Jennifer Hukins
Student Number: 2020302
Live Music & Events Management
SBTY7005

Portfolio One:

The Event

Brum Fest is a two day festival to be held across the weekend of 27th - 28th August 2022 at Moseley Park in Birmingham. The event is a celebration of the city of Birmingham and will feature music from Birmingham musicians, food from Birmingham independent vendors and provide a space for Birmingham artists to showcase their work. The event will also be aired live across Birmingham independent radio station Brum Radio and have their DJ's as hosts at the event.

What? A two day event with music, food and art all sourced from Birmingham. Ideally food vendors will be independant and there would be opportunity for Birmingham artists to sell their work. The event will be family friendly during the day, with Birmingham bands performing throughout the day, local artists working together to create a mural to be auctioned off after the event and DJ's from local radio stations providing coverage of the event.

Why? To showcase the rich culture of the city whilst also generating revenue to reinvest into future events. Similar events of this scale have never been held before and Birmingham natives are incredibly passionate about all that their city has to offer so it is a chance to potentially show the rest of the country how creatively diverse the city is.

Who? The target audience for the festival would be those who live within a commutable distance of the city, who are aged between 5 and 45, both male and female with those aged between 18 and 30 making up the majority of the audience. This is because of the age ranges of the current audience of local bands, artists and radio stations and those who regularly attend independent events to support the economics and culture of the city.

When? To allow for easy access for families the event would need to be held during the summer holidays. Birmingham hosts a number of events throughout the year including Birmingham Pride, a St Patrick's Day parade, Mostly Jazz, Funk and Soul and Made Festival being the larger more popular events. This restricts the dates that the festival can be held in, as the ideal location hosts the Mostly Jazz Funk and Soul Festival the second weekend in July (www.birminghamfestivals.com). However, as the demographic would differ for my event I feel confident that the weekend of the 26th - 28th August 2022 would be an adequate time gap between the two events. As it is the final weekend before the school term begins this would also appeal to parents.

Where? I decided on Moseley Park for the location of my festival as it is only 2 miles from the city centre and easily accessible by public transport. The park is 11 acres of woodland at the heart of Moseley Village which has been voted one of the best places to live in Birmingham in both 2019 and 2015 (Hodson, 2019). Moseley is a popular area with my demographic providing great nightlife for students and those in their 20's, and is popular with families due to the local schools. The park holds a number of events throughout the year so planning my layout would be easier. According to the 2011 census the population of Moseley was made up of 40% Females and 49% males with the average age being 37 which is ideal for my target audience.

Moodboard created for the event, featuring work from local artists who will be in attendance.

<u>The Venue</u>

_____As the event would be so heavily focused on Birmingham culture, the location for the festival would be critical: I would need to select somewhere local enough, but also with enough space to cater to a capacity of 3000.

My initial research threw up a few options for possible locations to host the festival. A quick google search of outdoor locations suitable for festivals provided me with options across the Midlands including Thoresbury Park in Nottingham and Alcott Wedding & Events in Alvechurch. However, as previously discussed I felt it was crucial for the event to be much closer to Birmingham so focused my attention on The Mill in Digbeth, Sandwell Valley and Moseley Park. The Mill is an indoor venue with a 1000 people capacity, a £500 a day cost and minimum spend of £5000 and although the convenience of having electricity and plumbing so easily available was tempting, I felt that for the full festival experience the event really needed to be held outside. Sandwell Valley is set in 660 acres and is well known for hosting MADE festival which meant that it could facilitate the event I had in mind. Unfortunately the park is 8 miles from Birmingham and not easily accessible as it would require a number of transportation methods to be used by those who don't drive.

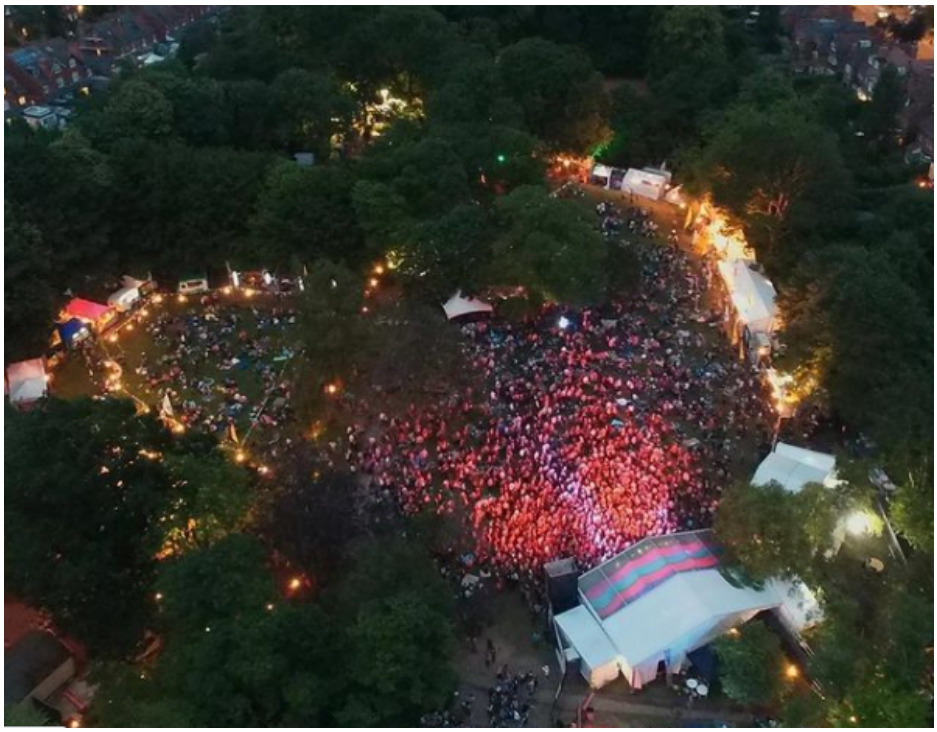
Moseley Park has hosted the Mostly Jazz, Funk and Soul Festival since 2010 and a number of live concerts over the years including the likes of the Charlatans

and Lady Sanity. The park sits just 2 miles from Birmingham and is easily accessible by bus from the city centre which is well connected to the rest of the country through the train network. There is no on site parking and street parking is limited due to the residential area, which means I would need to consider an adequate travel plan.

The park sits on 11 acres, has a small lake and two tennis courts which would be ideal locations for food vendors and the art exhibition. The park's main entrance is located on Sailsbury road, with alternative smaller entrances connected to the main high street.

Moseley is known in Birmingham to be the 'hipsters paradise' so the cultural event I had in mind would not be out of place. The village of Moseley has a number of pubs, restaurants and independent shops should people choose not to stay at the event for the whole weekend, it's transport links also mean that those who chose not to camp could find themselves in a comfortable hotel in the city centre without the inconvenience of lengthy travel.

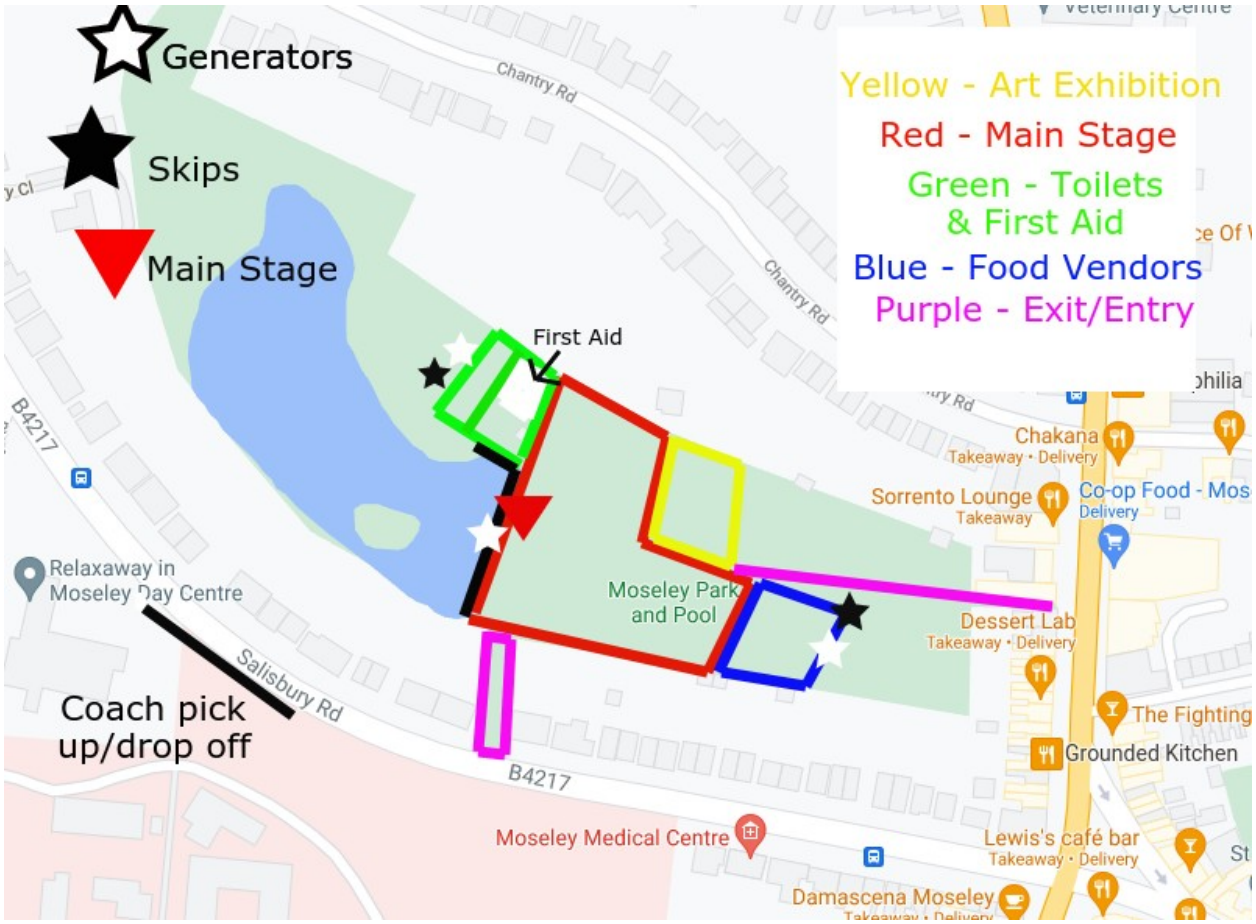
Having played host to festivals previously, there was plenty of information available about the land, including capacity, terrain and gradients which made it easier for me to envisage how my event would come together. I was able to acquire a site map of Moseley Park online and, along with aerial views of the Mostly Jazz Funk and Soul Festival I could start to plan where my stage would be and where I could place my food vendors and artists.



Because of the convenience of the location I didn't feel it necessary to try and accommodate a campsite. Following on from the success of the Moseley Jazz, Funk and Soul Festival - which has been running for 11 years and never provided a campsite for its guests - I would need to ensure that there is enough information available to attendees in regards to local accommodation.

Hilton Garden Inn Brindley Place 1 Brunswick Square B1 2HW	Britannia Hotel New St Birmingham B2 4RX
Copthorne Hotel Birmingham Paradise Circus	Hotel Indigo The Cube

Paradise Place B3 3HJ Hampton by Hilton Birmingham 200 Broad Street B15 1SU Radisson Blu Hotel 12 Holloway Circus Queensway B1 1BT The Ladbrooke Hotel Ladbrooke House Bordesley St B5 5BL Aloft Birmingham 4 Woodcock St Birmingham B7 4BL	Wharfside St Birmingham B1 1RS Holiday Inn Birmingham Smallbrook Queensway B5 4EW Jurys Inn Birmingham 245 Broad St Birmingham B1 2HQ Travelodge Birmingham 230 Broad St Birmingham B15 1AY Premier Inn Birmingham Essington St Birmingham B16 8AL



Red Zone - Main Stage area
Green Zone - Toilets & First Aid tent
Yellow Zone - Art Exhibition
Blue Zone - Food Vendors
Purple Zones - Main entrance and emergency exit route
Black Zone - Coach drop off and pick up location

Stakeholders

Stakeholders are those who are considered essential to the success of an event; usually this involves parties such as the local council, the police and fire department. Staff who ensure the smooth running of the event are also considered stakeholders and, in this instance, Moseley Park is run and managed by a charitable trust- The Moseley Park and Pool Trust (1115870) who would also be considered stakeholders.

Other stakeholders are suppliers of various equipment, performers, food vendors, attendees and any sponsors. Stakeholders may noy always have a financial interest in an event, but are also affected in different ways by the event. Reid and Arcodia (2002) believed that achieving stakeholder satisfaction and incorporating stakeholders throughout the planning process would lead to increased community support and satisfaction which would, in turn aid in the future success of events. This is why it is important to be aware of your stakeholders should we wish to hold events again in the future.

Staging

The staging, lighting and sound for the event will be provided by local contractors The Outdoor Staging Company. At the time of writing I was awaiting the return of a quote for their full services including lighting, power and sound but had selected a stage from their website which could be erected in just 45 minutes at a cost of £2400 + VAT with a 30% discount for subsequent days.

Music

As previously mentioned, the line up for the festival would consist entirely of musical artists local or native to Birmingham. With music starting at midday and running up until 10pm, this allows each artist a 45 minute long set with 15 minutes between acts to allow for change over. This means that the festival can host 20 acts with a contingency of one hour should anyone run over, or there be any technical difficulties.

Entrance times

	Open	**Close**
Saturday	10.30am	11.30pm
Sunday	10.30am	11.30pm

Main Stage

	Open	**Close**
Saturday	12:00	22:00
Sunday	12:00	22:00

Main Stage Line up

Y!KES	Kupid The King	Call Me Unique	FauxChisels
Broken Witt Rebels	Tarju Le Sano	Alex Ohm	Major Noise
Love Breakers	Ed Geater	Stella	Nova Bloom
The Novus	Graywave	Reuben James	Mutes
Headshrinkers	Foxgluvv	Benjamin Haycock	Giant and the Georges

To ensure that public nuisance is kept to a minimum throughout the duration of the event there will be a comprehensive Noise Management Plan in place (see appendix). This will include restricting live music times and waste disposal times, monitoring noise levels throughout the event, notifying the local residents and implementing a pre-event test before the event.

Food & Drink

Food and drink will be provided by contractors Digbeth Dining Club (DDC). Established for over 7 years and working with independent food vendors based in the city centre DDC are highly vetted and come complete with all necessary health and safety and licensing needed to cater for up to 4000 people. DDC works with a number of vendors to provide a selection of various cuisines and dietary needs. I will be providing space for 10 vendors, and providing them with power. At the time

of writing I am still waiting on the return of a quote for their services, so am unable to provide an accurate cost for this.

Food Opening times

	Open	**Close**
Saturday	10.30	23:00
Sunday	10:30	23:00

Transport

As there is no parking at the venue I need to ensure that I have an adequate travel plan in place for those who do not wish to use public transport. Moseley is very well connected to the city centre, and there is a direct bus route to the city centre which stops on the main high street next to the venue.

Assuming I sell 60% of tickets available, there would be an audience in attendance of 1800 and, undoubtedly, not all will require transport to be provided. I gained a quote from a reliable local coach company who could provide 15 coaches to pick up and drop off guests on both dates and have input this information into my budget. Unfortunately the cost was more substantial than I had anticipated for the number of people that could be transported. I also needed to consider how the number of coaches might cause nuisance to the local residents as the drop off site is on a residential street.

Without camping available, it was important for me to make sure that I provide appropriate transport, and with no sure fire way of knowing how many people would need transport I would need to be aware that I may need to implement a costly contingency.

Licensing

As Brum Fest is an event which will provide both late night refreshment and entertainment Birmingham City Council requires a premises licence under the Licensing Act 2003. As well as a premises licence, a provisional statement must also be supplied to the council. In order to submit a premises licence all four of the licensing objectives should be outlined in detail to avoid any delays or denial of license.

1. The Prevention of Crime and Disorder
2. Public Safety
3. Prevention of Public Nuisance
4. Protection of Children from harm

Whilst still waiting for a response from DDC in regards to vendors for this event, I am unsure as to whether or not there will be alcohol for sale, but I will also be applying for a personal license so that all bases are covered.

1. The Prevention of Crime and Disorder

   To ensure that this licensing objective is fulfilled I will be employing SIA recognised security and stewards for the duration of the event. I will be hiring radios so that communication between staff is easy. We will be

consulting with the local police force in the run up to the event, and appointing a designated premises supervisor.

2. Public Safety
   We will ensure that all appropriate licenses are in place before the event including public liability insurance. There will be a thorough risk assessment of the location undertaken in advance. There will be adequate staff in place both to provide information and to guide audience members in to and out of the venue. The capacity shall not pass its limit of 3000. All technical equipment shall be stored and installed in a safe manner so as not to cause any trip hazards to staff or audience.
3. Prevention of Public Nuisance
   There will be a Noise Management Plan in place which will include the shutting down of all activities which may cause noise or light pollution by 11pm. There will be adequate provisions in place for the disposal of any litter, and a litter pick arranged for the day following the closure of the event. Local residents will be made aware of the event in advance and have the opportunity to voice concerns or suggest changes. Coach pick up and drop off location will be placed away from residential areas where possible, or at least in consideration of access for local residents. There will be signage encouraging audience members to leave the venue quietly and swiftly. Entrance to the venue will be controlled by stewards and security. The doors to the event will be opened 2 hours before the commencement of the event to minimise people causing congestion whilst queuing.
4. Protection of Children from Harm
   All musical acts and artists will be informed that the event is family friendly, and any behaviour which may cause harm or offence to a child will result in the act or artist being ejected from the event immediately. There will be a challenge 25 system in place for anyone buying alcohol, with a register of refused sales kept for the duration of the event. There will be two designated 'no smoking' areas located on both tennis courts.

Budget Planning

When considering a budget for this event I found it more beneficial to first consider all outgoings as this would then allow me to apply an appropriate ticket price and to consider differing options of tickets.

My budget is somewhat basic, as it is assembled on the assumption that my musical acts and artists would be charging a certain fee. With my local connections to Brum Radio I am confident that I could pull in some favours and negotiate costs under the provision that musical acts could sell merchandise and artists could sell their work and keep all of the money they make at the event. Whilst this could potentially save me some money, I would still need to allocate some money for staging and crowd management to ensure that my health and safety standards are kept to the highest level. No cost should be spared when considering lighting and sound either as this could make or break the event.

Category		Projected Budget	Actual Spend	Difference	Notes
Production					
	Stage Hire	4000	4608	-608	Including VAT
	Generators	1000	720	280	For 2 generators including VAT
	PA	500	350	150	5KW FOH PA System
	Lighting	1000	165	835	4 Par56 Uplighters, 2 400w UV lights, 2 Stage Blinders, One Titan str
	Stage Design	500	200	300	comissioned by local artist
		7000	6043	957	
Operations					
	Licenses	1000	227	773	For personal licence and premisis license
	Insurance	1000	118	882	For Public liability insurance
	Venue Hire	2000	2000	0	
	Coach Hire	2000	4340	-2340	For 15 coaches - pick up and drop off on both days
	Radios	500	314	186	Amherst Enterprises Limited - price includes VAT
		6500	6999	-499	
Entertainment					
	Artists	1000	800	200	
	Music Acts	5000	3500	1500	
		6000	4300	1700	
Marketing					
	Social media ads	100	100	0	For Facebook and Instagram ads
	Posters	200	198	2	alocalprinter.co.uk for 20 posters
	Artwork	100	100	0	Comissioned by local artist
		400	398	2	
Waste					
	Toilets	200	315	-115	For 10 toilets - 4 disabled access, including transport hire and VAT
	Skip Hire	500	1152	-652	For 4 12 yard skips from skiphirecomparison.co.uk
	Bin Bags	100	80	20	
		800	1547	-747	
Staff					
	Security	2000	1560	440	10 security @£12 p/h for 13 hours
	Stewards	1500	1300	200	10 stewards @10 p/h for 13 hours
		3500	2860	640	
		Total	**Total**	**Difference**	
		23800	22147	1653	

Generating Income

To evaluate the correct prices to charge for my tickets I needed to first consider the cost price of the other events held at the same location - previous events by different companies have charged £55.50 for day tickets and £133 for weekend passes. According to my budget, I only stand to make a profit of £1653 assuming I haven't forgotten to budget for anything. Obviously, on the table above the main expense not accounted for is the hire of Digbeth Dining Club. At the time of writing I am still waiting for a quote to be returned to me so assuming their fees are more than £2000 I will be in a deficit so will need to consider my ticket prices carefully.

Ticket sales **Single day ticket sales**

# of tickets sold	Ticket price	Revenue
1800	30	54000
2000	30	60000
2200	30	66000
2400	30	72000
2600	30	78000
2800	30	84000
3000	30	90000

# of tickets sold	Ticket price	Revenue
1800	40	72000
2000	40	80000
2200	40	88000
2400	40	96000
2600	40	104000
2800	40	112000
3000	40	120000

# of tickets sold	Ticket price	Revenue
1800	50	90000
2000	50	100000
2200	50	110000
2400	50	120000
2600	50	130000
2800	50	140000
3000	50	150000

Ticket Sales **Weekend ticket Sales**

# of tickets sold	Ticket price	Revenue
1800	75	135000
2000	75	150000
2200	75	165000
2400	75	180000
2600	75	195000
2800	75	210000
3000	75	225000

# of tickets sold	Ticket price	Revenue
1800	90	162000
2000	90	180000
2200	90	198000
2400	90	216000
2600	90	234000
2800	90	252000
3000	90	270000

# of tickets sold	Ticket price	Revenue
1800	100	180000
2000	100	200000
2200	100	220000
2400	100	240000
2600	100	260000
2800	100	280000
3000	100	300000

Special Edition Tickets

# of tickets sold	Ticket price	Revenue
50	100	5000
60	100	6000
70	100	7000
80	100	8000
90	100	9000
100	100	10000

Even at the lower end of expected ticket sales, I could expect to achieve a revenue of £54,000 for single day tickets sold at £30 each. This would leave me with an expected profit of over £30,000 as a worst case scenario for just one day of the event without taking weekend ticket sales into consideration. Obviously, there is no sure fire way of predicting exact number of ticket sales, so I feel it would be wise to base any predicted income on the assumption that I can sell 60% of all tickets.

Before general sale we would offer limited edition tickets which, though priced higher, would be created by local artist Bonus Prize. The tickets would be one off creations designed to be kept after the event and also give the buyer the opportunity to participate in a workshop with the artist. The tickets would be based on previous designs created by Bonus as pictured to the left.

Event Safety

To ensure the event is a successful and safe one there are a number of procedures which will be followed including the implementation of risk assessments, a fire safety plan and a noise management plan all of which can be found in greater detail in the ESMP. The ESMP is a crucial tool for the success of any event as it provides a detailed description of everything to ensure the smooth running of the

event. It will be made available to all staff and crew in advance so that everyone is clear on schedule and job roles. To complete my ESMP I used advice from the second edition of The Event Safety Guide issued by the Health and Safety Executive.

To avoid any confusion there will be a chief steward appointed who will oversee the management of the stewarding staff. Event Cover will be contracted to provide first aid, Stewards and security. Stewards will be on hand at the opening of the gates to avoid any rushing towards stages, and will be on hand at closing time to guide the audience out of the venue. They will also be on hand throughout the event to provide information or directions to the audience.

Barriers will be necessary as Moseley Park has a small pool which will be in close proximity to the main stage area. Barriers will be provided by HSS and Event Cover will be hired to manage security and crowd control. Assuming a sell out capacity of 3000 I anticipate we would need 10 staff to manage security, and an additional 10 to act as crowd management and information points.

There will be a safety coordinator appointed who will help in applying the provisions of health and safety law for the event. They will be a competent person who has sufficient training, expertise, experience or knowledge. The safety coordinator will report directly to the project manager. First aid services will also be provided by Event Cover and with the help of Event Medical Services I was able to determine that I would need 17 first aiders.

Appendix

Risk Assessments

		SEVERITY						
		Multiple Death/Major Injuries 10	Single Death Life Changing Injury 8	Specified Injury/ hospital transfer 6	'7 day' Injury 4	Minor Injury 2	None 1	DEFINITION OF LIKELIHOOD CAUSES
LIKELIHOOD	Certain 10	100	80	60	40	20	10	Has happened before and is expected to happen on this occasion
	Very Likely 8	80	64	48	32	16	8	Has happened before and is very likely to happen on this occasion
	Probable 6	60	48	36	24	12	6	Has been known to occur before and is likely to happen on this occasion >1/10 Chance
	Possible 4	40	32	24	16	8	4	Has been known to occur before but no reason to suggest that it will happen on this occasion <1/50 chance
	Unlikely 2	20	16	12	8	4	2	Has been known to occur before but no reason to suggest that it will happen on this occasion <1/100 chance
	Very Unlikely 1	10	8	6	4	2	1	Has never happened before and there are no reasons to suggest it will happen on this occasion

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Severity(S) x Likelihood (L) = Primary risk	Notes
Crowding Caused by volume of attendees, congestion, crushing, trampling.	Members of the public, staff and contractors	Restrict capacity for the festival to 3000. Position stage to accommodate for movement between entrance and main stage. Signage throughout the site. Trained staff to support crowd flow and identify any situations which could cause problems and respond effectively. Medical team available.	6 x 4 =24	

		SIA trained security in place to manage any persons causing a disturbance. Clearly marked exit sites.		
Fire Risk of fire could come from equipment and from food vendors.	Members of the public, staff, contractor, local residents	Staff to be trained in fire safety and briefed each morning of the event. Structures to have their own fire risk assessments. Barbeques prohibited. Fireworks and chinese lanterns are prohibited. Appropriate fire extinguishers available at various points throughout the site. Stewards on hand to escort members of the public should there be a fire. Staging, sound and lighting to have all appropriate and valid fire safety certificates. No smoking permitted in smaller spaces. All electrical equipment to be PAT tested in advance of the event.	8 x 4 = 32	
Structural collapse Including full or partial collapse of the main stage area.	Members of the public, staff, performers	Minimising risk by only having one small stage Monitoring of weather to be aware of any high winds or thunderstorms Stewards to monitor areas in front of and behind of the stage are	6 x 4 = 24	
Weather Extremes of weather including heat, rain and wind that could cause structural damage or flooding	Members of the public, staff, performers, contractors	Event manager to monitor weather. Temporary barriers available to isolate any spillages or poolin. Stewards to control the crowd in event of any rush to leave the venue	2 x 4 = 8	
Medical Incided Collapse of individual from heat or overcrowding Misuse of drugs or alcohol	Members of the public, contractors, staff	First aiders on site to respond to any medical incidents. First aid point clearly signposted Zero drugs policy in place and well promoted. Any vendor providing alcohol has a challenge 25 policy in place. All security and stewards to be trained in medical response. Accident and emergency department located 12 minutes from site.	6 x 4 = 24	
Slips/Trips Slipping or tripping due to spillage or trip hazards	Members of the public, staff, performers, contractors	Lighting to illuminate the event area. Stewards to patrol the site continuously to monitor for any potential hazards. All foot paths to be kept clear of rubbish, equipment and persons loitering at all times.	2 x 4 = 8	
Electricity	Members of the public, staff,	All equipment to be PAT tested prior to the event.	6 x 2 = 12	

Persons being electrocuted or shocked Interference with supply whether intentional or accidental	performers, contractors	Equipment to be located behind the stage and entrance to backstage area monitored by stewards. Securing backstage area, and areas surrounding generators with barriers.		
Noise Noise loss due to loud performances	Members of the public, staff, performers, contractors, local resident	Noise levels to be monitored at all times throughout the event. Appointment of (NOISE PERSON) Rotation of staff to limit noise exposure	1 x 4 = 4	
Removal of waste Risk to persons injuring themselves where sharp objects are concerned. Risk of vermin	Staff, contractors, members of the public	Ensure appropriate staff on duty including litter pickers throughout the event. Persons engaged in litter picking to be provided with suitable tools Food vendors responsible for disposing of waste in waste bins provided. Implementation of a clean up plan to take place on the day after the event closes.	2 x 2 = 4	
Manual Handling Injury caused to persons including back injury from incorrect handling	Staff and contractors	First aiders on site to support staff as well as the general public. Safety coordinator to be on site throughout the event and to keep track of any incidents. All manual handling to be undertaken by recognised crew and staff members who have been trained in manual handling methods.	4 x 2 = 8	
Lack of awareness of event Confusion of roles and responsibilities	Other businesses in the area, local residents,	Coverage in local press and local media outlets. Meetings to be held with local residents in the run up to the event.	1 x 2 = 2	

Licences

* required information

Form errors

Some data entered into this form is invalid. Please resolve before continuing.

Section 1 of 21

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

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference		You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- ○ Yes
- ◉ No

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

Applicant Details

* First name	Jennifer	
* Family name	Hukins	
* E-mail	jenniferhukins@gmail.com	
Main telephone number	07850298714	Include country code.
Other telephone number		

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

Are you:

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

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

Continued from previous page...

Your Address

Address official correspondence should be sent to.

* Building number or name	91
* Street	Rawlings Road
District	
* City or town	Smethwick
County or administrative area	
* Postcode	B67 5AD
* Country	United Kingdom

Section 2 of 21

PREMISES DETAILS

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

Premises Address

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

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

Postal Address Of Premises

Building number or name	93B
Street	Alcester Road
District	
City or town	Birmingham
County or administrative area	
Postcode	B13 8DD
Country	United Kingdom

Further Details

Telephone number	07908 939423
Non-domestic rateable value of premises (£)	

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

Section 4 of 21

INDIVIDUAL APPLICANT DETAILS

Applicant Name

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

(●) Yes ( ) No

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

First name	Jennifer
Family name	Hukins

Is the applicant 18 years of age or older?

( ) Yes ( ) No

Current Residential Address

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

(●) Yes ( ) No

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

Building number or name	91
Street	Rawlings Road
District	
City or town	Smethwick
County or administrative area	
Postcode	B67 5AD
Country	United Kingdom

Applicant Contact Details

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

(●) Yes ( ) No

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

E-mail	jenniferhukins@gmail.com
Telephone number	07850298714
Other telephone number	

Continued from previous page...

* Date of birth	17 / 11 / 1987 (dd mm yyyy)	
* Nationality	British	Documents that demonstrate entitlement to work in the UK
Right to work share code		Right to work share code if not submitting scanned documents

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? 25 / 08 / 2022 (dd mm yyyy)

If you wish the licence to be valid only for a limited period, when do you want it to end 29 / 08 / 2022 (dd mm yyyy)

Provide a general description of the premises

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

The park sits on 11 acres, has a small lake and two tennis courts. The park's main entrance is located on Sailsbury road, with alternative smaller entrances connected to the main high street.
There will be food vendors located on the East tennis court, and the main stage located to the West.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend: 3000

Section 6 of 21

PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

○ Yes ◉ No

Section 7 of 21

PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

○ Yes ◉ No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

○ Yes ◉ No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

○ Yes ◉ No

Section 10 of 21

PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

(•) Yes ( ) No

Standard Days And Timings

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	12:00	End	22:00
	Start	12:00	End	22:00
SUNDAY	Start	12:00	End	22:00
	Start	12:00	End	22:00

Continued from previous page...

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

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

- ○ Indoors
- ◉ Outdoors
- ○ Both

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

Music will be played by full bands through an amplified system, and by solo artists who will play backing tracks through the same system.

State any seasonal variations for the performance of live music

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

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

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

Section 11 of 21

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

(●) Yes ( ) No

Standard Days And Timings

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	01:30	End	22:00
	Start	10:30	End	22:00
SUNDAY	Start	10:30	End	22:00
	Start	10:30	End	22:00

Continued from previous page...

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

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

- ○ Indoors
- ◉ Outdoors
- ○ Both

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

Music will be played at intervals between live music and before the main stage opens through an amplified system.

State any seasonal variations for playing recorded music

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

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

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

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

- ○ Yes
- ◉ No

Section 13 of 21

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

See guidance on regulated entertainment

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

- ○ Yes
- ◉ No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

(●) Yes ( ) No

Standard Days And Timings

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	10:30	End	23:00
	Start	10:30	End	23:00
SUNDAY	Start	10:30	End	23:00
	Start	10:30	End	23:00

Continued from previous page...

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

- ○ Indoors
- ◉ Outdoors
- ○ Both

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

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

Food vendors will be serving food throughout the duration of the event.

State any seasonal variations

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

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

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

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

(•) Yes ( ) No

Standard Days And Timings

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

MONDAY

Start [ ] End [ ]

Start [ ] End [ ]

TUESDAY

Start [ ] End [ ]

Start [ ] End [ ]

WEDNESDAY

Start [ ] End [ ]

Start [ ] End [ ]

THURSDAY

Start [ ] End [ ]

Start [ ] End [ ]

FRIDAY

Start [ ] End [ ]

Start [ ] End [ ]

SATURDAY

Start 12:00 End 23:00

Start 12:00 End 23:00

SUNDAY

Start 12:00 End 23:00

Start 12:00 End 23:00

Continued from previous page...

Will the sale of alcohol be for consumption:

- (●) On the premises
- ( ) Off the premises
- ( ) Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

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

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

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

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name	Jennifer
Family name	Hukins
Date of birth	17 / 11 / 1987 (dd mm yyyy)

Enter the contact's address

Building number or name	91
Street	Rawlings Road
District	
City or town	Smethwick
County or administrative area	
Postcode	B67 5AD
Country	United Kingdom
Personal Licence number (if known)	

Section 16 of 21

ADULT ENTERTAINMENT

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

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

There will be no adult entertainment or anything that could cause concern in respect of children.

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

MONDAY	Start		End	
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start		End	
SATURDAY	Start	10:30	End	23:00
	Start	10:30	End	23:00
SUNDAY	Start	10:30	End	22:00
	Start	10:30	End	22:00

State any seasonal variations

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

Continued from previous page...

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

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

Section 18 of 21

LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

There will be a designated site manager who will be on site throughout the event to ensure that the objectives are being promoted. There will be meetings with the local residents in the run up to the event, and designated first aiders on site.

b) The prevention of crime and disorder

To ensure that this licensing objective is fulfilled I will be employing SIA recognised security and stewards for the duration of the event. I will be hiring radios so that communication between staff is easy. We will be consulting with the local police force in the run up to the event, and appointing a designated premises supervisor.

c) Public safety

We will ensure that all appropriate licenses are in place before the event including public liability insurance. There will be a thorough risk assessment of the location undertaken in advance. There will be adequate staff in place both to provide information and to guide audience members in to and out of the venue. The capacity shall not pass its limit of 3000. All technical equipment shall be stored and installed in a safe manner so as not to cause any trip hazards to staff or audience

d) The prevention of public nuisance

There will be a Noise Management Plan in place which will include the shutting down of all activities which may cause noise or light pollution by 11pm. There will be adequate provisions in place for the disposal of any litter, and a litter pick arranged for the day following the closure of the event. Local residents will be made aware of the event in advance and have the opportunity to voice concerns or suggest changes. Coach pick up and drop off location will be placed away from residential areas where possible, or at least in consideration of access for local residents. There will be signage encouraging audience members to leave the venue quietly and swiftly. Entrance to the venue will be controlled by stewards and security. The doors to the event will be opened 2 hours before the commencement of the event to minimise people causing congestion whilst queuing.

e) The protection of children from harm

All musical acts and artists will be informed that the event is family friendly, and any behaviour which may cause harm or offence to a child will result in the act or artist being ejected from the event immediately. There will be a challenge 25 system in place for anyone buying alcohol, with a register of refused sales kept for the duration of the event. There will be two designated 'no smoking' areas located on both tennis courts.

Section 21 of 21

PAYMENT DETAILS

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

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

* Fee amount (£) 1,315.00

DECLARATION

* [APPLICABLE TO INDIVIDUAL APPLICANTS ONLY, INCLUDING THOSE IN A PARTNERSHIP WHICH IS NOT A LIMITED LIABILITY PARTNERSHIP] I UNDERSTAND I AM NOT ENTITLED TO BE ISSUED WITH A LICENCE IF I DO NOT HAVE THE ENTITLEMENT TO LIVE AND WORK IN THE UK (OR IF I AM SUBJECT TO A CONDITION PREVENTING ME FROM DOING WORK RELATING TO THE CARRYING ON OF A LICENSABLE ACTIVITY) AND THAT MY LICENCE WILL BECOME INVALID IF I CEASE TO BE ENTITLED TO LIVE AND WORK IN THE UK (PLEASE READ GUIDANCE NOTE 15).

Continued from previous page...

* THE DPS NAMED IN THIS APPLICATION FORM IS ENTITLED TO WORK IN THE UK (AND IS NOT SUBJECT TO CONDITIONS PREVENTING HIM OR HER FROM DOING WORK RELATING TO A LICENSABLE ACTIVITY) AND I HAVE SEEN A COPY OF HIS OR HER PROOF OF ENTITLEMENT TO WORK, IF APPROPRIATE (PLEASE SEE NOTE 15).

You must check the box for this declaration

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

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

* Full name	Jennifer Hukins
* Capacity	Project Manager
* Date	22 / 06 / 2021 (dd mm yyyy)

Add another signatory

Once you're finished you need to do the following:
1. Save this form to your computer by clicking file/save as...
2. Go back to https://www.gov.uk/apply-for-a-licence/premises-licence/birmingham/apply-1 to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

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

Event Safety Management Plan
Brum Fest 2022

Introduction

This is the Event Safety Management Plan (ESMP) for Brum Fest 2022. Brum Fest is a two day event taking place on Saturday 27/08/2022 and Sunday 28/08/2022 with set up taking place on Friday 26/08/2022 and break down taking place on Monday 29/08/2022.

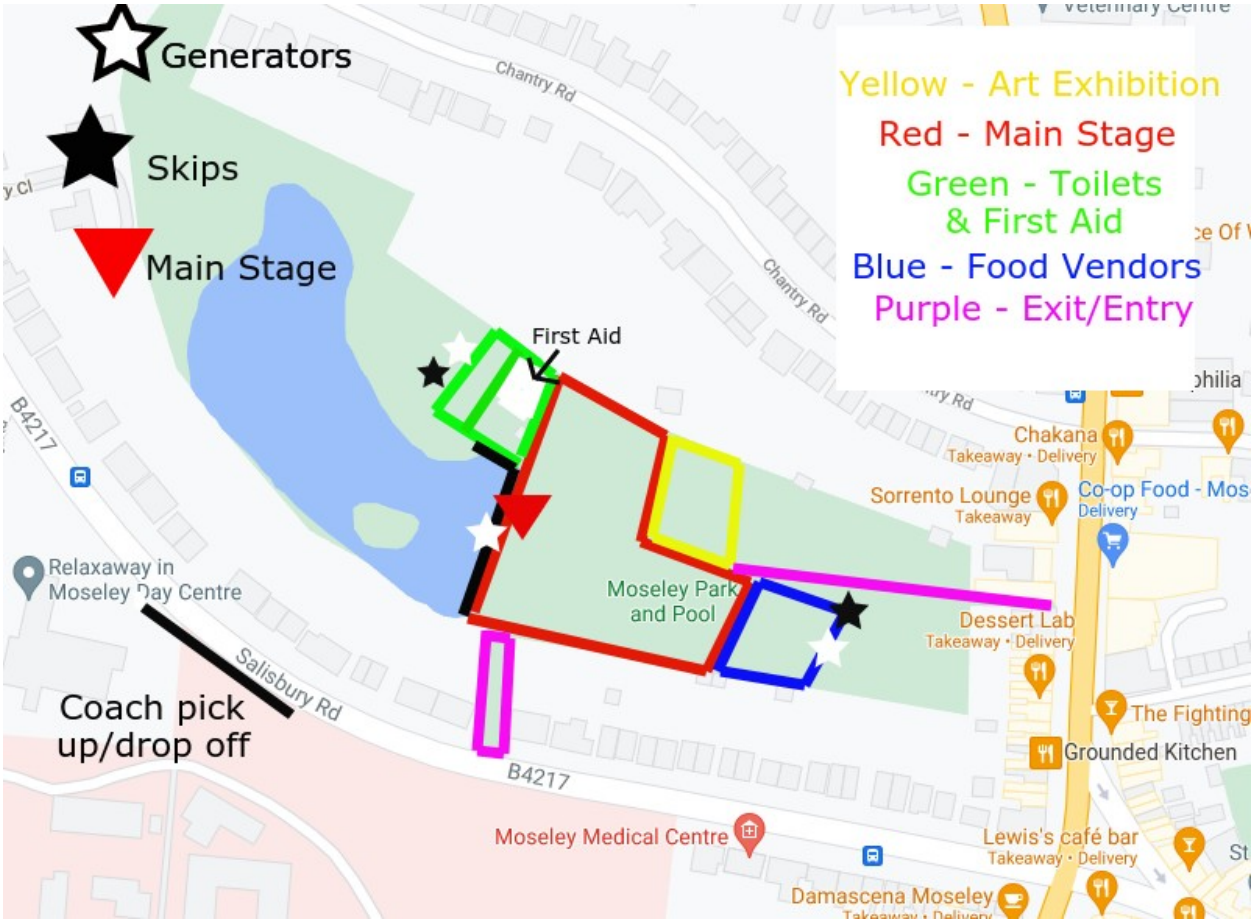
This ESMP is intended for use by staff employed by Brum Fest to ensure the smooth running of the event, and to establish role responisibilies, key times and locations. This ESMP takes into consideration the licensing objectives to stakeholders and how each will be fulfilled including public safety, the prevention of crime and disorder, the prevention of public nuisance and the protection of children from harm.

Planning and management

To ensure a successful health and safety management there will be a health and safety policy in place which will be provided to all staff in advance of the event. The health and safety policy will comply with the Health and Safety at Work Act 1974. Throughout the event the site manager will regularly monitor health and safety and record any notable incidents or items to allow for these to be added to future risk assessments. The health and safety policy will set out a management structure and outline any role responsibilities.

Digbeth Dining Club will be providing copies of their own health and safety policies in advance of the event.

All structures, seating and tents will be erected safely, on appropriate ground and structurally safe. The location of all stages, barries, entrance points and exit points, first aid tents, toilets and food vendors is outlined on the below site map.



Venue and site design

The capacity for the event is 3000. This is inclusive of site structures, food vendors and space for toilet facilities. There are two main footpaths to the park - the footpath at the south of the venue will be used from 10:30 on both days as the main entrance to the site. The additional footpath - located on the east side of the site - will be opened at the end of the event as an additional exit route.

The stage will be situated to the west of the main field located in the red area of the site. The ground is usually well drained and even, but we will be monitoring weather conditions in the run up to the event. The main stage will be located so as to allow for a clear line of sight for all audience to minimise movement by large crowds. The stage will be positioned so as to be as far away from residential areas as possible. This is outlined further in the noise management plan.

The coach drop off point is located further south east of the main entrance of Salisbury Avenue. There will be clear sign posts from to the entrance of the venue.

There is no electricity on site, so power will be provided by generators which will be delivered on site on the date and time specified below.

The main stage will be delivered at the date and time specified below by The Outdoor Staging Company**.** The stage will be delivered through the main entrance

outlined as the purple area. The footpath here is wide enough to accommodate the stage and the trailer required for delivery.

The food vendors will be located on the east side of the site on one of the tennis courts as outlined on the site map in blue. Food vendors will gain access to the site through the main entrance.

There will be barriers alongside the pool area, from the south east of the site next to the main entrance point up to the toilet area in the North.

Fire safety

Under the Fire Precautions Act 1971 and Fire Precautions (Workplace) Regulations 1997 the means of escape in the event of a fire is indicated via the purple areas on the site map. There will be one main entrance to the site on the south side of the venue, but there is an additional footpath on the east side of the site which will be used in the event of a fire.

Exits will be clearly signposted throughout the venue. Stewards will be trained in fire safety so that they can encourage and escort audience members out of the venue in a calm and orderly fashion in the event of a fire. The gates to the venue will be left unlocked throughout the event.

Portable fire extinguishers will be provided. There will be Class B extinguishers by each of the generators and the food vendors, and additional Class D extinguishers by the stage area.

In the event of a fire the fire department will be called immediately.

Major incident planning

A major incident is defined as; the treatment of a large number of casualties, the handling of a large number of enquiries likely to be generated, the need for the scale combined resources of two or more emergency services, the mobilisation of emergency services to cater for the threat of death or serious injury to a large number of people.

In the event of any such incident the event will be stopped immediately. There will be a major incident planning team in place who will respond to any incident. The team will be competent and set out an easy to understand plan and instructions.

The major incident planning team will liaise with the local emergency services in the run up to the event and provide a copy of their plan to the local authority as well as emergency services.

Communication

Communication will be via two way radios which will be issued to staff at the beginning of the event. Radios will be provided by amherst enterprises limited and will be allocated to all staff by the event manager at briefing at 9:30 on both 27/08/2022 and 28/08/2022. Radios should be returned to the event manager by 23:30 on both 27/08/2022 and 28/08/2022.

Amherst enterprises limited will deliver the radios to the site manager at 18:00 on 26/08/2022

All staff will be provided with a copy of the site map so that they are aware of key routes. Any language or code words should be agreed with the whole team in advance of the event to avoid any miscommunication. A situation report must be

completed by staff in the event of any incident. The safety coordinator will be easily identifiable through different coloured uniforms, as will first aiders.

Details of the event will be shared with local emergency services in advance. The event will be well documented in local media to inform local residents of any potential disturbances.

Crowd management

Stewards and security will be provided by Event Cover. There will be 10 security staff and 10 stewards. Both stewards and security will arrive on site on both 27/08/2022 and 28/08/2022 at 09:30 and be briefed by the event manager and safety coordinator before gates open.

There will be a chief steward appointment who will be briefed before the event as to their responsibilities. All stewards will be above 18 years of age, and fit to carry out their allocated duties. Should a steward feel unwell at any point during the event they should notify the head steward immediately. Stewards should not leave their place without permission from the chief steward, who will be responsible for the rotation of staff positions. All stewards will wear high visibility jackets so that they are visually identifiable.

Checks will be undertaken before doors open on each day of the event to ensure that footpaths are clear, escape routes are clear and that any fire fighting equipment is in working order.

Stewards will be required to create a line across the main stage area which will move towards the stage in an orderly manner to reduce the risk of any crowd rushing or slips, trips or falls.

In the event that there are tickets available to buy on the day of the event, they will only be able to be purchased from a separate ticket point. If tickets are sold out in advance this will be advertised across local media, but also by signage at the entrance to the event.

There will be an announcement via the PA system to inform the audience that the live music will be starting at the beginning of each day, and another announcement at the end of the day asking audience members to leave the venue in a quiet and orderly fashion.

Transport management

Transport will be provided by Johnson's Coach Company who will employ 15 coaches to collect the audience from predetermined locations. Coaches will arrive on site no later than 10:00 on the morning of both 27/08/2022 and 28/08/2022. Coaches will arrive for pick up at 22:00 on 27/08/2022 and 28/08/2022 and depart no later than 23:30 on both days. Drop off points for the festival will be located on Salisbury avenue and clearly signposted, with further signage directing the public to the site entrance.

British Transport Police will be informed in advance of the event, should a large number of the public opt to travel independently.

There is no parking on site, and this will be communicated to ticket purchasers with booking confirmation. Salisbury Avenue will have traffic cones placed along the road to ensure that attendees do not cause congestion by parking should they choose to drive.

All contractors will have access to the site on the day before the event opens and the day the event closes to avoid any issues being caused with pedestrians or coaches.

Structures

Staging will be provided by The Outdoor Staging Company. Staging will arrive by 16:00 on 26/08/2022 and will be erected by The Outdoor Staging Company. The staging will be fully erected by 17:00 ready for dressing. The stage area is 55 m², weighs 3,500 Kg with a roof weight of 1,800 Kg. The stage is 9.00 meters wide, 6.10 meters deep and 6.20 meters in height with a clearance of 4.65 meters. The staging will be collected by the company at 11:00 on 29/08/2022.

Adequate lighting will be fitted to the staging and positioned so as not to cause any hazard.

Barriers

Barriers will be provided by HSS and will arrive on site at 12:00 on 26/08/2022. There will be 34 barriers delivered, each measuring 2.85m in length. The barriers will be positioned across the East side of the pool, behind the stage area and up to the toilet area. The barriers will be collected at 12:00 on 29/08/2022.

Electrical installations and lighting

Sound systems and lighting will be provided by ACE PA Hire. The company will arrive on site at 18:00 on 26/08/2022 and work to install equipment once the stage set up is complete. The equipment will be supplied with a 20kva silenced diesel generator which will be positioned behind the main stage.

The Generators will be supplied by Best At Hire and will arrive on site on 26/08/2022 at 17:30. There will be four generators supplied. One will be positioned behind the stage, one in the blue zone for the food vendors, one near to the yellow zone for the art exhibition, and one in the green area, should any more power be required at any point. The generators will be available until 10:00 on 29/08/2022 when they will be collected by the company. The generators will be positioned to provide ease of access in the event of refueling.

All electrical equipment will be PAT tested by the companies in advance of the event and should comply with the Electricity at Work Regulations 1989. All cables and leads should be positioned behind any staging or food vendors to minimise the risk of tampering or tripping by attendees and staff.

Food, drink and water

Food will be supplied by 10 vendors supplied by Digbeth Dining Club. The vendors will be positioned to the right of the stage, on the tennis court marked as the blue zone on the site map.

The vendors will arrive at 19:00 on 26/08/2022 and will be supplied with power through a generator set up in the blue zone. The site manager will be on hand at the time of vendors arrival to coordinate pitch positions. Vendors will leave the site by 10:00 on 29/08/2022.

The vendors supplying food will be :Low n’ Slow, The Middle Feast, Fat Snags, Handmade Pizza Co, Patty Freaks, Sonora, Tacos, Vegan Vice, Buddha Belly,

Bournville Waffle Co and Urban Cheesecake. All businesses will carry out their work in a safe and hygienic way - this will be monitored by the site manager. Vendors will be positioned to allow for free flowing movement of attendees, without obscuring any entrances.

Free water will be provided and available from the first aid tent and from the yellow tennis court area.

Sanitary facilities

Toilet facilities will be provided by Andy's loos. The toilets will arrive by 17:00 on 26/08/2022 and will be located on the East site of the site as indicated on the site map. There will be 10 toilets in total, with 4 specifically for disabled access. Toilets will be removed at 10:00 on 29/08/2022.

Waste management

There will be 4 12 cubic yard skips available on site, located behind the toilets in the green zone. They will each be 3.7 meters in length and 1.78 meters in width. They will arrive on site to deliver the skips at 12:00 on 26/08/2022 and again for collection on 29/08/2022 at 19:00.

There will be waste receptacles available at various points throughout the site, and a waste management team who will ensure these are emptied when necessary. The team will also litter pick throughout the event and will engage in a final clean up at 09:00 on 29/08/2022.

Sound, Noise and Vibration

All provisions to ensure that sound, noise and vibration is managed is set out in the noise management plan which will be provided to all staff members in advance of the event.

Medical, ambulance and first-aid management

Using the resources available in the Health and Safety Executive guide - the Event safety guide we expect to need 4 first aiders - these will be provided by Event Cover. The first aiders will arrive on site at 9:30 on and leave at 23:00 on 26/08/2022 and 27/08/2022. These hours are provisional provided there are no accidents and no need for the first aiders to stay outside of these hours.

The nearest accident and emergency department is located 3 miles away at the Queen Elizabeth Hospital. The Hospitals address is Mindelsohn Way, Birmingham B15 2TH.

There will be an allocated safety coordinator to manage control and coordination of first aid provision and record any accidents that may happen throughout the event. A log should be kept of any incidents which should be well maintained and include details of any decisions taken by the safety coordinator.

The medical tent will be situated in the green zone and site maps will be distributed before the event to ensure all staff are aware of its location.

The first aid tent will be a no smoking zone and have provisions for at least two examinations to take place. The tent will be provided with fresh, clean water in containers. There will be provisions in place for the disposal of clinical waste which will be implemented by Event Cover. They will be provided with a table and storage facilities by the event manager.

Information and welfare

There will be stewards on hand to provide venue information to audience members from 10:00 until 23:00 on 26/08/2022 and 27/08/2022. There will be two information points - one located at the entrance to the site, and one located in the red zone at the north side of the zone.

There will be information provided in advance to all attendees in regard to coaches and accommodation, but stewards will be provided with a copy of this information to relay to those who need it.

There will be signage throughout the venue indicating the location of the toilets, exit points, first aid tent, water points and food vendors. There will be a site plan displayed at the entrance to the site. There will be a lost property point located in the green zone, north of the site, which will also be identifiable through signage.

Children

There will be a central point to accommodate lost of found children, This will be located within the green area of the site alongside the first aid tent. Found children will not be left alone with one individual. Any person claiming a lost child should complete a form providing their name, address and relationship to the child as well as provide a form of identification.

Any found child should be taken to the designated point immediately where they should be asked their name and their parents/guardians names. They should be asked if they remember where they last were together, what the parent/guardian was wearing and if they know of any contact numbers to reach the parents/guardians.

An announcement should be made from the stage area informing the audience of the lost child to allow for the parents/guardians to come forward.

If a parent/guardian reports a child as lost a thorough search of the park should take place following an announcement from the stage area that a child had been lost. The child should not be named on any PA or radio system at any point.

The police should be contacted immediately if: the child makes any accusations, there are any concerns for the child's welfare, the child is considered vulnerable in any way.

Performers

Performers will begin to arrive on site from 09:00 on both 26/08/2022 and 27/08/2022, with sound checks taking place between 09:30 and 10:00. Arrival times will be staggered depending on stage times. Performers will be greeted on site by the site manager. There will be an area behind the main stage in which performers can sit if they would like. Performers will leave the site by 23:00 on both dates.

Artists will begin to arrive on site from 09:00 on both 26/08/2022 and 27/08/2022 and will be escorted to the tennis court by the event manager. They will be situated on the tennis court area where they will work collectively on a mural until 19:00.

All performers and artists are welcome to enjoy the event as they wish. They will be provided with special wrist bands to allow them access to any backstage areas. All performers and artists will be briefed before the event including directions to the site, stage plan and layout, stage timings and sound checks.

Health and safety responsibilities

Under the Occupiers Liability Act 1957 and the Health and Safety at Work Act 1974, the event management and land occuper has a duty of care to provide a safe workplace for its employers. To ensure that all legal obligations are fulfilled the event manager will make sure that all exits are safe and without risk to the health and safety of all staff and attendees on the day before the event opens its doors by completing a site walk with the appointed safety coordinator. All companies which have been employed as contractors for the event will have their own legal duties as employers under the HSW Act. This will be the case for Digbeth Dining Club, Event Cover and The Outdoor Staging Company though all reasonable measures will be taken by the event organiser to ensure the health and safety of all staff on site.

A premises licence and personal licence will be obtained in advance of the event by the event organiser. There will be a health and safety policy in place as well as a risk assessment of the site which will be available to all staff and contractors upon request.

Contractors will be responsible for supplying appropriate PPE where necessary, training and competence checks. Contractors should inform the event manager in advance of any concerns regarding the health of their staff so that the event manager can make any reasonable adjustments. All contractors are expected to communicate with their staff the time, date and location of morning briefings.

There will be an allocated safety coordinator and 4 first aiders on site to respond to any incidents.

The Event manager will oversee the health and safety of the site at all time, ensuring that risk assessments are implemented and that all staff are aware of their responsibilities throughout the duration of the event.

The event manager should be informed of any shortcomings concerning health and safety as soon as is reasonably possible. The event manager will endeavour to correct any mistakes so far as is reasonably practicable.

The event organiser has a duty of care to members of the public and will take all reasonable measures to protect their health and safety at all times whilst on site. Information will be made available to all attendees in regard to the emergency procedures and fire evacuation procedure through signage and in the terms and conditions attached to each ticket sale via email.

The event organiser and event manager will attend regular meetings with stakeholders in the run up to the event, including members of the public who will have opportunity to voice any concerns and suggest any reasonable changes.

Under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 all employers must report work related accidents which may cause a member of staff or the public to be killed or taken to hospital, structure collapse or electrical short circuits. These incidents should be reported to the safety coordinator who will record all appropriate information of the incident.

Useful addresses

Queen Elizabeth Hospital
Mindelsohn Way
Birmingham
B15 2TH

Association of Festival Organisers
PO Box 296
Matlock Derbyshire
DE4 3XU
Tel: 01629 827014

Birmingham City Council
Council House
Victoria Square
B1 1BB

Moseley Police Station
15 Woodbridge Rd
Birmingham
B13 8EJ

Highgate fire station
Moseley Rd
Birmingham
B12 0DP

National Outdoor Events Association
7 Hamilton Way
Wallington
Surrey
SM6 9NJ
Tel: 020 8669 8121

Ofcom Riverside House
2a Southwark Bridge Road
London
SE1 9HA
Tel: 020 7981 3000
Fax: 020 7981 3333

Noise Management Plan
Brum Fest

Organisation Details

Company name and address of head office	Brum Fest
Contact Details	Name: Jennifer Hukins Email: jeniferhukins@gmail.com Phone: 07850298714

Statement of Intent

Brum Fest is a two day music and arts festival which is due to take place on Saturday 27th August and Sunday 28th August at Moseley Park and Pool, 93B Alcester Road, Birmingham, B13 8DD. The festival site occupies a grassy area alongside the pool at Moseley Park. The festival is proposed to have one main stage, food vendors, and art installations which will be located on the two tennis courts at the park. The main entrance to the site will be from Salisbury Road.

The build for the site is proposed to take place on Friday 26th August, with the site opening to the public at 10:30 on Saturday 27th August. The site breakdown will take place on Monday 29th August.

The area surrounding the site is residential, with a main high street located just 52 metres from the park.

Site specific information

Address	Moseley Park and Pool 93B Alcester Road Birmingham B13 8DD
Proposed activity times	Friday 26th August 12:00 - 22:00 Saturday 27th August 08:00 - 00:00 Sunday 28th August 08:00 - 00:00 Monday 29th August 08:00 - 22:00

Inventory of noise sources

Main stage East facing, located 120 metres from residential streets. Shut down by 23:00.
Sound Systems to be placed next to the stage and at the entrance to the park.
Sound checks to take place between 09:00 and 10:30
Generators will be used between 09:00 and 23:00 on 26/08/2022 and 27/08/2022 and positioned behind the stage area
Doors opened to the audience at 10:30 on 26/08/2022 and 27/08/2022 and doors closed by 23:00 on 26/08/2022 and 27/08/2022. Doors open for food vendors at 12:00 on 26/08/2022 and estimate leaving time of 12:00 on Monday 29/08/2022 presuming vendors stay set up overnight.
Coaches transport the audience which will arrive by 10:00 on 26/08/2022 and 27/08/2022 and arrive to pick up the audience at 22:00 on 26/08/2022 and 27/08/2022 and depart by 23:30 on both days.
Stage to be erected at 16:00 on 26/08/2022 and dismantled by 12:00 on 29/08/2022
Collection of waste which will take place between the hours of 08:00 and 22:00

Noise controls

A comprehensive system of noise management controls will be in place for the duration of the event which will promote the licensing objective of the prevention of public nuisance and include;

- Stage times restricted to between the hours of 11:00 and 23:00
- Stage to be placed at the point where it is furthest away from the nearest residential property
- Agreeing on sound limits with Birmingham City Council in advance of the event
- Insulation for generators to minimise sound
- Limit on waste disposal to take place only between the hours of 08:00 and 22:00
- Employment of external noise management consultant to help plan and monitor the event
- Station pick up points away from residential areas
- Enforcement of security until after all parties have left to minimise impromptu parties which may disturb residents
- Clear signage asking audience to leave the premises quietly so as not to disturb neighbours

- Employment of staging company who can erect and dismantle staging in less than one hour and with minimal tools/equipment.
- Main stage to have sound monitoring equipment
- Regular meetings with Environmental Health to discuss any issues or concerns in the run up to the event and at the review of the event.

Noise Monitoring

We will employ an external noise management consultant to monitor the event. We expect a pre-event test to take place on Friday 26/08/2022. These tests will include playing pre-recorded music through the sound systems and measuring levels at various points throughout the site. Sound testing will be restricted to between the hours of 12:00 and 22:00.

Communication with the public

Letters will be sent out to residents in advance of the event providing them with contact details. We will also make sure we have an easily accessible contact system in place across the website and social media platforms. We will set up a meeting with local residents in advance of the event for them to voice any concerns.

Complaints Procedure

We will make sure we make it easy for complaints to be submitted by making contact details readily available. We will Observe good neighbour procedures and deal with any complaints in a speedy and sympathetic manner. A noise assessment will be undertaken by the Site Manager who will investivage any complaints and implement any noise control measures to ensure noise levels are not exceeding agreed levels.

Follow up review

Will take place within 21 days of the event. Details of complaints received, noise monitoring results, problems that arose, recommendations for further events.

BRUM FEST

25th June 2021

Dear Neighbour,

My name is Jennifer Hukins and I'm the project manager for local festival Brum Fest.

We are due to host a two day festival set in Moseley park on 27th and 28th August 2022. We expect that we will gain entry to the park on Friday 26th to set up, and will be taking down all structures on Monday 29th August.

We will do our utmost to ensure that we cause as little disruption as possible to yourselves throughout the event.

Please feel free to contact me via email or phone throughout the event if you have any complaints or queries regarding the event.

Jennifer Hukins, Project Manager

for: Brum Fest
Email: jenniferhukins@gmail.com
Telephone: 07850 298 714

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