OLDS COOL FEST

LIVE MUSIC & EVENT MANAGEMENT PORTFOLIO 1

Module Code: SBTY7005 Discipline Tutor: Natalie Smith

Karl Gordon
1906316

(OLDS COOL II Mix - Will Mendoza, 2021)

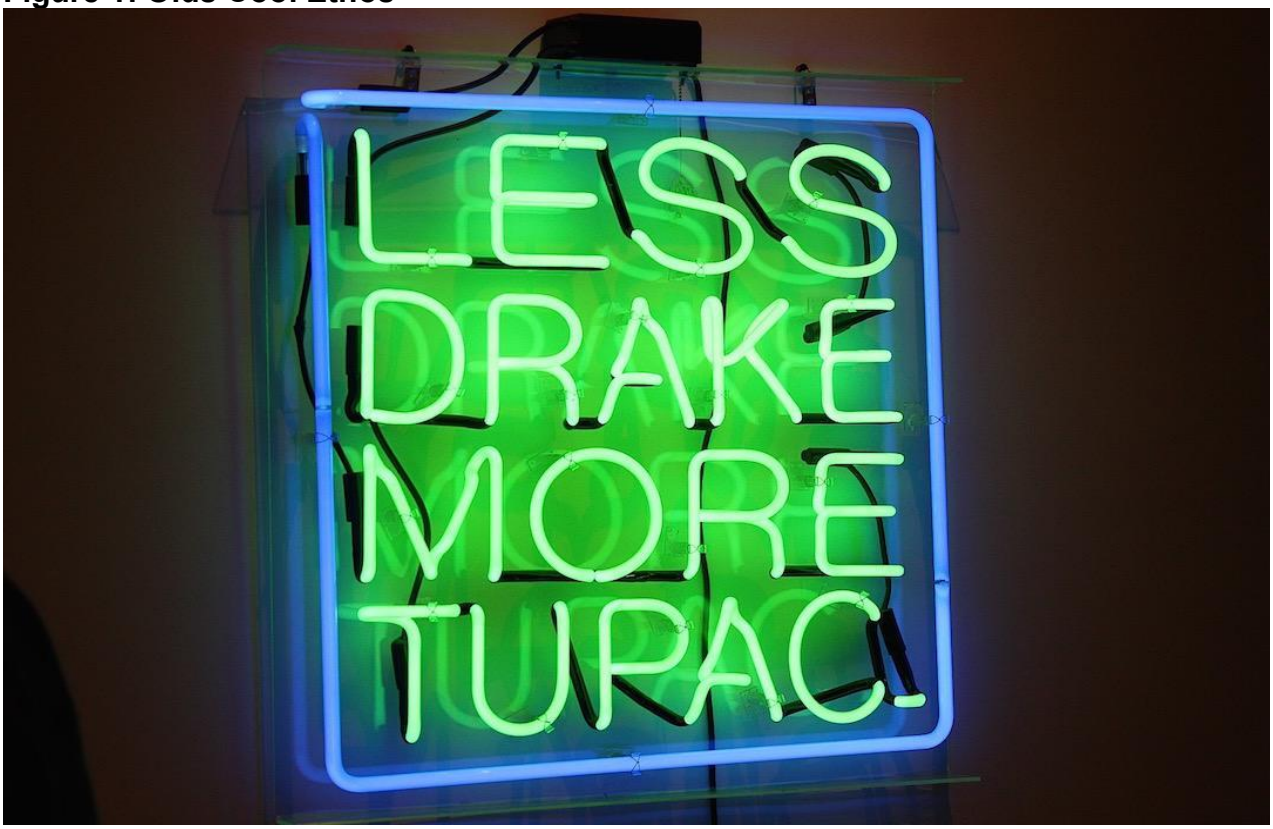
Contents

WHO 2
WHAT 2
WHERE 3
WHEN 3
THE FOUR PILLARS OF HIP HOP 4
TICKETS 5
GLAMPING 6
PROMOTION AND MARKETING 7
BUDGET 10
KEY STAKEHOLDERS 15
LICENSING 15
SAG (SAFETY ADVISORY GROUP) 16
RISK ASSESSMENT 16
TRANSPORT MANAGEMENT PLAN (TMP) 18
NOISE MANAGEMENT PLAN 19
SUMMARY 21
APPENDIX 1: FESTIVAL SITE MAPS 23
APPENDIX 2: APPLICATION FOR LICENSE 27
APPENDIX 3: RISK ASSESSMENT FOR OLDS'COOL FESTIVAL 0
APPENDIX 4: REWIND ACOUSTIC REPORT 1
APPENDIX 5: SAG ADVISORY GROUP EVENT FORM 2
APPENDIX 6: APPLICATION FOR A PERSONAL LICENSE 3
BIBLIOGRAPHY 4

WHO

Olds'Cool is a festival for the slightly older generation of music lovers. Today's average age of festival-goers is thirty seven (Wilson, 2019), and forms part of the basis for the festival's target audience of 35-55. The demographic will be hip hop purists and connoisseurs with disposable income who know their music history and want less Drake and more Tupac.

Figure 1: Olds'Cool Ethos



(Camus, 2015)

WHAT

Olds'Cool's vision is to bring together the original four pillars of hip hop: DJing, MCing, Breakdancing and Graffiti, all of which rose to prominence in the early 1980s (Tate, 2021). This festival will be a nod to 1987's Def Jam tour, attended by teenage hip hop fans thirty four years ago. The Gods of Rap tour in 2019 was a successful evening of 'over four unrelenting hours of hip-hop nostalgia from the greatest ever East Coast hip hop acts' (Moore, 2019). The event included Wu-Tang Clan, De La Soul, and the mighty Public Enemy, now in their 60's and no less energetic than in 1987. Apart from featuring old school hip hop icons from the U.S, Olds'Cool would also like to showcase legendary UK hip hop acts such as Outlaw Posse, Caveman, Demon Boys, and London Posse

UK’s contribution to rap's golden era. Olds’Cool Fest hopes to achieve an unprecedented event that captures hip hop roots and showcases both UK and U.S hip hop royalty on the same stage. Olds’Cool Fest is something that has never been done before, making it a unique festival experience. The festival will be held over two days, accommodating 3000 ticketed guests per day at Temple Island Meadows. Olds’Cool Fest will be a celebration of hip-hop culture and good times set to a soundtrack from the most prominent acts from the golden era of rap.

WHERE

Temple Island Meadows is a blank canvas ideal for a large festival due to its size and location. The site will appeal to an older crowd and consists of expansive meadows, and is close to Henley on Thames’ market town on a scenic stretch of the Thames River (Temple Island Meadows, Henley On Thames, Outdoor events venue, 2021).

There are direct rail services from London Paddington to Henley on Thames, and Temple Island Meadows is one mile from the town centre. The M4 at Junction 8/9 and the M40 at Junction 4 are approximately 5 miles from the A404, providing links to London, the M25 and Heathrow Airport (Temple Island Meadows Weddings Henley Thames., n.d.).

WHEN

Olds’Cool Fest will happen on the 2nd and 3rd of July 2022, from 12 pm to 10 pm. This date provides the time to plan and execute the project appropriately and ensures no other significant hip hop events are happening simultaneously. This date also falls on the weekend of American independence, July 4th, when America declared independence from British rule (Do You Know What The 4th of July Commemorates, Exactly?, 2021). We will use ‘Independence weekend’ as a marketing tool for a giant celebration using the ‘Verzuz’ battles as inspiration to pit the US and UK acts against one another. ‘Verzuz’ is a successful series on Instagram live to showcase the discographies of two well-known hip hop stars, going track-by-track for several hours to celebrate music, in the style of a battle, but more like a party than a competition (Lavin, 2021).

THE FOUR PILLARS OF HIP HOP

Figure 2: The four pillars of Hip Hop; graffiti, DJ'ing, breakdancing, MC'ing

(Uzeki, 2017)

As well as offering up hip hop nostalgia in the way of music, showcasing legends of UK and U.S rap, Olds'Cool will feature the best in breakdancing, DJing and graffiti. Dance crews from the UK and the U.S will battle it out on the main stage during the afternoon. Scratch and mix DJ legends, including the likes of the UK's DJ Pogo and from the U.S DJ Jazzy Jeff will host and judge the DJ battles and display why they are gods on the wheels of steel. Around the festival grounds will be art installations set up for live graffiti throughout the day by renowned legends such as 'Inky'. Olds'Cool will be auctioning off large graffiti art pieces for charity, with stalls selling smaller pieces to take home on the day. Mixtapes and video from the event will be downloadable to attendees with a unique code after the event for a small fee.

Figure 3: Festival Line Up

TICKETS

This is first Olds'Cool Festival and ticket pricing is an important aspect. The festival aims to exceptional value in it's first year in an attempt to establish the brand. There are five streams of tickets, per the table below. The average cost of a UK festival ticket is £250 (Base, 2021), and this has been used as a basis for the Olds'Cool's Gold Chain access.

Ticket type	Benefits	Price
Early bird	£10 discount of regular ticket price for early purchase of tickets	£90
Regular	Standard ticket price	£100
Silver Chain	Grants ticket holders' access to shorter queuing on admission and at bars	£120
Gold Chain	Provides a Hip Hop Brunch experience, including food and unlimited drinks for the first two hours of the event (12pm – 2pm)	£250
Platinum Chain	Provides ticket holders premium glamping accommodation in addition to access to exclusive food and drink areas	£600

Silver, gold and platinum tickets will be actual chains to be worn around the neck with the appropriate access displayed.

Figure 4: Example of chain tickets

(Wolf & Badger, 2021)

GLAMPING

Olds'Cool will offer glamping accommodation for approximately 500 people. The festival's targeted audience will primarily be non-campers who value comfort and have disposable income (How Glamping Options can Grow Festival Revenue - Eventbrite UK, 2021). The glamping element of festivals is becoming increasingly popular and is a profitable revenue stream to add to the Olds'Cool business model (How Glamping Options can Grow Festival Revenue - Eventbrite UK, 2021).

Figure 5: Glamping tents for Platinum Chain ticket holders

(Eventbrite, 2021)

PROMOTION AND MARKETING

Targeted ads will be aimed at the niche demographic of 35 – 55 year old, fans of hip hop. A website and social media pages will be set up to build communicate and build awareness of all the event details. A social media professional will create and optimise ads, monitoring performance and adjusting advertising for maximum impact. Forums for old school hip hop will be infiltrated to further target the market.

Word-of-mouth promotion is also an efficient way to increase awareness for Olds'Cool Fest. By partnering with 'Urban' radio DJ's, we can gain support for Olds'Cool Fest via Capital Xtra, Radio 1 Xtra and other smaller stations such as Westside Radio and Mi-Soul, all of which Olds'Cool have direct contacts with. Because of this type of event's rarity, word of mouth will spread quickly to the targeted market, and hip hop radio DJ's and influencers will naturally want to align themselves with the event.

Olds'Cool will approach brands like ADIDAS, Puma and JD sports for sponsorship. In today's current market, sportswear companies are no longer just looking to athletes as brand ambassadors but for social-media-savvy cultural figures, including music artists (Parham, 2019). Sports fashion sponsors kitting out the Olds'Cool breakdance crews such as Jabbawockeez will be an excellent look for this event, as their brands are associated with hip hop style and culture. Partnering with these businesses further appeal to the target audience, and provide Olds'Cool festival with more authenticity.

Figure 6: Dance crew Jabbawockeez sporting Adidas

(www.malovabay.com, 2021)

Promoting the event via posters and flyers can also be a successful way to engage with potential festival-goers and lovers of old school hip hop. The official branding and imagery will be eye catching and placed in strategic locations (How to Promote a Festival (with Pictures) - wikiHow, n.d.). As the festival is targeted at an older festival crowd, a non-digital approach be a necessary addition rather than relying on digital marketing exclusively.

The Olds'Cool team will exploit a robust list of networking contacts to promote the event in a more direct approach. The message will be direct: "Event tickets are like gold dust and a scarce commodity", to further communicate not to delay their chance to experience Olds'Cool. Creating a sense of urgency and encouraging early purchase of tickets will be beneficial for Olds'Cool for cashflow purposes.

Olds'Cool merchandise will be available exclusively on the website before the event. Event organisers will also use merchandise to market the event in the lead up via musicians and influencers wearing the hoodies and T-shirts. Wearing merchandise can be seen as an endorsement of the festival if people are seen wearing Olds'Cool branded products long after the event is over, supporting the notion that the Olds'Cool brand and its audience have a genuine connection (It's Not Just a T-Shirt: Top 3 Benefits of Event Merchandise, 2021).

Figure 7: Branded merchandise to be sold

(Images from T Shirt application)

BUDGET

Number category	Category	Detailed	Total
Revenue			
1	Tickets		
	Regular (1,750 tickets at £100)	75,000.00	
	Early Bird (125 tickets at £90)	11,250.00	
	Silver chain (125 tickets at £120)	15,000.00	
	Gold chain (150 tickets at £250)	37,500.00	
	Platinum chain (500 glamping tickets at £200)	125,000.00	
	Total music ticket sales		363,750.00
2	Glamping sales (500 glamping sites at £400 each)		200,000.00
3	Sponsorships (10 sponsors at £10,000 each)		100,000.00
4	Merchandise		
	T-shirts (250 t-shirts at £10 each)	2,500.00	
	Hoodies (250 hoodies at £25 each)	6,250.00	
	Total merchandise sales		8,750.00
5	Traders (10 traders at £350 per site)		3,500.00
6	Catering		9,246.90
7	Bars		77,435.10
Total Revenue			**762,682.00**
Costs			
8	Performers		
	De La Soul	30,000.00	
	A Tribe Called Quest	30,000.00	
	Nice and Smooth	20,000.00	
	Pharcyde	20,000.00	
	Outlaw Posse	5,000.00	
	London Posse	5,000.00	
	Other Acts	100,000.00	
	Performers Total		210,000.00
9	Site hire		10,000.00
10	Staging		3,350.00
11	Sound system & lighting hire		3,000.00
12	Utilities		25,000.00
13	Waste disposal		9,000.00
14	Printing & signage		400.00
15	Flyers & posters		250.00
16	Technology		1,000.00
17	Merchandise		
	T-shirts	857.50	
	Hoodies	3,057.50	
	Total merchandise		3,915.00
18	Insurance		10,000.00
19	PRS (4.2% of gross receipts)		32,032.64
20	Infrastructure		83,000.00
21	Security		3,150.00
22	Photography & videography		5,952.00
23	Staffing		25,000.00
24	Toilets		2,000.00
25	Water		15,000.00
	Marquees		10,000.00
26	Glamping		100,000.00
Total costs			**552,049.64**
Net profit/(loss)			**210,632.36**

Explanations for each line of the budget are provided below.

Notes to the budget

1. Tickets
Assumed most tickets sold would relate to regular. There are 500 platinum tickets available based on the number of glamping spots available. Ticket prices were determined after budgeting for all costs.

2. Glampers
The price of glamping is set at £200 more than the price of the hire which is £200.

3. Sponsorships
The festival will seek approximately 10 sponsors for £10,000 each.

4. Merchandise
The merchandise has a markup of:
T-shirts £6.57, Hoodies £12.77

5. Traders
Olds'Cool will allow outside companies to sell their merch at the festival. We can charge traders £300–400 per pitch for the weekend.

6. Catering
Food will be outsourced to external catering companies who will be charged 10-15% of sales to secure a pitch instead of a fixed fee (D, 2020). Approximately one food truck for every 400-500 attendees will be sufficient. For 3000 people, we calculate that we will need no less than eight food trucks (W, 2020). Research reveals that consumers spend an average of £23.71 per day on food and have used this an approximation for sales (Festival-goers set budgets aside with alcoholic beverages driving the daily spend, says CGA, 2019).

7. Bars
According to a survey by project know.com, 71% of hip hop festival-goers consume alcohol (Drinking and Drug Use at Music Festivals, 2021). Other research reveals that consumers spend an average of £32.27 per day on alcoholic drinks (Festival-goers set budgets aside with alcoholic beverages driving the daily spend, says CGA, 2019).

8. Performers
Artists fees will be the events most considerable expense. (Nielsen, 2019).

9. Site hire
The festival venue's average cost works out at approximately £5,000 a day based on a fixed price (Nielsen, 2019).

10. Staging
Event Equipment stage hire. £3,350 for the weekend.
Specifications for large festival stage 61 sqm:

- Twenty-five feet (7m) tall
- Rapid setup and removal times
- It does not require any additional ballast
- Low voltage hydraulic system is powered by its on-board battery
- Stage can be erected by just one member of the team meaning reduced delivery & labour costs.
- Towing fleet is equipped with turf terrain tyres, 13-ton heavy-duty winching equipment, and front and rear-mounted hitches in bad weather (Festival Stage Hire, 2017).

11. Sound System & Lighting
Medium Festival Package – 3,000 people
This package includes an 8-box line array system, medium throw and a large lighting rig.

Equipment included for £1,500:

- 8 x dB Technologies T8 Line Array Modules (with fly frames)
- 4 x dB Technologies S30N Subwoofers
- 6 x FBT Promaxx 14A Monitors
- 1 x JnS 1.3kW Drum Stack Monitor
- 1 x Allen & Heath SQ5 Mixing Desk 48 Channel
- 1 x Allen & Heath AR2412 Digital Snake with 50m Cat6A Cable
- 1 x Allen & Heath AR84 Digital Snake with 30m Cat6A Cable
- 2 x Sennheiser Wireless Microphones
- 1 x Collection of Microphones / DI Boxes / Stands
- 8 x E-Lites 285W LED Zoom Movers
- 6 x 144W LED PAR 64
- 1 x Zero88 FLX DMX Lighting Desk
- 2 x JnS Crew all-day

(Festival Staging, Speakers, Lighting and Crew Hire | Derbyshire, Leicestershire, n.d.)

12. Utilities

The estimated cost for energy is around £25,000 (Nielsen, 2019).

13. Waste disposal
It is estimated at approximately £9,000 to clean up after the event (Nielsen, 2019).

14. Printing and signage
Printed items, such as posters, banners, and brochures, £400 should cover this.

15.Flyers and posters
ULTIMATE printing package to flyer the city and fly post. This package gives 10,000 A6 Flyers + 100 x A3 Posters. £125 x 2 + VAT
Flyer Spec:

- Finished size 148mm x 105mm
- Printed FULL COLOUR (CMYK) one or both sides (same price)
- Option of 130gsm, 300gsm silk or 350gsm pulp board
- FREE Artwork check/proofs available for a small extra charge (If requested)

Poster Spec:

- Finished size 420mm x 297mm
- Printed FULL COLOUR (CMYK) one side only
- 130gsm Silk
- FREE Artwork check/proofs available for a small extra charge (If requested)
- (The ULTIMATE Package: 10,000 A6 Flyers + 100 A3 Posters, 2021)

16. Technology
Investing in admin software for the team is also necessary to handle ticket sales and collect attendee insights is approximately £1,000 (Nielsen, 2019).

17. Merchandise

- 250 T-Shirts @ £3.43 per t-shirt
- 250 Hoodies @ £12.23 per hoodie

18. Insurance
The importance of insurance cannot be overstated. Olds'Cool is required by law to provide liability insurance for all workers, including volunteers and public liability insurance for our patrons (IRFU event management, 2008).
The event will be covered through 'Event Insurance', which offers:

- Public liability
- Employers liability
- Event equipment

- Cancellation, Abandonment or Postponement
- Adverse Weather

19. PRS
PRS's charge per event for a licence is 4.2% of the Gross Receipts (PRS for music, 2020).

20. Infrastructure
As there is no necessity to build car parks or extra roads, the basic infrastructure costs will be minimal.

21. Security
The typical standard for security is to have one guard for every hundred attendees. They are there to provide safety and assist the attendees during the event. Event security personnel can also detain offenders and control any disturbances until the police arrive. We will need approximately 30 security @ £105 per day per man/woman (Special Event Security - Frequently Asked Questions - Caple Security Services Limited, 2021).

22. Photography & videography
An essential aspect of the festival, photography and videography, is a potential revenue source and provides content to advertise potential future Olds'Cool festivals.
2 x photographer £99 per hr 2 x videographer £149 per hr
2 x 12 hrs each

23. Staffing
Staff will mostly be made up of volunteers, approximately 120. It is also recommended to have 'one volunteer per 100 people at the event' trained in first aid and have one 'floater' per 10 volunteers (Clay, 2019). 'Floaters are people that can perform any role on an as-needed basis if additional assistance is needed' (Clay, 2019).

24.Toilets
The guidelines suggest that for every 75 women, there should be a single portable toilet unit provided. For men, the recommendation is one portable toilet for every 400 attendees and an additional urinal for every 100 people in attendance. (How many portable toilets do you need for an event? 2015).
Approx 40 toilets @ £50 each for the weekend.

25. Water

One drinking water point per 1,000 people must be provided. Appropriate non-slip surfaces must be given to all drinking water locations (IRFU event management, 2008). Water supplied by Liquiline

26. Glamping
Fully furnished bell tents cost approx £200 + VAT + Delivery based on three nights hire (Canvas bell tents for rental & hire for UK festivals, weddings and events, 2021).

KEY STAKEHOLDERS

Olds'Cool Fest is aware of all the different types of stakeholders involved in organising a music festival. These are the investors, employees, customers, suppliers, attendees, food and drink vendors, performers/entertainment, media, volunteers, local authorities, and emergency services. All stakeholders can directly impact the festival's outcome, making meticulous planning more crucial.

To safely put on Olds'Cool Fest, insurers, risk managers, site owners, production managers, security staff, and other stakeholders will have to participate in dialogue and planning long before the event begins. Communication and dedication to hosting a safe experience for all are vital ingredients for a successful and safe festival (Live events risks, 2021).

LICENSING

For any large-scale outdoor music event to happen safely, it first needs to be fully licensed. The appropriate application forms and related documentation can be obtained upon request from the local council's website or the licensing team. A Temporary Event Notification (TEN license) must be issued for events with fewer than 499 persons present if participants consume alcohol on-site or if there is any entertainment or hot food served after 11 pm (Stein, 2021). Olds'Cool Fest will have a maximum capacity of 3000 people and will therefore be applying for a premises license from the local authority. A premises license is a license given for a particular venue. It authorises the holder to carry out any of the following activities: the selling of alcohol by the venue to its guests, the provision of supervised entertainment and the sale of late-night refreshments between 11 pm and 5 am (Premises licenses, n.d.). Olds'Cool Fest will apply for a premises license and submit the mandatory documents as requested below:

1. A site plan-on a scale of at least 1:100

2. A consent document signed by the Appointed Supervisor of the premises. (Safety Advisory Group (SAG) - PPP, n.d.).

Olds'Cool Fest will serve alcohol at the event, which means that a premises supervisor who holds a personal license is also needed (Stein, 2021). A personal license will allow Olds'Cool Fest to sell alcohol on behalf of any organisation with a licence for premises (Alcohol licensing, 2013). See appendices

SAG (SAFETY ADVISORY GROUP)

To help plan a safe festival, Olds'Cool Fest will be working alongside the Safety Advisory Group (SAG). Throughout the year, the group meets at regular intervals and will invite event managers to meet and discuss their event management plans (Safety Advisory Group (SAG) - PPP, n.d.). Such meetings are voluntary, and attendance does not guarantee compliance with legislative criteria but is an excellent way to meet the relevant officials and get feedback from group discussions (Safety Advisory Group (SAG) - PPP, n.d.). The Safety Advisory Group's task is to advise people and organisations preparing to host a public event, in addition to any legal standards and government guidelines (Safety Advisory Group (SAG) - PPP, n.d.). The guidelines of SAG are advisory only, and it is for the event managers to take the appropriate measures to ensure that the event is safe (Safety Advisory Group (SAG) - PPP, n.d.). It is also imperative to note that individual members of SAG have regulatory powers that can apply to noise and traffic incidents at the event (Safety Advisory Group (SAG) - PPP, n.d.). Having a Noise Management Plan (NMP) and a Transport Management Plan (TMP) in place early is advised. A 'safety advisory group' event form will be submitted at least eight weeks in advance of the event to ensure no delays are encountered. For example, SAG may need to put road closures and barriers in place for the event to move forward safely, and potential traffic issues may result in lengthy hold-ups if not addressed early (Safety Advisory Group (SAG) - PPP, n.d.).

RISK ASSESSMENT

Outdoor music festivals are full of potential risks, and an essential aspect of planning a successful event is to complete a site-specific Risk Evaluation (see appendices). Under the Management of Health and Safety at Work Regulations1999, risk assessments are a legal requirement for employees (Health and safety regulation... a short guide, 2003). Olds'Cool Fest will outsource health and safety professionals to help with the event and

will be hands-on with the necessary criteria to safely ensure the event goes ahead. Failure to apply clear safety standards may result in the event being cancelled.

There are limitless things that can go wrong at an event site, and this report will focus on the most significant risks that may arise. Personnel hazards can usually include exposure to workplace noise or the possibility of injury when unloading heavy equipment from lorries. In the event of a fire, risks to the public can include bad crowd management or unclear evacuation strategies resulting in loss of life or injury.

Outside of opening hours, the people present at Olds'Cool Festival's event site will often be entirely made up of staff but will be a combination of staff, volunteers, and members of the public most of the time. Because it is unlikely that the general public will know any escape routes, particularly in more complicated locations, employees are expected to know the site layout in case of any emergencies that may occur (Fire Safety Risk Assessment, n.d.).

A risk evaluation that includes descriptions of situations or things at the event that may be dangerous or unsafe are listed below, and an explanation of what measures Olds'Cool Fest intends to take to mitigate these risks is included in the assessment (see appendices). Below is a list of possible hazards (Risk Assessment Guidance for Events, 2015):

- Fireworks
- Machinery
- Fuel, chemicals and generators
- Electrical equipment
- Fire
- Accidents including tripping and falling
- Vehicles and structures
- People including crowd control
- Activities
- lighting, heating, ventilation
- noise

Below is a list of people potentially at risk from any hazard or danger found on site (Risk Assessment Guidance for Events, 2015).

- Stewards
- Employees
- Contractors
- Vendors, exhibitors and performers

- Local residents
- Members of the public
- Disabled persons
- Children and elderly persons
- Potential trespassers
- Expectant mothers

Areas of danger to consider (Risk Assessment Guidance for Events, 2015) :

- Type of event
- Potential major incident
- Site hazards, including car parking
- Provision of emergency services
- First aid, fire, event security
- Cash collection
- Amusements and attractions
- Waste Management
- Food hygiene
- Manual Handling
- Types of attendees
- Crowd control, capacity access
- Toilet facilities & welfare
- Health & safety issues
- Exhibitors & demonstrations
- Structures
- Animals
- Working at height

See appendices for risk assessment.

TRANSPORT MANAGEMENT PLAN (TMP)

Olds'Cool Fest will need a traffic management plan if local traffic, pedestrians, and cyclists cannot use the road as they usually would or need additional signage to handle traffic in a specific area due to the event (Traffic Management Plans, 2018). The proposed TMP and its goals are listed below (Traffic Management Plan 2016, 2016):

- To provide all road users with a safe environment, including attendees, the general public, pedestrians and motorists.
- To prevent any traffic risks that can occur as a consequence of the 2022 Olds'Cool Festival taking place.
- For road users to minimise disruption, delays and/or congestion.
- To ensure that access is retained to nearby residential and commercial properties (Traffic Management Plan 2016, 2016).

In order to achieve these aims, the organisers of Olds'Cool Fest, will :

- Ensure attendees use only roads suitable for event traffic
- Ensure that delays and congestion are promptly resolved by stewards/marshalls inside and on the road immediately next to the site.
- Use sufficient and adequate road signs and ensure that adequate direction is given so that attendees and staff use only the prescribed travel routes.
- Ensure that at and inside the event venue, the needs of all participants, including motorists/motorcyclists, taxi arrivals and persons with disabilities, are accommodated.
- Prevent needless congestion in and around the site, and we will stagger coach arrival times.
- Ensure that vehicles are parked as easily and safely as possible, keeping the road open at all times and having a sufficient number of stewards/car park attendants (Traffic Management Plan 2016, 2016).

NOISE MANAGEMENT PLAN

Olds'Cool music festival, like any other outdoor music event, will involve music at high volume levels, which are integral elements of the experience (Control of noise at work in music and entertainment, 2021). Loud sound levels will occur approximately 10 hrs per day over two days, which can be harmful to hearing, irreversible, and permanent.

According to HSE guidelines, Olds'Cool Fest will determine the noise levels as soon as possible to prevent any potential issues, not only to workers but residents. Before the event, the event organisers will brief all sound engineers and stage managers to ensure all noise to the external environment is held to a minimum (Control of noise at work in music and entertainment, 2021). It is most critical that before any music is performed in rehearsal or performance, Olds'Cool fest determines what measures and noise restrictions are appropriate with the local council. Olds'Cool Fest will keep a report with all the information about noise test results as part of the noise risk assessment (Control of noise at work in music and entertainment, 2021).

Olds'Cool Fest shall select a competent acoustic contractor such as 'Sustainable Festivals' specialising in venue management and festival preparation to perform noise measurements at least thirty (30) days before the event (Event Noise Management - Sustainable Festivals, 2021). They have accredited contractors and can conduct noise analyses and develop authorised noise management plans to collaborate with environmental health to help the festival achieve its full potential and stay in compliance with all legal requirements (Event Noise Management - Sustainable Festivals, 2021).

Research for Olds'Cool Fest revealed violations of the concession terms concerning sound levels during the Rewind Festival in 2012. Rewind Festival is an event hosted in the exact location as Olds'Cool Fest. According to an acoustic report, the magnitude of the breach was significant (Rewind Festival August 2012 Acoustic report, 2012).

Because of the severe violations of public nuisance licensing requirements and Rewind Festival personnel's repeated failure to remedy the breaches, the local authority deemed it necessary to seek formal enforcement. Non-compliance with legislation is punishable by caution or prosecution (Rewind Festival August 2012 Acoustic report, 2012).

(See appendices for a report)

Olds'Cool Fest will follow through with reasonable practice measures to ensure that the event does not breach any noise guidelines. This will be done by:

1. Creating a personal NMP Strategy.
2. Making sure the sound levels are appropriate as agreed by the local authority.
3. Monitoring sites negotiated with local government day and night.
4. Making resident letter notifications before the event.
5. Organising an ordered, well-structured complaint process.
6. Preparing a 24/7 resident complaint line for immediate response.
7. Setting up a recorded coordination and command system for noise reduction with the front of house sound engineer, with daily notifications to festival organisers and production team (Event Site Design, 2020).

Olds'Cool Fest is a hip hop event that will be playing bass-heavy music. According to the Noise Council's guidance (Code of Practice on Environmental Noise Control at concerts) known as the 'Pop Code', measurements of noise in terms of dB(A) do not provide an accurate description of low-frequency sound (The Noise Council, 2021).

Low-frequency noise can easily be heard inside buildings away from the immediate event site (The Noise Council, 2021). Even though following the guideline is the target, unwanted low-frequency noise may still occur (The Noise Council, 2021). Olds'Cool Fest will need to set an additional criterion for low-frequency noise to be measured and apply additional control conditions (The Noise Council, 2021).

N.B The Noise Council comprises different specialist groups worried about the harmful effects of noise and vibration. Its goal is to respond to noise and vibration issues and give independent technical and scientific advice (The Noise Council, 2021).

Below are other elements to consider when organising an outdoor music event featured in the 'Pop Code' guidance. (See appendices for guidelines)

1. The character of the environment
2. Predicted background levels
3. How established is the site as a venue
4. The length of the festival
5. What days of the week does it fall on (Sundays & bank holidays)
6. Time of the year
7. Event finish time
8. Music genre
9. The expectation of further events in the calendar
10. Sufficient sensitisation of the locals.
11. Public acceptance.
12. Other regulated approaches.

(The Noise Council, n.d.)

SUMMARY

Although we expect a successful event, we also expect a few teething problems. Olds'Cool will be our first festival, and we have to learn on the job. The health and safety aspect of a live outdoor music event is a mammoth task that can become overwhelming, even more so than the creative side.

The site we have chosen for the event is aesthetically pleasing and close to London. It is more significant in terms of landmass than we had planned for, but if the event becomes as popular as we think it will not be, that will not be a problem for future Olds'Cool festivals as we will look to expand.

We have chosen to keep the same lineup over the two days to keep costs down on flights and accommodation for our American artists and we hope as the festival grows the lineup will grow with us.

Hip Hop music has become the most popular style of music in the world, but somewhere along the way the culture of what made it great in the first place has been lost along the way. Olds’Cool Fest wants to bring the four pillars of hip hop back to the forefront.

APPENDIX 1: FESTIVAL SITE MAPS

These maps are ariel views of the main spaces for the event. Yellow roads show emergency services access routes while purple is for attendees. There are clear boundaries separating the main event area, camping and parking sites which will be fenced off prior to the festival taking place.

Figure 1. Campsite ariel view

Figure 2. Main event area ariel view

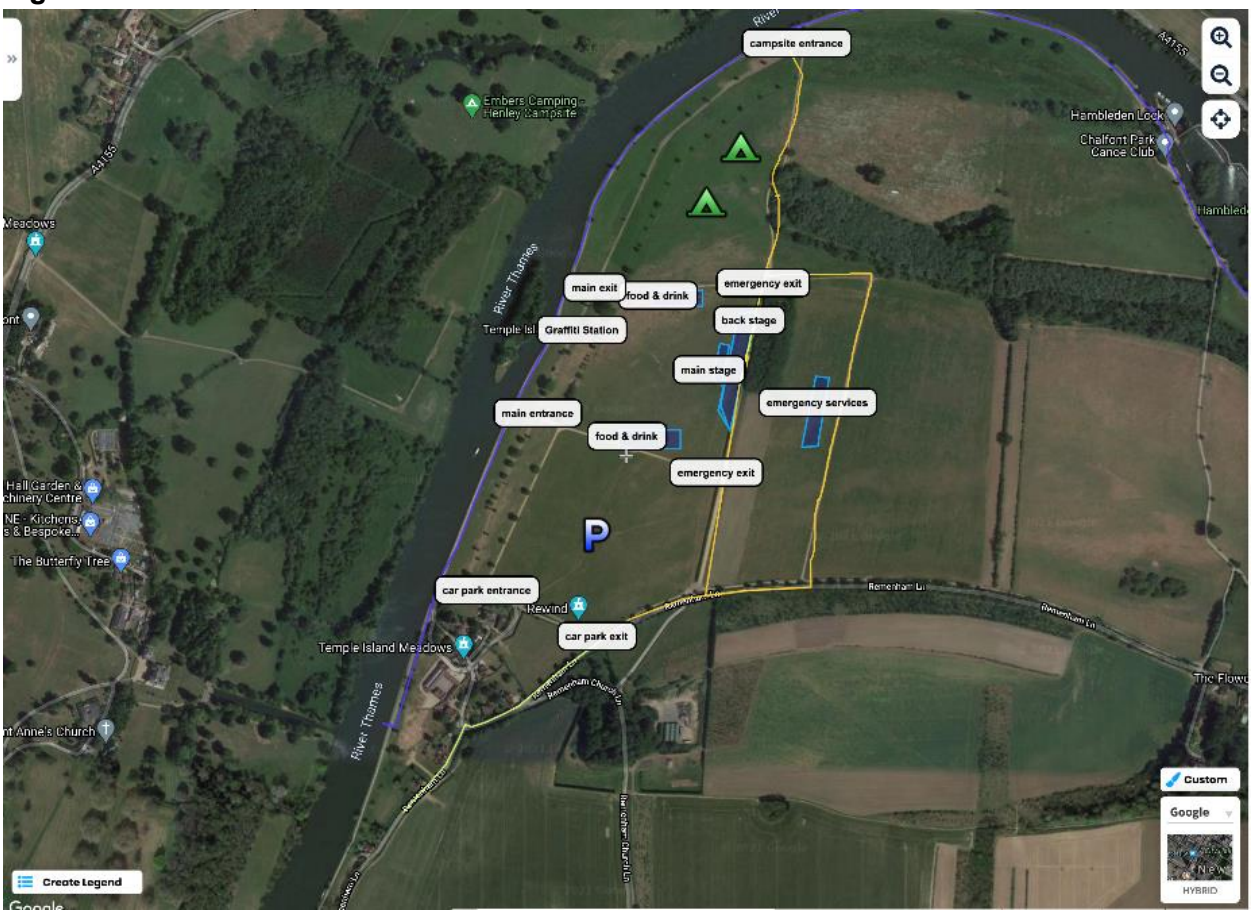


Figure 3. Main event area magnified

Figure 4. Car park area

APPENDIX 2: APPLICATION FOR LICENSE

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 Olds'Cool Festival

(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 Temple Island Meadows, Remenham Farm, Remenham Church Lane, Remenham			
Post town	Henley on Thames	**Postcode**	**RG9 3DB**

Telephone number at premises (if any)	
Non-domestic rateable value of premises	**£**

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	x 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	Mis s	Ms	Other Title (for example, Rev)	
Surname Gordon				**First names** Karl	
Date of birth		I am 18 years old or over		Please tick yes	
Nationality	**British**				

Current residential address if different from premises address	15 Artisan mews Warfield rd		
Post town	**London**	Postcode	**NW10 5GL**
Daytime contact telephone number	**077326 2222222**		
E-mail address (optional)	**Kgee@yahoo.com**		
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)			

SECOND INDIVIDUAL APPLICANT (if applicable)

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

(B) OTHER APPLICANTS

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

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

Part 3 Operating Schedule

	DD	MM	YYYY
When do you want the premises licence to start?	27	06	2022
If you wish the licence to be valid only for a limited period, when do you want it to end?	04	07	2022

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

This is a meadow location north of Henley on Thames, just across from Temple Island. On the site plan attached.
The event will be a music and cultural experience that will last for 2 days, with the licensable event ending on the third day.
The entertainment will include live music, dancing, and the selling of alcoholic beverages. The music will be old school hip hop.
Olds'Cool Fest will ensure that the licensing goals are fulfilled, such as noise disturbance reduction, safety, crowd control, crime and disturbance prevention.

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

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

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			**Will the performance of a play 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)		
Tue					
Wed			**State any seasonal variations for performing plays** (please read guidance note 5)		
Thur					
Fri			**Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list** (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			**Will the exhibition of films take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			**Please give further details here** (please read guidance note 4)		
Tue					
Wed			**State any seasonal variations for the exhibition of films** (please read guidance note 5)		
Thur					
Fri					

Sat			**Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list** (please read guidance note 6)
Sun			

C

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

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)	**Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	
		Outdoors	

Day	Start	Finish
Mon		
Tue		
Wed		
Thur		
Fri		
Sat		
Sun		

Both	

Please give further details here (please read guidance note 4)

State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)

Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)

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	
Both	

Day	Start	Finish
Mon		
Tue		
Wed		
Thur		
Fri		
Sat	1200	2300

Please give further details here (please read guidance note 4)

State any seasonal variations for the performance of live music (please read guidance note 5)

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)

Sun	1200	2300

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)		
Tue					
Wed			**State any seasonal variations for the playing of recorded music** (please read guidance note 5)		
Thur					
Fri			**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	1200	2300			
Sun	1200	2300			

G

Performances of dance Standard days and timings (please read guidance note 7)			**Will the performance of dance 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) Dance will be performed as part of the cultural aspect of the festival		
Tue					

Wed		
Thur		
Fri		
Sat	1200	2300
Sun	1200	2300

State any seasonal variations for the performance of dance (please read guidance note 5)

Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)

H

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

Indoors	
Outdoors	
Both	

Sun		

I

Late night refreshment Standard days and timings (please read guidance note 7)			**Will the provision of late night refreshment take place indoors or outdoors or both – please tick** (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			**Please give further details here** (please read guidance note 4)		
Tue					
Wed			**State any seasonal variations for the provision of late night refreshment** (please read guidance note 5)		
Thur					
Fri			**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					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			**Will the supply of alcohol be for consumption – please tick** (please read guidance note 8)	On the premises	
				Off the premises	
Day	Start	Finish		Both	
Mon			**State any seasonal variations for the supply of alcohol** (please read guidance note 5)		
Tue					

Wed		
Thur		
Fri		
Sat	1200	00.00
Sun	1200	00.00

Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)

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

Name karl Gordon	
Date of birth 14/01/70	
Address 15 Artisan Mews Warfield rd	
Postcode	nw10 5gl
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

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

L

Hours premises are open to the public
Standard days and timings (please read guidance note 7)

Day	Start	Finish
Mon		
Tue		
Wed		
Thur		
Fri		
Sat	1200	2300
Sun	1200	2300

State any seasonal variations (please read guidance note 5)

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)

Timings will differ for glampers, there will be a window

from 12.00 Friday
to midday Sunday.

M

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

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

The event will be a 2-day ticketed event for up 3000 attendees. A hip-hop cultural event including live music, recorded music from DJ's dance and graffiti in designated areas. Olds'Cool event organisers will work closely with the SAG, local residents and appropriate authorities including emergency services.

b) The prevention of crime and disorder

To keep event organisers and steward/security management in contact, a two-way radio service will be utilized. At the event, the organizers will implement a Crime Reduction Plan. All security staff and volunteers will be in highly visual attire. All staff will be briefed on how to tackle suspicious behaviour and bar staff will be advised not to serve drunk attendees' further alcohol. All attendees will be searched on entry for narcotics or anything that can be used as a weapon.

c) Public safety

All infrastructures will be certified safe in advance of the event opening including fencing, barriers and staging. The layout of the main areas will be in line with crowd safety guidelines regarding management and flow of movement, making sure all exits are unobstructed with clear signage. A qualified doctor or nurse and several volunteers qualified to carry out first aid will be on site at all times with a clearly sign posted location. All vendors will be expected to have adequate fire extinguishing equipment and food stalls to be inspected by health and safety. Sanitation areas to be checked and cleaned regularly.

d) The prevention of public nuisance

A dedicated acoustic research engineer will work alongside event organisers and present a Noise Management Plan to the local authority and SAG. All nearby residents will be informed of the event way in advance by letter drop. A dedicated waste management team will be in attendance during and after the event to make sure the grounds are left exactly how they were found.

e) The protection of children from harm

The event organisers will be making the event 18 and over due to the explicit language and nature of some of the entertainment There will be no entry for minors and a strict ID policy to gain entry to the event.

Checklist:

	Please tick to indicate agreement
	x
I have made or enclosed payment of the fee.	x
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.	x
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.	x
I understand that if I do not comply with the above requirements my application will be rejected.	x
[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	

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	Karl Gordon
Date	27/03/2021
Capacity	CEO

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 3: RISK ASSESSMENT FOR OLDS'COOL FESTIVAL

(Risk Assessment Guidance for Events, 2015)

What are the hazards?	Who might be harmed, and how?	What are you doing already?	What further action is necessary?	Action by who?	Action by when?	Done
Pedestrian/Vehicle conflict	Staff and the general public are in danger if they are hit by a car in a parking lot or on the roads leading to the event.	Making sure car parking has secure and well-lit parking areas, a taxi/bus pickup area. and pedestrians are discouraged from walking on the roads. The signage given will alert other motorists of the event.	Consider temporary speed limits on roads. Investigate the possibility of providing a shuttle bus. Consult on transport plans with the Local Police Force and County/Council Highways authority.			
Slips, Trips and Falls	It is necessary to keep staff and visitors safe from slips & trips.	Floors in marquees will be laid by a qualified individual. Steps, changes in elevation and other tripping hazards will be fenced while not being used. Industrial lighting intended to be used temporarily on walkways, toilets and areas in use by the public at night. Marquee pegs and guy ropes guarded by foam and prominent in public areas. Strong housekeeping; an efficient - staff 'see it and sort it'.	Provide a temporary fence to the river?			

Collapse of Structures	Staff and others face serious injury if fixed structures collapse.	Staging should be put together by a professional person/contractor. Contractors will have sign off certificates on all structures. Periodic, regular inspections are performed by a trained individual.	It is essential to check the weather daily. Consult with the provider(s) concerning the highest wind speed the structure can tolerate safely. Make plans to close the structure in an emergency			
Hearing Damage	Staff may sustain permanent or temporary hearing loss due to repeated exposure to loud music. All personnel are believed to be at risk, particularly performers, stewards and bar staff.	Areas of the stage will be marked as being inside the action level, with signage showing where elevated action occurs. Staff to move position between busy and quiet areas. Staff will be trained in noise hazards and the safety measures required. A staff member considered to be particularly sensitive to noise should be given earplugs. Performers or workers are given earplugs to protect them from hearing loss due to loud noises.				
Hearing Damage	Additionally, loud music can cause permanent or temporary hearing loss for the public.	Make sure event sound pressure levels don't exceed 107 dB in any part of the audience area and the peak sound pressure level doesn't exceed 140 dB. People are prohibited from going near the speakers during the presentations. Warnings and signs asking the public to be aware of the risks at the entrance.				
Medical Emergency	Workers and others badly	First aid training for workers to be performed according to regulations.	Consult on ambulance			

	injured could become seriously ill if they have no medical first aid.	First Aid points for the public with at least two first aiders for events of up to 500 attendees, or in compliance with Chapter 20 HSG 195 The Event Safety Guide – A guide to the health, safety and welfare at music and similar events (commonly known as The Purple Guide)	services for medical emergencies with the local NHS Trust.			
Lost Children	Children and parents may get separated.	All staff and stewards have been made aware of the Missing Child scheme.	Check CRB status of volunteers and workers to decide those who will be responsible for missing children at the event.			
Electrical Danger	The risk of severe and potentially fatal electric shock and/or burns to staff and public is substantial due to dangerous or inappropriate wiring.	All electrical systems should be equipped with air vents, and should be secured by circuit breakers that have a 30mA residual current rating. All generators, distribution boxes and appliances must be securely fenced off from the public. We will certify the completion of an electrical installation by an approved inspector. Certificate to be held on-site at the event. All electrical devices to be submitted for testing.	Contractors and performers reminded to ensure any electrical equipment they bring to the event is PAT tested(portable appliance tested).			
Fire Safety	In the event of a fire, people can risk serious or fatal injuries, particularly from smoke inhalation or burns.	Make sure fire risk evaluations are conducted, following Fire Risk assessments and Fire Protection Plan recommendations – available on the Communities website http://www.communities.gov.uk/fire/firesafety/firesafetylaw/ and appropriate action taken.	Fire stewards to verify fire exits and make sure the exits are cleared during shows.			

Gas Safety	People and others are at risk of injury if gas appliances are not maintained and used properly.	Vendors are required to ensure their gas systems have been installed and reviewed within the last year by a “Gas Safety Register” certified contractor. Food safety certificates to be held on all food stalls. Food vendors should be reminded of the value of ensuring workers are well qualified before handling LPG cylinders. Vendors are only allowed to supply one day's worth of LPG to their stall.	Make plans to make sure food vendors are complying with gas safety regulations			
Barrier Failure	Workers and others can suffer serious injuries if barriers fail.	The barrier should be erected by a professional person/contractor. The contractor will have all appropriate approvals and permits for all structures. Periodic tests on all structures made by a trained person.				
Lasers and other special effects	The equipment causes eye damage if not properly used and may harm staff or attendees.	Do not use without approval of licencing authority. Assessing suitability of venue by qualified individual, complete risk evaluation and compliance with HSE guidelines HS(G)95.2.				
Food poisoning	Employees and the general public are at risk of ill health due to food consumed in unsanitary conditions.	Only licenced food handlers to be used at the event whose company is registered with their local authorities Department of Health. Food traders in attendance must carry copies of their food safety management system with them to each event.	Check with Environmental Health Department whether they would like a list of food traders to be submitted before the event. Invite the Environmental Health Department to inspect food stalls.	Contact the Environmental Health Department about their thoughts on food traders		

				at the event. Encourage EHD to inspect food stalls.		
Public Disorder	Both workers and the public would be vulnerable to dangerous injuries if they are targeted during outbreaks of disorder.	Staff qualified to manage tense/difficult circumstances should intervene calmly and de escalate conflict. There will be ample numbers of qualified, SIA-badged security. Workers skilled in procedures, such as re-entry, queuing and searching, will be present, managing those numbers at the event in respect to performance areas and main stage attractions. Pit security personnel employed to track and observe crowd behaviour. Drinks not offered to those who are apparently intoxicated. No glass bottles at the event..	Include clear advance warning of prohibited products (glass and alcohol). Consult with local police on security measures.			
Smoke and fogs	Staff can experience skin irritation from handling dry ice. Fumes and mists are toxic to the lungs, nose and airways of those	Only qualified staff have access to security locks and access codes to the product storage container. Only people who understand the risks associated with using the product and have been educated on how to use the product properly, should use the product, including wearing suitable	Warning signs used in front of the venue to alert the public.			

	that are near the fumes or mists.	gloves, as suggested by the manufacturer.				
Work at height	Workers are at considerable risk of serious injury if they fall from high places.	Staging should be built by a professional person/contractor. Pre-event risk assessments/method statements for contractors tested for safe work practises. All work at height measured on an individual task-by-task basis. We have suitable ladders, in good condition, suitable for heavy work, and workers will be instructed in how to use the ladders.				
Manual Handling	Workers are at risk for musculoskeletal pain caused by the repeated tasks of lifting heavy and/or uncomfortable objects.	All manual handling functions are measured on an individual basis. Pre-event risk assessment/method statements of contractors tested for safe work practises. Just skilled workers doing manual handling. A selection of manual handling equipment including forklifts and other heavy duty equipment available to the workers.	Showing new workers how to use manual handling aids is helpful.			

APPENDIX 4: REWIND ACOUSTIC REPORT

West Berkshire & Wokingham | Environmental Health & Licensing

REWIND FESTIVAL AUGUST 2012

ACOUSTIC REPORT

Submitted by the Environmental Quality Team

PO Box 155
Council Offices
Shute End
Wokingham
RG41 1WW

0118 974 6000
Environmental.health@wokingham.gov.uk

REWIND FESTIVAL 2012 ACOUSTIC REPORT

Background

The Remenham Farm site has had a Premises Licence under the Licensing Act 2003 for several years, ref: licence no. PR0258. In recent years this licence was used for Henley Regatta events, in the barn area and weddings in the summer on "temple island" meadow, as well as the Rewind Festival music event. In 2010 the licence holder, Copas Partnership decided to operate activities under separate licences, with the Henley Regatta and wedding events operating under their own licence no PR0258, and the Rewind Festival event, operating under its own licence, PR0338 held by the Rival Organisation Ltd.

Premises licence PR0338 for Temple Island Meadow, was issued on 2nd August 2010. The licence is specifically for and is limited to a 3 day 80's Rewind Music Festival. Licensable activities include, performance of live music, playing of recorded music, and entertainment facilities for making music.

With respect to public nuisance and specifically noise nuisance the licence has 4 conditions relating to control of noise to prevent public nuisance. These are set out in appendix 1.

The Rewind event is large scale event with a capacity of just under 20,000. It involves a main stage with live music bands from the 1980s performing over two days with a funfair operating until 1am on 2 nights and 12 midnight on one night. Facilities include bars, food stands, funfair, a large campsite and day car park.

Aims and objectives

The aim was to undertake a noise monitoring validation exercise to determine the effectiveness of the noise management practices during the Rewind 2012 event and compliance with the licence conditions of licence PR0338 and in particular condition 15.

Objectives

- Undertake ad hoc attended noise monitoring at relevant receptors and assess compliance with conditions.

Monitoring site visits

The following Officers attended site at various times

Joe Dray (JD) Erica Taylor (ET)

Noise monitoring took place on the following occasions:

Friday 17th August 2012 16:30 – 18:30 (JD) - Sound Checks
Saturday 18th August 2012 15:00 – 22:00 (JD & ET)
Sunday 19th August 2012 14:50 – 20:40 (JD & ET)

Equipment used

Equipment	Serial number	External Calibration
B&K Sound level meters 2236 and microphones	1778121 1827478	28/11/11 Ref: C1109397 15/12/11 Ref:C1109986
B&K calibrators 4231	2010446 1839132	28/11/11 Ref: C1109394 28/11/11 Ref:C1109392

Copies of external calibration certificates are available upon request

Weather – Warm and Sunny for most of monitoring period. Wind varied from 5 – 15 mph S - SW

Sampling locations

An indicative location plan is enclosed in appendix 3.

At Rememham Manor the monitoring location was selected near to the Rewind Contractor's continuous monitoring equipment approximately 1m from the façade of the building with the microphone at approximately 1-1.5m height form ground level.

Measurements were taken at other locations using a hand-held sound level meter

Measurements were taken from attended monitoring equipment only, to ensure that any potential influencing noise factors could be monitored and accounted for.

Measurements were recorded manually in officer note books and ipad (19th August)

Results and Observations

Saturday 18th August 2012

Monitoring commenced at Remenham Manor at 15:08. (Table 2 of appendix 2 provides a log of the monitoring results obtained with exceedences of the **65dB** noise limit (Condition 15) shown in red.)

At 16:00 a 15 Minute LAeq of **67.8dB** was recorded during the 'soul to soul' set in breach of condition 15. I spoke to Ann Sugiura, a member of the noise control team for the Rival Organisation. She agreed that the level was above the limit and she contacted the mixer desk

At 17:12 a 15 Minute LAeq of **67.5dB** was recorded during the 'Bangles' set

At 18:50 a 15 Minute LAeq of **70.3dB** was recorded during the 'Starship' set. I spoke to Philip Dinn, a member of the noise control team for the Rival Organisation. He stated that "it's the top end that's doing it" and he phoned his colleague Ann Sugiura who was on her way to the mixing desk to 'have a word'. It was noted at the time that Philip was in possession of a radio, as provided by the organisers, but this was not used to contact the mixing desk direct.

At 19:10 a 15 Minute LAeq of **67.7dB** was recorded during the Heather Small set

At 19:39 a 15 Minute LAeq of **69dB** was recorded during the 'Five Star' set. I spoke again with Philip Dinn and he informed me that they had spoken with the desk and that they had turned the music down twice. He had been informed that the desk was 'getting complaints from the audience that the music isn't loud enough.

At 20:10 a 15 Minute LAeq of **73.6dB** was recorded during the Jimmy Somerville set and during the same set a level of **72.6dB** was also recorded.

At 20:48 a 15 Minute LAeq of **68.5dB** was recorded during the Rick Astley set. The SLM was re- set at 20:48 and a 15 Minute LAeq of **71.7dB** was recorded during the same set. I phoned Julia O'Brien (Licensing Authority) to discuss the situation and to ensure that the licence holder was made aware of the breaches of the condition. She was in a meeting with Alan Law of the Rival Organisation at the time of the call so I presume that the message was passed on to the licence holder.

At 21:45 a 15 Minute LAeq of **70.4** was recorded during the Kool and the Gang set. At 22:00 another 15 Minute LAeq of **70.4** was recorded during the same set

My colleague Erica Taylor carried out some additional monitoring at the boundary of the Old School House. No exceedences of the noise limit were recorded at this location.

Sunday 19th August 2012

It is understood that Julia O'Brien discussed noise levels with the licence holder and others at the 'morning' site meeting

Monitoring commenced at Remenham Manor at 14:54
At 15:09 a 15 Minute LAeq of **68.4dB** was recorded during 'The Straits' set. This was above the 65dB limit set by condition 15 of the licence.

At 17:05 a 15 Minute LAeq of **69.1dB** was recorded during the Adam Ant set. Monitoring continued with indicative levels above the noise limit of 65dB however the recordings were affected by the movement of a Grundon waste vehicle.

At 18:31 a 14 Minute LAeq of **68.1dB** was recorded during the John Parr set however this set ended before the 15minute recording interval had elapsed.

At 18:50 a 15 Minute LAeq of **66.3dB** was recorded during the T'Pau set.

At 19:30 a 15 Minute LAeq of **68.7dB** was recorded during the Midge Ure set.

At 19:50 a 15 Minute LAeq of **71.4dB** was recorded during the Roland Gift set. A 15 Minute LAeq of **71.7dB** was also recorded during the same set.

At 20:20 a 15 Minute LAeq of **72.2dB** was recorded during the Marc Almond set.

Additional ad hoc monitoring took place at the Old School House (boundary), by the gate to Remenham Barn and in the vicinity of Remenham Farm House. No breaches of the 65dB noise limit were recorded at these locations.

Results of Monitoring by Remenham Farm Residents' Association

Three Spires Acoustics Ltd was engaged by the Remenham Farm Residents' Association to monitor events in Remenham throughout the summer. A summary of measurements taken at Remenham Manor (their MP1) during the Rewind Festival is provided at Appendix 3.
The results clearly show that there were significant breaches of the licence throughout the Rewind Festival. .

Three Spires Acoustics Ltd also carried out monitoring at the boundary of the Old School House. The data indicates that there may have been minor breaches of the 65dB limit at this location but as they were free-field measurements, not taken at one metre from the façade of the property, this cannot be confirmed.

Conclusion

A significant number of breaches of licence condition 15 occurred during the event. The extent of exceedence is considered significant, as many were in the region of 10% above the condition criteria. It has been calculated using the data provided by Three Spires Ltd that for a total of 5 hours on Saturday 18th and 6.25 hours on Sunday19th August the music noise level limit was exceeded.

Based on the frequency and extent of the breaches of the licence condition criteria, it is concluded that the noise management of the 2012 event was ineffective. Furthermore notification of the breaches to the noise contractor and event management , failed to result in the situation being remedied.

Complaints Received

Reference no./ Source	Dates received	Nature of complaint
49868 Old School House	15th & 22nd Aug 2012	Noise from music, setting up, Noise from heavy machinery after 11pm (15th & 16th August) Noise from lorries on Remenham Lane all week Noise from generators audible all night, every night. Noise from Fireworks Children unable to sleep Light Pollution
Barnside Cottage	21st August 2012	Music Noise Traffic Marshalling on Remenham Lane Noise from Fireworks
Remenham Farm Residents' Association	20th August 2012	Music noise level Light Pollution Setting up noise
Remenham Farm House	20th August 2012	Music Noise Unable to dine outside
The Reeds	29th August 2012	Strong objection to festival. Supporting comments made by others about music noise, setting up etc.
Remenham Manor	29th August 2012	Not present during event but wishing to be associated with comments made by others.

Enforcement Options

Having regard to the West Berkshire Enforcement Policy, in deciding on an appropriate and proportionate approach to considering enforcement options the following matters are relevant;

Event history

The event history may have a bearing on the selected enforcement. In 2009 the acoustic report concluded that there was ineffective sound management of the arena and a more robust noise management plan was required, and included in the revised stand alone rewind licence. This effectively was an informal review of the licence. A prosecution was not recommended nor was a formal review of the licence initiated by Environmental Health.

In 2010 the acoustic report concluded that there were no breaches of noise conditions. It was concluded that significant improvement in the noise control of the event had been achieved over the previous year and as there were no licence breaches no formal enforcement activity was deemed necessary.

In 2011 the licensee failed to meet condition 15 of their licence. The failures were not minor, or of short duration. They were frequent, throughout the Saturday and Sunday evening. . Enforcement options were considered by the West Berkshire and Wokingham Enforcement Group and a formal written warning was sent to the licence holder.

In 2012 the licensee failed to meet condition 15 of their licence. The failures were not minor, or of short duration. They were frequent, throughout the Saturday and Sunday. The selected enforcement action should be proportionate to the nature of the offence and should deter future non-compliance

Options The options available are;

Do nothing – this is not appropriate as significant breaches of the licence occurred.

Formal review of the licence – this may be appropriate in hand with other enforcement but it is considered that it would be ineffective as a stand alone measure, owing to the fact that the licensee failed to meet the current conditions. Current proposals for amended conditions are given in Appendix 4

Formal Enforcement options – it is considered appropriate to pursue formal enforcement due to extensive breaches of public nuisance licensing criteria, and repeated failure by personnel acting on behalf of Rival Organisation Ltd to remedy the breaches. Formal enforcement options include;

Simple caution
Prosecution

The Licensing Authority is the appropriate authority to decide which formal enforcement option is to be pursued, based on the evidence presented to them.

Annex 4

(14) All amplified speech, music or sound emitted from the premises shall not be audible within noise sensitive premises with the windows open in a manner typical for ventilation before 11:00H or after 23:00H on any day.

(15) The sound level from amplified music, amplified speech or other amplified sound shall not exceed 65 LAeq, measured over a 15 minute period between 11:00H and 23:00H at one metre from the facade of noise sensitive residential premises.

(16) Each year the licence holder shall engage the services of a suitably qualified noise consultant to oversee the control of noise during the three day period covered by the licence.

(17) A detailed noise management strategy shall be prepared and submitted prior to each event. The draft strategy will be submitted at least three months before the date of each event and will be agreed in writing by the licensing authority prior to the event. The strategy will contain the following:

1) A description of the resource being provided to monitor and control environmental noise.
2) Details of equipment to be used to monitor noise and how it will be deployed. .
3) Details of how levels will be monitored and how this will translate into active control
4) The identification of routine monitoring sites
5) Details of the recording and logging of noise data
6) Liaison with licensing or environmental health staff during the event
7) Details of noise criteria that will apply to any noise sensitive location or to any monitoring location
8) Listing of all sound sources and their rating in terms of wattage
9) Details of any works or arrangements which are considered necessary, desirable or good practice to reduce off-site sound levels (e.g. orientation of main stage, traffic routes etc)
10) Details of management arrangements including who the noise team report to and liaison with PA engineers and band engineers.
11) Consideration of incidental noise sources and their management e.g. noise arising from setting up and dismantling activity, fairground, traders etc.
12) Details of Communications
a) Between noise team staff, organiser and PA contractor
b) Between noise team and local authority
c) Between event and public to include details of pre-publicised complaint hotline

Appendix 2
Monitoring Results

Table 1 – Friday 17th August 2012 (Sound Checks)

Location	Time	Parameter	Level (dBA)	comments
	16:50	-	-	Calibration with calibrator 2010446 94.1dBA
Remenham Manor	17:45			Set up 1m from façade 1.3 m height
	17:55	Leq 5 mins	51.4	Before commencement of sound checks
	18:00			Sound checks commenced – selection of recorded music
	18:05			Aeroplane performing aerobatics above site (approx 30 secs)
	18:11	Leq 10 mins	63.9	
	18:16	Leq 15 mins	**64.0**	

Table 2 - Saturday 18th August 2012 log of monitoring results

Location	Time	Parameter	Level (dBA)	Comments
Remenham Manor	15:05			Calibration with calibrator 2010446 94.0dBA
	15:08			Commenced monitoring
	15:10			Aeroplane performing aerobatics above site (approx 15 secs)
		Leq 5 mins	64.0	'Right Said Fred' Set ends and SLM re-set.
	15:16 – 15:45			Recorded music only well below max level
	15:45			'Soul to Soul'
	15:50	Leq 5 mins	67.3	
	15:55	Leq 10 mins	68.1	
	16:00	Leq 15 mins	**67.8**	Spoke to Ann Sugiura – member of noise team for Rival Organisation. She agreed that above 65dB(A) limit. Message sent to mixer desk
	16:01			Re- set SLM
		Leq 5 mins	62.4	
		Leq 10 mins	63.2	
		Leq 14 mins	64.9	Set ends
	16:45			Helicopter Circling site
	16:46			Announcement starting new set – 'The Bangles'
		Leq 5 mins	67.9	Helicopter (Air Ambulance) lands in adjacent field measurement abandoned
		Leq 10 mins	67.0	

	16:56			SLM re-set
		Leq 5 mins	63.6	
	17.05			Air Ambulance departs
		Leq 10 mins	64.2	
		Leq 15 mins	**63.7**	
	17:10			SLM re-set
	17:12			Light planes x2 passing over
		Leq 5 mins	66.5	(small contribution from planes)
		Leq 10 mins	67.3	
		Leq 15 mins	67.5	
	18:35			Announcement of new set – 'Starship'
		Leq 5 mins	71.4	" We built this city"
		Leq 10 mins	70.9	"Sarah"
		Leq 15 mins	**70.3**	Set finishes at 17 mins.
	18:52			Spoke to Phil Dinn - – member of noise team for Rival Organisation. "*It's the top end that's doing it*" He phoned Ann Sugiura who is heading for sound mixing desk to have a word. It was noted that he was in possession of a radio but did not use to contact the mixing desk
	18:55			Re- set SLM. Announcement for new set – Heather Small
		Leq 5 mins	67.5	"What have you done today"
		Leq 10 mins	68.3	" Search for a hero"
		Leq 15 mins	**67.7**	" One night in heaven"
	19:13			Re-set SLM
		Leq 5 mins	69.9	
	19:21		69.2	Set ends
	19:24			Re- set SLM. Announcement for new set – 'Five Star'
		Leq 5 mins	69.9	
		Leq 10 mins	69.4	Conversation with Phill Dinn. 'He informed me that they have spoken to the desk and they have turned the music down twice and are 'getting complaints from the audience that the music isn't loud enough'.
		Leq 15 mins	**69.0**	
	19:40			Re-set SLM
		Leq 5 mins	72.3	
		Leq 10 mins	74.0	Set ends
	19.55			Re- set SLM Announcement for new set – 'Jimmy Somerville
		Leq 5 mins	73.0	
		Leq 10 mins	72.7	
		~~Leq 15 mins~~	~~73.6~~	
	20:11			Re-set SLM
		Leq 5 mins	70.7	
		Leq 10 mins	70.7	

		Leq 15 mins	**72.6**	
	20:28			Set ends
	20:33			Re- set SLM New set – Rick Astley
		Leq 5 mins	68.5	
		Leq 10 mins	68.2	
		Leq 15 mins	**68.5**	
	20:48			Re-set SLM
		Leq 5 mins	71.1	
		Leq 10 mins	71.3	Phoned Julia O'Brien to discuss – she is with Alan Law and will ensure that licence holder is aware.
		Leq 15 mins	**71.7**	
	21:30			Re- set SLM New set – Kool and the Gang
		Leq 5 mins	67.9	
		Leq 10 mins	69.0	
		Leq 15 mins	**70.4**	
		Leq 5 mins	71.4	
		Leq 10 mins	70.3	
		Leq 15 mins	**70.4**	
Old School House (Field boundary)				Calibration with calibrator 1839132 95dB
	17:54			Monitoring started
		Leq 5 min	54.6	(Lawn mower running in Old School House)
		Leq 10 mins	51.2	
	18:05			Helicopter taking off in same field, measurement abandoned.
	18:06			Re- set SLM
		Leq 5 mins	55.5	
		Leq 10 Mins	56.5	2 light planes flying over.
		Leq 15 mins	**56.5**	
	18:56			Heather Small
		Leq 5 mins	56.4	
		Leq 10 Mins	55.4	
		Leq 15 mins	**55.3**	

Table 3 Sunday 19th August 2012

Location	Time	Parameter	Level (dBA)	Comments
Remenham Manor	14.50			Calibration with calibrator 2010446

				94.0dBA
	14.54			Commenced monitoring
		Leq 5 mins	70.8	'The Straits'
		Leq 10 mins	69.1	
		Leq 15 mins	**68.4**	
		Leq 5 mins	64.0	
		Leq 10 mins	62.5	
		Leq 15 mins	**64.0**	
	15:27			Set ends
	15:50			'Lightning Seeds'
		Leq 5 mins	61.7	
		Leq 10 Mins	62.4	
		Leq 15 mins	**63.6**	
		Leq 5 mins	66.2	
		Leq 10 Mins	64.6	
		Leq 15 mins	**64.0**	
		Leq 5 mins	69.9	Set ends at 16:25
	16:50			Various sound check Announcement: 'Adam Ant'
		Leq 5 mins	67.4	
		Leq 10 Mins	67.8	
		Leq 15 mins	**69.1**	(Stand and Deliver)
		Leq 5 mins	65.5	
		Leq 10 Mins	65.0	
		Leq 15 mins	**64.8**	(Don't drink, don't smoke etc)
		Leq 5 Mins	62.5	
	17.25			Set ends (Prince Charming)
	18:00			Announcement: 'Wang Chung'
		Leq 5 mins	66.6	
	18:06			18:06 Grundon vehicle passes and returns
		Leq 10 Mins	67.3	
		Leq 12 mins	67.3	
	18:12			Set ends
	18:17			Announcement: 'John Parr'
		Leq 5 mins	70.0	
		Leq 10 Mins	67.4	
		Leq 14 mins	**68.1**	(14 mins only)
	18:35			Announcement: T'Pau
		Leq 5 mins	67.3	
		Leq 10 Mins	67.0	
		Leq 15 mins	**66.3**	
		Leq 2 mins	69.5	
	18:54			Set ends
	19:00			Announcement: 'Midge Ure'
		Leq 5 mins	63.3	Vocals not audible – fault with microphone?. Minor fracas at mixing

				desk reported
		Leq 10 Mins	64.7	
		Leq 15 mins	**64.7**	
		Leq 5 mins	66.1	
		Leq 10 Mins	66.3	
		Leq 15 mins	**68.7**	
	19:30			Set ends
	19:35			Announcement: 'Roland Gift'
		Leq 5 mins	71.1	
		Leq 10 Mins	71.7	
		Leq 15 mins	**71.4**	
		Leq 5 mins	68.4	
		Leq 10 Mins	70.4	
		Leq 15 mins	**71.7**	
	20:03	Leq 5 mins	73.6	Announcement 'Marc Almond':
		Leq 10 mins	72.3	
		Leq 15 mins	**72.2**	
Old School House	15:50			Commenced monitoring 'Lightning seeds'
		Leq 5 mins	54.2	
		Leq 10 Mins	57.0	
		Leq 15 mins	**58.0**	
		Leq 5 mins	59.9	
		Leq 10 Mins	60.6	
		Leq 15 mins	**62.00**	
Remenham Barn (by gate)	18:33			Commenced monitoring T'Pau
		Leq 5 mins	57.0	
		Leq 10 Mins	57.0	
		Leq 15 mins	**56.2**	
Remenham Farm House	19:00			Commenced monitoring: Midge Ure
		Leq 5 mins	55.1	
		Leq 10 Mins	55.3	Some vehicle traffic
		Leq 15 mins	**55.2**	

Appendix 3 - Monitoring data provided by the Remenham Farm Residents' Association

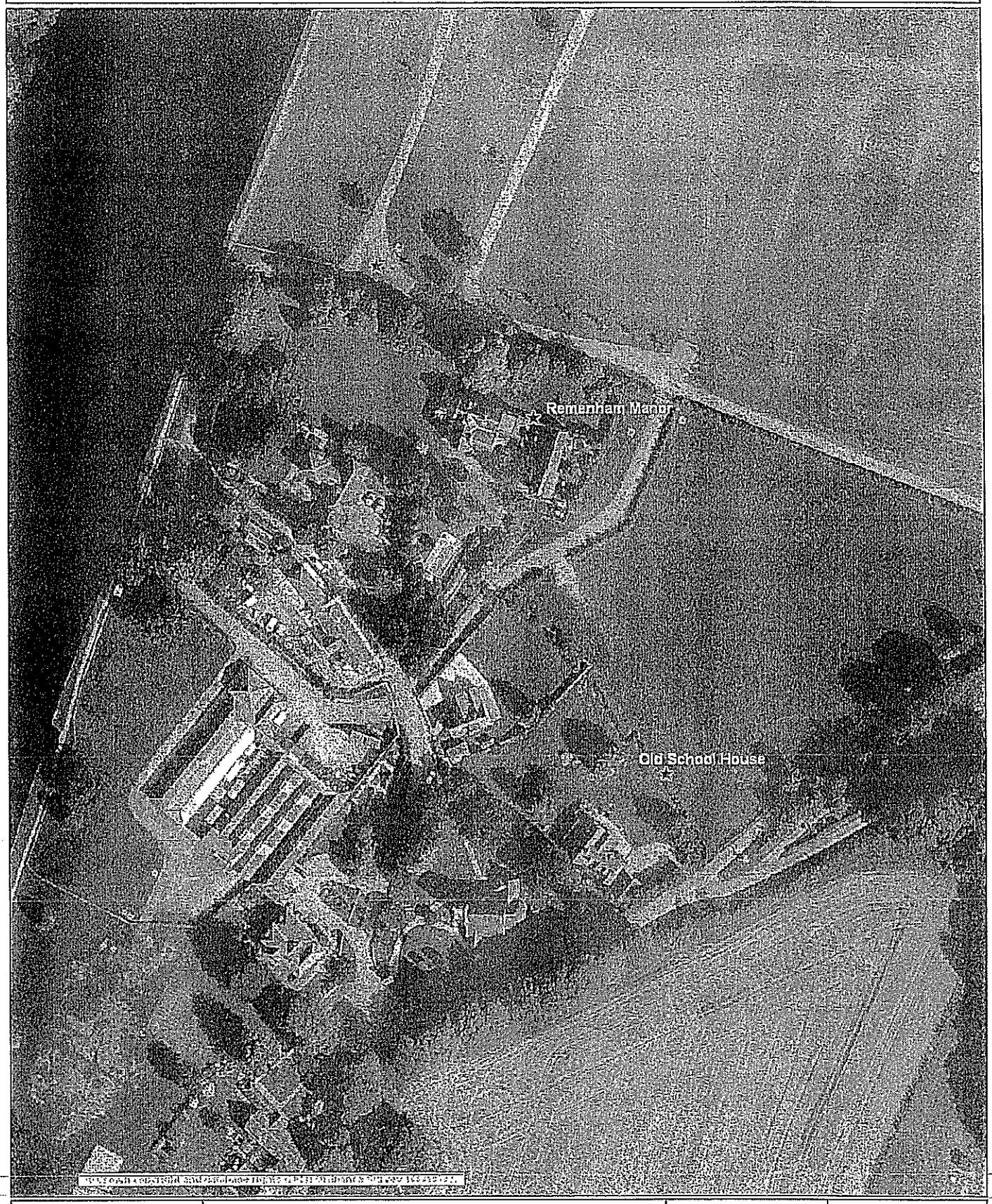
Table 9: Time History Results- Remenham Manor - Rewind Festival 18th & 19th August 2012

Rewind festival 2012 MP1 Measurements

Start time	MP1 Friday 17th LAeq15min	MP1 Saturday 18th LAeq15min	MP1 Sunday 19th LAeq15min	Condition Level
12:00:00	49	58	51	65
12:15:00	50	58	52	65
12:30:00	49	50	51	65
12:45:00	53	52	50	65
13:00:00	51	52	52	65
13:15:00	49	50	52	65
13:30:00	52	56	54	65
13:45:00	50	57	67	65
14:00:00	50	64	69	65
14:15:00	49	63	67	65
14:30:00	47	52	56	65
14:45:00	49	58	66	65
15:00:00	49	62	67	65
15:15:00	48	53	65	65
15:30:00	47	53	54	65
15:45:00	48	68	61	65
16:00:00	48	65	65	65
16:15:00	48	61	67	65
16:30:00	49	53	56	65
16:45:00	50	68	64	65
17:00:00	56	65	68	65
17:15:00	48	67	64	65
17:30:00	56	54	53	65
17:45:00	50	61	53	65
18:00:00	65	64	68	65
18:15:00	50	68	68	65
18:30:00	57	69	68	65
18:45:00	50	68	68	65
19:00:00	52	68	65	65
19:15:00	54	68	69	65
19:30:00	55	70	71	65
19:45:00	57	72	71	65
20:00:00	55	74	73	65
20:15:00	60	73	72	65
20:30:00	58	68	66	65
20:45:00	59	70	69	65
21:00:00	59	69	70	65
21:15:00	58	61	70	65
21:30:00	59	69	58	65
21:45:00	60	70	68	65
22:00:00	58	70	69	65
22:15:25	58	72	69	65
22:30:00	58	77	73	65
22:45:00	58	60	75	65
		5 hours	6½ hours	

Appendix 4
Site plan / monitoring locations

Monitoring Locations



WOKINGHAM BOROUGH COUNCIL

Cities Revealed ® Copyright by The GeoInformation ® Group, 2003
Crown Copyright. All rights reserved. Licence Number: 2166.

Joe Dray

Date 24/10/2012

Scale 1/1619

Rewind 2012 Site Location

WOKINGHAM BOROUGH COUNCIL

Cities Revealed ® Copyright by The GeoInformation ® Group, 2003
Crown Copyright. All rights reserved. Licence Number: 2166.

Joe Dray

Date 24/10/2012

Scale 1/6210

N W E S

Appendix 4
Proposed Amendments to Conditions (initial draft for comment only)

N.B. The following revised conditions have been proposed by Three Spires Ltd on Behalf of the Remenham Farm Residents' Association:

1) Acoustic Consultant
The Licence Holder shall appoint a suitably qualified and experienced noise control consultant, no later than 3 months prior to the event. The noise control consultant shall liaise between all parties, including the Licence Holder, Promoter, Sound system supplier, sound engineer and the licensing authority and the Environmental Healthy department on all matters relating to noise control prior to and during the event

2) Noise Management
A noise management plan (NMP) shall be submitted to the Licensing Authority at least 2 months prior to the event taking place or as part of the premises licence application. The NMP shall include as a minimum the following information:
   a) The proposed MNLs, and locations;
   b) Music noise times and duration
   c) Noise checks and rehearsal times and durations
   d) Noise control procedures and MNL monitoring
   e) Complaints monitoring and action
   f) Compliance report to be submitted to the Licensing Authority within 14 days of the finish of the event

3) Music Noise Levels
The control limits set at the mixer position shall be adequate to ensure that Music Noise Level (MNL) between 10:00 and 23:00 shall not at the following representative locations
   - Remenham Manor facing onto event arena
   - Old School House facing event arena
   - The Reach
   - Other to be agreed with the Local Authority

   Exceed 65dB(A) and 82dB(C) over a 15 minute period throughout the duration of the concert and/or rehearsal or sound check. A proxy position may be used within an appropriate predicted level.

4) Sound Checks and Rehearsals
Rehearsals and sound checks are permitted only between the following hours: 10:00 to 17:00 the day before the event takes place

5) Music Times
Music noise from the event is permitted only between the following hours: 10:00 and 23:00.

APPENDIX 5: SAG ADVISORY GROUP EVENT FORM

Safety Advisory Group event form

Name of event			
Address or location of event			
Local authority area	Bracknell Forest	West Berkshire	Wokingham
Date(s) of event			
Event start time		Event finish time	
Name of organisation			
Contact name			
Phone			
Email			

Brief outline of event programme / activities			
Approximate number of people to attend			
Have you held this event before?	Yes	No	
Has the event changed at all?	Yes	No	N/A
If yes, please give details of changes			

Do you intend to have any of the following? Please tick relevant boxes and provide brief details overleaf	
Sale or supply of alcohol *	Music *
Exhibition of film or performance of dance *	Food and drink stalls
Fairground rides or inflatables	Barriers / fencing
Temporary stage	Marquees
Bonfire / fireworks / pyrotechnics	Lasers
Amplified speech / PA system	Parking prohibition *
Carnival / procession	Banners or posters
Portable power supply	Road closure / traffic diversion *
Motor vehicles	Animals
**Please note that applications for licences for these activities may take up to 8 weeks to be processed*	

Please provide details reference any activities ticked on page 1:
Please provide details of any toilet and sanitary facilities:
Please provide details of method to be used to dispose of waste from the event:
Please provide details of any car parking provision and how this will be managed:
Please give details of any first aid provision:
Please give details of any fire safety provision:
Please give details of any noise control measures:
Please give details of any temporary drinking water supplies to be provided:
Please give details of any external contractors and/or concessions:

Are you submitting a site/route plan? Site plans should be to scale and show the position of any stalls, stages or structures, toilets, first aid points, access/egress routes for emergency vehicles, car parking etc. For carnivals/parades, route plans should show the location of marshals and any proposed road closures.

Yes No Available if required

Are you submitting an Event Management Plan to be reviewed?

Yes No Available if required

Once complete, email this form along with any associated documents to: **licensing@westberks.gov.uk**

This form will be circulated to the Safety Advisory Group. Members of the Group may contact you directly with queries or requests for more details. You may be requested to provide more details and/or attend a meeting of the Safety Advisory Group. After this form has been submitted, any key changes to the content of this form or any accompanying documents should be notified to the above email address.

You can find further advice in the Guide for Event Organisers, available at:
www.bracknell-forest.gov.uk/planning-event-bracknell-forest/bracknell-forest-safety-advisory-group

For any queries, please use the above email address, or call us on **01635 519184.**

APPENDIX 6: APPLICATION FOR A PERSONAL LICENSE

Application for a personal licence

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 or typed in black ink. Use additional sheets if necessary.

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

1. Your personal details			
TITLE Please tick Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)			
Surname Forenames			
PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.			
TITLE Please tick Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)			
Surname Forenames			
Date of Birth Nationality			
I am 18 years old or over. Please tick		Yes ☐	No ☐
ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below).			
Post town	**Post code**		
TELEPHONE NUMBERS			
Daytime			
Evening			
Mobile			
FAX NUMBER			

E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)
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 2 for information)

Address for correspondence associated with this application (if different to the address above)	
Post town	**Post code**
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	

2. Your licensing qualifications	
Read Note 1	**Please tick yes**
Please indicate below which one of these statements applies to you:	
1. I hold an accredited licensing qualification	☐
2. I hold a certified qualification	☐
3. I hold an equivalent qualification	☐
4. I am a person of prescribed description	☐
If you have ticked either of statements 1, 2 or 3 please provide details of your qualification in the box below (name of qualification, date of issue, issuing body) and please enclose your qualification with your application. If you have ticked statement 4, please provide evidence that you are a person of prescribed description.	

3. Previous or outstanding applications for a personal licence		
Note: You may only hold one personal licence at a time.	**Please tick**	
Do you currently hold a personal licence?	Yes ☐	No ☐
Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?	Yes ☐	No ☐
Has any personal licence held by you been forfeited in the last 5 years?	Yes ☐	No ☐
Licensing Authority		
Licence number		
Date of issue		
Any further details		

4. CHECKLIST:	
I have	**Please tick yes**
• enclosed two photographs of myself, one of which is endorsed as a true likeness of me by a solicitor or notary, a person of standing in the community or any individual with a professional qualification	☐
• enclosed any licensing qualification I hold or proof that I am a person of prescribed description	☐
• enclosed a criminal conviction certificate or a criminal record certificate or the results of a subject access search of the police national computer by the National Identification Service	☐
• enclosed a completed disclosure of criminal convictions and declaration form (Schedule 2)	☐
• included a proof of my right to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (see note 2)	☐
• made or enclosed payment of the fee for the application	☐

5. Declaration

I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I understand that my licence will become invalid if I cease to be entitled to live and work in the UK.

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

It is an offence to knowingly or recklessly make a false statement in or in connection with an application for the grant of a personal licence. (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 of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.

SIGNATURE		**DATE**	

NOTES

Information on the Licensing Act 2003 is available on legislation.gov.uk or from your local licensing authority.

1. Licensing qualifications

Licensing qualifications are dealt with in section 120(8) and (9) of the Licensing Act 2003.

2. Right to work/immigration status

A personal licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any personal licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].

- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.

- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.

- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official

document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.

- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.

- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.

- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.

- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
    - evidence of the applicant's own identity – such as a passport,

- evidence of their relationship with the European Economic Area family member e.g. a marriage certificate, civil partnership certificate or birth certificate, and
- evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
  (i) working e.g. employment contract, wage slips, letter from the employer,
  (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
  (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
  (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:

(i) any page containing the holder's personal details including nationality;
(ii) any page containing the holder's photograph;
(iii) any page containing the holder's signature;
(iv) any page containing the date of expiry; and
(v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at https://www.gov.uk/prove-right-to-work) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

BIBLIOGRAPHY

AGCS Global. 2021. Live events risks. [online] Available at: <https://www.agcs.allianz.com/news-and-insights/expert-risk-articles/live-event-risks.html> [Accessed 6 February 2021].

Andyloos. 2015. HOW MANY PORTABLE TOILETS DO YOU NEED FOR AN EVENT?. [online] Available at: <https://www.andyloos.co.uk/blog-how-many-toilets-do-you-need-for-an-event/#:~:text=Larger%20music%2Fsporting%20events%20%26%20festivals&text=For%20men%20the%20recommendation%20is,additional%20urinal%20for%20every%20100.> [Accessed 26 February 2021].

Base, D., 2021. *How much do festivals cost and what should you take? | money.co.uk*. [online] Money.co.uk. Available at: <https://www.money.co.uk/guides/how-much-do-festivals-cost-and-what-should-you-take.htm> [Accessed 31 March 2021].

Camus, A., 2015. 'It's a Beautiful Day, I Guess' At Subliminal Projects, Saturday July 18th 2015. [image] Available at: <http://rocknyc.live/its-a-beautiful-day-i-guess-at-subliminal-projects-saturday-july-18th-2015.html> [Accessed 25 February 2021].

Caple Security Services Limited. 2021. Special Event Security - Frequently Asked Questions - Caple Security Services Limited. [online] Available at: <https://www.ccsecurityservices.co.uk/special-event-security-frequently-asked-questions/#:~:text=However%2C%20having%20one%20guard%20per,the%20entirety%20of%20the%20event.> [Accessed 12 March 2021].

Cga.co.uk. 2019. Festival-goers set budgets aside with alcoholic beverages driving the daily spend, says CGA. [online] Available at: <https://www.cga.co.uk/2019/06/25/festival-goers-set-budgets-aside-with-alcohol-driving-the-daily-spend-says-cga/> [Accessed 13 March 2021].

Clay, D., 2019. HOW MANY VOLUNTEERS DO EVENTS REQUIRE? (10 POSITIONS). [Blog] Purple Pass, Available at: <http://blog.purplepass.com/how-many-volunteers-do-events-require-10-positions> [Accessed 13 March 2021].

Create an event, 2019. How to Effectively Design and Distribute Event Flyers. Available at: <https://www.eventbrite.co.uk/blog/event-flyers-need-to-know-ds00/> [Accessed 25 February 2021].

Dacorum.gov.uk. n.d. Premises licences. [online] Available at: <https://www.dacorum.gov.uk/home/environment-street-care/licensing/alcohol-entertainment-licensing/premises-licences#:~:text=A%20premises%20licence%2C%20or%20a,to%20its%20members%20and%20guests> [Accessed 31 January 2021].

D, G., 2020. How Much Does It Cost To Have A Food Stall At Festivals. [online] Streetfoodcentral.com. Available at: <https://www.streetfoodcentral.com/post/how-much-does-it-cost-to-have-a-food-stall-at-festivals> [Accessed 13 March 2021].

Dictionary.com. 2021. Do You Know What The 4th of July Commemorates, Exactly?. [online] Available at: <https://www.dictionary.com/e/historical-current-events/4th-of-july/#:~:text=Also%20called%20Independence%20Day%2C%20the,be%20free%20from%20British%20rule.> [Accessed 22 February 2021].

Drinking Drug Use Music Festivals, 2021. Drinking and Drug Use at Music Festivals. Available at: <https://www.projectknow.com/blog/drinking-drug-use-music-festivals/> [Accessed 13 March 2021].

Eventbrite, 2021. How Glamping Options can Grow Festival Revenue. [image] Available at: <https://www.eventbrite.co.uk/blog/glamping-options-can-grow-festival-revenue-ds00/> [Accessed 25 February 2021].

Eventbrite UK. 2021. How to Create a Smart Event Pricing Strategy for Your Event - Eventbrite. [online] Available at: <https://www.eventbrite.co.uk/blog/academy/winning-event-pricing-strategy/> [Accessed 22 February 2021].

Eventbrite UK. 2021. How Glamping Options can Grow Festival Revenue - Eventbrite UK. [online] Available at: <https://www.eventbrite.co.uk/blog/glamping-options-can-grow-festival-revenue-ds00/> [Accessed 25 February 2021].

Eventequipmenthire.co.uk. 2017. Festival Stage Hire. [online] Available at: <https://www.eventequipmenthire.co.uk/festival-stage-hire> [Accessed 12 March 2021].

Event Site Design, 2020. TEK Noise Management. [video] Available at: <https://www.youtube.com/watch?v=cUL1WqIK-Jk> [Accessed 8 February 2021].

Hire Space, 2021. How Many Drinks Do I Need For My Event?. Available at: <https://hirespace.com/blog/how-many-drinks/> [Accessed 26 February 2021].

Eventbrite, 2021. It’s Not Just a T-Shirt: Top 3 Benefits of Event Merchandise. Available at: <https://www.eventbrite.co.uk/blog/event-merchandise-teespring-ds00/> [Accessed 28 February 2021].

Insights, F., 2018. How to Price your Event and Boost Ticket Sales. [online] Festival Insights. Available at: <http://www.festivalinsights.com/2018/06/price-event-boost-ticket-sales/> [Accessed 22 February 2021].

IRFU event management, 2008. Event Management Handbook. Version 1. [online] IRFU, pp.3 - 43. Available at: <https://d2cx26qpfwuhvu.cloudfront.net/irfu/wp-content/uploads/2019/01/22111234/IRFU_event-management-large.pdf> [Accessed 12 March 2021].

JnS Sound & Lighting LTD. n.d. Festival Staging, Speakers, Lighting and Crew Hire | Derbyshire, Leicestershire. [online] Available at: <https://jns-hire.co.uk/packages/festival-packages/> [Accessed 13 March 2021].

Lavin, W., 2021. Drake wants to see Usher and Justin Timberlake face off in 'VERZUZ' battle. [online] NME | Music, Film, TV, Gaming & Pop Culture News. Available at: <https://www.nme.com/news/music/drake-wants-to-see-usher-and-justin-timberlake-face-off-in-verzuz-battle-2866198> [Accessed 22 February 2021].

n.d. Fire Safety Risk Assessment. [online] HM Government, p.p. 26. Available at: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14891/fsra-open-air.pdf> [Accessed 6 February 2021].

n.d. Temple Island Meadows Weddings Henley on Thames.... [ebook] Copas, p.13. Available at: <http://www.templeislandmeadows.com/wp-content/uploads/Temple-Island-Meadows-Weddings-Brochure-2017.pdf> [Accessed 31 January 2021].

Newplymouthnz.com. 2018. Traffic Management Plans. [online] Available at: <https://www.newplymouthnz.com/Residents/Transportation/Using-the-Road/Traffic-Management-Plans#:~:text=A%20Traffic%20Management%20Plan%20(TMP,your%20activity%20to%20take%20place.> [Accessed 6 February 2021].

Nielsen, F., 2019. How Much Does a Music Festival Cost to Put On? 18 Expenses to Plan For - Billetto Blog. [online] Billetto Blog. Available at: <https://billetto.co.uk/blog/how-much-does-music-festival-cost/> [Accessed 26 February 2021].

Parham, J., 2019. Donald Glover, Adidas, Nike, and the Fight for Cool. [online] Wired. Available at: <https://www.wired.com/story/adidas-nike-battle-for-cool/> [Accessed 25 February 2021].

PRS for music, 2020. Popular Music Concerts. [online] London: PRS, p.page 1. Available at: <https://pplprs.co.uk/wp-content/uploads/PRS-for-Music-Tariff-LP-popular-music-concerts-2020.pdf> [Accessed 13 March 2021].

Stein, M., 2021. How to Write a Festival Business Plan. [Blog] Eventbrite Blog, Available at: <https://www.eventbrite.co.uk/blog/how-to-write-a-festival-business-plan-ds00/> [Accessed 31 January 2021].

Sustainable Festivals. 2021. Event Noise Management - Sustainable Festivals. [online] Available at: <https://sustainablefestivals.co.uk/services/noise-management/> [Accessed 7 February 2021].

Tate, G., 2021. hip-hop | Definition, History, Culture, & Facts. [online] Encyclopedia Britannica. Available at: <https://www.britannica.com/art/hip-hop> [Accessed 30 January 2021].

Temple Island Meadows | Temple Island Meadows Event Venue. 2021. Temple Island Meadows, Henley On Thames, Outdoor events venue.. [online] Available at: <http://www.templeislandmeadows.com/> [Accessed 30 January 2021].

The Fringe Shop.com / Flyers / Posters / Stickers / Edinburgh Fringe Printing. 2021. The ULTIMATE Package: 10,000 A6 Flyers + 100 A3 Posters. [online] Available at: <https://www.thefringeshop.co.uk/collections/packages/products/the-ultimate-package-10-000-a6-flyers-100-a3-posters> [Accessed 13 March 2021].

The Noise Council, 2021. Code of Practice on Environmental Noise Control at Concerts. [online] The Noise Council, pp.1 - 15. Available at: <https://www.gov.je/SiteCollectionDocuments/Leisure%20and%20entertainment/ID%20Code%20of%20Practice%20on%20Environmental%20Noise%2020110517%20RWJ.pdf> [Accessed 8 February 2021].

UZEKI, S., 2017. The 4 Elements Of Hip Hop. [online] Beat. Available at: <https://vocal.media/beat/the-4-elements-of-hip-hop> [Accessed 22 February 2021].

Wikihow.com. n.d. How to Promote a Festival (with Pictures) - wikiHow. [online] Available at: <https://www.wikihow.com/Promote-a-Festival> [Accessed 25 February 2021].

Wilson, Z., 2019. Report: 42% of festival-goers unphased by gender imbalance. [online] The Music Network. Available at: <https://themusicnetwork.com/ticketmaster-state-of-play-festivals/#:~:text=The%20average%20festival%2Dgoer%20is%20in%20their%20mid%2D30s%3A&text=It%20might%20come%20as%20a,in%20the%20last%20three%20years.> [Accessed 30 January 2021].

Wokingham.gov.uk. n.d. Notify us about your event safety needs - Wokingham Borough Council. [online] Available at: <https://www.wokingham.gov.uk/news-and-consultation/news-and-events/notify-us-about-your-event-safety-needs/> [Accessed 6 February 2021].

Wolf & Badger, 2021. Move your mouse on image to zoom in. To pan, move your mouse around the image. Sterling Silver Access All Areas Pass Pendant imageSterling Silver Access All Areas Pass Pendant imageSterling Silver Access All Areas Pass Pendant image Sterling Silver Access All Areas Pass Pendant. [image] Available at: <https://www.wolfandbadger.com/us/sterling-silver-access-all-areas-pass-pendant/?result_index=1&query_id=ee7e260141c327add6c655d8e030ec3b> [Accessed 25 February 2021].

Yurtevents.co.uk. 2021. Canvas bell tents for rental & hire for uk festivals, weddings and events. [online] Available at: <http://www.yurtevents.co.uk/bell-tent-hire-prices> [Accessed 26 February 2021].

2003. Health and safety regulation... ... a short guide. [online] HSE, pp.1-7. Available at: <https://www.hse.gov.uk/pubns/hsc13.pdf> [Accessed 10 February 2021].

2012. REWIND FESTIVAL AUGUST 2012 ACOUSTIC REPORT. [online] Wokingham: West Berkshire & Wokingham Environmental Health and Licencing, pp.14 - 32. Available at: <https://wokingham.moderngov.co.uk/Data/Licensing%20and%20Appeals%20-%20Hearings/20130422/Agenda/238983.pdf> [Accessed 7 February 2021].

2016. Traffic Management Plan 2016. [online] Reach Festival, pp.2 - 6. Available at: <http://file:///Users/Karl/Downloads/Appendix_3.pdf> [Accessed 6 February 2021].

2021. Control of noise at work in music and entertainment. Sound Advice. [online] HSE, pp.1 - 144. Available at: <https://www.hse.gov.uk/pubns/priced/hsg260.pdf> [Accessed 7 February 2021].

2021. Jabbawockeez -Mask off www.malovabay.com. [image] Available at: <https://www.pinterest.co.uk/pin/560909328563966278/> [Accessed 25 February 2021].

2021. OLDS COOL II Mix - Will Mendoza. [image] Available at: <https://www.mixcloud.com/Stroudcalling/olds-cool-ii-mix-will-mendoza/> [Accessed 25 February 2021].