

Event Management Plan
Part 1: Event Management and Delivery
Nearly Festival

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Company	ACDB Events Ltd
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	Signed _____ Date: _____



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1 Introduction

This document is provided to give an overview of all operations of the Nearly Festival. This is intended as an overview only, and should not be viewed as a replacement for the venue based specific advice and information.

The Nearly Festival is delivered as a complete package at each venue by the Event Organisers, with pre-rig, operate as a live event and de-rig normally within a specified time period. Refer to the site specific document for the event schedule and detailed timings.

This document is structured in several parts:

Part 1 - Event Management and Delivery

Part 2 - Customer Safety Management Plan

Part 3 - Site Safety Management Plan

If there are any questions that arise as a result of the understanding of this document, please contacts The Event Office on 01473 527527

1.1 Event Organisers

ACDB Events Ltd is the company organising the Nearly Festival. The company was set up by Andy Collins, Adam Coulton and Danny Banthorpe. Adam and Danny have been involved organising and promoting small scale events with 20 years' experience. Andy has been involved with supplying sound and staging to many of the countries music and cultural festivals for over 18 years. Between the three the concept of the Nearly Festival was development, they saw a gap in the market for a family affordable festival. They each bring different skills that overall complement and ensure they can deliver a safe event.

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1.2 The Nearly Festival

The Nearly Festival is an event held over two days and is a tribute festival designed for people who want a fun and an affordable family day out.

We aim to provide a safe, clean and friendly environment within a stylish and professional setting and for the provided entertainment to be amusing, appealing, uplifting and fun.

Facilities provided will include a Music Stage, a Children's entertainments area, a Bar and Catering Outlets.

1.3 Entertainment

1.3.1 Music Stage

The Music stage will be home to some of the country's best tribute acts. The sound, stage and lighting will be supplied and managed by Eclipse Sound and Light Ltd. Details of the setup, running of the stage and risk assessments are available via the following portal www.nearlyfestival.com/sag and you will require a password which is available on request.

1.3.2 Children's Entertainment area

Within the Play area there will be the following inflatable activities supplied by the Fun Firm: Assault Course, Wrecking Ball, Soft Play Area, Large Bouncy Castle, Small Bouncy Castle and Sumo Suits. There will also water zorbs, a climbing wall and trampoline's available. This area will be managed by The Fun Firm and the majority of entertainment in this area will be no extra charge to Festival Goers.

Details of the risk assessments are available via the following portal www.nearlyfestival.com/sag and you will require a password which is available on request

1.3.3 Bar

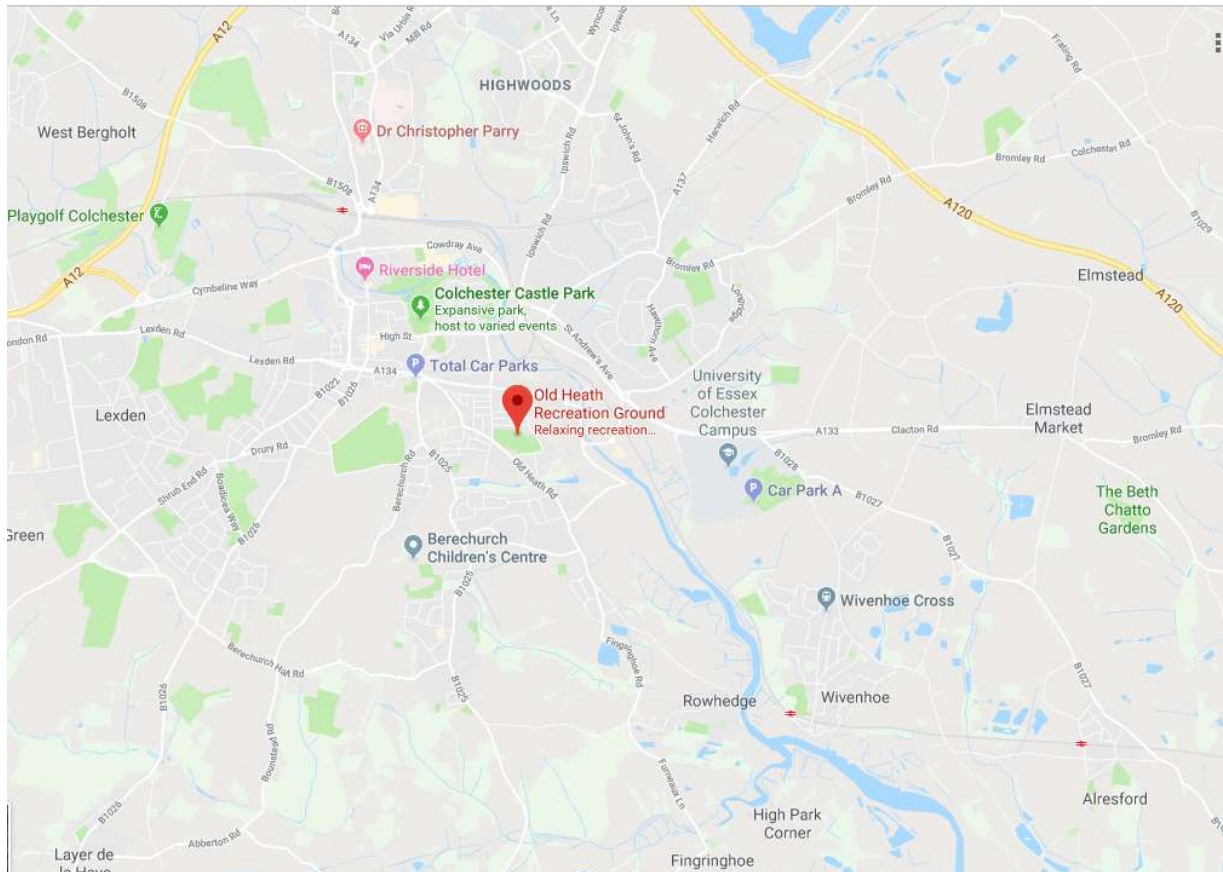
The bar will be overseen by John Collins, who has a personal license and will ensure all licensing objectives related to the sale of alcohol are followed. The Nearly Festival will be operating the Challenge 25 campaign. All bar staff will be given an induction on the morning of each day, they will be required to sign to say they understand what they are required to do from asking for ID to serving drinks.

The bar will be within a small marquee and the back of it will be where the alcohol and drinks will be kept. The area leading to the back of the bar will be fenced off with no public access.

The risk assessment for the bar is available via the following portal www.nearlyfestival.com/sag and you will require a password which is available on request.

1.4 Festival Locations

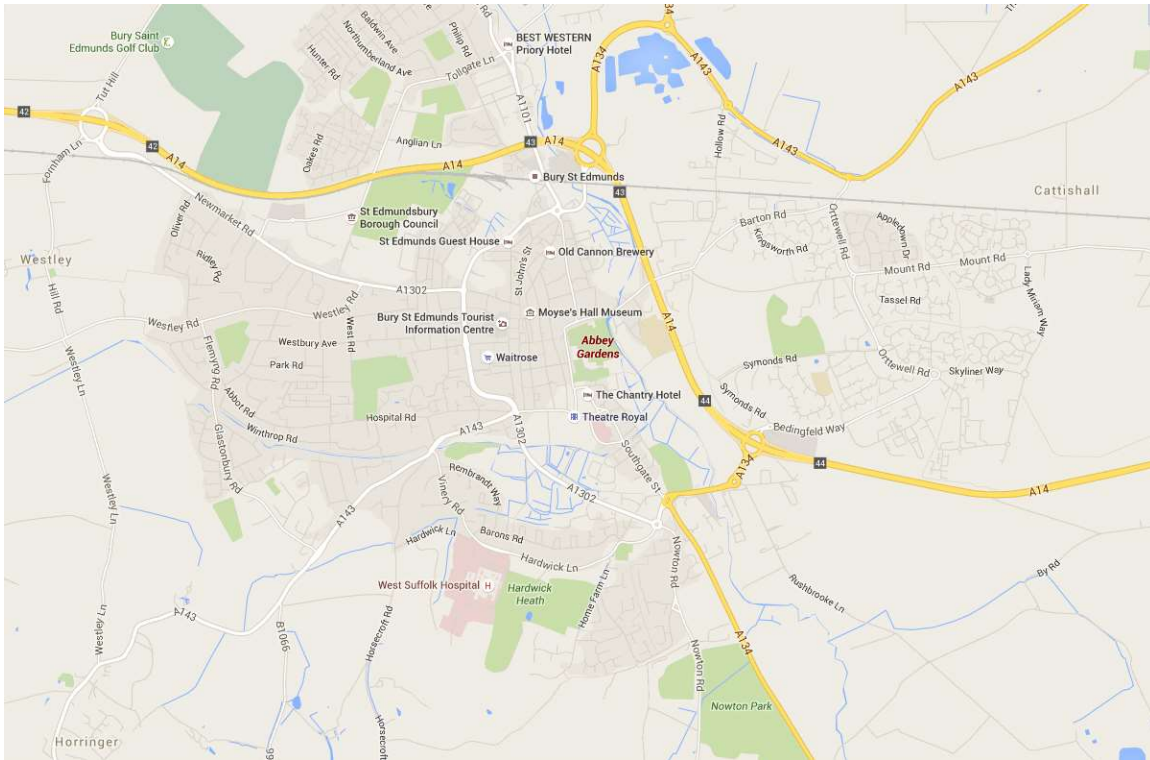
1.4.1 Colchester Brief Description of area and location map



The Nearly Festival is taking place in Old Heath Rec. Old Heath Rec is owned by Colchester Borough Council and is a Town centre amenity that includes a Children's play area, public toilets, landscaped planting and trees as well as a network of paths and well used grassed areas that are a popular public space.

The site is available on hire from the Borough Council and the hire includes keyed access to gates as agreed by contract.

1.4.2 Bury Brief Description of area and location map



Abbey Gardens is owned by St Edmundsbury Borough Council and is a Town Centre amenity that includes Public toilets, landscaped planting and trees as well as a network of paths and well used grassed areas that are a popular public space.

The site is available on hire from the Borough Council and the hire includes keyed access to gates as agreed by contract.

1.4.3 Oulton Broad Brief Description of area and location map



Nicholas Everitt Park includes kids Play area, landscaped planting and trees as well as a network of paths and well used grassed areas that are a popular public space.

The site is available on hire from the Council and the hire includes keyed access to gates as agreed by contract.

2 Event management Roles and responsibility

2.1 Key Contacts

Name	role	responsibilities	Company	Contact
Adam Coulton	Management Team	Overall Organisational Responsibility. Band negotiation, Artist Hospitality, Commercial Relationships.	Nearly Festival	07534 282899
Andy Collins	Management Team	Overall Organisational Responsibility. Staff Recruitment. Responsible for the delivery of Health and Safety matters. Transport and logistics. Site manager.	Nearly Festival	07718 160870
Danny Banthorpe	Management Team	Overall Organisational Responsibility. PR / Media management. Commercial relationships. Staff recruitment. Ticket Sales.	Nearly Festival	07718 003317
Aimiee Morris-Sanders	Welfare advisor (lost Children & vulnerable adults)	To deal with any missing and found children and vulnerable adults	Nearly Festival	07793 744536
		<u>Suppliers</u>		
Gordon Evans	Security Manager	Coordinating Stewards	Zed Security	07801 357224
John Collins	Bars Manager	Organising bar. Bar Staff Licensing objectives	Eclipse Bars	07916 008553
Steve Bain	Stage Manager	Overseeing stage & sound. Control of access onto stage	Eclipse Sound and Light	07941 901124
Jon Bowler	First Aid	To supply the first aid at the event	ZED Medical	07500 220957

2.2 Responsibilities.

All staff has a common duty to assist with the development of and work within the rules and guidelines of the Event Safety Management Plan and make every effort to uphold any licensing objectives.

Outside Contractors/Suppliers: Must complete a contractor appraisal questionnaire before being contracted for the event.

Must provide a project specific method statement and risk assessment for the proposed activities on site.

Contractor Staff must attend a site induction prior to commencing work on site.

2.3 Event Control

Event Control will be populated with the nearly festival team all capable of performing and delivering the functions required ensuring the safe running of the event. The following representative will have access to Event control at all times and they will be **Andy Collins, Adam Coulton, Danny Banthorpe** and **Gordon Evans**.

2.4 Police

It is accepted that this event should, whenever possible, be capable of being carried through without the need for police assistance. It is accepted that the police will be involved in the scrutiny of the planning individually, or as part of meetings held by the venue hosts where minutes are recorded.

It is also accepted that the assessment of the need for police attendance and action will be principally based on the need to discharge the police service's core responsibilities which are as follows: -

- Prevention and detection of crime.
- Preventing or stopping breaches of the peace.
- Traffic regulation (within the legal powers provided by statute.)
- Activation of a contingency plans where there is an immediate threat to life and co-ordination of resulting emergency service activities and will be proportionate to the assessment of risks posed by the event.
- Normally police involvement will be restricted to these core areas of responsibility.

Lawful traffic management, private stewarding and volunteer marshalling are the recognised way in which events are supported. This however does not preclude any local arrangements between police and The Nearly Festival.

All emergency services should therefore make first contact with **Andy Collins** through Event Control.

A comprehensive list of all contact telephone numbers will be posted in the Event Control.

2.5 Security

Crowd Management personnel will be provided by Zed Security under the supervision and deployment of Gordon Evans. All personnel are SIA accredited.

The role of **Gordon Evans** is to ensure the stewards are conducting themselves in the correct manner and to guide and give help where required. Gordon will keep open chains of communication between all stewards and Event Control and to record and report incidents as they occur. He will also help with the management of the festival goers and ensure the integrity of the site is maintained at all times and give aid where required to the organisers.

The role of the **Safety Steward** is to look after the external perimeter of the festival site, the internal site, back stage and children's area. They will keep pathways clear when required and to help stop congestion or festival goer build up in specific areas. They are to liaise with Gordon Evans and give aid to the organisers if called upon to do so.

3. Facilities Procedures and Equipment.

The nearly festival is put together in a very modular fashion, and due to the nature of some of the specialist services that the event requires to take place, much of this is delegated to contractors working under the event organisers' direction.

3.1 Accreditation – T-shirts, passes

The event organisers will be providing and running a full schedule of accreditation and access protocols for staff and individuals working on (or with the event) both in and around the event sites.

Accreditation will be issued to

Management staff, technical crew and official contractors will be issued with accreditation at Event Control on arrival at the event site.

3.1.1 Personal accreditation

Accreditation T-shirts are as follows:

- Technical Crew – Eclipse branded t-shirts (blue)
- Bar Staff – Bar branded black Polo Shirts or T-shirts

- Stewards – SIA ID Badge and company branding
- Volunteers – Lime Green or Bright Pink festival t-shirts

3.2 Facilities

3.2.1 Radio Communication

The event organiser will be putting into place for use on the event day a full radio communications network for the management of the event. Radios will be issued with batteries, radio kit and a hands free kit (either earpiece or headset.)

A full radio communications plan is shown in EMP2.

3.3 Procedures and Equipment

Under the direction of the technical and safety management team, the following are installed by the Nearly Festival's "Technical Crew".

3.3.1 Signage

The main entrance will be clearly identified by large banners and at peak times stewards will pre-greet members of the public and inform them of the entry process.

The event website and social media channels will carry full ticketing, scheduling and any event guidance and terms and conditions.

For Public Information prior to and during there will be an Event Mobile Number will be published on the event website as an emergency contact number.

The event site itself will have informational, directional and destination signage.

The event organiser will install signage for the nearly festival. This will include:

- Directional signs to the event
- Directional signs inside the event
- Toilet signage
- Exit signage
- First aid signs
- Welfare signs

These are green signs reading nearly festival with a directional white arrow and clear information when required. These will be fixed using zip ties to street furniture on the morning of the event by the festival staff and removed during the de-rig period, if no street furniture is available they will be fixed to wooden stakes and also installed in the morning.

Example below:



3.3.2 Main Stage, structure documents

These structures will be constructed by trained and experienced crew in the time allotted in the event schedule. Full details of these structures including technical specification, weight loadings and wind calculations are available via the following portal www.nearlyfestival.com/sag and you will require a password which is available on request.

3.3.3 Fencing

The fencing will be erected by trained and experienced crew in the time allotted in the event schedule. Full details of these structures including technical specification and wind calculations are available via the following portal www.nearlyfestival.com/sag and you will require a password which is available on request

3.3.4 Tents, Gazebos and Marquees

As part of the Nearly Festival Event, the Event Organisers will install a certain number of tented structures. These will be used for a Bar Area, Children's Entertainment Area

There will be a number of gazebos, tents and marquees set up at the nearly festival. These will all be secured and ballasted as per the manufactures guidelines. Throughout the build and on

the day ACDB Ltd will continue to check the wind speeds in accordance with the manufacturing guidelines using a anemometer. If the speeds reach 56km/hr then either additional ballast will be put or the gazebos will be dismantled.

Full details of these structures including technical specification and wind calculations are available via the following portal www.nearlyfestival.com/sag and you will require a password which is available on request

3.3.5 Pre-rig Procedures

Each event in the Nearly Festival follows a very similar schedule of operation, the precise schedule for the production of this event can be found in each site specific management plan.

3.3.6 Inflatables

Inflatables are provided by The Fun Firm.

Small Bouncy Castle



Sumo Suits



Soft Play Area



Large Bouncy Castle



Wrecking Ball



Assault Course



4 Actual Event

4.1 Sound check / Equipment check

Sound System set up shall be such that extreme proximity to speaker systems is limited and hearing protection zones will be established where exposure is likely to be above exposure limits.

Hearing protection will be made available to staff who are assessed to be in excess of noise exposure limits or who request it.

There will be a Decibel Meter on site located at the Front of House Control point for the stage, this enables the engineer controlling the sound levels a visual indication of the volume of sound. The limit of the stage will be set during sound checking with an event organiser located at the nearest noise sensitive premises using a second Decibel Meter relaying the results to the F.O.H. Sound Engineer. Using this method enables us constant monitoring of the music noise by the sound engineer.

5 Post event activity

5.1 derig procedures

The Nearly Festival Event is a complete turn-key operation, Full details of the process of break-down will be available as part of the event specific management plans.