



EVENT MANAGEMENT PLAN

Event Organiser Details.

Event Organiser	Mrs E Hanslow
Company Name	Woodcoombe Sports & Social Club
Contact Telephone Number	01795 423244
Name of Event	WOODFEST 2017
Location of Event	Woodcoombe Sports & Social Club
Date of Event	Saturday 27 th July 2019

EVENT OUTLINE

Woodcoombe Sports & Social Club are holding Woodfest 2019, Music Festival, on Saturday 27th July 2019 within the garden of their premises located at Church Road, Murston, Sittingbourne, Kent ME10 3AR.

The Bar Manager, Mrs Ellie Hanslow, is taking on the role of Event Manager with Mr Paul Gambell as Site Organiser/Steward and Mr Richard Bond as Site Manager/Deputy for the Event Manager in their absence.

There will be 6 bands playing with only one band playing at any one time. A small area is allocated for childrens entertainment, 2 bouncy castles and a face painter.

Drinks/Alcohol will be supplied by a bar in the main building supported by an outside bar and cocktail van. Food can be brought in by customers though 2 burger vans which will also be located onsite.

A DJ system will be in place to run alongside a stage and sound system supplied by an outside local business.

It is expected that people will use various types of transport to get to the event. On site parking will be provided and the use of taxis encouraged/ordered at the end of the event for those who do not live locally.

A professional Security Firm has been employed for the event with a sufficient number to cover all areas including the parking area.

Event Start Time	12.00
Event End Time	23.00

PROGRAMME OF EVENTS/BAND TIMINGS

Band	Time
The Chaucers	13.00 – 14.00
Small Town Kings	14.30 – 15.30
Marvellous Mo	16.00 – 17.00
Dirty Channel	17.30 – 18.30
Curb Pilots	19.00 – 20.30
Marylebone Jelly	21.00 – 23.00

A local DJ will play during band changes.

ROLES AND RESPONSIBILITIES ON THE DAY

Role	Responsibilities
Event Manager Mrs E S Hanslow [REDACTED]	The safety of staff, volunteers and visitors to the event. Overall control and coordination of the event. Event Control on the day of the event
Site Manager Mr R P Bond [REDACTED]	Deputy for the Event Manager in their absence. Ensure the site is adequately prepared for the event, checking throughout the day. Manage any issues arising relating to the event throughout the day.
Arena/Stage Mr Paul Gambell [REDACTED] Triple A Events	Manage the stage area during the event. Work with all entertainers and liaise adequately ensuring they are provided with and agree their requirements.
Steward/Event Organiser Mr Paul Gambell Star Protection	Co-ordinate and organise stewards/security for the event. Liaise with contracted security staff throughout. Manage Stewards/Committee Members Rota.
Press and PR Mr Paul Gambell	Organise all marketing and advertising for the day.

	Organise press attendance on the day and any statements to be made including cancellation of event for whatever reason.
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CROWD MANAGEMENT

This Event is ticketed.

We are expecting 1500 to attend throughout the day.

Access to the event will be through Woodcoombes main hall and will be a controlled area. At this point there will be SIA staff, including male/female available to undertake searches of the same gender, take tickets and swap for wristbands. All persons entering this area will be searched for drugs, knives... A record of the number entering/exiting will be kept by the Security Staff. This area will be open throughout the stated event time and at the end of the evening or during an evacuation all visitors will be exiting at the same time via emergency exits opened by SIA/Committee Member. Those refusing to be searched will be refused entry. A notice will be prominently displayed informing patrons that:-

1. It is a condition of entry that customers agree to be searched.
2. Police will be informed if anyone is found in possession of controlled substances or weapons.

The main event site is a large garden situated behind Woodcoombes Main Building and is surrounded by walls and fences. The area in front of the stage is comfortably large enough to accommodate the number of visitors expected to attend. Evacuation routes can easily accommodate the expected number of people to attend.

ADVERTISING

Local Papers
BRFM/SFM
Posters
Social Media

The press/photographer 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.

SITE MANAGEMENT

Contractors/Traders

Triple A Event [REDACTED]	Supply stage, power and sound system.
Star Protection [REDACTED]	Supply SIA Security Staff. 1 x Security Manager 6 x Door Supervisors 4 x Stewards/Marshalls
Apollo Disco [REDACTED]	Interim music between bands
Munns Buns Burger Bar [REDACTED]	
Woodcoombe Burger Bar [REDACTED]	
Lang's Cocktail Bar [REDACTED]	Mobile Cocktail Bar
Bouncy Castles [REDACTED]	2 x castles in childrens area PIPA/RPII Safety Test Certificates 10 million Public Liability Cover.
Cherry Drop Face Painting [REDACTED]	Situated in childrens area.

All contractors will be have safety documentation/Licences at hand/on show,

SALE OF ALCOHOL

Woodcoombe Sports & Social Club

The Main Bar will be open from 12.00 – 22.30 hours for the sale of alcohol/non alcoholic drinks. The bar is operated by the Licensee and trained bar staff. Prominent Notices will be displayed stating these hours also indicating that it is an offence to buy, attempt to buy, alcohol for a person under the age of 18.

An outside bar, set up the day before by contractor, Three Nations, will also be operating in the garden of the premises during the hours of 12.00 and 22.00 hours. There will be trained bar staff also.

No beer, lager, cider or spirit mixer above 5.5% ABV will be sold. No miniature bottles of spirits of 20cl or below shall be sold from the premises.

No drinking glasses or bottles will be taken from the premises, especially after hours, with all drinks being decanted into plastic containers during the hours of 12.00 and 22.30.

No customers carrying open or sealed bottles shall be admitted to the premises at any time Woodcoombe is open to the public.

The 3 bottle bins are kept secure and away from public areas.

Lang's Cocktail Bar/Van

There will be a bar van on site selling cocktails only. The operator is the licence holder. These drinks will also only be served in plastic containers.

BARRIERS

Barriers will be supplied by a Member who works for a Company called "Smart Energy". These will start from the double gates/entrance at side of building, band entrance (please see plan) then follow on to restrict access to the stage keeping public away from all hazards.

ELECTRICITY, WATER, GAS AND GENERATORS

There are 8 outside electrical points, having been installed by an accredited electrician. Any cables will be either trenched in or covered by a cable ramp and checked by an accredited electrician before the site is open to the public.

All outside food/alcohol traders will provide their own LPG and will be asked to provide a gas safety certificate for their appliances. 1 bottle of Carbon Dioxide and 1 bottle of Suremix 70/30 will be stored safely within the outside bar.

There is a water main on site within the changing rooms if required.

All generators will be positioned away from public areas and each trader will carry their own CO2 fire extinguisher beside it.

TEMPORARY STRUCTURES

There will be 8 gazebos for public use within the garden (see plan). There will be no electricity within these gazebos and they will all be brought in by the individual using them.

FIRE SAFETY AND EMERGENCY EXITS

There are numerous Fire Extinguishers within the main building and changing rooms (to be used as First Aid area, Event Team area, Rest Area and Event Equipment Room (please see plan).

There will be 5 Emergency Exits (please see plan). Those within the building are lit and those outside will have signs clearly displayed. All Security Staff/Bar Staff and Committee Members there on the day will be instructed on evacuation procedures.

Flood Lighting is in place to illuminate all areas.

TEMPORARY EVENTS NOTICE

A TEN Notice has been applied for.

MUSICAL ENTERTAINMENT

The event will have amplified music throughout the hours of 12.00 and 23.00. As expected attendance will be over 499 and a Premises Licence will be applied for by the Event Manager.

ATTRACTIONS

Two Bouncy Castles and a Face Painter will attend during the day only. Copies of the providers Public Liability Insurance will be provided and held by each contractor.

1 st Choice Inflatables.	
Cherry Drop Face Painting	

MEDICAL AND FIRST AID COVER

There will be nominated first aid qualified personnel on the day.

The First Aid point will be located in the changing rooms which has a separate entrance to give a private treatment area. "First Aid" signs will be visible from a distance.

(In addition to this I am seeking First Aid Provision from a Contractor, St Johns Ambulance, to be confirmed).

PUBLIC HEALTH AND WELFARE

Toilet Facilities.

One outside toilet to be marked as "Ladies and Children Only".

6 Ladies Cubicles within the main building with 6 washbasins.

2 Mens Cubicles within the main building with various urinals and washbasins.

2 Disabled Toilets with 2 Baby Changing Facilities within.

The toilets will be checked on a regular basis to ensure cleanliness and that they are fully stocked with essential products.

WASTE DISPOSAL

Additional bins are provided for the event which will be monitored by the staff and committee members present. Traders are expected to remove their waste to the area provided. One large wheelie bin (as stated on plan) on site. Bins should be adequate for the event.

During and following the event staff will clear away any rubbish, litter or bottles that have been left around or outside the property leaving surrounding areas in the same state as before the event.

NOISE MANAGEMENT

The stage is positioned away from residential areas to reduce the amount of noise with sound levels being monitored throughout the event by Triple A Events.

The sound supplier shall not exceed the permitted music noise level, as described in the Noise Council's Code of Practice on Environmental Noise Control at concerts and any guidelines given by the local authority will be implemented.

Notices will be placed in a prominent position asking patrons to respect the needs of local residents and to leave the area in a quiet manner.

ACCESSIBILITY

Wheelchair access is provided within the club and close to the main building, although limited in the garden/grassed areas.

Disabled toilets are provided (2).

EMERGENCY PLANS

The Event Manager will determine how serious an incident is and what action to take as a result. Either the Event Manager or Site Manager will contact the Emergency Services who will be notified through the 999 system. The Event Manager will then liaise with Emergency Services throughout. Any/all accidents/incidents will be documented/logged within an "Accident Book" and will be made available on request to the relevant authority and referred to for future planning.

All recording through CCTV will then be made available on request to the relevant authority.

The entrance/exit point for Emergency Services will be to the rear of the garden, alongside the First Aid Point, with large open wooden gates sectioned off with barriers which can easily be removed.

Any incident will be assessed by the Event Manager and cordoned off with barriers if necessary until dealt with satisfactorily.

Lost children will be reported to the Event Manager immediately and will not be left on their own with a member of staff.

An announcement will be made from the PA system asking that any parent who has become separated from their child to go to a designated meeting point. The name of the child will at no time be announced over the PA system or radios.

Green Emergency Exit Signs are clearly visible within the main building and a large sign will be placed on wall of First Aid Area pointing to gated entrance/exit.

All communication will be through a PA system held by either Triple A Events or Mr Leslie Mills where necessary.

WEATHER

Weather will be monitored during the week running up to the event. If, due to severe deterioration of conditions, a decision is made by the Event and Site Managers to cancel the event, announcements will be made by social media, local radio and papers

TRAFFIC MANAGEMENT

Vehicular access to the venue is via Church Road (a reasonably quiet road) which runs parallel to Woodcoombe Sports & Social Club. The top field opposite the venue, on the right as approaching, will be utilised as a car park. Star Protection Staff will be responsible for cars entering and exiting area at all times especially when the public are leaving the venue at the end of Woodfest ensuring adequate queuing and rotation of vehicles, keeping all residential areas clear, whilst making sure security and safety of all persons present are a priority.

A footpath will be created alongside the barriers present in between the parking area and the venue with gates allowing pedestrian access. These will be moved, when necessary, to allow traders/entertainers vehicles access to and from the venue.

Local residents along Church Road will be contacted and informed of the event by way of a notice no further than 50 metres from Woodcoombes property informing them of the event with a number to contact to discuss any questions/queries they may have before the event.

Local taxi drivers will be informed of the event ensuring that they can be available at peak times, especially towards the end of the event. Taxi numbers will be prominently displayed within the premises ensuring that customers can wait in a safe internal waiting area.

The Event Organiser/Steward will liaise at all times with Security Personnel.

RISK ASSESSMENT

FIRE

On raising the alarm the aim will be to evacuate the building simultaneously in a calm manner when the announcement is given within the club.

All staff/security staff will be aware of procedures in the case of fire within the Main Club/Hall and surrounding areas. Each member of staff will be instructed as to which exit they will be responsible for (excluding any near danger/fire at the time). They will also each have a designated area to lead people to within the garden area. A high percentage of customers will already be in those areas.

If emergency is within Main Club and hall, emergency exits to the rear of main Club will be utilised, Pool and Snooker Area/2 exits to garden. Every attempt will be made to count those persons present liaising with security staff at all times as to the number of people attending. Staff/Stewards/Volunteers will be taken into account.

All staff will be instructed as to how to turn off the main power. A final check will be made by the Event Manager and Site Supervisor of all areas accessible for any persons still within the building.

If all areas require evacuation, including garden, then all exits will be utilised (please see plan). Once again all members of staff will be aware of which areas of club/exit they are responsible for. All persons will be lead to an area of safety away from the main club and into the top field being used as a car park.

A member of staff/security staff will then ensure Church Road is free of all approaching cars ensuring Access for Emergency Services will be via Church Road to enter either the Club Car Park or to the rear of building through large wooden gates at side of club. The small area of road alongside the changing rooms and garden will be kept clear for all emergency vehicles including Ambulances.

Traffic/Parking

Members of staff from the Star Security will be in control of parking and traffic management ensuring that a build up of vehicles does not occur blocking the road. The top field, opposite the site, is being used as a car park and barriers will be in place parallel to the bollards creating a path for pedestrians. These bollards will be moved and pedestrians stopped for the time necessary enabling vehicles requiring access to route along site and into garden area.

A route will be safely cordoned off in garden area with barriers for a very small amount of vehicles, used by the performers, to come and go safely.

The Burger Vans and Lang's Cocktail Van will be within the area before Woodfest begins and if there is a need for them to leave before the end of the festival the Event Manager/Site Manager/Star Protection will be informed and they will be supervised at all times when exiting the area making sure that the public are at a safe distance.