

MA Music Business

Live Music and Event Management
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Portfolio 1
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INTRODUCTION

This document describes the event's objectives, logistics, and purpose. It contains information about the times, place, expected turnout, suggested activities, and safety precautions. In addition, a budget provisional sheet will be included.

THE EVENT

"The Dove" Samphire Hoe Country Park festival is a two-day event that will take place on the 24th and 25th of August 2024 with the aim of giving aspiring musicians a stage to perform on while presenting popular South East London musicians. With various musical entertainment and family-friendly activities during the day, we hope to offer an inclusive experience for all visitors. A total of 3,000 people can attend the event each day in the lovely surroundings of Dovers White Cliffs.

The event will be completely ticketed, with day passes costing £50 each, weekend passes costing £90 each (including parking). Our belief is that the event's pricing represents its openness and inclusivity, making it an inexpensive and pleasurable experience for all.

We are committed to ensuring the safety and comfort of our attendees with a comprehensive risk assessment and emergency procedures in place. We will also work closely with local authorities and emergency services to ensure a smooth and safe event.

Join us at Samphire Hoe Country Park for "The Dove Festival" and experience the best of South East London musical talent alongside a vibrant and family-friendly atmosphere.

THE VENUE

A crucial step in organising a successful festival is picking the venue, which requires taking into account a number of variables. The location's capacity comes first and should be sufficient to handle the anticipated number of participants comfortably. Overcrowding and safety issues can arise in a location that is too tiny, while an empty and disjointed atmosphere can be created in a venue that is too large.

Accessibility is another crucial factor, and the venue should be simple for people to get to, thanks to decent transportation options, parking options, and disabled access. Another element that needs to be considered is the accessibility of amenities. It is crucial to check that the venue has the amenities required to serve the event,

including enough restrooms, power, and water. Additional features like camping options, food and drink vendors, and on-site entertainment should also be considered as they may improve the festival experience.

The venue's location should be considered as well, and it should be appropriate for the intended audience. The event's location should be convenient, safe, and accessible to neighbourhood services like hotels, restaurants, and retail establishments. Another important consideration is price, and the festival's budget should be compatible with the location. Remember that certain locations could demand extra money for things like security, insurance, and licences.

For a number of reasons, Samphire Hoe Country Park near Dover is a great place to hold a music festival.

The wonderful natural beauty of Samphire Hoe Country Park is one of its main benefits. The park overlooks the English Channel and is flanked by white cliffs, creating a beautiful background for the occasion. This distinctive and lovely setting can improve the festival's overall experience and give visitors an atmosphere they won't soon forget. (Appendix A)

In addition to its advantages, the park has the benefit of being easily accessible. It is conveniently close to Dover's town centre and has good transportation options to and from the event. Because of its accessibility, the event may draw visitors from across the UK and abroad, expanding its audience and visibility.

Samphire Hoe Country Park is the easiest and fastest reached by train. To get to Dover Priory Station, take a train from London St. Pancras International or London Victoria Station. Samphire Hoe Country Park can be reached from there by bus or cab. Trains frequently run throughout the day, and the trip takes about one hour and thirty minutes. For people who enjoy a hassle-free and comfortable journey, this alternative is advised. Samphire Hoe Country Park can also be reached by driving. The M20 highway may be used to get from London to Dover and takes about two hours. When you get to Dover, go to Samphire Hoe Country Park by following the signage. For people who value greater independence and flexibility in their travel arrangements, this is the best choice. Samphire Hoe Country Park can be reached by bus if you don't have a car and don't wish to use the train. From London Victoria Coach Station, a bus can be taken to Dover Bus Station. Samphire Hoe Country Park can be reached from there by bus or cab. Buses frequently run all day, and the bus ride takes about 2 hours and 30 minutes. For individuals who wish to cut costs and don't mind taking a bit longer to travel, this choice is advised. (Google Maps, 2023)

Finally, numerous routes connect London with Samphire Hoe Country Park in Dover. There is a method of transportation that will meet your needs and tastes, whether you choose to travel by rail, vehicle, bus, or tour. (Appendix B)

There are 150 parking places accessible for visitors at Samphire Hoe Country Park in Dover, which is a tiny number compared to other parks in the neighbourhood. However, ticket holders intending to visit with a big or tall vehicle should keep in mind that there is a height restriction of 2.1 metres for cars entering the parking lot. (SamphireHoe.com, 2023)

The Dover Park and Ride facility, however, might be a wise decision. This facility, which is close to the A20 and has space for up to 1000 vehicles, makes it simple to get to the Samphire Hoe Country Park region. Visitors to the Dover area frequently use the Dover Park and Ride facility because it provides easy and reasonable parking options.

Another alternative could be The Dover Eastern Docks, a sizable parking facility primarily utilised for parking for ferries that sail between Dover and Calais. Visitors to the region have a convenient option with this parking facility's proximity to Samphire Hoe Country Park and capacity for up to 2000 automobiles. (DoverPortParking.co.uk, 2023)

EVENT SAFETY

Careful planning and cooperation with a variety of important stakeholders are required to organise a two-day celebration in Samphire Hoe Country Park in Dover. The municipal council, local residents, emergency services, vendors, entertainers, and guests are some of these stakeholders. A number of crucial documents and tactics must be implemented in order to guarantee the festival's success and control the risks involved with holding such an event. A thorough project plan, a risk assessment, a licencing agreement, a marketing plan, and a budgeting and schedule management plan are among these documents.

It's crucial to make sure that the relevant paperwork is in order when organising a music festival for 3000 people in order to guarantee the security of both workers and attendees. (Appendix F)

A health and safety policy, a risk assessment, an event management strategy, and public liability insurance are a few of the important papers that will be necessary. These agreements are crucial because they offer a framework for recognising and dealing with potential safety problems like crowding, fire dangers, and emergency evacuations. (Dover.goc.uk, 2023)

A risk assessment identifies potential dangers and provides ways for mitigating them, and a health and safety policy defines the festival's commitment to ensuring a safe environment for visitors and personnel.

Public liability insurance offers financial security in the event of mishaps or injuries sustained during the festival. An event management plan offers a thorough overview of the festival's operations, including logistics, security, and emergency response protocols. Event planners may contribute to ensuring the safety and well-being of everyone taking part in the festival by making sure these documents are in place, reviewed, and updated regularly. (Appendix B)

Event planners must take a number of crucial measures to handle the Health and Safety Executive (HSE) for a festival. (Dover.goc.uk, 2023)

It is also essential to follow all applicable health and safety regulations. This involves making sure that the equipment is properly repaired and maintained, that the food and drink sellers have the necessary permits, and that there are first aid supplies available. It is crucial to make sure that all standards are completed because failing to comply with regulations can lead to fines or even legal action. (Dover.goc.uk, 2023)

The festival must also have adequate first aid supplies. This involves having access to emergency medical services, medical supplies, and qualified first responders. It's crucial to be ready for any potential medical emergency when there are a lot of participants. (Dover.goc.uk, 2023)

Information on health and safety that is succinct and clear must also be given to every participant. This includes details on how to handle emergencies, how to avoid fires, and how to report any health and safety issues. Attendees will be better equipped to handle any situation by having this information available.

Last but not least, all festival employees and volunteers need to get training on health and safety protocols and their roles in ensuring a safe and healthy event. This includes instruction in first aid, emergency procedures, and other pertinent subjects. (Dover.goc.uk, 2023)

In conclusion, a thorough risk assessment, adherence to health and safety laws, adequate first aid supplies, understandable health and safety information, regular safety checks, and staff and volunteer training are all necessary to ensure the health and safety of all attendees and staff at a festival. These actions will help festival organisers ensure that all attendees have a secure and enjoyable day. A hypothetical draft risk assessment for the festival can be found in Appendix C.

An event management plan is a detailed document that lists all the important information and tasks involved in planning and overseeing an event, such a festival. An event management plan's goal is to make sure that every component of the event is well planned and carried out and that everyone involved is aware of their duties and responsibilities.

According to Dover District Council, the document makes you responsible for:

- Informing your local authority of your event
- Seek permission from the relevant landowner
- Submitting the relevant documentation to your local authority in a timely manner
- Ensuring the overall safety at your event as far as reasonably practicable
- Ensuring that health and safety arrangements are in place to control risks
- Ensuring the competence of staff at your event to undertake their roles safely
- Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by your local authority)
- The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event

And must consist of a minimum of (Ref. Appendix D):

1. EVENT OVERVIEW

- 1.1 Event Overview
- 1.2 Event Itinerary
- 1.3 Programme of Events
- 1.4 Event Management
- 1.5 Crowd Management
- 1.6 Advertising

2. SITE MANAGEMENT

- 2.1 Contractor Management
- 2.2 Traders
- 2.3 Fencing and/or Barriers
- 2.4 Electricity, Water, Gas Supply and Generators
- 2.5 Temporary Structures
- 2.6 Fire Safety
- 2.7 Temporary Events Notice
- 2.8 Musical Entertainment
- 2.9 Attractions

- 2.10 Medical and First Aid Cover
- 2.11 Public Health and Welfare
- 2.12 Accessibility
- 2.13 Steward and Marshal Management

3. INCIDENT MANAGEMENT

- 3.1 Welfare of Children
- 3.2 Incident Reporting and Investigation
- 3.3 Communication with the Public
- 3.4 Emergency Plans

4. TRAFFIC MANAGEMENT

- 4.1 Traffic Management
- 4.2 Road Traffic Closure Notices

In conclusion, an event management plan is a vital document that lists all the important information and procedures involved in planning and running a festival. It ensures that the event runs smoothly and successfully and that all stakeholders are informed of their roles and obligations. (Appendix D)

LICENSING

The sale and supply of alcohol, the provision of entertainment, and the serving of hot food and beverages between the hours of 11 p.m. and 5 a.m. are all governed by the Licensing Act 2003 in the United Kingdom. The former licensing laws were repealed because they were viewed as being too restrictive and out-of-date. (legislation.gov.uk, 2013)

The Licensing Act 2003 has several key objectives, which include:

- Preventing crime and disorder
- Ensuring public safety
- Preventing public nuisance
- Protecting children from harm

Along with these goals, the Act also established a new system for policing the provision of entertainment, including live performances, movies, and plays. This policy contains a system of temporary event notices that enables companies to offer entertainment on a temporary basis without the need to submit a full licence application. The Licensing Act of 2003's overarching goal is to give businesses more flexibility while advancing the Act's primary goals.

For businesses that intend to serve alcohol or provide entertainment at their events or festivals, obtaining a licence under the Licensing Act 2003 is an essential first

step. An application form must be submitted to the local authorities together with the necessary fee and accompanying materials. Before making a judgement, the local government will then consider the application and any public comments or objections. If the application is approved, the company will be given a licence that outlines the terms on which they can serve alcohol and host entertainment at their festival or event. (legislation.gov.uk, 2013)

The process of obtaining a licence can be difficult and drawn out, therefore, it is crucial to seek professional guidance to ensure the application complies with all legal criteria. In addition to incurring penalties and fines, failing to secure the required licences and permissions may put festivalgoers' safety and well-being at risk. To ensure a successful and secure event or festival, businesses must make sure they are completely compliant with the Licensing Act 2003 and all applicable laws and regulations. (legislation.gov.uk, 2013)

According to legislation.gov.uk, businesses must submit an application form to the local government with a range of information and supporting documentation in order to be granted a licence under the Licensing Act 2003. Depending on the type of event or festival, the particular needs may change, however, the following information is necessary:

- Address and name of the applicant
- The venue and surroundings of the celebration or event
- The event's or festival's dates and timings
- A thorough explanation of the proposed events, particularly those involving the sale of alcohol and entertainment
- A site plan with the event or festival's layout shown
- An evaluation of hazards to health and safety that identifies and addresses potential dangers
- Public liability insurance documentation
- A description of the actions the applicant plans to take to support the licensing goals, such as reducing crime and disruption and guaranteeing public safety.
- The required licence application fee

In order to achieve the key objectives of the Licensing Act 2003, businesses and event organisers will implement a range of measures and strategies in the festival at all times including:

Crime prevention measures can be put in place by businesses in collaboration with local law enforcement organisations. These include providing appropriate illumination, training personnel to see and report any criminal activity, and installing CCTV cameras.

Public Safety measures: completing in-depth risk assessments, putting crowd management strategies into place, offering sufficient first aid facilities, and making sure that emergency evacuation plans are in place.

Public Nuisance Prevention measures: managing noise levels, ensuring that waste is properly disposed of, and restricting the sale of alcohol to avoid excessive consumption and the resulting public disruption.

Child Protection Measures: to protect children from harm, we will be making sure staff members are trained to recognise and address potential child protection issues, providing designated kid-friendly areas with adequate supervision, and making sure age restrictions are upheld for activities and the sale of alcohol.

PROMOTION

To promote the Dove Festival, we will be using a range of marketing and promotional tactics to raise awareness and generate excitement. One of the key aspects of the festival is the lineup of artists, and we will use social media, email marketing, and local press to promote these acts. We created eye-catching social media graphics and videos showcasing each artist, sharing these widely across Instagram, Facebook, and Twitter to build anticipation for the event. The festival is also partnering with local radio stations and music blogs to feature interviews with the artists and exclusive previews of their performances. To promote the festival as a whole, We will use a mix of digital and print advertising, including targeted Facebook and Google Ads, local flyers, and posters displayed in high-footfall areas. The festival website is also a central hub for promoting the event, with information on the lineup, ticket prices, and a frequently updated blog sharing behind-the-scenes stories and artist features. By using a range of promotional tactics, the Dove Festival is hoping to reach a wide audience and make a big impact in the local community. (Bredshaw, 2017)

BUDGETING

A thorough budgetary plan must be made when planning a music festival to ensure the event's financial success. The different expenditures involved in setting up the festival, such as venue rental, artist fees, production costs, personnel costs, and other costs, are listed on a budgeting sheet. It also gives a rough estimate of the money that can be made from selling tickets, selling food and drinks, and other things. Festival planners may ensure they keep within their financial constraints and maximise the potential profitability of the event by meticulously creating and maintaining the budgeting sheets. In light of this, I will now provide the budgeting sheets for the upcoming music festival, outlining the anticipated costs and revenues as well as the anticipated profit margin. (Robinson, 2023)

The following breakdown of expenses will provide a comprehensive overview of the various costs associated with organizing the festival.

Expense Type	Estimated Cost
Venue Rental	£15 000,00
Stage Rental	£8 000,00
Sound and Lighting	£10,000
Artist Fees	£30 000,00
Event Staff	£15 000,00
Security	£7 500,00
Catering	£25 000,00
Beverages (Alcohol)	£15 000,00
Beverages (Non-Alc)	£5 000,00
Activities and Games	£3 000,00
Marketing and PR	£8 000,00
Insurance	£3 000,00
Total Estimated Costs	£134 500,00

Similarly, the following revenue sheet will outline the expected income from ticket sales, food and beverage sales, and other sources.

Revenue Type	Estimated Income
1-day Ticket Sales	£75 000,00
2-day Ticket Sales	£85 500,00
Total Estimated Sales	£160 500,00
Revenue Type	Estimated Sales
Alcoholic Beverages	£90 000,00
Non-Alcoholic Beverage	£40 000,00
Food and Snacks	£80 000,00
Total Estimated Sales	£210 000,00

Assuming a maximum capacity of 3,000 guests per day, the estimated number of one-day pass tickets sold would be 3,000, while the estimated number of two-day pass tickets sold would be 6,000. To calculate the estimated revenue from ticket sales, we multiply the number of tickets sold by the ticket price. A one-day pass ticket is sold for £50, which means an estimated revenue of £75,000, while a two-day pass ticket is sold for £90, resulting in an estimated revenue of £85,500. The total estimated revenue from ticket sales is obtained by adding the estimated revenue from one-day and two-day ticket sales, which amounts to £160,500.

Assuming that each visitor purchases two alcoholic drinks each day at an average cost of £5 each, the expected revenue from alcoholic beverages is £60,000 every day or £90,000 for the whole event. Assuming an average of one non-alcoholic drink per attendee per day sold at an average price of £2 per drink, the expected revenue from non-alcoholic beverages is £12,000 per day or £40,000 for the whole festival. Assuming an average of two food or snack items per guest per day sold at an average price of £5 per item, the expected revenue from food and snacks is £60,000 per day or £80,000 for the whole event. Overall, it is estimated that bars and restaurants will bring in £210,000.

By comparing the expenses and revenue sheets, we will be able to calculate the overall profit of the festival and assess its financial success.

Total Income*	£370 500,00
Total Cost*	£134 500,00
Total Profit*	£236 000,00

CONCLUSION

In conclusion, it takes a lot of organisation, coordination, and money to put together a successful two-day music festival like "The Dove Festival" at Samphire Hoe Country Park. To make sure that all costs are covered and that profits are maximised, effective budgeting is necessary. Furthermore, getting the required licences and permits is essential to making sure the festival runs lawfully and safely.

Additionally, it is crucial to ensure everyone who attends is safe. Thus, security, emergency medical services, and crowd control must all be in place. To guarantee that participants have a good time, adequate food, drinks, and entertainment must also be provided.

Overall, planning a good event is complicated and demands close attention to every last detail. Though it may be a gratifying and successful endeavour for organisers and a pleasurable event for attendees with adequate preparation, coordination, and execution.

APPENDIX

Appendix A



Appendix B



Appendix C (Risk Assessment)

DOVER "DOVE FESTIVAL"

General Risk Assessment



Activity assessed: Planning and Delivery of The Dove Festival

Location: Samphire Hoe Country Park

Name of assessor: A Marcel

Date of assessment: April 2023

Version number: 1

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating (no controls)	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
Outline of event: Stonebridge community group are running a community Funday on Saturday August 2023. There will be a mixture of entertainment and attractions including, an arena for performances and demonstrations, a stage for a mixture of local youth bands during the day and a well-known local band during the evening. There will be a selection of promotional stalls for local businesses, clubs and associations which will all be housed in 3 large marquees. There will also be stalls selling produce local to the area and Kent these stalls will be self sufficient and have their own stalls and power. The quality and type of items sold will be controlled so that the quality remains high and relevant to the event. There will be food concessions and a bar on site					
Poor planning of the Funday by Stonebridge Community Group. Visitors and staff put at risk from foreseeable hazards. The community group will not be able to demonstrate compliance with legal requirements or be sure that risks have been identified unless they are documented.	Staff, contractors, stall holders, visitors.	Medium 36	- The chair of the Stonebridge community group committee is responsible for organising the event - All Committee members support the event planning process by undertaking tasks, which where possible utilise specific skills. The committee secretary will record and issue minutes of event planning meetings to include allocated tasks and deadlines. - An event delivery team has been identified who will run the event from set up to close down. Detail on the roles is contained in the event	Medium 16	- Contractors will be used where specific skills are not available within the committee. - A copy of the HSE event guide will be purchased and read by the event organiser and event team. - Changes made after the end July may not be included in the event management plan, however will be recorded.

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Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating (no controls)	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
			management plan - Event documentation will be created using the templates and toolkit provided by the Local Authority. - Advice will be sought from the Local Authority and other organisations as necessary - Event documentation will be submitted to the Local Authority and the committee will act on any advice given - Plans will be finalised and shared with the events team by the end of July 2014.		
Contractors conducting activities on site in an unsafe manner This could lead to various injuries depending on the nature of the activity	Staff, contractors and members of the public	High 48	Contractors are controlled by the following means: - All safety documentation relating to the activity the contractor will be undertaking on site is requested and reviewed before the work is commissioned. This includes site specific risk assessments, method statements, evidence of operative training, testing of equipment (where required). - Any unsatisfactory documentation that cannot be resolved will result in a different contractor being used - A member of the event team will be on site at all times. - Any working practices seen to be unsafe by the event team or that are not in accordance with the submitted documentation will be stopped until satisfactory changes can be made - Site Safety Rules will be provided to contractor prior to arriving on site.	Medium 16	- Contractor documentation to be collated and checked - Contractor activities will be monitored during the build to ensure they do not endanger them or others around them.

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating (no controls)	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
			will take the decision to stop entry.		
Temporary Structures Failure of structures could result in falls from height or crushing injuries. Enclosed structures could be overcrowded or not have sufficient exits	Members of the public, event staff	High 48	- Contractors erecting temporary structures submit safety documentation, which is checked. - Large temporary structures are separated by at least 4m to provide emergency service access and provided unhindered circulation. - Marquees and stage are installed by accredited companies - Marquees containing stalls have open sides and not restrictions to escape. - All structures are inspected by a competent person from the installation company and a completion certificate issued. - In strong winds (figure supplied by contractor) the marquee and stage will be evacuated and not used.	Low 12	
Poor Lighting Insufficient lighting can increase the likelihood of accidents occurring and emergency exits not being seen.	Contractors, event staff, Public	Medium (32)	- Additional portable self contained lighting towers will be provided at key location to increase luminescence levels to an acceptable level. - The portable units will be secure with fencing to ensure no one interferes or sit on them. - Marquees will have lighting.	Low (8)	
Dangerous Electrical installations Serious injury, electric shock, burns, trips, fires from faulty or unsuitable	Staff. Members of the public	High 48	- The contractor will supply risk assessment and method statements for the installation as well as evidence of competence for all installation crews. - A certificate of completion will be provided to the event manager by the installing	Low 12	

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating (no controls)	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
equipment/cables. Adverse weather conditions effecting some equipment			electrician. - Cabling will not be suspended. - External cabling and connections will be suitable for external use. - Distribution boards will be positioned in secure areas - Where there is no option but to run cables across public walkways or they will be run in cables bridges. - Portable electrical appliances will only be permitted where they display evidence of a current electrical safety test. - Extension leads must be uncoiled.		
Use of LPG cylinders Poorly maintained operated gas installations can result in fires, explosion, asphyxiation, handling injuries.	Public, site staff	Medium (24)	- Evidence provided in advance that gas installations will be used together with evidence of a gas safe test, which will be requested on site. - Suitable fire fighting is available. - Cylinders must be used in an upright position. - Cylinders should be situated outside of any enclosure such as a marquee - Access to cylinders in use as well as spares and empties is restricted to prevent tampering. - Cylinders as above are secured to prevent stealing and knocking over depending on size. - No rubbish, cardboard or other combustible should be stored around or under cylinders.	Low (12)	
Food safety – Catering units.	Public	High (48)	All catering outlets registered with their 'home' local authority in accordance with food safety legislation.	Low (8)	

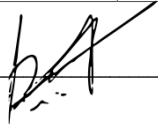
Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating (no controls)	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
			- All caterers must forward a copy of their food hygiene certificates prior to arrival on-site for review. - Environmental Health Officers may carry out inspection during the event. - Event manager have the right to prohibit catering concessions from trading if they are deemed unsafe.		
Uncontrolled use of Generators Fire, unauthorised access by public, burns, electric shock	Public, site staff, contractors	Medium (36)	- Positioned away from the public and enclosed/secured with fencing 1m from generator with a CO2 extinguisher placed in close proximity. - No combustibles will be stored near the generator and they will be in a well-ventilated area. - Refuelling if necessary will be conducted by a competent contractor outside of event times. Concessions will be permitted to use portable generators under the following conditions - Secured from the public using barriers with 1m separation from generator. - To be filled by competent person with engine off, using an appropriate size funnel. - Spill mats to be used. - Fuel storage in approved portable containers to be limited to 20 litres per concession on site. - Fuel to be secured away from heat, other sources of ignition and combustibles.	Low (12)	
Insufficient toilet facilities	Contractors, stewards, marshals and public during	Medium (16)	15 Temporary toilets will be provided in a central location - Toilets provided by competent contractor	Low (8)	

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating (no controls)	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
	event.		- Toilets to be kept clean, safe and hygienic throughout the event. - Inspections will be carried out every 30 minutes at peak times.		
Poor control of Alcohol on site Underage drinking, glass bottles containers broken causing injury or used as missiles	Event Staff, Public	Medium (36)	- One bar will be in operation with the manager holding the license. - SIA qualified staff will monitor the bars and seating area outside - Challenge 25 in operation. - Photographic ID will be required. - SIA staff will deal with any antisocial drunken behaviour and if necessary the Police contacted. - Alcohol will be served in plastic glasses and no bottles will be handed out.	Low (12)	
Refuse and combustibles waste. Build up of combustibles gives rise to fire hazard and tripping hazard.	Public, event staff, contractors	Medium (24)	- Refuse bins are provided through the event site - Stewards will monitor the build up of litter. - Concessions will provide their own bins outside their outlet. - Concessions and traders will be reminded when arriving on site and during the event not to allow rubbish to accumulate outside or inside their units, but to use the bins provided.	Low (12)	
Poor provision for the prevention and management of fire and evacuation	Staff, members of the public, stall holders.	High 48	- Clear route to be maintained around event site for Fire service access. - Fire points with a water and CO2 extinguisher (place on a stand with identifying signs) will be placed at key locations shown on the site plan and in the Event management plan. - Food concessions expected to have their own fire fighting equipment and provide a fire risk assessment.	Low 12	

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating (no controls)	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
Uncontrolled vehicle movements on site. Collision with other vehicles or pedestrians.	Contractors, staff, other site visitors	Medium (36)	- Safety information is given to all contractors and concessions prior to the event and on arrival. - All vehicles will be escorted onto site. A speed restriction of 5 mph, hazard lights must be on while vehicle are in motion, no travelling in the back of vans or flatbeds. All vehicles will be off site 45 minutes before the event opens and no vehicle will be allowed on site while the event is in operation. - Site manager supported by stewards will be on site and stop any vehicle not applying these safeguards. - A list of approved vehicle registrations will be compiled and unauthorised vehicles investigated.	Low (12)	
Event becomes overcrowded. Risk of crushing, antisocial behaviour, extended evacuation times.	Members of the public, event staff	Medium 24	- Research into other similar events in the local area indicate the likely maximum attendance at any one time will not be greater than 2000 including the evening band. - The band headlining in the evening routinely attracts numbers in excess of 800 but under not more than 1500. - The maximum calculated capacity for the event is 5000 (visitor area/crowd density) for the entire site and 3000 (viewing area/crowd density) for the area in front of the stage, at any one time. - Stewards will be briefed to monitor crowd for areas that may become densely packed with visitors - Should the area in front of the stage become overcrowded the event manager	Low 12	- Attend similar events to assess and experience crowd numbers and management techniques. - Attend gigs of headline act to establish indicative attendance and nature of crowd.

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating (no controls)	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
			- Refuse bins will be provided for all general waste, which will be monitored throughout the event. - All gas appliances will have a gas safety certificate - All electrical equipment will have a PAT certificate and installations a completion certificate. - The perimeter fence will have 4 emergency exits (including the main entrance). These will be a loose Herras fence panel, which will be opened by a named steward when evacuation from the site is required. All evacuation points will have a large fire exit sign secured above them, which is visible from the centre of the site. It is expected that the attendance for this event will not exceed the venue capacity.		
First Aid – Lack of first aid facilities. Initial medical attention that will prevent small injuries escalating.	Contractors, stewards, marshals and public during event.	Medium (16)	- First aid will be provided by a contractor - The contractor has provided an assessment of medical need based on size and nature of the event the HSE events guide. This has been included in the event management plan. The provision will include: 1 ambulance 2 ambulance personnel and 6 first aiders. - A small marquee will be used as a first aid facility. It will have power and water, but all other equipment will be provided by the contractor.	Low (12)	

Signature of Assessor: _____



Date: 15th of April 2023

Appendix D (Event Management Plan)



Event Management Plan

As an Event Organiser you are responsible for:

- Informing your local authority of your event
- Seek permission of the relevant land owner
- Submitting the relevant documentation to your local authority in a timely manner
- Ensuring the overall safety at your event as far as reasonably practicable
- Ensuring that health and safety arrangements in place to control risks
- Ensuring the competence of staff at your event to undertake their roles safely
- Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by your local authority)
- The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event

Disclaimer: This template is a guide only. It does not necessarily include all the information that may be relevant to your event. The local authority is not responsible for the lack of any information that may not be submitted with this application.

Privacy Statement

Your personal information is required for administration purposes. Your local authority is committed to protecting your privacy and fulfilling its obligations under UK data protection laws. The Local Authority may use this data in order to inform you of its activities and/or improve its services in relation to the subject matter only, but will not sell, rent, distribute or otherwise make your data commercially available to any third party, unless it is required to by a court order or to comply with other legal requirements.

What happens to my event information?

Your event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to the Events Safety Advisory Group for review. The Events Safety Advisory Group consists of representatives from various departments at your local authority, Kent Fire and Rescue, KCC Highways and Kent Police. Your information will not be passed on to any other party without your prior consent.

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1. **Event Overview**
2. **Site Management**
3. **Incident Management**
4. **Traffic Management Plan**

APPENDICES

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| Appendix 1 | Site Map |
| Appendix 2 | Risk Assessment |
| Appendix 3 | Public Liability Insurance (£5 million) |

Event Organiser Details

Event Organiser	A. Marcel
Organisation	Samphire Hoe Country Park Community Group
Contact Telephone Number	00 33 6 31 85 74 77
Name of Event	The Dove Festival
Location of Event	Samphire Hoe Country Park Saturday
Date of Event	24/Sunday 25 August 2024

1. Event Overview

1.1 Event Overview

Please provide a description of your event
The Dove Festival is a two-day event held at Samphire Hoe Country Park that aims to provide entertainment and activities for the local community while drawing in a wider audience to promote the area's businesses and generate income. The festival will include a range of attractions, from music performances and demonstrations to promotional stalls and food concessions. Funding for the event comes from the organizers, local businesses, charities, and other organizations, while equipment and support are provided by various sources. The festival will prioritize safety and accessibility, with an emphasis on public transportation and walking to the event. Equipment will either be lent to the organisers by local businesses or bought/hired in. The event will be held at Stonebridge recreational ground, which is owned by the District Council. It is expected that the people will use various types of transport to get to the event. Although there will be no on-site parking provided and any marketing will encourage local people to walk or use public transport.

Please provide the following information about your event	
Event start time	10:00
Event end time	23:00

1.2 Event Itinerary

Please provide timings of your event including any set up timings and break down timings	
Date / Time	Action
Monthly increasing to weekly 2 months before event delivery.	Routinely organising group meetings
Tuesday 20 August	Grass cut as agreed with Council Event manager to collect keys to gates to green
Wednesday 21 August - am	Delivery and erection by contractor of Herras fencing around perimeter of event site. Crowd control barrier also delivery and stored ready for deployment. Event manager on site daily from this point to manage build.
Wednesday 21 August - pm	Generator delivered by contractor Security on site
Thursday 22 August - am	Marquees delivered and erected by contractor Staging delivered and erected by contractor Delivery of PA, lighting and sound equipment. Fire extinguishers delivered to site and put into position Temporary toilets delivered to site
Thursday 22 August - pm	Electrical/sound engineer arrives to wire lighting and sound for stage, lighting for marquees, Site PA. Fair operator arrives to set up rides and side shows. Two way radios collected ready for use by stewards on Friday.
Friday 23 August - am	Event stewards on site to manage rehearsals and arrival of traders, concessions, clubs etc. Rehearsals by dance groups and bands on the stage.
Friday 23 August - pm	Traders, concessions, local businesses, clubs etc begin to arrive on site to set up.
Saturday 24 August - am	Full steward briefing by head steward and event manager. First aid provider on site Final traders, concessions, local businesses, clubs etc set up. All vehicles off site by 09:30

	Site safety inspection by event manager prior to opening
Saturday 24 August - pm	Event opens
	Regular site tour/inspection by event manager
	Event close
Saturday 25 August – am	Event site breakdown – site cleared by 12 noon

1.3 Programme of Events

Please provide the timings for the event day	
Time	Activity
Arena	
10:00, 13:00, 16:00	ATC band and parade
12:00, 15:00, 18:00	Cheerleader demonstrations
11:00, 14:00, 17:00	Freestyle mountain bike demonstrations
Stage	
10:00, 11:00, 12:00, 13:00, 14:00, 15:00, 16:00	Dance demonstrations
10:30, 11:30, 12:30, 13:30, 14:30, 15:30, 16:30	School Bands
19:30 – 22:30	2 Locally known bands
Funfair	
10:00 – 22:45	All rides and side shows

1.4 Event Management

Roles and Responsibilities on Event Day(s)

Please provide a brief description of the roles for event staff and their main responsibilities including event set up and breakdown. Please note: the role of stewards is covered in a specific section later on in the document so there is no need to complete the role of stewards in this section.	
Role	Responsibilities
Event Manager	The safety of staff, volunteers and visitors to the event. Overall control and coordination of the event Manage staff and assign their roles and responsibilities Event control on the day of the event
Site Manager	Deputy for the event manager in their absence Ensure the site is prepared as agreed for the event Carry out regular site inspection in the build up and during the event. Ensure event infrastructure is delivered on time and set up as per the agreed plan. Liaise with concessions, fairground operators, traders, stall holders to ensure they are located and operating correctly. Manage any issues that arise relating to the site during the event.
Arena/stage manager	Programme the entertainment in the arena and on stage for the duration of the event. Work with all entertainers pre event to ensure they are aware of what will be provided on site and agree any additional requirements.

	Ensure the entertainment programme runs to time
Steward Co-ordinator	Organise the provision of stewards for the event Liaise with contracted security staff for the bar area Manage steward rotas, breaks during set up, delivery and break down of the event. Manage communications between stewards. Run the steward briefing with the event manager Ensure all stewards have their protective equipment.
Press and PR co-ordinator	To co-ordinate all marketing and advertising for the event. Organise local dignitary or VIP attendance on the day and their itinerary Organise press attendance on the day and any statement to be made.

1.5 Crowd Management

Please provide detail on how you will manage the crowd at your event
Is your event ticketed? If yes, what arrangements are in place for this?
This is an open event and attendance is not restricted by the selling of tickets.
How will you manage capacity?
This is the first year for this event so there is no previous experience of how many will attend. The event is only advertised in the East Kent area and research into similar event held in East Kent with wider advertising suggest that maximum attendance for the daytime community events and attractions will be 800 during the day at any one time. Previous gigs by the bands playing in the evening have attracted crowds in the region of 1000, so we could reasonably expect a max attendance of 2000 for the evening. The event site is a large open space although it is secured by a perimeter security fence. The available escape routes can accommodate the evacuation of 5000 people in a reasonable time (see risk assessment). The area in front of the stage will accommodate 3000 (see risk assessment) comfortably and the type of audience attracted to the bands are over 30 and more likely to be well behaved and compliant to instruction given. There is an evacuation plan in place with stewards and some SIA accredited in place to manage an evacuation as well as monitor the crowd.
How will you manage access and egress of the crowd?
Normal access and egress will be through a two way gate system, which will be attended by stewards. This allows access to be controlled if necessary. Entry into the event is not expected to be a problem as it will happen over an extended period of time as the site will be open from the morning. At the end of the evening or during an evacuation all visitors will be exiting at the same time. To avoid a pinch point and an extended exit time, emergency exits will be opened by stewards and visitors directed to the nearest exit.

1.6 Advertising

Please provide details of how you will advertise your event
How and where do you plan to advertise your event?
Local papers for east Kent KMFM

Posters Flyers
Will the media be in attendance and if so how will you handle them?
The press will be invited to the event. The press and PR co-ordinator will be on site to manage this to reduce the pressure on the event manager.
May we use the details supplied here for publicity purposes or to give to interested parties?
a) Yes b) If yes, which name and contact details may we release? Please provide full contact details. Event Manager, A Smith 07222 654913

2. Site Management

2.1 Contractor Management

Please provide details of any contractors that will be involved with your event Please ensure that you check any safety documentation of contractors that you hire.	
Company	What are they providing/doing?
Harts Fencing Company	Supply and erect Herras fencing. Supply only crowd control barriers Supply and erect 3 marquees 20mx10m, 10mx10m, 5m x 5m Supply and erect staging 20m x 10m with steps, lighting and sound rigging
FX's	Supply PA system and lighting for stage and speakers around site
Portaloos Ltd	10 Portaloos
FX's	Installation of electrical supplies and rigging of stage equipment.
Ener-G	2 super silenced diesel generator
Ener-G	Fire extinguishers
Red Cross	First aid provision

The site manager will request risk assessments, method statements and all other related site specific safety documentation from each contractor. These will be reviewed in part to establish competence and to ensure all relevant safety measures are in place and ensure other activities are not put at risk or vice versa.

2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event Please ensure that you check any safety documentation of traders	
Name of Organisation	Concession Type

Kent Brewers	Bar
Burgers Galore	3 food trailers • Burgers, hot dogs, chips, hot and cold drinks • Sandwiches, toasted Paninis, cakes, hot & cold drinks • Sweets and confectionary
Kent Curry Club	Curry stall
Sale of Alcohol If you are selling alcohol at your event, please provide details of the arrangements made for managing this. Please contact your licensing department at your local authority as you will require a temporary events notice.	
There will be a bar trailer on site selling alcohol. The operator will be the licence holder and apply for the temporary event notice	
This bar will be operated by the contractor who provides a licensee and trained bar staff. There will be an adult only seating area at the front of the trailer, which will be roped and managed by SIA staff contracted by the event organiser.	
Catering Requirements (Food, drink, water) For each catering supplier/food stall that you have attending your event, please provide the following information for each: • Name of Business • Address of Business • Contact telephone number • Name of local authority that they are registered with • National food hygiene rating (if available)	
Kent Brewers 29 Wideacre Avenue, Eastry, Kent Contact telephone number Registered with Dover District Council National food hygiene rating = 4	
Burgers Galore 34 St Richards Close, Broadstairs, Kent 01843 899657 Registered with Thanet District Council National food hygiene rating = 3	
Kent Curry club 2 Sibbots Way, Folkestone, Kent 01303 586269 Registered with Shepway District Council National food hygiene rating = 5	

2.3 Fencing and/or barriers

Please tell us if you plan to use any fencing and or barriers at your event including their location

6 foot security fencing will be used as a perimeter fence with one main entrance exit point and 4 emergency exit points. Erected by a contractor with reinforcing panels placed at agreed intervals. No advertising banners or other coverings will be placed on this fencing, which will increase the risk of it blowing over. Exact locations are shown on the site plan.

Crowd control barriers will be used to keep the public away from hazards or staff areas. They will also be used to channel visitors as required. Exact locations are shown on the site plan.

2.4 Electricity, Water, Gas Supply and Generators

Please tell us if you plan to use electricity, water and or gas supply at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.

There will be no gas supplied on site. Food concessions will provide their own LPG and will be asked to provide the gas safety certificate for their appliances. Only one spare LPG cylinder will be permitted per concession/stand. Certification and storage of LPG will be checked before the site opens to the public.

There is a water main on site that will be used to provide all water needs for the event.

There will be 2 generators provided to supply lighting and power to the marquees and to the stage equipment. Each generator will be positioned away from public areas (see site plan) and be secured with security fencing placed (6' Herras) and have a CO2 fire extinguisher placed by it. The generators will run for the duration of the event without the need for refuelling.

All electrical supplies will be RCD protected and installed by an accredited electrician. All cabling will be run away from walkways, where this is not possible they will either be trenched or covered with a cable ramp. The electrical installations for the site will be signed off by the accredited electrician before the site is opened to the public.

2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging

Three marquees

- Specifications for each marquee are provided by the contractor and supplied with the event plan.
- 20mx10m – Housing stalls advertising local businesses, charities, youth groups, sports clubs, council services, emergency services etc. Open on 3 sides, stalls will consist of tables and posters stands. There will be a areas for tables and chairs for visitors to sit and eat
- 10mx 10m - Traders organised in a circular pattern with all sides open.
- 5m x 5m – Control tent to house first aid, event team, rest area for stewards, event equipment.
- All marquees erected by competent contractor and signed off by their in house design specialist. A completion certificate will be provided to the event manger before occupation

and site opening

- Power and lighting will be run after the marquees have been signed off Stage
- 20m x 10m – Provided and constructed by contractors. A purpose built aluminium sections on wide foot plates with a plywood floor resulting in a stage height of 1m. Steps with handrails are provided on each side.
- A lighting gantry will be erected over the stage secured using purpose building fixings to the side of the stage structure. All lamps will be secured with safety chains.
- Speaker stack will be placed on either side of the stage and strapped to the stage frame.
- Specifications for the stage, lighting gantry and speaker towers are provided by the contractor and supplied with the event plan.
- The stage will be signed off by the contractor using an in house specialist. A completion certificate will be provided before it is used by performers.
- No temporary structures will be used while they are being constructed.

Traders stalls

Traders will provide purpose built stalls.

2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here

- A 4m clear route will be established around the perimeter for emergency services access.
- All structures will be separated by 4m
- Fire points with a water and CO2 extinguisher (place on a stand with identifying signs) will be placed at the following locations (also shown on site plan)
 - Inside all marquees (2 in large marquees 1 in small)
 - 1 at either side of stage
 - Two in entertainment area
 - Two in Trader/exhibitor area (number needed to be finalised)
 - One CO2 by each generator
- Food concessions expected to have their own fire fighting equipment
- The perimeter fence will have 4 emergency exits (including the main entrance). These will be a loose Herras fence panel, which will be opened by a named steward when evacuation from the site is required. All evacuation points will have a large fire exit sign secured above them, which is visible from the centre of the site. It is expected that the attendance for this event will not exceed the venue capacity.
- Stand alone floodlighting will be provided to illuminate the site including the escape routes and exit points.
- All food concession with cooking facilities will be asked to submit or complete the fire risk assessment form from the Fire and Rescue Service.
- Only one spare LPG cylinder will be permitted per installation. The location of all LPG appliances will be identified on the site plan.
- No more than 5 litres of spare fuel can be stored on site per portable generator and a CE approved container must be used. Anything not conforming will be taken off site.
- A bin area will be provided and all event participants asked to remove combustible rubbish throughout the day to ensure there is not a build up. Stewards will also monitor this.
- Marquees open to the public will be open sided so not require designated exits, escape signs or emergency and have not specified limit on capacity.
- An emergency evacuation plan is in place with all stewards and other key staff briefed in its

operation.

- Stand alone floodlighting will be provided to illuminate the site including the escape routes and exit points.
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- Marquees open to the public will be open sided so not require designated exits, escape signs or emergency and have not specified limit on capacity.
- An emergency evacuation plan is in place with all stewards and other key staff briefed in its operation.

2.7 Temporary Events Notice

IMPORTANT:

Licensable activities at your event such as the sale and supply of alcohol, the provision of late night refreshments to the public and regulated entertainment may require a temporary event notice (TEN). A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licences in place.

Please contact your local licensing department for more information.

2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification
If you have live music you may require a Temporary Events Notice
You will also need to consider noise management

The event will have amplified music played in the arena throughout the day and the stage will have live music. As the expected attendance will be over 499 a premises licence will be applied for by the event manager.

2.9 Attractions

Please provide details of any attractions that will be at your event
e.g. inflatable's, funfair/children's rides, fireworks
For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme)

Name, address and telephone number of organisation	Attraction and ADIPS number if applicable
Donovan's Leisure	Paratrooper ADIPS number 46892
	Carousel ADIPS number 46893
	Waltzer ADIPS number 10359
	Junior teacups ADIPS number 10357
	House of Mirrors ADIPS number 10355
	Ghost House ADIPS number 10662
	Hook a duck
	Hoopla
	Bouncy castle
	Face Painting
	Local TA – attending with 3 vehicles, static during event but can be sat in
	Mobile climbing wall

2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event
First aid provision is being provided by a contractor. The contractor has completed a medical needs assessment on behalf of the event manager and both parties are in agreement as to the following provision: 1 ambulance 2 ambulance personnel 6 first aiders The first aid point will be located at the event control tent, which will be segregated internally with a separate entrance to give a private treatment area. 'First aid' signs large enough to be visible from a distance will be erected above the entrance to this marquee.

2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following
Toilet Facilities Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance Please bear in mind the opening times of public facilities. There may be a charge if toilets are required outside normal opening times (check with your relevant local authority). Temporary toilets will be provided within the event at a location specified on the site plan. These will be self contained units with hand washing facility A total of 15 units will be provided one of which will be located by event control for staff use only. There will be two disabled access toilets with baby change facilities.

Waste Disposal Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As you the event organiser you are responsible for arranging the disposal of waste Additional bins will be provided for the public to use, which will be monitored and collected by stewards not on station. Traders and stall holders are expected to remove their waste to the waste area provided that has large wheeled bins (identified on plan). There should be enough to cater for the duration of the event, however should these bins become full they will be collected by a contractor.
Noise Management Please provide details of the arrangements made for minimising noise disruption at your event The stage is positioned so that speakers are facing away from residential properties and will end at 23:00. There are large trees and bushes in between the event and residents, which will act as a sound barrier. Sound levels will be monitored throughout the event including the fairground rides. This level has been agreed with the Local Authority.

2.12 Accessibility

Please ensure that you have considered aspects to make your event accessible and provide detail here. e.g. Accessible toilets provided, Accessible parking, Ramped access The event site has level access, however the whole site apart from 1 path running through the centre is laid to grass. If the ground is wet wheelchair access may be difficult. An off-street disable parking area will be created on the grass adjacent to the main entrance. This area will be stewarded and only blue badge holders will be permitted. Spaces are limited to 10. There will be secured viewing areas for wheelchair users and those with limited mobility either side of the stage and at the arena perimeter (created with crowd control barriers). This will be controlled by stewards with entry by advanced booking only. Temporary disabled toilets will be provided on the event site. In particular near the secured viewing areas.
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2.13 Steward and Marshal Management

Please provide details of the arrangements you have made for stewards and marshals at your event
Roles and Responsibilities of Stewards and Marshals The event stewards will take on the following roles: • Providing information to visitors on the program of events, location of stalls and facilities. • Monitor the accumulation of rubbish and report where this is happening. Emptying of bins may be required. • Monitor stands, stalls, entertainment and attractions etc for any activity that might put them or the public at risk and report this to the steward co-ordinator when this might be happening. Take action to stop the activity if there is imminent risk to safety otherwise take action as instructed • Monitor visitor activity and report to the steward controller any antisocial or other

behaviour that might disrupt the event. • If there is a medical incident contact the first aiders and the steward co-ordinator. If the casualty is immobile offer support until the first aider arrives. Ensure space is given to the injured person. • If an incident occurs report this to the steward co-ordinator and keep the public away. Assist where possible, but do not put yourself at risk. • Ensure all protective equipment provided is worn while on duty. • If unable to attend report this to the steward co-ordinator • If a post has to be left for any reason, this should be notified to the steward co-ordinator. • Stewards do not have the powers to restrain or remove visitors from the event and should avoid getting into arguments. If a member of the public doesn't comply with a request this should be reported.
Location and positioning There will be a maximum of 15 volunteer stewards. 6 will be on duty at any one time during the day which will increase to 10 for the evening music event. Apart from 2 at the main entrance the others will be given areas (indicated on the site plan) to monitor. There is capacity in steward numbers to accommodate breaks, absences and if a need is identified more deployed. 2 SIA staff will be positioned at the bar.
Who are your marshals? All volunteer marshals are members of the community group and aged 18 or over.
Will you be using SIA qualified security staff? If so, what will their role be? SIA qualified staff will be bought in primarily to monitor the bar area, which will have a seating area and standing tables within a roped area. This will be an adult only area enforced by the SIA staff.
How will your stewards/marshals be trained? The community group is funding a training course provided by an event specialist for all stewards. This provides a resource of fully trained stewards for future events. A briefing will be held the morning of the event before the gates open to run through any changes, key responsibilities/concern and answer any last minute questions.
Please provide a copy of the information that will be given to Stewards and Marshals (briefing document) All stewards are accountable to the head steward Please stay at your allocated position until you are sent for a rest/lunch break. All stewards will be issued with a hi viz vest and radio. Stewards will be briefed at the pre-event meeting on how to use radios. Stewards are not to get involved with crowd issues but to report this or any other incident to event control. Please familiarise yourself with the location of the first aid points and fire extinguishers and emergency procedures.
How will the event team and the stewards/marshals (including traffic marshals) communicate with each other on the day of the event?

2 way radios will be used by all stewards and the event team. Radios have been tested and work in all parts of the event site. They will be charged night before and signed out to each steward on duty. There are spare batteries and radio units should one be lost, broken or stop working. Headset and mics will be provided so visitors can't hear the open messages. There is also a mobile phone list as a backup. Radios will also be issued to the SIA staff who become part of the steward team for the purposes of the event

3. Incident Management

PLEASE NOTE: do not assume that the emergency services will attend your event other than in an emergency. Your event must be managed without the support of the emergency services, even if they have agreed to attend as they may be called away to an emergency elsewhere. Do not refer Kent Police throughout this document. They cannot provide support to any element of your event other than in an emergency.

3.1 Welfare of Children

Please provide details of how you would deal with a lost or found children or vulnerable person

Two stewards will be DBS checked. A lost child is reported immediately to the steward co-ordinator. A lost child or vulnerable person will not be left on their own with a member of staff. At least one of the DBS stewards would remain with another steward until the parent or carer is found. The control tent will be used as the missing person area, although will not be signed as such. No food or drink will be given only water in case of allergies.

As far as possible the following will be established

- Name and contact number of the parents/carers or other family that could help
- A description of the parents/ where they were separated/what their plans were etc.

An announcement may be made from the PA asking for parents/ guardians who have become separated from their child to go to the designated meeting point. **The name of the child will not be announced over the PA or radios.**

A person claiming a child will complete a form, which includes their name and address and relationship to the child and will show a form of identification. If the child is unsure or reluctant to be taken by the person collecting them, then further confirmation will be required of the relationship to the child/ person before handing him or her over.

The Police will be contacted immediately if:

- the child/ missing person has made any allegations
- there are any concerns for the missing/ found persons welfare
- the found person is hesitant or unwilling to go with the person collecting them
- The person reported missing is considered vulnerable in any way.

3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

All accidents, medical incident or near misses will be investigated by the site manager during the event to establish whether any immediate changes are required to prevent similar accidents happening again. All accident, medical incidents and near misses will be recorded by the steward controller as they are reported using an HSE accident book. Should an accident be reportable under RIDDOR this will be completed by the event manager and submitted to the Local Authority enforcement team. All accident reports will be considered in the planning for future event to identify any elements that should be done differently.

3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event

There will be a PA system operated through the stage sound system. PA speakers placed around the site will enable all visitors to hear any announcements made either by the event compare or by the event team.

Loud hailers are available at event control should the PA system stop working and communication is needed in the event of an incident

3.4 Emergency Plans

Please note that it is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Kent Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.

It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.

In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

Please provide details of your emergency plan for the event

Who is responsible for determining that an incident is now an emergency and will take responsibility for decisions?

The event manager in consultation with the event team.

Who will report this to the emergency services?

The steward co-ordinator will contact the emergency services by mobile phone on instruction from the event manager

What systems do you have in place to contact the local emergency services?

The emergency services are notified through the 999 system.

Who will liaise with the emergency services when they get to the site?

The site manager will make themselves known to the emergency services when they arrive and

advise them on the nature and scale of the incident and what has been done by the event team to that point.
What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?
The main entrance/exit point for the event has a section to one side that is constructed of crowd control barriers and easily removed. This allows immediate access to the emergency route around the perimeter of the event. There should not be a queue of visitors at this position and those that are there will be managed by stewards.
Who will be responsible for crowd control?
The Steward Controller will receive information from stewards and the event team on incidents and crowd behaviour. Stewards will be instructed to react accordingly depending on the situation.
How would you evacuate your event? What steps would you take?
All incidents will be reported to the site manager who will attend the scene and either make a decision on the spot or consult with the event team where there may be wider or significant impact. Small scale incidents, which are not likely to affect many people will be dealt with by stewards and a member of the event team if necessary. A cordon will be established around the incident to keep the public away for their protection and allow space for treatment. Medium scale incidents – small scale incident that have escalated or an incident that involves a larger number of people. Initial response will be by steward and the site manager and a cordon established. A decision may be made to evacuate an area of the site by stewards moving out from the incident asking visitors to move back. This will be towards an exit in preparation for a full evacuation. The event manager will decide whether the incident is sufficiently serious to call the emergency services in anticipation of an escalation in seriousness (e.g. fire, large scale antisocial behaviour). The PA will be used to inform visitors. Large scale incident – a medium scale incident that has escalated a major incident or large scale disturbance where there is imminent danger to visitors. At this stage the emergency services would have been contacted and a full evacuation called. In this case stewards would be directed to continue moving out from the incident directing visitors to the exit point. Alternatively starting from as close to the incident as possible and start moving visitors to the exits.
How will you communicate this instruction to your audience?
To avoid unnecessary panic should radio conversations be overheard by visitors code words will be used to identify specific incidents, once an evacuation starts these aren't important: Fire – Mr Sands (e.g. Mr Sands is at the stage) Suspect packages – Mr Franks (e.g. Mr Franks is at the stage) Creating a cordon – localised evacuation done by stewards giving verbal instruction as directed by the steward co-ordinator or event manager. Partial evacuation – movement of visitor from the area of the event affected by the incident to a safe area still with the event ground. Started by stewards giving verbal instructions creating a cordon using of loud hailers as necessary. The PA system will be used to inform visitors. Full evacuation – total movement of all visitors out of and away from the event ground. The PA is used to announce the evacuation and why. Steward will give verbal instruction (some with loud hailers) of where the nearest exits are and ensure everyone has evacuated the site.
What are your contingency plans for adverse weather? Please include areas where cars will be parked.

The weather forecast will be monitored by the site manager during the week before the event. If the weather deteriorates and is likely to significantly affect the event, alternatives will be discussed by the event team. Rain - If the ground become water logged in the run up to the event, the event manager will take the decision on whether the event should be cancelled. If there is heavy rain during the event the performances will need to be postponed or cancelled. High wind - this will be measured on site. If the measurements reach the maximum recommended by the marquee supplier or the stage supplier additional securing straps will be added and the marquees evacuated/stage not used. If the strong winds continue and the safety of visitors is at risk the event will be cancelled and the event ground evacuated during site build or while the event is running. High temperatures: Should high temperatures occur regular messages will be broadcast from the PA advising visitors to use sunscreen and drink plenty of water. Water will be available to those treated by first aiders and for staff. Drinks are available to buy from food concessions and visitors are able to come and go from the event as necessary.
Please provide details of emergency signage that will be used The standard green exit signs will be placed above each of the emergency exits. This will be large enough to be seen from the centre of the event site. The first aid tent/ event control will have sign large enough to be seen from a distance.

4. Traffic Management

4.1 Traffic Management

Please complete the following table using the guidance on traffic management set out in the event toolkit that accompanies this event management plan.
Please give precise locations of all roads that need to be closed for your event There is a road that runs through the event sight called Sea View Road, which only provides access to a parking area. This will be closed to vehicular traffic at the access point from the main road.
If your event involves road closures, is it necessary to have a diversion route. If yes, please provide details of the route here. The road to be closed only provides access to a small, free parking area, which will also be closed and the space used for the event. No diversion will be necessary,
In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Include information about how they will cross open roads safely. The road running parallel to the event site (Church Road) is a residential road with parking bays marked on both sides. The opposite side to the event site are resident only and those on the side nearest the event are time restricted bays with double yellow lines separating groups of 4 spaces. The bays on the event directly adjacent to the event will be suspended to provide clear access onto the site for contractor vehicles and to minimise vehicle movements at a point where there could be a lot of people crossing the road. There is large footpath on either side of the road, which should avoid the needs for pedestrians to walk in the road.

Church road is a reasonably quite road with low numbers of traffic movements. There is no plan to provide a crossing point, taking into consideration relatively low volume of people likely to attend and the quite nature of the road. Advertising for the event will state there is no parking on site and encourage visitors to the other car parks and to take public transport. Any vehicle accessing the event site will be instructed to limit speed to 5 mph and have indicators flashing. Reversing of large vehicles will only be undertaken under the supervision of a steward
What is the best route for traffic to take in order to get to your event? As the number of visitors is expected to be relatively low and the majority expected to be local and have a knowledge of the area there will be no suggested given, however a map showing the location of the event in relation to car parks and public transport routes will be published on the website and on the leaflet and posters.
What is the best and safest route for traffic to exit your event? No specific route provided, see above.
What have you done to liaise with and inform local residents and businesses about the impact to local roads? All of the local residents along Church Road have been contacted and informed as to when the event is, what has been planned, how issues such as parking will be managed and a number to contact if there are any questions or issues before, during or after the event.
Can people enter your event without causing an obstruction on the road? There is no on site provision for parking cars and with the suspension of parking bays a limited disruption when contractor vehicles or rides arrive on site.
Have you considered the impact that your event will have on public transport? Have you informed your local bus company? The event site is not on a bus route so will not impact on public transport in terms of delay. The bus company has been notified of the event and may add an extra bus to accommodate the potential increase on demand on that day.
Please provide details of any parking suspensions that you are requesting: • On street parking suspensions? • Off street parking suspension and car park closures? Please include the following information: the location, number of spaces and the intended use for these spaces. Public parking bays adjacent to the event site on Church Road.
If you are providing off-road parking, please provide the following information: the location and number of spaces and how the area will be managed. Any parking areas must be stewarded at all times. Only six disabled parking bay are being made available adjacent to the main entrance accessed by Sea View road and by prior arrangement only. The only off road parking will be for those displaying a blue badge. This area is close to a path that runs directly to the entrance. Access to this area will be managed by stewards and signed appropriately. There are 3 large public car parks within a quarter mile radius of the event and lots of on street parking, which will accommodate those visitors arriving by car. It is envisaged that the majority of

visitors will be local and familiar with where to park and for others the local sign posting to car parks is very effective. A section of the nearest car park will be reserved by agreement with the Local Authority and cordoned off with crowd control barrier to accommodate vehicles for traders, stall holders and entertainers. These vehicles will have been issued a permit in advance of the event. 2 stewards will be based at this car park to manage this system.
If you are using a signage contractor, please provide details here. A copy of their public liability insurance and the signage plan produced by the contractor must be provided.
Stephens Signs Contact Number: 07795 622387
If you are providing signage yourself, please provide a signage schedule and traffic risk assessment. Please complete a traffic management risk assessment using the guidance set out in the event toolkit that accompanies this event management plan. Not applicable as using signage contractor

4.2 Road Traffic Closure Notices

If your road closure request is approved under the Town Police Clause Act, your local authority will produce the road closure order. Speak to your local authority for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by KCC.

Appendices

i. Site Map

Please provide a site map of your event site

ii. Risk Assessment

Please complete an event specific risk assessment including a fire risk assessment

iii. Public Liability Insurance

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)

Appendix E (Health and Safety Law for workers)



Health and Safety
Executive

Health and Safety Law

What you need to know



This is a web-friendly
version of the *Health and
Safety Law* leaflet
published 04/09

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report major injuries and fatalities at work to our Incident Contact Centre on **0345 300 9923**. Report other injuries, diseases and dangerous incidents online at **www.hse.gov.uk**.
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

1 of 2 pages

If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: **www.hse.gov.uk**.

Fire safety

You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

Employment rights

Find out more about your employment rights at **www.gov.uk**.

Further information

This leaflet is available at www.hse.gov.uk/pubns/books/lawleaflet.htm.
The information in this leaflet is available in a number of formats.

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Appendix F (Hire Agreement)



Hire Agreement

SUBJECT TO THE APPROVAL OF YOUR REQUEST, THE CONDITIONS OF HIRE MUST BE COMPLIED WITH WHEN HIRING LAND FROM DOVER DISTRICT COUNCIL. PLEASE READ, COMPLETE WHERE NECESSARY AND RETURN TO: events@dover.gov.uk

Your Proposed Event (please complete all fields below)

Event Name	The Dove Festival (the Event)			
Period of Hire	Start	96 hours	End	) (the Hire Period)
Event Date(s)	Start	24th of August 2024	End	) 25th of August 202
Location of event	Samphire Hoe Country Park (the Venue)			

Applications

All applications for hire of Council land must be made by completing the Event Notification Form and by signing Hire Agreement on the official templates. The person making the application will be deemed to be the responsible Hirer save that, where an organisation is named, that organisation also shall be considered the Hirer and shall be jointly and severally liable with the person who signs the documents. The application only becomes a booking when it is formally confirmed by Permission to Use given by the Officer in writing and the Council reserves the right to refuse any booking at its discretion.

Name (printed)	A Marcel
Signature	
Date	15th of April 2023
Position in Organisation	CEO
For and on behalf of Organisation	Samphire Hoe Country Park Community Group
Address	10 Strongbow Road
Postcode	SE9 1DT
Telephone	00 33 6 31 85 74 77
Email	a.marcel31000@gmail.com

The Conditions of Hire set out below should be read prior to completion and submission of this Hire Agreement and a copy retained by the Hirer.

By signing this Hire Agreement the Hirer agrees to be bound by the Conditions of Hire and that the Hirer has read and understood them.

Conditions of Hire

1.	INTERPRETATION	The parks and open spaces available to hire are owned/managed by Dover District Council (the Council) and parks and open spaces which are the subject of a particular hiring are referred to throughout these conditions as the Venue. Where these conditions refer to the Officer, this refers to the representative of the Council, who is appointed to act on behalf of the Council.
2.	STATUTORY REQUIREMENTS AND INSURANCE	The Hirer must not do anything that will or might constitute a breach of any statutory requirement affecting the Venue or that will or might wholly or partly vitiate any insurance effected in respect of the Venue from time to time.
3.	COUNCIL'S RIGHTS	The Hirer must not in any way impede the Council, or its officers, servants, contractors or agents in the exercise of their rights or the Council's possession and control of the Venue and every part of the Venue.
4.	RULES AND REGULATIONS	The Hirer must observe any rules and regulations the Council makes and notifies to the Hirer from time to time governing the Hirer's use of the Venue.
5.	CONDITION OF PROPERTY AND REMOVAL OF SIGNAGE	The Hirer must reinstate and clean the Venue if required following the Event and removal of the Hirer's furniture equipment goods and other property following the Event. The Hirer must also remove any notices, signage and advertising displayed in connection with the event whether it is on the Venue or surrounding areas.
6.	LEGISLATION	The Hirer must comply with the Health and Safety at Work Act 1974, the Environmental Protection Act 1990, the Food Safety Act 1990, The Licensing Act 2003 and all other relevant statutory provisions.
7.	HIRE PERIOD	The Event must cease at the times specified in the permission to use (unless agreed otherwise by the Officer in writing) and all clearing up operations must be completed by the end of the Hire Period. The property of the Hirer and the Hirer's agents must be removed at the end of the Hire Period and the Council accepts no responsibility for any property left on, at or within the Venue before, during or after the Hire Period.
8.	CHARGES	Payment of the Hire Charge and any Deposit must be made in full [28] days prior to the commencement of the Hire Period. If payment is not received the Council reserves the right to cancel the booking with immediate effect and no Permission to Occupy will be issued by the Council. The Hirer will be liable for the full cost of the provision of any services (where available) by the Council, e.g. electricity, water, marking of pitches etc. over and above the Hire Charge for the Event. Additional equipment which is required will be by negotiation between the Officer and the Hirer and may be liable to charge and deposit. For a full list of costs for hire please go to: http://dover.gov.uk/Leisure-Culture-Tourism/Leisure-Facilities/Parks--Open-Spaces/Hire-of-Council-Land.aspx
9.	DEPOSIT	The deposit must be paid to the Council no later than [28] days prior to the commencement of the Hire Period and will be held by the Council throughout the duration of the Event. Following the conclusion of the Event the Deposit (less any deductions made in accordance with paragraph b below) will usually be repaid /returned to the Hirer within 28 days. If the Deposit cannot be returned within this timescale the Council

		will write to the Hirer setting out the reason for this delay. In the event of any damage or loss whatsoever being caused or incurred to; - the Venue, which shall include malicious damage, unintentional loss (e.g. the loss of keys) and other such similar incidents; - the land and or any adjoining land owned by the Council, as a direct result of the Hirer's occupation and or use of the Venue, land and or adjoining land then; the Council will at its sole discretion and in all cases acting reasonably be entitled to use the Deposit to offset the cost of repairing, reinstating and or undertaking any works required to return these areas to the same or similar condition that they were in prior to the commencement of the Event and subsequently recover from the Hirer all additional sums required in excess of the Deposit and this additional cost shall be a debt due from the Hirer to the Council.
10.	CANCELLATIONS	(a) By the Hirer: In the case of a cancellation of a booking, the Hirer must inform the Council at the earliest opportunity to enable the Venue to be hired by another party. Cancellation must be made in writing to the Officer. (b) By the Council: The Council reserves the right at any time to close or prohibit the use of the Venue at its discretion. The Council will not be liable for any loss or expenditure incurred by or on behalf of the Hirer or by or on behalf of any other person arising from the exercise of this discretion or from the cancellation of any booking by the Council. The Council will refund such fees paid as it considers reasonable in the circumstances. The Council has the right to cancel the hiring and to recover from the Hirer the amount of any loss resulting from such cancellation if the Hirer shall have offered or given or agreed to give to any person any gift or consideration of any kind or committed any offence under the Bribery Act 2010 or Section 117(2) of the Local Government Act 1972.
11.	ASSIGNMENT	The Permission to use is personal to the Hirer and the right to use the Venue shall not be sublet, assigned or otherwise transferred unless prior written consent has been obtained from the Council. The Venue shall not be used for any purpose other than that specified on the application form.
12.	REFUSAL OF BOOKING	The Council reserves the right to: - Refuse any application for the hiring of a Venue without being required to give any reason for such refusal. - Cancel any booked event due to poor weather or unsuitable ground conditions. - Withdraw permission to use the Venue at any time up to and including the day of the Event. Failure to submit the required event documentation and payment [28] days before the commencement of the Hire Period may result in the Council refusing to hire the land and issuing Permission to Occupy. For events with payment already outstanding, the Council refuses to take further bookings.
13.	INDEMNITY	The Hirer will indemnify the Council against all losses, claims, proceedings, demands, costs, charges, expenses and damages whatsoever or howsoever arising out of or in connection with the use of the Venue under the provisions of this Hire Agreement, unless due to any act or neglect of the Council or any person for whom the Council is responsible.. The use of the Venue or any part thereof is entirely at the risk of the Hirer who shall be liable for any claim in respect of: 1) Personal injury or death arising out of the booking except to the extent that the same is due to any act or neglect of the Council or any person for whom

		the Council is responsible; 2) Loss of or damage to property whether real or personal and whether belonging to the Council or otherwise.
14.	INSURANCE	The Hirer must effect and maintain appropriate and adequate insurance against any and all of the aforementioned risks to the satisfaction of the Council with an insurer approved by the Council, including public liability insurance for the minimum sum of £5 million throughout the Event and provide evidence of the same upon request by the Council. A public liability indemnity of £5 million will be required before the hiring can be confirmed.
15.	LOSS AND DAMAGE	The Hirer is liable for loss or damage to the Venue (including the land, hard and soft landscaping, buildings, fixtures and fittings and equipment made available by the Council), arising during or in connection with the hiring. Nothing shall be driven into or fixed or fastened to any part of the Venue or its furniture or fittings or equipment unless agreed by the Council in advance and the Hirer shall take every precaution to avoid damage to the same. The Hirer must pay the Council on demand the cost of repairing or making good any damage to the Venue or any part thereof (fair wear and tear excepted) arising out of or incidental to the hiring or for the loss of any equipment included in the hiring. Any heavy equipment to be used within the Venue must be identified on the application. No other heavy equipment may be used. The Hirer must ensure that any vehicle, generator or ride specially permitted on an area must have satisfactory measures in place to contain discharge of fuel or grease.
16.	LICENCES, PERMITS AND OTHER PERMISSONS	The Hirer must obtain any additional permissions, consents or licences required for the Event and submit copies, if requested, to the Council, and where necessary this shall include appropriate insurance (including £5 million public liability) for other users of the said Venue which are not covered under the Hirer's insurance.
17.	PERFORMING RIGHTS SOCIETY	The Hirer must advise the Performing Rights Society of any musical performance at the Event including live and recorded music.
18.	BROADCASTING & TELEVISION	The Hirer may not carry out, allow or permit to be carried out any professional photography, filming, video recording, taping, television or radio broadcasts or any other recording of any kind of the Event during the Hire Period without the prior written consent of the Officer.
19.	ADMISSION	The Council in exercise of its rights of possession and control of the Venue, reserves the right at its absolute discretion to refuse admission to or remove any person from the Venue of other Council land.
20.	CONSENT FOR EQUIPMENT, FURNITURE STRUCTURES AND TEMPORARY STRUCTURE	The Hirer must not bring onto the Venue any marquees, gazebos, staging furniture or equipment or except as is shown in the Event Management Plan or otherwise approved in writing by the Officer.
21.	HEALTH AND SAFETY	The Hirer must undertake all necessary risk assessments for the Event and ensure that all participants and contractors comply with all relevant health and safety legislation, or any other guidelines relevant thereto at all times during the Event and while accessing, vacating, preparing and clearing the Venue for the Event. The Hirer must risk assess and record revised arrangements including any revisions made during the Event and or the Hire Period. Where appropriate, the Hirer must provide at the Hirer's expense First Aid services at the Venue for the duration of the Event and demonstrate to the Council that an adequate plan is in place to deal with emergencies which may occur.
22.	MAXIMUM NUMBERS TO BE	The maximum number of persons to be admitted to the Venue or the part thereof being hired during the Hire Period is not to exceed the recommendations of the Councils Safety Advisory Group or the emergency services. The Council reserves

	ADMITTED	the right to fix a maximum limit for the number of persons attending the Event.
23.	COMMERCIAL TRADERS	No commercial traders will be permitted to trade at the Event except those shown in the Event Management Plan or otherwise approved in writing by the Officer.
24.	NUISANCE	The Hirer must not use the Venue in such a way as to cause any nuisance damage disturbance annoyance inconvenience or interference to the Venue or any adjoining or neighbouring property or to the owners occupiers or users of any adjoining or neighbouring property and must not to do or permit to be done on the Venue anything which is illegal..
25.	MECHANICAL RIDES	In circumstances where the Council has agreed that mechanical rides may be taken onto the Venue, the Hirer must; a. Supply full details of all rides prior to the commencement of the Hire Period and I comply with and ensure that the operators of the rides comply with guidance published by the Health and Safety Executive, and all other statutory bodies. b. Ensure that each ride has a valid Independent Safety Certificate, details of which shall be produced to the Officer for inspection prior to the ride or equipment being operated.
26.	ALCOHOL	The Hirer shall not take onto the Venue any intoxicating liquor nor permit any other person to do so unless previously agreed in writing by the.
27.	SANITARY FACILITIES	The Hirer must provide at the Hirer's own expense any temporary sanitary facilities as shown in the events Management Plan.
28.	LIGHTING	Where the Venue is to be used during the hours of darkness the Hirer will provide appropriate lighting to cover all areas to which the public are admitted or have access provided that all flood lighting temporarily erected at the Venue shall be angled in such a manner so as not to shine into any window of neighbouring properties thereby causing any nuisance or annoyance to the occupiers of such properties.
29.	COLLECTIONS AND LOTTERIES	There Hirer shall not hold or permit anyone one else to hold at the Venue any collections (whether for charity or otherwise), games of chance, sweepstakes, raffles or lotteries or gambling of any kind nor sell or permit the sale of programmes, without the prior written consent of the Officer. The Hirer must ensure that the Hirer has appropriate permission and licences in this regard.
30.	ANIMALS INCLUDING LIVESTOCK	The Hirer shall not bring onto the Venue nor permit to be brought onto the Venue any animal, live fish, bird or reptile (except guide dogs), unless specifically approved by the Officer in writing. The Hirer shall not permit or suffer any animal, live fish bird or reptile to be offered or given as a prize in any raffle or competition, whether of skill or otherwise.
31.	ADVERTISEMENTS	The Hirer shall ensure that all event publicity signs/posters are be displayed in accordance with the Town and Country Planning Act 1990 and the Town and Country Planning (Control of Advertisements) Regulations 2007. No flags, emblems, decorations, posters or advertisements shall be displayed inside or outside the Venue without the previous written consent of the Officer. Flyposting (The display of advertisements in contravention of the advertisement control regulations) is an offence incurring liability to a fine. Any Hirer wishing to display posters must first consult the District Planning Officer to find out whether consent is required.
32.	WASTE AND RECYCLING	The Hirer must remove or arrange for the removal of all litter, waste and recyclable materials arising out of the Event from the Venue and any surrounding site or area and meet all costs associated with such removal. All waste must be collected and disposed of in Accordance with law and proper practice.

33.	CAR PARKING	The Hirer shall not drive or park vehicles over or on the neither Venue nor permit anyone else to do so, other than as previously agreed with the Officer in writing.
34.	KEYS	The Hirer must return all keys (if any) to the Council on the next working day following the Event.
35.	SERVICES	The Hirer must not connect to any electricity, water or gas supply on Council property without the prior written consent of the Officer.
36.	SITE VISITS	The Council reserves the right to allow officers of the Council, authorised staff, police and fire brigade officers free ingress and egress to all parts of the Venue, before, during and after the Hiring Period, to conduct site visits. Instructions must be given by the Hirer for their admission. The Hirer, his servants, agents and contractors shall during the hiring and during such other times as they or any of them shall be in the Venue comply with all reasonable requirements of the Officer.
37.	EVENT MANAGEMENT PLAN	The Hirer shall ensure that ensure the event is carried out strictly in accordance within the event management plan submitted to the Council. In particular and without prejudice to these Conditions of Hire the Hirer must undertake the following in accordance with the event management plan a. The administration, organisation, control, management and running of the Event b. Keeping the venue clean and tidy and ensuring that the Venue is regularly litter picked during the Event c. Leaving all premises, including outside facilities, in a clean and tidy condition d. Having appropriate and sufficient stewards and officials to fulfil these conditions e. Supervision and control of event participants, officials, visitors and spectators The event to which the hiring relates must not commence until the Hirer or a responsible person within the organisation is in attendance at the ~Venue. The Hirer is responsible for: It is the event organisers responsibility to ensure the event is carried out as described in the event management plan submitted to DDC.
38.	EVENT SUITABILITY	In all cases the Event must be suitable for family audiences and/or participants. In all cases, organisers of the Event must ensure that it will not cause discrimination (either directly or indirectly) or disadvantage and that equality issues have been taken into consideration in the preparation of the Event. Please see the Councils Policy for Equality and Diversity on http://www.dover.gov.uk/Corporate-Information/Equality-and-Access-to-Services.aspx
39.	PAYMENT	The Hirer must pay the Hire Charge and the Deposit to the Council at least [28] days in advance of the commencement of the Hire Period.
40.	COSTS INCURRED	Any costs incurred by the Hirer before the Permission to Use is issued are incurred at the risk of the Hirer and will not be reimbursed by the Council.
41.	OBLIGATIONS	The Hirer must comply with these Conditions of Hire and shall ensure that his

		servants, agents and contractors do so. The Council may add specific conditions in addition to the Conditions of Hire.
42.	VARIATIONS	The Council reserves the right to vary the content of these conditions at any time.
43.	INTERPRETATION	All references in these Conditions to 'writing' shall include communications by email.

Date and Signature

If you have any queries regarding completing this form please contact events@dover.gov.uk

Please keep a copy of these Conditions of Hire for your own records.

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