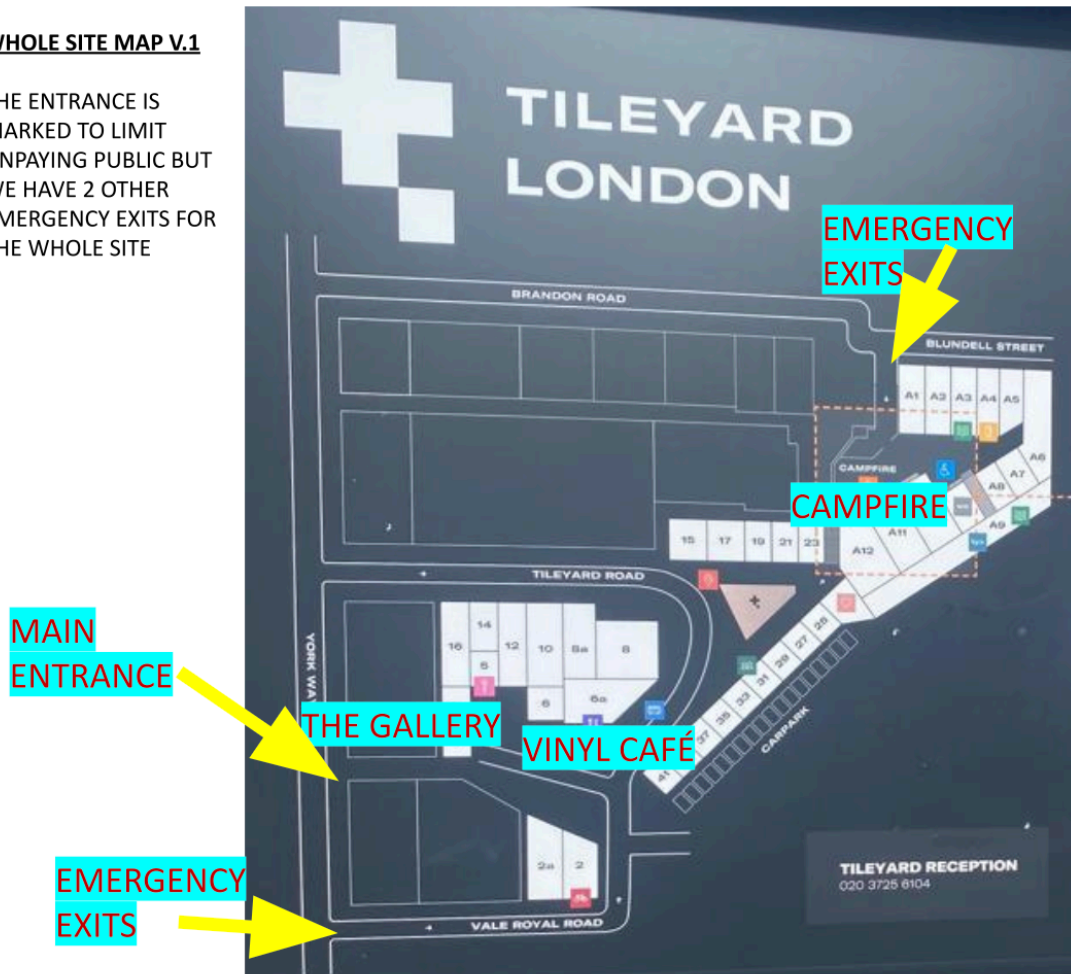
- Set up Instagram, Facebook & TikTok handles
 - @fusiontileyard across all
- Will post organic material (resharing relevant content from artists and partners and creating original content)
- Will also run paid social media to promote the event



Appendix E

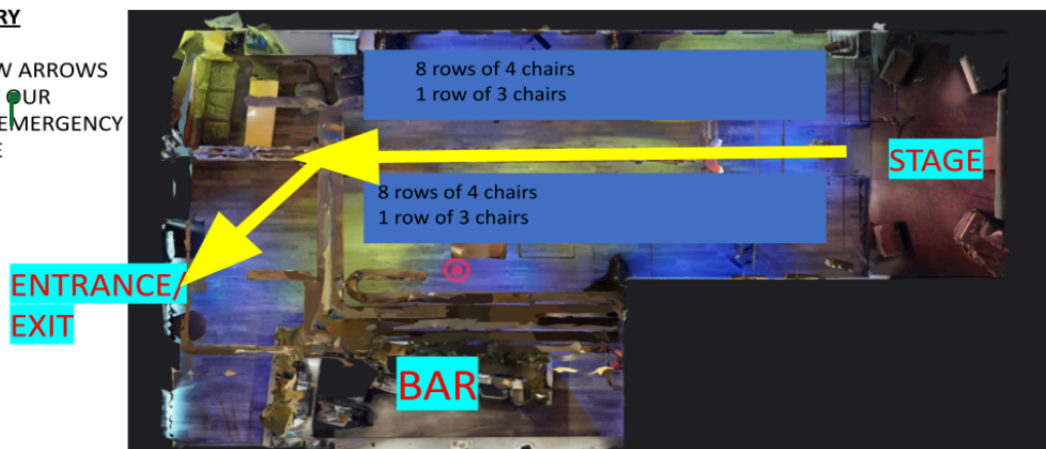
WHOLE SITE MAP V.1

THE ENTRANCE IS MARKED TO LIMIT UNPAYING PUBLIC BUT WE HAVE 2 OTHER EMERGENCY EXITS FOR THE WHOLE SITE



THE GALLERY

THE YELLOW ARROWS REPRESENT OUR WALKWAY/EMERGENCY EXIT ROUTE



WHOLE SITE MAP V.2



Appendix F



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	Smith		
Forenames	Giza		
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 xx	Month xx	Year xxxx
4. Your place of birth	xxxxx		
5. National Insurance Number	xxxxxxxxx		
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)			
11 xxxxx xxxxxx			
Post town	xxxxx	Postcode	xxxxx
7. Other contact details			
Telephone numbers Daytime	07xxxxxx		
Evening (optional)			
Mobile (optional)			
Fax number (optional)			
E-Mail address (if available)	xxxxx.xxx@gmail.com		

8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)	
Post town	Postcode
9. Alternative contact details (if applicable)	
Telephone numbers:	
Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	

2. The premises	
Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey references) (Please read note 2)	
Tileyard London Tileyard Rd. Kings Cross London N79AH	
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	xxxxxxx
Club premises certificate number	xxxxxxx
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)	
The event will be held at 3 different on site location Vinyl cafe 6a Tileyard rd N79AH London The gallery 5 Tileyard rd N79AH London Campfire Tileyard Rd. Kings Cross	

London N79AH

Please describe the nature of the premises below. (Please read note 4)

Campfire : Bar / restaurant

Vinyl Cafe: Coffee shop

 The Gallery: Bar

Please describe the nature of the event below. (Please read note 5)

Fusion at Tileyard is a music festival promoting new upcoming local artists and as well music industry panel discussions around Wellbeing, Diversity and Career growth. - (capacity 440)

3. The licensable activities	
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)	
The sale by retail of alcohol	☐
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	x
The provision of regulated entertainment	x
The provision of late night refreshment	x
Are you giving a late temporary event notice? (Please read note 7)	☐
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 8)	14.09.2023
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 9)	
the event will start at 16:00 until 00:00	

Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 10)		499
If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 11)	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. (Please read note 12)

The entertainment will be live music performances and will take place between 16:30 and 22:30

4. Personal licence holders (Please read note 13)		
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		
Date of expiry		
Any further relevant details		

5. Previous temporary event notices you have given (Please read note 13 and tick the boxes that apply to you)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?	☒ Yes	☐ No
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year		
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	☒ Yes	☐ No

9. Declarations (Please read note 17)

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 not exceeding 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 summary 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.

Signature	xxxx
Date	xxxxxx
Name of Person signing	G smith

For completion by the licensing authority

10. Acknowledgement (Please read note 18)

I acknowledge receipt of this temporary event notice.

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

6. Associates and business colleagues (Please read note 14 and tick the boxes that apply to you)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes ☐	No ☒
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.		
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after 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 ☒
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes ☐	No ☒

7. Checklist (Please read note 15)	
I have: (Please tick the appropriate boxes)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	☒
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	☒
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	☒
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	☒
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	☐
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	☐
Made or enclosed payment of the fee for the application	☒
Signed the declaration in Section 9 below	XXXX

8. Condition (Please read note 16)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

NOTES

General

In these notes, a person who gives a temporary event notice is called a “premises user”.

The police and local authority exercising environmental health functions may intervene on the grounds of any of the four licensing objectives (the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm) to prevent the occurrence of an event at which permitted temporary activities are to take place or to agree a modification of the arrangements for such an event. However, the licensing authority will intervene of its own volition in the cases described below.

First, it will issue a counter notice if there is an objection to a late temporary event notice (see note 7 below).

Secondly, it may issue a notice in relation to its decision to impose conditions on a temporary event notice (see note 2 below).

Thirdly, it will issue a counter notice if the first, second, third and fifth of the limits set out below would be exceeded. If any of the limits below are breached or if a counter notice has been issued, any licensable activities taking place would be unauthorised and the premises user would be liable to prosecution. The limitations apply to:

- the number of times a person may give a temporary event notice (50 times per year for a personal licence holder and 5 times per year for other people);
- the number of times a person may give a late temporary event notice (10 times per year for a personal licence holder and 2 times per year for other people);
- the number of times a temporary event notice may be given in respect of any particular premises (15 times in a calendar year);
- the length of time a temporary event may last for these purposes (168 hours or 7 days);
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (21 days per calendar year); and
- the scale of the event in terms of the maximum number of people attending at any one time (a maximum of 499).

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. The limits applying to late temporary event notices are included within the overall limits applying to the total number of temporary event notices. Note 14 below sets out the definition of an “associate”.

When permitted temporary activities take place, a premises user must ensure that either:

- a copy of the temporary event notice is prominently displayed at the premises; or
- the temporary event notice is kept at the premises either in his own custody or in the custody of a person present and working at the premises and whom he has nominated for that purpose.

Where the temporary event notice is in the custody of a nominated person, a notice specifying that fact and the position held by that person must be displayed prominently at the premises.

Where the temporary event notice or a notice specifying the nominated person is not displayed, a constable or an authorised person (for example, a licensing officer, fire officer or environmental health officer) may require the premises user to produce the temporary event notice for examination. Similarly, where the nominated person has the temporary event notice in his custody, a constable or authorised person may require that person to produce it for examination. Failure to produce the temporary event notice without reasonable excuse would be an offence.

It should also be noted that the following, among other things, are offences under the Licensing Act 2003:

- the sale or supply of alcohol to children under 18 years of age (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);
- allowing the sale of alcohol to children under 18 (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);
- allowing disorderly behaviour on the premises (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);
- the sale of alcohol to a person who is drunk (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);
- obtaining alcohol for a person who is drunk (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);
- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (maximum fine on conviction is a fine not exceeding level 1 on the standard scale, currently £200); and
- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000).

In addition, where the premises are to be used primarily or exclusively for the sale or supply of alcohol for consumption on the premises, it is an offence to allow children under 16 to be present when the premises are open for that purpose unless they are accompanied by an adult. In the case of any premises at which sales or supplies of alcohol are taking place at all, it is an offence for a child under 16 to be present there between the hours of midnight and 5am unless accompanied by an adult. In both instances, the penalty on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000.

Note 1

A temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed “premises user”. Within businesses, clubs or organisations, one individual will therefore need to be identified as the proposed premises user.

If you include an e-mail address in section 1(7) or 1(9), the licensing authority may send to this the acknowledgement of receipt of your notice or any notice or counter notice it is required to give under sections 104A, 106A or 107 of the Licensing Act 2003.

Note 2

For the purposes of the Licensing Act 2003, “premises” means any place. Premises will therefore not always be a building with a formal address and postcode. Premises can include, for example, public parks, recreation grounds and private land.

If a premises licence or club premises certificate has effect in relation to the premises (or any part of the premises) which you want to use to carry on licensable activities, it is possible that any conditions which apply to the licence or certificate may be imposed on the temporary event notice if certain pre-conditions are met. These pre-conditions are that the police or the local authority exercising environmental health functions object to the notice and the licensing authority decides:

- not to give a counter notice under section 105 of the Licensing Act 2003;
- the conditions apply to the licence or certificate; and
- the imposition of the conditions on the notice would not be inconsistent with the carrying on of the licensable activities under the notice.

Note 3

A temporary event notice can be given for part of a building, such as a single room or a plot within a larger area of land. You should provide a clear description of the area in which you propose to carry on licensable activities. This is important as any licensable activities conducted outside the area of the premises protected by the authority of this temporary event notice would be unlawful and could lead to prosecution.

In addition, when holding the proposed event, the premises user would need to be able to restrict the number of people on the premises at any one time when licensable activities are taking place to less than 500. If more than 499 are on the premises when licensable activities are being carried on, the licensable activities would be unlawful and the premises user would be liable to prosecution. The maximum figure of 499 includes, for example, staff, organisers, stewards and performers.

Note 4

A description of the nature of the premises assists the chief officer of police and local authority exercising environmental health functions in deciding if any issues relating to the licensing objectives are likely to arise. You should state clearly that the premises to be used are, for example, a public house, a restaurant, an open field, a village hall or a beer tent.

Note 5

A description of the nature of the event similarly assists the chief officer of police and local authority exercising environmental health functions in making a decision as to whether or not to make an objection. You should state clearly that the event taking place at the premises would be, for example, a wedding with a pay bar, the supply of beer at a particular farmers’ market, a discotheque, the performance of a string quartet, a folk group or a rock band.

Note 6

The licensable activities are:

- 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 a club;
- the provision of regulated entertainment; and
- the provision of late night refreshment.

Please refer to Schedules 1 and 2 to the Licensing Act 2003 for fuller details of the definitions and exemptions relating to regulated entertainment and late night refreshment.

Regulated entertainment, subject to specified conditions and exemptions, includes:

- (a) a performance of a play;
- (b) an exhibition of a film;
- (c) an indoor sporting event;

- (d) a boxing or wrestling entertainment;
- (e) a performance of live music;
- (f) any playing of recorded music;
- (g) a performance of dance; and
- (h) entertainment of a similar description to that falling within (e), (f) or (g).

If you are uncertain whether or not the activities that you propose are licensable, you should contact your licensing authority for further advice.

Note 7

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event in relation to which the notice is given. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

The number of late notices that can be given in any one calendar year is limited to 10 for personal licence holders and 2 for non-personal licence holders. These count towards the total number of temporary event notices (i.e. 50 temporary event notices per year for personal licence holders and 5 temporary event notices for non-personal licence holders).

If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead and a counter notice will be issued.

Note 8

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

Note 9

You should state here the times during the event period, for example 48 hours, when you intend to carry on licensable activities. For example, you may not intend to carry on licensable activities throughout the entire 48 hour event period, and may intend to sell alcohol between 8.00 hrs and 23.00 hrs on each of the two days.

Note 10

No more than 499 may be on the premises for a temporary event at any one time when licensable activities are being carried on. If you intend to have more than 499 attending the event, you should obtain a premises licence for the event. Your licensing authority should be able to advise you. The maximum figure of 499 includes not only the audience, spectators or consumers but also, for example, staff, organisers, stewards and performers who will be present on the premises.

Note 11

If you indicate that alcohol will be supplied only for consumption on the premises, you would be required to ensure that no person leaves the premises with alcohol supplied there. If such a supply takes place, the premises user may be liable to prosecution for carrying on an unauthorised licensable activity. Similarly, if the premises user gives notice that only supplies of alcohol for consumption off the premises will take place, he/she must ensure that alcohol supplied is not consumed on the premises. The premises user is free to give notice that he/she intends to carry on both types of supplies. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 12

Relevant entertainment is defined in the Local Government (Miscellaneous Provisions) Act 1982 ("the 1982 Act") as *any live performance or any live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means)*. Relevant entertainment therefore includes, but is not limited to, lap dancing and pole dancing.

The 1982 Act requires premises which provide relevant entertainment to be licensed under that Act for this purpose. Premises at which there have not been more than eleven occasions on which such entertainment has been provided within a period of 12 months, no such occasion has lasted for more than 24 hours and

there has been a period of at least one month between each such occasion are exempt from the requirement to obtain a licence under the 1982 Act. Such premises are likely instead to require an authorisation under the Licensing Act 2003 to be used for such activities as these are a licensable activity (the provision of regulated entertainment – see note 6 above). A temporary event notice may be given for this purpose.

Note 13

The holder of a valid personal licence issued under the Licensing Act 2003 may give up to 50 temporary event notices in any calendar year subject to the other limitations in the 2003 Act. A proposed premises user who holds such a licence should give the details requested.

Note 14

As stated under Note 13, a personal licence holder (issued under the Licensing Act 2003) may give up to 50 temporary event notices (including 10 late notices) in any calendar year. An individual who does not hold a personal licence may only give 5 temporary event notices (including 2 late notices) in England and Wales in any calendar year. A calendar year is the period between 1st January to 31st December inclusive in any year.

If an event straddles two calendar years, it will count against the limits on temporary event notices (12 for each premises, 21 days for each premises, 50 per personal licence holder and 5 for non-holders) for each year. However, only one notice needs to be given.

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. Note 14 below sets out the definition of an “associate”.

If a temporary event notice has been given for the same premises, by the same premises user, and would have effect within 24 hours before the start of the event period under the current proposal or within 24 hours after the end of that period, the temporary event notice given would be void and any licensable activities carried on under it would therefore be unlicensed.

For the purposes of determining whether or not the required gap of 24 hours is upheld, temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count as if they had been given by the premises user. Note 14 below sets out the definition of an “associate”.

Note 15

An “associate” of the proposed premises user is:

- a. the spouse or civil partner of that person;
- b. a child, parent, grandchild, grandparent, brother or sister of that person;
- c. an agent or employee of that person; or
- d. the spouse or civil partner of a person within (b) or (c).

For these purposes, a person living with another as that person’s husband or wife is to be treated as that person’s spouse.

Note 16

It is a requirement that you send at least one copy of this notice to the licensing authority at least ten working days (or five working days for a late notice) before the commencement of the proposed licensable activities. The authority will give you written acknowledgement of the receipt of the notice. This will be important proof that you gave the notice and when you gave it for the purposes of the Act. Some premises may be situated in two licensing authority areas, for example, where a building or field straddles the local authority boundary. Where this is the case, at least one copy of the notice must be sent to each of the licensing authorities identified, together with the appropriate fee in each case. In such circumstances, you will receive acknowledgements from all the relevant licensing authorities.

One copy must be sent to each of the chief officer of police and the local authority exercising environmental health functions for the area in which the premises is situated at least ten working days for a standard notice (or five working days for a late notice) before the commencement of the proposed licensable activities. Where the premises are situated in two police areas or environmental health areas, a further copy will need to be sent to the further police force and local authority exercising environmental health functions.

Note 17

Under the Licensing Act 2003, all temporary event notices are given subject to a mandatory condition requiring that where the licensable activities involve the supply of alcohol, all such supplies must be made by or under the authority of the named premises user. If there is a breach of this condition, the premises user and the individual making the supply in question would be liable to prosecution. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 18

It is an offence knowingly or recklessly to make a false statement in, or in connection with, a temporary event notice. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement.) To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.

Note 19

You should not complete section 10 of the notice, which is for use by the licensing authority. It may complete this section as one means of giving you written acknowledgement of its receipt of the notice.

Appendix H

FUSION at TILEYARD - RISK ASSESSMENT

This risk assessment is based on the guidelines provided by the Purple Guide and other relevant industry guidance. This is version 1.

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. Moderate	4.Serious	5. Major
L i k e l i h o o d	1. Very Unlikely	1	2	3	4	5
	2.Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4.Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

REF NO	SUBJECT AREA / Risk Name PEOPLE AT RISK	HAZARD (what might happen)	RATING Likelihood x Severity Rating = Primary Risk based on no controls	CONTROL MEASURES	RATING Likelihood x Severity Rating = Residual Risk	FURTHER PRECAUTIONS
--------	--	----------------------------	---	------------------	---	------------------------

			L	S	R		L	S	R	
1	Overall site									
1.1	Medical Emergency <i>Attendees & staff</i>	individual in need of immediate medical attention on site, injuries, deaths	3	4	12	1. Event Managers to source first aiders to deal with on-site medical situations, to include contacting emergency services or transporting to local A&E if necessary 2. Medical point to be placed in an easily accessible area. Ideally the Wellness center located near the reception area in - 2 first aider volunteers to be available at all times 3. Event staff at the different venues to be in radio contact in order to respond to emergency calls.	4	8	5	
1.2	Adverse Weather Unpredictable weather conditions could disrupt the event and pose safety hazards to attendees and staff. <i>Attendees and Staff</i>	Rain and wind disruptions - structure falling - hypothermia	2	3	6	1. Have a contingency plan in place for adverse weather, including the provision of sheltered areas and emergency evacuation procedures 2. Inform attendees in advance about potential weather conditions. 3. In case of storms, thunder and heavy rains, encourage attendees to seek shelter inside the venues.	1	2	4	
1.3	Traffic Management Public, performers and staff vehicles moving on site <i>Attendees and Staff</i>	Collision between vehicles and pedestrians	4	8	10	1. Regular inspection, ensure the road is monitored by event stewards to identify potential hazards promptly. 2. No public parking available 3. Contractors and artist clearly informed on parking area near the entrance gate and the reception area 4. Make sure security measures are in place to enforce site vehicle restrictions	2	2	4	

						5. Barrired area to avoid illegal parking				
1.4	Uneven / Slippery surfaces <i>Attendees and Staff</i>	May Cause falls, trips, slips inducing injuries	1 2	9	8	1. All areas to be surveyed (streets, Parking, Stairs) for defects 2. Temporary barriers to any defective or clearly hazardous areas 3. Uneven ground to be leveled or holes filled if possible 4. Signs complying with the <i>Health and Safety (Safety Signs and Signals) Regulation 1996</i>	4	4	6	
1.5	General Fire risk General risk of fire, smoke ignition <i>Attendees and Staff</i>	Confusion and panic - injuries	9	8	4	1. The Event Team (H&S staff) will conduct checks on all working and public areas 2. Stewards will ensure fire exit are unobstructed at all times 3. Prohibit smoking in designated area only	2	6	4	
1.6	On-site Crowd management <i>Attendees and Staff</i>	Large number of attendees at once in one place(ie the reception area, or at each venues) -	1 2	9	8	1. Ensure that 6 people to be checked in reception area at once 2. 4 staff/volunteer to always be present at the entrance gates 3. Regular check in and around the venues and around the site to avoid large group gathering at exit points 4. Monitor entries at each venue 5. 2 stewards at entrance of each venues at all times 6. Use competent SIA certified security and competent steward staff,	3	6	4	Use handled tally counters to monitor exact number in and out venues

1.7	Alcohol & Drug consumption Attendees	Alcohol service at the event may increase the risks of incidents and antisocial behavior	8	16	12	1. Implement responsible alcohol service practice. 2. Regular monitoring of attendees behavior 3. Cutting off service to individuals who show signs of intoxication 4. Develop comprehensive emergency response plan in case of incidents 5. Search bags for preloading of alcohol	6	4	4	Accessible facilities on site equipped to handle any medical emergencies.
1.8	Use of glass on site Attendees and Staff	Broken glasses may create sharp objects increasing risk of injuries	3	4	12	1. Non glass material served at bars on site 2. No glass item or sharp item permitted to be brought onsite 3. Clear signage informing attendees - Bag searches to be put in place to confiscate unallowed items.	1	4	4	
1.9	Access to water and food Attendees and Staff	Dehydration, health issues	1 2	8	9	1. Free tap water will be available at the bar. 2. Food available at the campfire and food vendors on site. 3. Schedule regular breaks for staff and public to access food & water 4. Take into account weather conditions and adjust quantity 5. Clearly communicate the availability of water and food through signage.	2	4	6	
1.10	Waste Disposal Attendees	May lead to littering, pollution, tripping hazards, hinder evacuation in case of emergency	1 6	6	15	1. Place clearly marked waste bins throughout the event 2. Encourage attendees to separate waste responsibly 3. Keep waste bins away from emergency exit 4. Proceed to post event clean up to make sure the site is left in its original condition.	3	6	9	

1.11	Verbal or Physical Assault <i>Attendees and Staff</i>	Distress, injuries, death	1 6	6	12	- Promote a friendly environment - Trained staff to keep potential volatile situation under control - Alcohol will not be served to intoxicated individuals - Use competent SIA certified security and competent steward staff	8	4	6
1.12	Cross Contamination in toilet areas <i>Attendees and Staff</i>	risk of illness and exposure to diseases	3	3	9	- Public toilets will be made available throughout the site - Toilet facilities to be inspected by staff every hour - Public reminded to wash their hands - and use hand gel (signs in the toilets area) - Toilet numbers will be based on the <i>Purple Guide 2014</i>	1	3	3
1.13	Public moving around the site after dark <i>Attendees and staff</i>	injury due to trips	4	3	12	- Make sure public street lighting are working - Temporary lighting will be installed in all areas used by event attendees if needed - Staff at entrance and exit gates to wear high visibility after 9pm - After 9 pm H&S Manager to monitor site for areas of darkness	3	4	9
2	Venues Risk Assessment : The gallery, Campfire and Vinyl Cafe								
2.1	Trip factors - cables <i>Attendees & Staff</i>	Falls resulting in injury	3	3	9	- All cables installed shall be tape down with gaffer tape in high traffic area - Staff made aware of any specific hazards via signs complying with the <i>Health and Safety (Safety Signs and Signals) Regulation 1996</i> - Staff trained on how to respond efficiently in case of incidents	2	3	6

2.2	Crowd management - control flow <i>Attendees & Staff</i>	overcrowding inside the venue, entrances, exits. May cause injuries, death	8	6	15	1. Stewards and staff to monitor the number of attendees at each venues by using an handheld tally counter 2. Implement designated entry and exit points at each venue. 3. Staff trained about crowd management and how to handle unexpected situations. 4. Develop contingency plan to handle unexpected challenges	3	4	9
2.3	Noise Levels <i>Attendees, Staff & performers</i>	irritation to non-event attendees - hearing damages to performers audiences	4	3	12	1. Event Management team to monitor sound levels from the sound systems at all venues 2. Conform to the noise at work regulations 2006 3. A noise risk assessment will be carried out at each venue by a competent person 4. Staff & volunteers to have regular breaks	1	2	3
2.4	Installation of lighting, sound and other technical systems <i>Attendees, Staff & performers</i>	injury from faulty installation or equipment, damage to technical equipment	3	5	15	1. Event Managers and venue managers to select and use only recognised and reputable contractors to supply lighting, sound and technical systems 2. Each venue must provide their specific risk assessment and method statement insurance details and verification that their equipment is in working order 3. All work requiring height will be undertaken by experienced crew recommended by venues, working to the guidelines "The Work at Heights Regulations 2005"	6	4	9

	Food handling	Risk of Cross contamination, illness	4	3	12	1. Event managers to Make sure that all venues have the Food & hygiene regulations in place and staff working with food are efficiently trained.. 2. Effective signage for staff and customers around the bar and food stall area. 3. Food vendors have to be Food hygiene certified. 4. Correct PPE to be worn whilst handling food.	3	3	4	
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Show Stop Procedure

The event show stop procedure should be established to address any immediate threats or emergencies that may arise during the event. The authorized personnel will be responsible to initiate a Show Stop and ensure that all necessary steps are taken to safely evacuate attendees from the venues.

This procedure should include steps for quickly alerting staff and attendees, directing them to safe areas or exits. The event management team should have a comprehensive emergency management plan in place to handle any unforeseen circumstances. This plan should outline protocols for responding to medical emergencies, fires, severe weather conditions, and other potential risks.

The **temporary show stop** procedures will involve:

Immediately suspending the activities in the venue which incident took place and directing attendees to disperse and evacuate the venue in an orderly manner, while activating communication channels to inform attendees of the show stop and provide updates on the situation. Crowd management procedures should apply

Example of situation:

- Crowd issues / altercation
- Major technical issues causing risks to artist or public
- Crowd collapse
- Major Fire
- Terror threat
- Security breach

- Adverse weather

A **permanent show** stop would involve:

Immediately suspending all activities at the event and initiating an evacuation process of all three venues. *In case of fatal incidents, off site events, extreme weather conditions etc...* It would also involve directing attendees to evacuate the site and coordinate with emergency services if necessary.

The risk assessment for the FUSION at Tileyard event addresses the potential risks associated with mass gatherings and focuses on crowd management, venue safety, and emergency preparedness. This includes measures such as limiting crowd size and density, installing barriers to control crowd flow, ensuring clear signage and instructions for attendees, establishing a show stop procedure and having security personnel and staff trained to respond to potential incidents.

Bibliography

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