

2014 EVENT PLAN GUIDANCE NOTES

Please read before completing your own Event Management Plan & Risk Assessment

1.0 Key Licencing Objectives for Event Organisers

As an organiser of an event in a public place, you need to ensure that you meet NBC's four key licensing objectives. You need to show in your event plan, how you are going to meet these objectives, and show that you have taken steps to cover all of these areas:

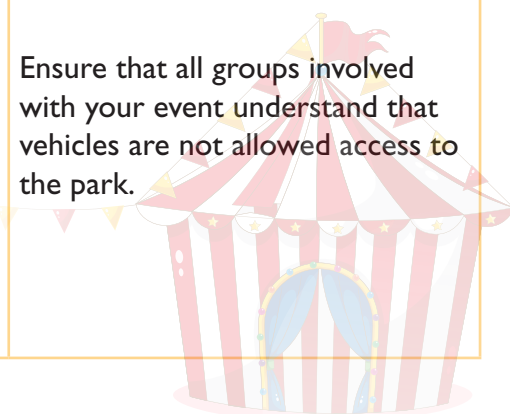
Objective	What you must address	Areas to consider
<ul style="list-style-type: none">• The prevention of crime and disorder	How will you prevent crime & disorder both at your event & in the surrounding area?	Security Stewarding Monitoring
<ul style="list-style-type: none">• Public safety	How will you plan to keep the people attending your event safe?	Site Layout Adequate event staff First Aid Lost Children policy Communication
<ul style="list-style-type: none">• The prevention of public nuisance	How will you plan to avoid and deal with public nuisance?	Security Stewarding Liaison with Emergency Services (for large-scale events)
<ul style="list-style-type: none">• The protection of children from harm	How will you plan to protect children who may attend your event?	Lost Children system Stewarding First Aid Address the suitability of your event for children to attend – and promote in a responsible manner



2.0 Key Considerations for your Event Plan

Read the information in the table below. If you answer yes to any of the below questions, you may need to consider extra measures for your event.

Consideration	Yes	No
<p>Insurance In most circumstances we will require the organiser to have Public Liability Insurance in place to a value of £5million (minimum).</p>	<ul style="list-style-type: none"> • Have you advertised the event externally? • Are you expecting more than 100 people to attend? • Will there be structures such as marquees or stages? • Is there electrical equipment on site, such as a PA system? • Are you selling produce such as crafts, food and/or drink? <p>If you have answered yes to any of the above, we will require evidence of your Public Liability Insurance for a minimum value £5 million. As the event organiser you are liable for any claims made against the event, for example malicious damage and personal injury.</p>	<p>All organised events which will be attended by the public will require some form of insurance.</p>
<p>Stewarding/Security - Will there be more than 200 people at the event?</p>	<p>You need to provide security stewards to protect public safety. For large-scale public events this should be a registered Event Stewarding company.</p>	<p>Consider how you can cap your numbers to prevent overcrowding</p>
<p>Toilets – will there be more than 200 people at the event?</p>	<p>You may need to provide mobile toilets.</p> <p>Check if the park which you are using has operating public toilets which are open on your event day. Any more than 200 people, for a day-long event will require toilets</p>	<p>Consider how you cap your numbers to ensure that you have enough toilets</p>
<p>Vehicle movement onsite – including set-up and breakdown times</p>	<p>All parks and open spaces are public access areas, & vehicle movement must take place in a controlled manner.</p> <ul style="list-style-type: none"> • Oversee vehicles coming on to site. • Keep numbers of vehicles accessing the site to a minimum. • All vehicles must use hazard lights, & drive at less than 5MPH. • Restrict the times when vehicles are allowed onsite. 	<p>Ensure that all groups involved with your event understand that vehicles are not allowed access to the park.</p>



Will there be alcohol at the event?	You need to make sure the appropriate licensing is in place.	If you are expecting large crowds, you will need to consider additional control measures such as security
Are you using amplified P.A. systems – and is amplified music a major part of your event?	<p>You need to have a plan for dealing with volume issues. Amplified music travels some distance, particularly bass notes.</p> <p>Project sound to your event area only – not to the surrounding residential areas.</p> <p>If you are using live or recorded music then you must apply for a performing rights licence. You should email live.musiclicence@prsformusic.com</p>	Ensure that any groups attending your event, and who may use amplification, are aware of rules and guidelines. Ultimately all participants and their actions are the responsibility of the organisers
Will children attend the event?	<p>If there are children attending, you should have a lost child procedure, and a designated lost child point.</p> <p>This must be operated by a responsible adult</p> <p>Where the event is open to the general public, the people operating this are should be covered by the National Disclosure and Barring Service (DBS). Details widely available on the internet. It is your responsibility to ensure that this recommendation is followed.</p>	If your event is unsuitable for children, you may want to highlight this on your marketing materials.
Will there be food at the event?	You need to make sure that the appropriate food hygiene certificates are held and that food is stored correctly. You will also need to ensure fire certificate has been completed where heat source is used.	People may bring their own food & drink, so you need to plan for waste disposal and minimise littering.
Is your event weather dependent?	You may want to consider a back-up plan in case you have to cancel	
Will disabled people attend your event?	If disabled people will be attending, you may need to ensure that there is suitable access for wheelchairs/ parking etc.	If your event is free and open to the public, you may want to consider some reasonable adjustments to allow for wheelchair users – just in case.
Will your event create rubbish which requires removal from site?	<p>If your event is small-scale, you may choose to manage yourself – using bin bags and volunteer litter-pickers.</p> <p>If your event is large – you may need to hire bins & litter pickers.</p> <p>The site must be left in a clean state.</p>	

Could your event create any damage to the park, which will need to be repaired?

Large events, with substantial installation of marquees/stages/large vehicles etc. can cause site damage.

Large events may be asked to provide a bond – to ensure reinstatement costs are covered

All events have the capacity to create damage to green field sites. Take precautions to look at ground conditions, and take all steps to ensure that the parkland is not damaged.

Reinstatement costs will be passed on to organisers.

If you have any additional concerns and you are unsure of the actions you need to take then please contact the Event Team for further advice:

Email: events@northampton.gov.uk **Tel:** 01604 838555

Now please continue to complete & submit the Event Plan Document, with details relating to your own event. Please give as much information as possible

