



Event Plan

For the

Manchester Indie Festival

Queens Park Burnley
4th JUNE 2022

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A. Preface

This document has been compiled to ensure the safe delivery of a single day music festival at Queens Park, 137 Ormerod Rd, Burnley BB10 3AA on the 4th June 2022. Based at the bandstand area within the park the event will see bands performing between the hours of 1200 and 2130.

The Manchester Indie Festival a brand new event for the town is the concept of , which the Event Team hope will become a popular, regular, viable event in the towns live music calendar. Hosted by the who having previously hosted events in Townley Park and other venues, hope this new site can provide a permanent home for the festival moving forward. Later this year the team intend to apply for a full premises licence to secure the future of the festival. The 2022 event will operate on a Temporary Event Notice (TE1492) which has been secured from the council and be limited to 499 persons. There will however be additional people in the confines of the park as access has to be maintained for patrons who wish to use the Tennis and Skateboard facilities.

B. Event Team

The event is to be managed by a small team made up of the following people.

This Event team will be responsible for all safety and logistical items in relation to the building and operation of the Event and its impact on surrounding areas - prior too, during and after the event.

1. Event Facilities

1.1 Parking

Event Parking is to be split into two areas as follows:-

Parking for the event staff, its contactors and artists will be within the Park using the Queen Victoria Road entrance. There will be no contractor / very restricted vehicle movement during the event.

Parking for event attendees will be 'on street' around the park with a drop off and pick up facility for taxis opposite the school on Ormerod Road. We don't envisage many event attendees arriving by car and as such feel the on street parking will be adequate for this first event. There is a plan to ask the school on Ormerod Road for the use of their facilities should it be required moving forward.

1.2 Tickets and Passes

Tickets are available online until 24hrs prior to the start of the event and from local selling agents up to the start of the event. There will be no provision to pay on entry and no entry without a ticket. Wrist bands will be issued to ticket holders on entry to the site in order that security can identify individuals who may have gained entry by other means.

1.3 Accommodation

The Event will be based at the bandstand area within Queens Park. The bandstand itself will be used as the stage for the event with the attendees gathering on the hard standing and grassed area SW of the band stand. There will be a marquee erected to house the bar and an additional top hat to be used as an event staff and First Aid base. **The main park entrance gates will be locked by our Event Staff at 0700Hrs on the morning of the event until 2100hrs the same day. Public access to the Tennis and Skateboard areas will be maintained via a gate yet to be agreed with Park Services and will be managed by a member of the Event Security Team. Access for patrons to the event will be via the gate on Belvedere Road**

1.4 Toilets

During the build-up and strike-out phases there are toilet facilities available at the park for contractors to use

Additional Portable toilets are to be brought in for the duration of the event from local supplier . The number of toilet units will be based on their own assessment once we have accurate information from ticket sales.

Based on the maximum numbers allowed on the Temporary Event Notice and based on the existing toilets available at the park we are planning to supplement the event with 3 Standard units and 1 Disabled Unit

1.5 Food & Refreshments

A professional third party vendor has been engaged to provide refreshments. They are in possession of the appropriate certification and licences. *Included in this document at Section 7.*

1.6 Event Bar & Alcohol

Drop the Beat are to operate a purpose built Bar on the event site and will be serving beer, wines and spirits. The bar will be operating both a rigorous Challenge 25 and a NO GLASS policy. All staff will be briefed prior to their shift by the DPS or his nominee on our exact requirements.

All drinks will be decanted into plastic glasses where required

is the nominated DPS for this event with (also a DPS) being operationally responsible for the Bar during the event

1.7 Handling of Cash

As both the event entry point and bar are to be cashless the only cash handling we envisage will be at the bar token point. This point at one end of the bar will be closely supervised by . At regular intervals in conjunction with the security staff cash will be transferred to a locked compartment elsewhere on the site and only a float left at the token point.

1.8 First Aid

During the build-up and strike-down phases first aid will be provided by our own nominated first aiders. Members of the event team hold first aid certificates

Public and Contractor First Aid during the Event will be provided by our own dedicated First Aid trained staff.

1.9 Insurance

provides public insurance on an event by event basis and copies of our policy for this event are included at Section 7.5 Our selected contractors are fully insured and covered by their own insurance during the build-up, show and strike-out phases. A copy of our contractor RAMS and insurance policies are included at *Section 7.4*

2. Traffic and the Public

2.1 Traffic Management

There will be no physical traffic management scheme for this event. Due to the modest number of attendees expected we feel that the egress from the site will be orderly with most people making their way by taxi or on foot into the town centre.

2.1 Temporary Road Closures

There are to be no road Closures for this Event

2.2 Noise Nuisance

We don't expect the noise to significantly impact on the residents nearby but have put measures in place to control the amount of noise from the site. We will be using the 'Code of Practice on Environmental Noise Control at Concerts' as a reference standard for our operations.

Prior to the event we will circulate a letter to the local residents informing them of the event and listing a single contact number enabling them to directly get in touch with us should they experience problems on the day.

Our staff will be responsible for the off-site noise monitoring on the day and will regularly visit the pre-determined noise metering points established prior to the event to undertake regular measurements. On the day all complaints will be logged and their outcome documented.

2.3 Litter

Bins will be provided on the site with litter sweeps taking place during the event and at the day following the event end to ensure the event area and wider park is clear of discarded items. Park services have agreed to supply the additional bins required.

3. Consultation

3.1 Local Authority

Lancashire County Council are the single point of contact for organisations promoting major events. Their events management group then co-ordinate communications with all interested parties such as local authorities, highways, police, fires and rescues.

3.2 Police Involvement

The police do not provide an official presence but it is anticipated that, as usual, may attend in a watching brief.

3.3 Communications

The event team and security staff will all be in contact by telephone and / or radio during the event. A list of contact details will be circulated to all parties prior to the event.

5. Equipment

5.1 Temporary Structures – External

There will be a number of temporary structures erected on the site ranging from a small marquees and modified caravans to purpose built sets. All structures will be erected by companies trained and competent in the erection of said structures and all temporary structures will be certified and signed of as safe the day prior to the show.

5.2 Temporary Structures – Internal

There are no arena type structures to be erected at this event.

5.3 Communications

Key personnel will be provided with two way radios. There will also be hand held loud hailer for use in an emergency

5.4 Sound Systems

There will be a single sound system deployed on the day by our specialist contactor to cover the immediate area in front of the bandstand. The system will be fully manned during the day with attention paid to the operating levels. The system will be of a 'line array type - having a predictive coverage pattern in use and aimed away from the residential areas. Operating levels will be set and adjusted as required to maintain the correct off site limits.

5.5 Lighting Systems

FX Lighting may be used on the bandstand. This will primarily be made up of 'eye candy' effects for their visual appearance and enhancement of the event experience. There are no laser or sky scanning effects on this event

5.6 Special FX

There are to be no pyrotechnics used at this event. Co2 FX may be in use and will be operated by a subcontractor who is trained and competent in its use

5.7 Power

We intend to use the power available on the bandstand for the event. Where we feel additional provision may be required this will be installed by a specialist contractor and will be RCD protected according to its use. The external contractor will be responsible for the Design, Installation and certification of the system.

6 Personnel

6.1 Teams

Event Team

Bar Team

Bar team will be supplied by Burnley Venue -

Sub-Contractors

Sound Equipment Supplier
Lighting Equipment Supplier
Generators and Power
CO2 FX suppliers

Security / Door Supervisors
Bar staff
Toilet Providers.
Waste Company

6.2 Briefings

Briefings will take place at various times on the morning of the event to ensure all staff and subcontractors understand the Event Teams operating policy and any additional information that may be applicable to the safe delivery of this event.

6.3 Security

Security will be provided by local approved contractor

Following conversations with the company they have made the assessment that there will be 6 x SIA front line security staff and 2 x Marshalls allocated to the main event area, with 2 x SIA front line staff for the Tennis Court Access gate

7 Supporting Documentation

7.1 Event Maps

7.2 Traffic Plans & Information Documents

7.3 Notification Letters

7.4 Risk and Method Statements

7.5 Insurance

7.6 Noise Map & Information

8. Summary

8.1 Review Strategy

This assessment will be reviewed on an on going basis up to the event. This will be done to take in to account weather conditions and other factors that may affect the event. The organisers will communicate with the local authority, county council and police for advice and guidance in the event of any issue arising likely to impact the health and safety of the attendees, organizers or the general public.

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- Assessment was made on Saturday 15/05/2022
 - Assessment was reviewed on Wednesday 18/05/2022

Signed