2021

Portfolio 1

MBTY7005 I LIVE MUSIC & EVENT MANAGEMENT

BATKOVA, KALINA – 2014509 (TILEYARD EDUCATION)

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Event

Balkanfest is a two-day 18+ Balkan music festival taking place in July 2022 at Colesdale Farm between the village of Northaw and the town on Cuffley, north of London. There will be live music on the main stage until 11 PM, live music on the second stage until sunset, and then DJ music on the second stage between 11 PM and 3 AM. Music acts of mid-level popularity from all Balkan states are invited for the headlining spots and upcoming acts chosen for the second stage during the day.

The artistic theme of the festival revolves around Balkan culture and aims to unite attendees but also make them feel closer to their home countries. Food and alcohol offered also is traditional to the region. The logo is seen is Figure 1.

The capacity of the festival is 3,000 people, accommodating 1,500 campers and 1,500 day pass holders each of the two days.

Figure 1. Logo

Venue

The site chosen for the event is Colesdale Farm. It is a 55-acre field that has good access and is very close to London (Hirefields, 2021). The site can host 5,000 people, so the size is enough for this event. Furthermore, Colesdale Farm is a well-established festival venue, so electricity and water are provided on site.

Colesdale Farm is just off the northern part of the M25, 0.4 miles away from the edge of the town of Cuffey if arriving from the two-way asphalt road. The terrain is a large flat meadow surrounded by hills. There are small brooks in proximity of the site, but they do not pose a threat for flooding.

Colesdale Farm is located north of London, bordering the London Boroughs of Enfield and Barnet. There is very easy access to the M25, as well as direct trains from London to Cuffley or Potters Bar. If arriving at Potters Bar, a bus to Colesdale Farm is available. If arriving at Cuffley, the venue is walking distance. The journey from central London would generally take about an hour, making the location very accessible.

In Appendix 1, the site map, the terrain map and a picture of the site are available.

Stakeholders

The key stakeholders of the event are the organisers, local borough, venue management, vendors, contractors, artists and their teams, security, volunteers, stage crew and, of course, the customers.

Audience Profile

The event is for 18+ attendees only, so no children are allowed. Identification check at the entrance makes sure everyone is of legal age. The target audience is Balkan immigrants between the ages of 20 and 40 who work and live in the UK and rarely get the chance to go to their home countries. A great percentage of Balkan immigrants live in London, especially North London, so the location of the festival is convenient for them. They all use social media, reflected in the marketing campaign, but prefer Facebook. Illegal substances use is low, but alcohol consumption could provoke conflicts, so this should be taken into consideration in the event safety.

Marketing

The Marketing of Balkanfest highlights the USP: a festival that celebrates an entire region's people and culture. While the music is important, the atmosphere is also crucial in creating the mood. A lot of capital is invested in the décor, so the setting feels more authentic. This is why this scenic location is chosen – the Balkan region is famous for its beautiful nature. Food stalls from all Balkan states contribute to the atmosphere as well. Long-term, the festival will grow in area and stages, so most countries could be given a stage. Little villages representing a certain country with stalls reflecting their culture will be built.

Phase 1 of the marketing plan focuses on building the narrative and popularising the festival. In the first three years, the festival will be held at the same location with a maximum capacity of 5,000. The décor will rely on general feel of the region, not conforming to each country's specific symbols (Figure 2).

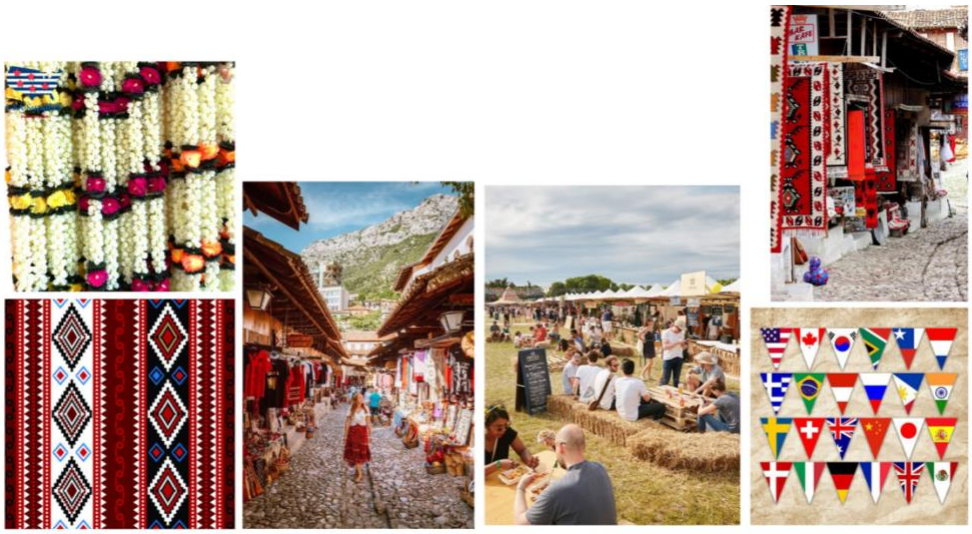


Figure 2. Mood board for festival design

As the festival grows in popularity, the capacity will be increased to 10,000-15,000 in Phase 2. More popular acts will be booked and some of the bigger countries such as Romania, Serbia and Bulgaria will get their own stages. The other smaller countries will have joint stages with small cultural areas across the site decorated with traditional elements.

Press releases are sent to various relevant media, social media ads are run, and promotional activities with the sponsors and artists are executed. Balkanfest is a community-building event based on people's common love for partying, music and heritage.

Event Timeline

Date	Activity
10 January, 2022	Council submission
24 January, 2022	Promotion begins
7 February, 2022	Line Up announced
21 February, 2022	Tickets go on sale
1 March, 2022	Volunteers and staff search
11 March, 2022	Sponsors confirmed
21 March, 2022	Capital received
20 June, 2022	Building begins
20 June, 2022	Tickets received
1 July, 2022	Festival
3 July, 2022	Takedown starts
11 July, 2022	Reflection

Table 1. Timeline

Financing

The figures in the budget are currently an estimate.

Since the event is close to London, many people may want to commute. This is why 1,500 tickets at £100 would be available for campers and there will be 3,000 day passes at £60.

1,500 camping tickets at £100 = £150,000
1,500 day passes for day 1 at £60 = £90,000
1,500 day passes for day 2 at £60= £90,000

It all tickets are sold, revenue from tickets would be £150,000 + £90,000 + £90,000 = £330,000.

There are five festival supporters, four event sponsors and one headline sponsor slots available with different sponsorship opportunities provided by Balkanfest (Table 2). Total sponsorship investment in the festival is £9,700.

Sponsorship Opportunities Provided by Balkanfest	Festival Supporter	Event Sponsor	Headline Sponsor
Value	£600	£1,400	£2,500
Festival Passes	2	3	5
Social Media Promo	+	+	+
Logo in Festival Programme	+	+	+
Logo on Ticket			+
Press Release Feature		+	+
Dedicated Press Release		+	+
Banner Featured in Food Area			+
Banner Featured on Bars		+	
Banner Featured on Stage			+
Stall Site Location			+

Table 2. Sponsors and Supporters

It is estimated that £40 per day will be spent on drinks by each attendee. There are 3,000, so their consumption would be £240,000. Considering the cost of goods sold at the bar is 20% of this revenue, the final amount made from the bar is £192,000.

There are 10 food stalls rented for £600 each, resulting in £6,000 rent revenue. 15 percent from their revenue would be taken. It is forecasted that the average person would buy 5 meals at £7.50 during the course of the festival, so 5 x 7.50 x 3,000 = £112,500 food revenue. The amount taken by the festival is 15% of £112,500 = £16,875.

It is predicted that the merch stand would generate £4,000.

So, the total revenue would be £558,575. Based on that, the 15% contingency is £90,986.

Looking at the budget in Table 3, the expenses (not including contingency) are £390,600.

The Profit is Total Revenue – (Contingency + Expenses) = £558,575 – (£90,986 + £420,600).
Profit = £46,989.

Expenses	Estimated Budget
Venue	£40,000
Staff	£122,000
A/V Equipment	£20,000
Artists	£50,000
Decorations	£22,000
Signage & Branding	£1,200
Website	£400
Ticketing Partner	£4,500
Stages	£8,000
Utilities	£43,000
Waste Disposal	£5,500
Infrastructure	£68,000
Marketing	£35,000
Promo (Photo + Video)	£1,000
15% Contingency	£90,986
Total (Excl. Contingency)	**£420,600**
Total (Incl. Contingency)	**£511,586**

Table 3. Budget

Project Planning

Communication

Since the venue is next to a bus stop and walking distance from the Cuffley train station, there is no need for shuttle buses. There is a big parking area on site.

When it comes to communication between staff members, that is done through radio and each staff division has a separate channel. HQ and Managers also have a separate channel, but other teams do not have access to it. The staff structure is available in Appendix 2.

Crowd Management

The head of security and head steward are appointed to follow a crowd safety plan of arrival, ingress, event, egress, contingency, as well as emergency procedures. The exit and entrance are in the same place, however they are divided by barricades, so the flow of the crowd does not clash.

Two legislations have been followed for crowd management:
Management of Health and Safety at Work Regulations 1999 (UK Government, 1999)
Occupiers Liability Act 1984 (UK Government, 1984)

Furthermore, the Managing Crowds Safely (UK Government) and Event Stewarding & Crowd Safety Services (BSI, 2009) have been followed for guidance of crowds.

Barriers and Fencing

Three legislations have been referred to when planning the barriers and fencing:
Health and Safety at Work Act etc 1974 (UK Government, 1974)
The Provision and Use of Work Equipment Regulations 1998 (UK Government, 1998)
Management of Health and Safety at Work Regulations 1999 (UK Government, 1999)

Barriers and fencing are important because they facilitate the movement of the audience, protect the artists, prevent audience members from going to areas they are not allowed to and avoid dangerous situations such as overcrowding.

When it comes to the barriers and temporary demountable structures' design and construction, the Temporary Demountable Structures (UK Government) and Managing Crowds Safely (UK Government, 1999) have been referred to.

Colesdale Farm is an area that fits 5,000 people. This event hosts 3,000, so there is no risk of overcrowding. Thus, metal bike rack barricades will be used to separate areas. Sturdier barriers are used to barricade stages and to control the crowd at the entrance and security check (Figure 3).

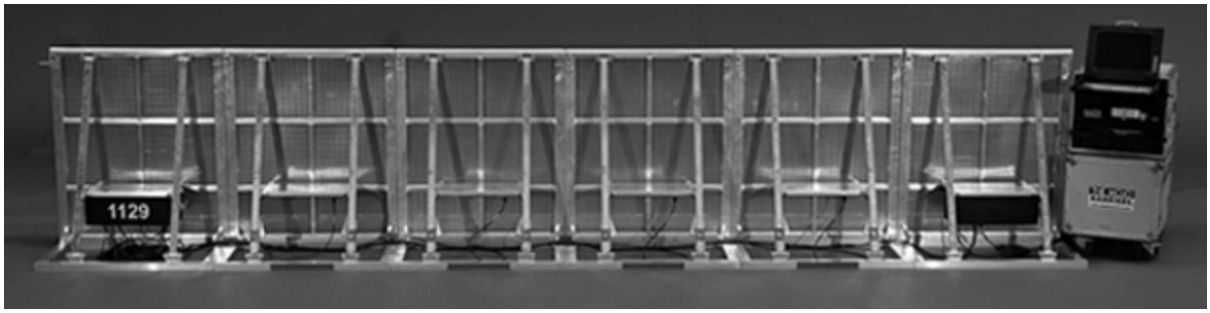


Figure 3. Stage Barriers (The Mojo Barriers)

Noise

Following the Control of Noise at Work Regulations (2005), the legal limits of noise exposure are not exceeded: average event sound of 107 dB, daily noise exposure of 87 dBA, and peak sound pressure of 140 dBC. Sound engineers are provided with this information and monitored by managers on site and in the surrounding area.

The town of Cuffley is 0.4 miles away from the venue location, so main stage shows finish by 11 PM. The second stage has less speakers that are smaller, so the noise after 11 PM is considerably less. The speakers on both stages face away from the town. Finally, ear protection is distributed to all staff members and is available for attendees.

Waste Management

The Health and Safety at Work Act 1974 is followed to ensure those who handle the waste management are protected and taken care of. Waste build-up is monitored because not only does it affect the attendees' comfort but also the health and safety of everyone on site. Waste is stored in designated areas, easily accessible by contractors for removal.

Bins for general waste and recyclable goods are available in the camping area, food and drink area, toilets, entrances and exits, the two stages and the medical post. Litter is often collected from these bins by trained staff.

Toilets

It is estimated that half of the attendees are women and half are men. Thus, 1 toilet per 50 women is designated. So, 1,500 / 50 = 30 toilets for women. 1 toilet per 50 men is designated, thus there are 30 toilets for men too. Therefore, there are 60 toilets in total distributed at three places on site: between stage 1 and the food area, near stage 2 and near the camping area. Sinks are also available.

Food, Drink & Water

There are ten different food vendors. Two large bars next to stage 1 and stage 2 are available. A Food Safety Management System is written by all food stands. Also, the system implemented for this event is the Nationwide Caterers Association System (NCASS).

Campsite

Campers, caravans and gazebos are not allowed on site. Pets are also not allowed for the comfort, safety and hygiene of all visitors. Furthermore, animals such as farm animals or pets would not be allowed on site five weeks prior to the event, so disease and sickness are prevented. Barbeques, campfires, and gas stoves are not allowed on site to decrease fire risks. Bins are evenly distributed among the campsite. There is lighting around the campsite and on footpaths through it to ensure maximum safety. Fire extinguishers are placed at the entrance of the sleeping area with trained stewards watching over it 24/7. There, a small office with a welfare point is located to ensure the camp is supervised.

Weather

Plenty of water is available on site. If weather is too hot and the sun is strong, people would be often informed by staff to carry a water bottle and stay hydrated.

The Met Office has a free 24-hour service, so planning and reaction to weather warnings can be done.

Programme

The slots are distributed in a way that Stage 2 hosts a performance when Stage 1 does not (Table 4). During the headline act, only Stage 1 will function. Then, past 11 PM Stage 2 will have two 2-hour performances by DJs. This schedule is repeated for both days.

Stage Time	Stage 1	Stage 2
14:00 – 15:00		+
15:00 – 16:00	+	
16:00 – 17:00		+
17:00 – 18:00	+	
18:00 – 19:00		+
19:00 – 20:00	+	
20:00 – 21:00		+
21:00 – 22:00 **22:00 – 23:00**	+	
23:00 – 00:00 **00:00 – 01:00**		+
01:00 – 02:00 **02:00 – 03:00**		+

Table 4. Performance Schedule

Event Safety

The event safety is very important and includes many duties such as “having health and safety arrangements in place to control risks” (HSE, 2021). The festival carefully follows the Health and Safety Legislation to make sure all safety measures are taken care of. Furthermore, a risk assessment is available in Appendix 3, which will be looked over by specialised companies.

Primary Legislation

The main document to refer to in regard to safety is The Health and Safety at Work Act 1974 (UK Government, 1974). Firstly, it goes over ventilation, lighting, heating and toilet requirements for a safe workplace. It also gives instructions on the safe use, training and supervision of equipment such as generators, lasers and other dangerous structures.

Furthermore, The Occupiers Liability Act 1957 (UK Government, 1957) makes sure all visitors are properly taken care of, while The Occupiers Liability Act 1984 (UK Government, 1984) ensures everyone on site is taken care of.

Communication in the event of an accident

Given that there is an incident, a careful and specific system is followed to tackle the issue. With the use of radio stations, appropriate teams handle the situation. The type of incident,

location, hazards, number and type of casualties, as well as recommended safe routes are discussed. Then, the situation is handled.

Medical

Local NHS services are notified of the event, however the health and safety regulations, as well as the medical team on site ensure all incidents would be minor and taken care of on site.

A paramedic team is present at the event. Small events between 1,000 to 10,000 visitors have a low risk of significant problems, so a very big medical team is not needed. There are 2 paramedics, 4 nurses, 2 first responders and one manager. There is also an ambulance on site in case transportation to the hospital is required.

Fire Safety

The Regulatory Reform Order 2005 for Fire Safety is followed to ensure fire safety is taken care of (UK Government, 2005). Items carrying fire risks such as cooking appliances, cigarettes, electrical and lighting equipment, vehicles, lightning and deliberate fires are all taken into consideration. Furthermore, different materials such as tents, litter, stages, furniture, nature, flammable gases, generator fuel and dry vegetation carry risks. This is why materials are carefully chosen and supervised at all times.

A timetable of site inspections before and during the event is followed. Appropriate distance from structures such as stages, food stands, tents and cars are kept. Waste bins are routinely emptied every three hours (the food area may need to be cleaned more often). The use of petrol generators is restricted.

Fire extinguishers are located at numerous points on site, especially near exit routes, stages, the campsite and food area, and are under steward control. There is a fire station 4.7 miles southeast of Colesdale Farm in Enfield and the journey takes roughly 11 minutes. There is another fire station 3.5 miles west of Colesdale Farm in Potters Bar, which takes roughly 9 minutes to the festival.

Escape routes are located away from campsites, closed and narrow areas, gas or easily flammable materials.

Illuminated exit routes are available and signs with emergency lighting are present at all exits. The minimum width calculation of exits is seen below:

Total Exit Width = Number of people / Flow Rate x Escape Time

There are 3,000 attendees and 110 staff members. The escape time of an event on a flat surface is 10 minutes. Flow rate of 82 people/meter/minute is standard.

Total Exit Width = 3,110 / (82 x 10) = 3.79 meters

Regardless, the width of the exits and entrance is 5 meters, so better safety is ensured.

Electrical & Lighting

All electrical work is done by competent staff according to the Electricity at Work Regulations 1989 (UK Government,1989). The British Standards (BS) 7671: Requirements for Electrical Installations (IEE Wiring Regulations) demonstrates how electrical installations should be done taking into consideration protection against lightnings, emergency lighting, sings and symbols, as well as ecological regulations.

Factors taken into account for the electrical installations are the site layout, access to main power supply, location of existing powerlines, power requirements and their timetable, generators, temporary buried or overhead cables, power supplies for catering, first-aid areas and control room, and the electrical requirements for the emergency and exit signs.

Crime and Disorder

No drugs and weapons (including knives) are allowed on site. Trained security staff searches all attendees at the entrance and then carefully observes them while inside. If any of the forbidden substances and items are found, their owner would be removed from the festival and face prosecution.

Security staff is trained to carefully observe suspicious or intoxicated people who are likely to perform sexual assault, harassment of engage into a fight and act if needed. Harassment signals and complaints from attendees are also taken seriously.

Lockers are available at the camping area to prevent theft among campers.

Finally, not all staff members have access everywhere on site. Therefore, a worker who is in an area they are not allowed to, will be reported to a supervisor.

Licensing

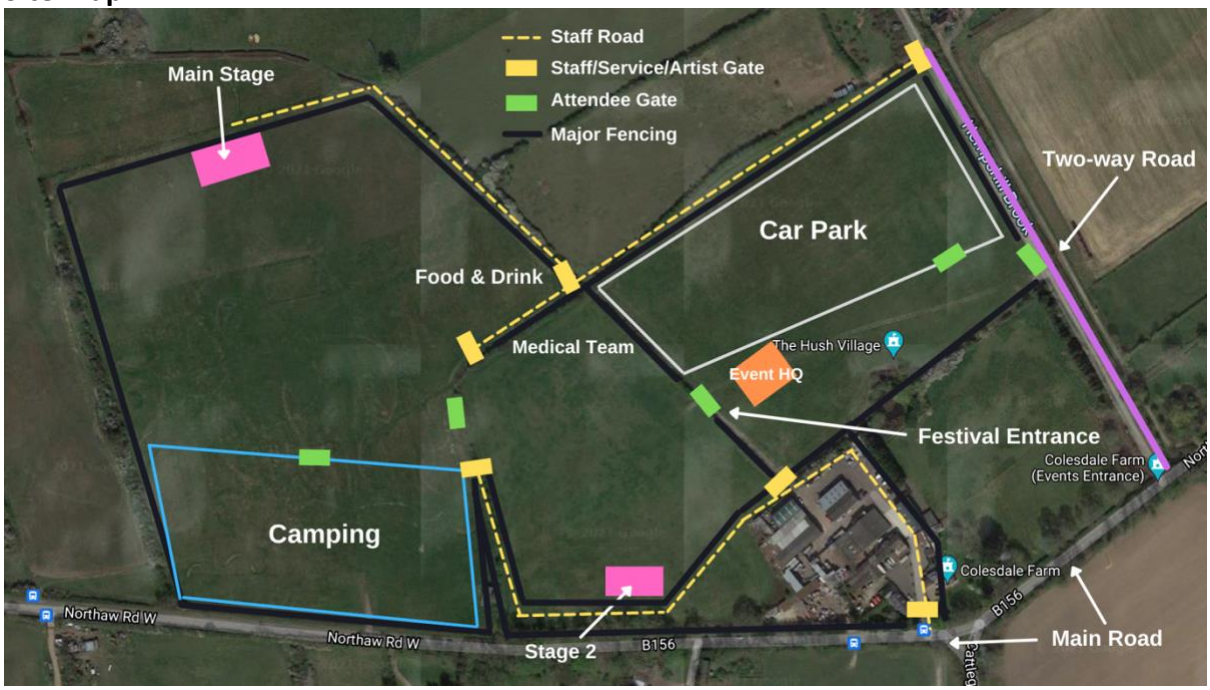
A premises license under The Licensing Act 2003 (UK Government, 2003) should be obtained in order to provide regulated entertainment and late-night refreshment, as well as sell and supply alcohol. The Licensing Act 2003 aims to “enable more freedom for business operators and customers; while clamping down on crime, disorder and anti-social behaviour” (Welwyn Hatfield, 2021).

Application for a premises license to the Welwyn Hatfield Council should be sent, as it is the licensing authority for Colesdale Farm (Appendix 4). Furthermore, a Temporary Events Notice should be sent as well, since the festival is a one-time event (Appendix 5).

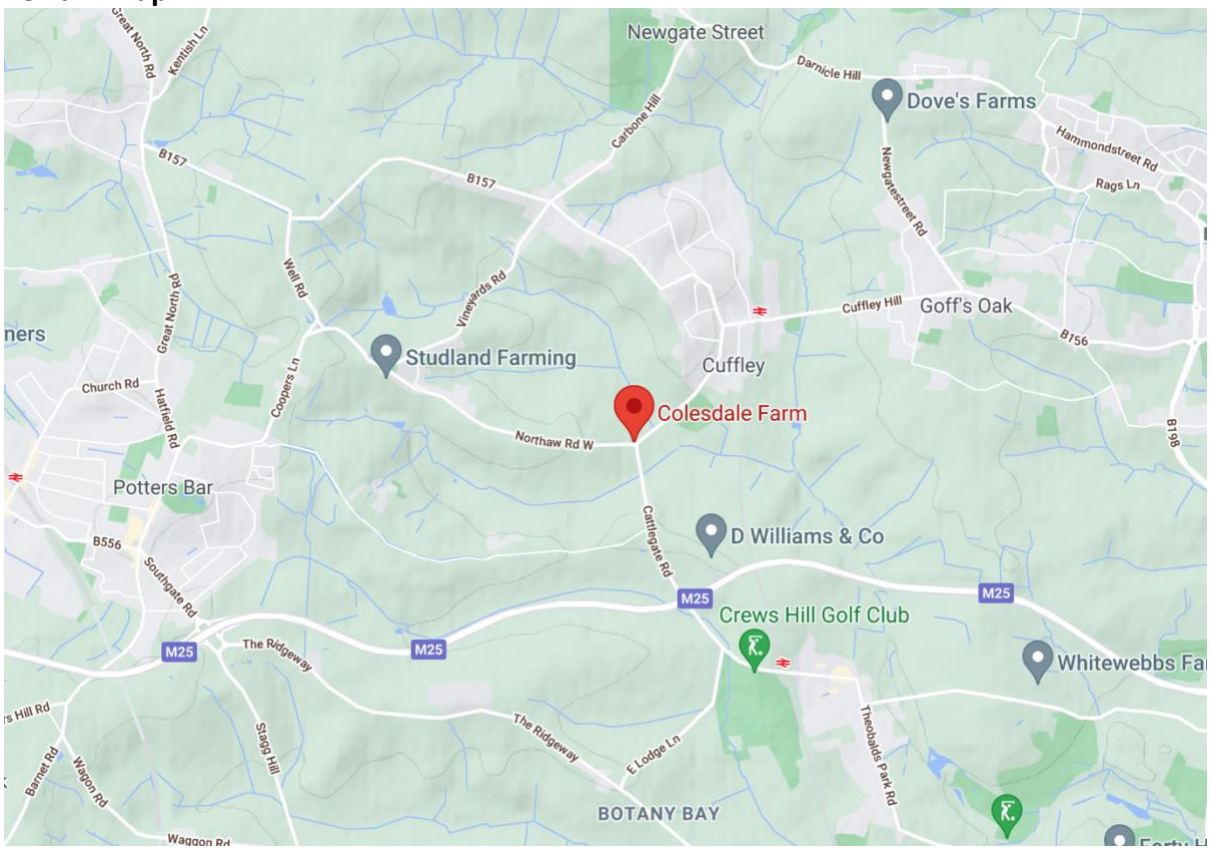
Word count: 3,157

Appendix 1 – Site Map, Terrain Map, Setting

Site Map



Terrain Map

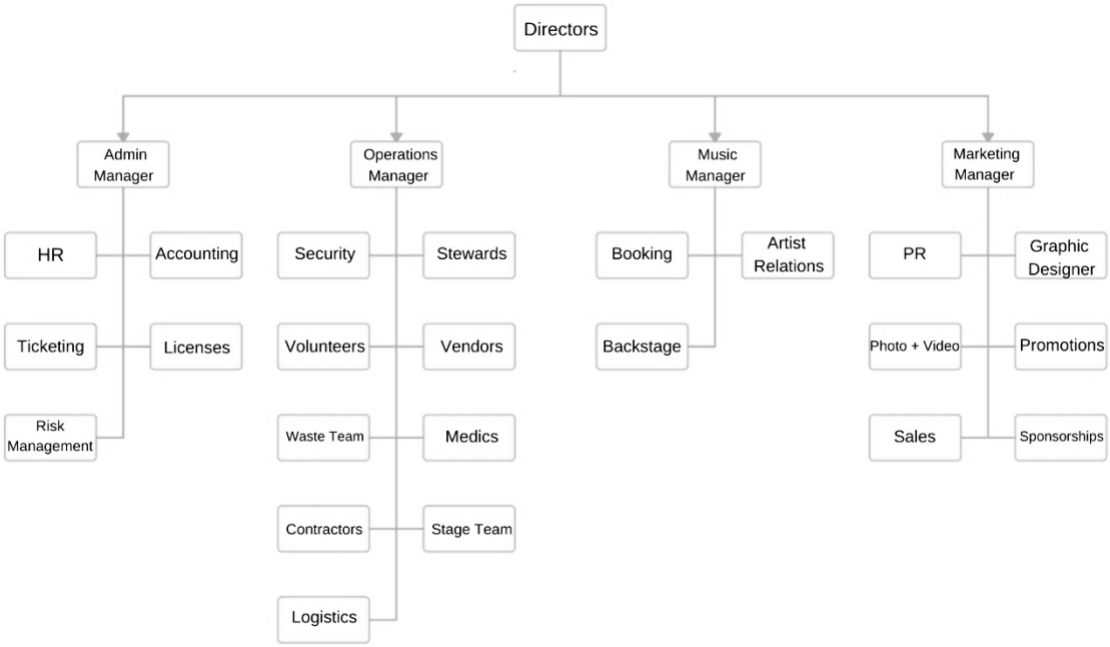


Source: Google Maps

Setting

Source: Zipcube
https://www.zipcube.com/uk/venues/colesdale-farm/10086

Appendix 2 – Staff Structure



Appendix 3 – Risk Assessment

What are the hazards?	Who and how might be harmed?	What are the current measures?	What needs to be done or improved?
Crowding	Congestion, crushing, surging, swaying, tramping of attendees or staff caused by large number of attendees, queues, front of stage	Capacity of 3,000 people, 55 acres of space, large open space in front of stages, identified entry points with security and stewards, signage to identify routes, control of crowd flow, identify and act when a problem might occur, control points with barriers	Stewards wearing high visibility jackets, radio communication for stewards, security and event control staff, safety plan assessment
Noise Exposure	Ear damage or tinnitus for attendees and staff, noise disturbance for locals	Noise level does not exceed 80 dB, trained staff monitoring and properly preparing PA, ear protection for staff	Ear protection for attendees provided
Public vehicles & pedestrians	Delays, blockage; Damage to vehicles; head injury, strains, broken bones, stress to attendees and staff	Vehicles allowed only in designated areas, safe distance and no blocking of vehicles, fencing around sidewalk next to festival site, safe site speed, staff wearing high visibility clothes near road	
Fire	Structures, waste, generators, cooking area may cause fire resulting in injuries, burns, lung damage, death to attendees and staff	Structures safely spread out, flames or cooking prohibited for attendees, trained staff, no fireworks or pyrotechnics, firing equipment at all areas, evacuation routes and emergency exits	

Terrorism	Major injuries, trauma, death for attendees and staff	High-level of security, bag checks at entrance, trained security staff	Police involvement
Weather	Extreme weather damaging structures or causing floods	Structures built by approved contractors following CDM, wind action plans, staff educated about risks and how to act, temporary barriers available to isolate and identify flooded regions	
Medical incident	Attendee or staff member fainting, collapsing, feeling sick	Trained medical staff on site, ambulance available and local hospital informed	
Exhaustion	Staff may feel tired resulting in machinery error or other major problems; attendee tiredness may result in sickness	Enough breaks, water and food provided for staff; numerous water points on site	Shift timetable made for all departments
Food & beverage poisoning	Contaminated food or drinks causing illness to staff and attendees	Food vendors are registered with complete hygiene training	Food and drink sold on site inspected before event
Electric shock	Staff working with electrical equipment may injure them; exposed and/or faulty wiring may injure attendees	Installations examined by specialist prior to evet; PAT tests for all electrical equipment; circuit brakers in all power supplies; no exposed floor wiring off stage; generators locked away and guarded	

Slips & trips	Both staff and attendees may injure themselves by slipping or tripping	Trails, camping area, toilets are well lit; cables are in cable ramps or very high up	"Slippery when wet" signs available if needed
Working from height	Staff injuries from falling or dropping something on a person	All staff properly trained and wearing appropriate safety gear (especially head gear)	
Manual handling injury	Staff may suffer injuries when building or taking down structures	Instructions and training for all staff members, trolleys available to avoid heavy lifting, correct risk assessments	A nurse present on site during building and taking down of structures

Appendix 4 – Premises License

WELWYN HATFIELD

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Kalina Batkova

(Insert name(s) of applicant)

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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
Northaw Rd W Northaw Potters Bar EN6 4QZ United Kingdom			
Post town	Northaw	**Postcode**	EN6 4QZ

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ 16,500

Part 2 - Applicant details

Please state whether you are applying for a premises licence as		**Please tick as appropriate**
a) an individual or individuals *	☑	please complete section (A)
b) a person other than an individual *		
i as a limited company/limited liability partnership	☐	please complete section (B)
ii as a partnership (other than limited liability)	☐	please complete section (B)
iii as an unincorporated association or	☐	please complete section (B)
iv other (for example a statutory corporation)	☐	please complete section (B)
c) a recognised club	☐	please complete section (B)
d) a charity	☐	please complete section (B)

e)	the proprietor of an educational establishment	☐	please complete section (B)
f)	a health service body	☐	please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales	☐	please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England	☐	please complete section (B)
h)	the chief officer of police of a police force in England and Wales	☐	please complete section (B)

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

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

I am making the application pursuant to a

statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr ☐	Mrs ☐	Miss ☑	Ms ☐	Other Title (for example, Rev)	
Surname Batkova			**First names** Kalina		
Date of birth	I am 18 years old or over ☑ Please tick yes				
Nationality Bulgarian					
Current residential address if different from premises address	1 Abbots Yard Walnut Tree Close Guildford GU1 4RW United Kingdom				
Post town	Guildford		Postcode	GU1 4RW	
Daytime contact telephone number	07425327949				
E-mail address (optional)	kalina.batkova@gmail.com				
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start? DD MM YYYY 01 07 2022

If you wish the licence to be valid only for a limited period, when do you want it to end? DD MM YYYY 01 07 2022

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

Colesdale Farm is privately owned 55 acre flat land 0.4 miles from the town of Cuffley

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

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

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

Provision of regulated entertainment (please read guidance note 2)		Please tick all that apply
a)	plays (if ticking yes, fill in box A)	☐
b)	films (if ticking yes, fill in box B)	☐
c)	indoor sporting events (if ticking yes, fill in box C)	☐
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	☐
e)	live music (if ticking yes, fill in box E)	☑
f)	recorded music (if ticking yes, fill in box F)	☑
g)	performances of dance (if ticking yes, fill in box G)	☐
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	☐

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

Supply of alcohol (if ticking yes, fill in box J) ☑

In all cases complete boxes K, L and M

E

Live music Standard days and timings (please read guidance note 7)			**Will the performance of live music take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	☐
				Outdoors	☑
Day	Start	Finish		Both	☐
Mon			**Please give further details here** (please read guidance note 4) Live music will be played from 14:00 to 23:00 on both the main stage and the smaller one.		
Tue					
Wed			**State any seasonal variations for the performance of live music** (please read guidance note 5)		
Thur					
Fri	14:00	23:00	**Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list** (please read guidance note 6)		
Sat	14:00	23:00			
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			**Will the playing of recorded music take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	☐
				Outdoors	☑
Day	Start	Finish		Both	☐
Mon			**Please give further details here** (please read guidance note 4) Recorded DJ music will be played from 23:00 to 03:00 at the smaller stage. Background music will be played between the live acts.		
Tue					
Wed			**State any seasonal variations for the playing of recorded music** (please read guidance note 5)		
Thur					
Fri	14:00	23:59	**Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list** (please read guidance note 6)		
Sat	00:00	03:00			
	14:00	23:59			
Sun	00:00	03:00			

I

Late night refreshment Standard days and timings (please read guidance note 7)			**Will the provision of late night refreshment take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	☐
				Outdoors	☑
Day	Start	Finish		Both	☐
Mon			**Please give further details here** (please read guidance note 4) Food and drink will be available to buy from vendors		
Tue					
Wed			**State any seasonal variations for the provision of late night refreshment** (please read guidance note 5)		
Thur					
Fri	23:00	23:59	**Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list** (please read guidance note 6)		
Sat	00:00	04:00			
	23:00	23:59			
Sun	00:00	04:00			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			**Will the supply of alcohol be for consumption – please tick** (please read guidance note 8)	On the premises	☑
				Off the premises	☐
Day	Start	Finish		Both	☐
Mon			**State any seasonal variations for the supply of alcohol** (please read guidance note 5)		
Tue					
Wed					
Thur			**Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list** (please read guidance note 6)		
Fri	12:00	23:59			
Sat	00:00	02:00			
	12:00	23:59			
Sun	00:00	02:00			

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

Name	Kalina Batkova
Date of birth	July 4, 1998
Address	1 Abbots Yard Walnut Tree Close Guildford GU1 4RW United Kingdom
Postcode	GU1 4RW
Personal licence number (if known)	
Issuing licensing authority (if known)	Welwyn Hatfield Council

K

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

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			**State any seasonal variations** (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			**Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list** (please read guidance note 6)
Fri	12:00	23:59	
Sat	00:00	23:59	
Sun	00:00	15:00	

M

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

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

Provision of a safe environment for attendees and staff. Minimal disruption to the local area. Health and safety information available to everyone on site at all times. A risk assessment for the use of festival management and staff, as well as the local council.

b) The prevention of crime and disorder

The event will be ticketed with well-trained security staff. A serious security check will be held at the entrance. No weapons, drugs, out of premises alcohol and food are allowed on site. The local police station will be notified of the event.

c) Public safety

No overcrowding is ensured by a well-made site and safety plan, as well as trained employees. The use of barriers ensures safety and crowd control. A large competent medical team and ambulance are available on site. Ear protection is available for both staff and attendees. Free water is also available.

d) The prevention of public nuisance

Stage speakers will not be facing the two residential areas nearby. The louder main stage music stops right before 23:00. The music at the smaller stage after 23:00 will have significantly lower volume. Local residents will be informed at least two months prior to the event. Litter will be cleared during and after the event, so the area remains clean.

e) The protection of children from harm

The event is 18+. If a child is seen on site, it would be escorted out and picked up by their guardians.

Checklist:

Please tick to indicate agreement

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

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

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

Part 4 – Signatures (please read guidance note 11)

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

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

	her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	10 January, 2022
Capacity	Applicant

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

Signature	
Date	
Capacity	

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

Appendix 5 – Temporary Event Notice

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	Batkova		
Forenames	Kalina		
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 04	Month 07	Year 1998
4. Your place of birth	Sofia, Bulgaria		
5. National Insurance Number	SX871998A		
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)			
1 Abbots Yard, Walnut Tree Close, Guildford, GU1 4RW, United Kingdom			
Post town Guildford	Postcode GU1 4RW		
7. Other contact details			
Telephone numbers Daytime Evening (optional) Mobile (optional)	07425327949		
Fax number (optional)			
E-Mail address (if available)	kalina.batkova@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)	
Northaw Rd W Northaw Potters Bar EN6 4QZ United Kingdom	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	
Club premises certificate number	
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)	
Please describe the nature of the premises below. (Please read note 4)	
Colesdale Farm is privately owned 55 acre flat land 0.4 miles from the town of Cuffley	
Please describe the nature of the event below. (Please read note 5)	
Balkanfest is a two-day 18+ Balkan music festival taking place in July 2022 at Colesdale Farm between the village of Northaw and the town on Cuffley, north of London. There will be live music on the main stage until 11 PM, live music on the second stage until sunset, and then DJ music on the second stage between 11 PM and 3 AM.	

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	☐
The provision of regulated entertainment (Please read note 7)	☑
The provision of late night refreshment	☑
Are you giving a late temporary event notice? (Please read note 8)	☐
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)	
01.07.2022 - 03.07.2022	
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 10)	
Friday: 12:00 - 23:59 Saturday: 00:00 - 04:00 & 12:00 - 23:59 Sunday: 00:00 - 04:00	
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 11)	3,300

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

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment (including, but not limited to lap dancing and pole dancing). (Please see note 13)
Friday: 14:00 - 23:59 Saturday: 00:00 - 03:00 & 14:00 - 23:59 Sunday: 00:00 - 03:00

4. Personal licence holders (Please read note 14)		
Do you currently hold a valid personal licence? (Please tick)	Yes ☐	No ☑
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority		
Licence number Date of issue Any further relevant details		

5. Previous temporary event notices you have given (Please read note 15 and tick the boxes that apply to you)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?	Yes ☐	No ☑
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 ☑

6. Associates and business colleagues (Please read note 16 and tick the boxes that apply to you)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes ☐	No ☑
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 17)	
I have: (Please tick the appropriate boxes, where applicable)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	☑
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	☑

8. Condition (Please read note 18)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the sale or supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 19)	
The information contained in this form is correct to the best of my knowledge and belief. I understand that it is an offence: (i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.	
Signature	
Date	10.01.2022
Name of Person signing	Kalina Batkova

For completion by the licensing authority

10. Acknowledgement (Please read note 20)	
I acknowledge receipt of this temporary event notice.	
Signature	On behalf of the licensing authority
Date	
Name of Officer signing	

References

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