

# Evrywhre Festival

1st-3rd September 2023

Ashfolds, Rusper, RH12 4QX

## Event Management Plan

**V2 - May 31st**

Document Control	
Event Name	Evrywhre Festival
Title	Event Management Plan
Revision	V2
Date	31/05/23
Author	Harry Slade

# **1 Event Overview**

## **1.1 Event Site Location**

The event will be held at Ashfolds, Horsham Road, Rusper, West Sussex, RH12 4QX.

The public and production entrance to the event site will be located through the main entrance of the private Ashfolds location.

There is a separate exit shown in green on the General Site Map.

The land is privately owned and permission for the event to take place has been granted.

## **1.2 Event Summary**

The event is a small-scale, boutique and 21+ music festival with a focus on supporting emerging artists and allowing attendees to enjoy the escapism on offer amongst the Great British countryside.

The event is relatively small compared to other festivals however, there is still a whole host of interactions and activations aside from the live music that will be on offer to keep everyone entertained. Local face painters, clothing stands and food trucks will also be present, engaging communities.

It is marketed as a clean, intimate and friendly festival welcoming people who want to meet new people and be smiling all weekend enjoying some of the best new UK music.

## **1.3 Licensable Activities**

The licensable activities intended to be carried out are:

- The provision of regulated entertainment.
- The provision of entertainment facilities.
- The supply of alcohol by retail, for consumption on site only.
- The provision of late night refreshment.

## **1.4 Licensable Area**

We wish to only license the main arena as shown on our General Site Map and this area will be fenced and manned by SIA accredited security personnel at all times.

## 1.5 Dates and Times

### Production Dates

Build - 24th-31st Aug

Live Event Days - 1st-3rd Sept

Breakdown - 4th-8th Sept

### Public Access

The public are permitted on site from 14:00 on the 1st Sept to 12pm on the 3rd Sept.

### Licensable Activities

The Provision of Regulated Entertainment and the Provision of Entertainment Facilities:

Date	Start	Finish
1st Sept	14:00	00:00
2nd Sept	09:00	00:00
3rd Sept	09:00	12:00

The Sale by Retail of Alcohol for Consumption on the Premises:

Date	Start	Finish
1st Sept	14:00	00:00
2nd Sept	12:00	00:00

The Provision of Late Night Refreshment:

Date	Start	Finish
1st Sept	n/a	n/a
	23:00	23:59
2nd Sept	00:00	02:00
	23:00	23:59

3rd Sept	00:00	02:00
	n/a	n/a

## Non-Operating Hours

During non-operating hours, whilst the public are still onsite, the provisions put in place to meet the four licensing objectives will be upheld regardless of the activities taking place on site, for example; security and first aid provisions.

### 1.6 Contact Details

#### Event Director

Harry Slade, Evrywhre  
[harry@evrywhre.co.uk](mailto:harry@evrywhre.co.uk)  
07871763346

#### Site Manager

Ted Slade  
[tedslade@me.com](mailto:tedslade@me.com)

#### Steward Co-Ordinator

Harley Tusler  
[h.g.tusler@gmail.com](mailto:h.g.tusler@gmail.com)

### 1.6.2 Contractors and Suppliers

All contact with suppliers and contractors should be via the event management team

Security and Crowd Management - B-Secured Ltd  
Medical and First Aid - St.John's Ambulance  
Welfare - National Event Welfare Service  
Sound and Lighting - Hawx Event Production  
Power and Distribution - Hawx Event Production, Evrywhre  
Bars - Evrywhre  
Concessions - TBC  
Toilets and Showers - Site-Equip  
Nosie Control - Hawx Event Production

### 1.6.3 Insurance

Evrywhre and all event contractors will hold with an insurance office of repute, public and employers liability insurance for claims up to and including £10,000,000

## Event Ethos

## **1.7 Audience Profile**

The event is aimed at 21-30 year olds and due to the small scale nature of the festival, we expect it to be filled with a majority of local residents to the festival. We do however expect a number of customers from further afield due to the camping nature of the event.

Last year's audience was extremely amicable and we had no issues within the event or any issue with the public and it was a pleasure for everyone to be a part of - we will be doing everything to uphold this atmosphere again this year.

## **1.8 Event Ethos**

Everywhere established a community last year that we want to grow whilst keeping the same values. These values are all based around being inclusive and supportive of the people around you in enjoying a sense of escapism for the duration of the festival, whilst celebrating the emerging artists and performers we support. We also choose to work with new and growing businesses to aid in creating that sense of support and togetherness to help everyone succeed.

## **1.9 The Organisers**

All good friends, we all have the same mission to keep this festival a small, boutique and intimate event with a clean and friendly atmosphere. From different work backgrounds, we all bring something that contributes to this festival, along with our personalities as well.

I myself have most recently worked in Project Management for one of the largest media firms in the city, who also put on live events. This has given me a whole host of relevant experience at the top level that is applicable to the running of this festival.

Ted has been working contracts in live events for a few years now, most recently in logistics at the Eurovision, he was also a GB olympic skier so he's got the natural grit and determination to get his roles done properly.

Harley has worked at and managed 3 pubs in Horsham before moving onto an apprenticeship in engineering that has allowed him to get into a full time job at a local Audio Visual company in corporate logistics.

We will also have a couple of experienced freelance festival managers starting a few weeks before the festival to make sure we have been as thorough and as comprehensive in our planning as possible.

## 2 Event Specifics

### 2.1 Capacity and Audience Numbers

The capacities below have been established using a combination of information relating to the desired audience density and the available space. Further consideration concerning the available means of escape and evacuation time will be available in the event Fire Risk Assessment provided by the end of July as agreed with SAG.

For this event, the desired audience density is in the mid range of the recommended levels set out by HSE guides, hence why there is only 1 stage and a limited number of prominent structures. All event safety, sanitary and security provisions will be planned to be suitable for this intended capacity.

#### 2.1.1 Licensed Area Capacity

For this event the number of attendees is not to be limited by the License restrictions on capacity, but by our intended density of the area.

Category	Number
Public	3000
Staff	200
<b>Total</b>	<b>3200</b>

The area of the licensed event site is 125m x 120m. This will provide more than enough room for expected attendance and achieve our desired audience density of 1 person per 5m<sup>2</sup> for the event to feel busy but safe. The 200 staff allocation is to include all artists, bar staff, stewards, security, medical and welfare, sound production, concessions and the wider management team.

#### 2.1.2 Campsite Capacity

The area of the camping field is 90m x 110m. Using an average occupancy of 4 people per tent, we expect to have to cater for 375 public tents and 50 tents for staff. Using a very generous average square meter coverage of a 4 man tent at 10m<sup>2</sup>, we'd need a field with an area of 4,250m<sup>2</sup>, under half the area we have available. This will allow our stewards to easily manage the pitching of the tents making sure clear paths are created to the toilets, showers and exits ensuring safe and efficient use of the space.

#### 2.1.3 Car Park Capacity

An estimated 25% of attendees will travel to the event by car. Using an average car occupancy of 3, we can expect a maximum of 250 cars to go between Car Park 1 and Car Park 2.

Staff and Performers will be using parking within the House Grounds and Main Arena marked on the General Site Map.

The area of Car Park 1 and Car Park is 123m x 53m - 6,519m<sup>2</sup>, which will provide enough space for the expected number of cars. Car park tickets will be sold in advance with a limited number available, purchasers will be required to enter their number plates pre-event so we are able to check cars in and out of the event. Everyone purchasing a ticket will also be explicitly told to travel in as full cars as possible for the benefit of everyone at the festival - this is synonymous with our ethos and we are expecting people to make every effort to do so.

The vast majority of the remaining attendees will be asked and encouraged to make use of the Shuttle bus service outlined in **2.15.5**

## **Members of the Stewards and Security**

## **2.2 Site Design**

The event will take place exclusively within the private grounds of Ashfolds. Please see the Site Maps in the appendices for a detailed plan of the event site.

### **2.2.1 Control Point**

The publicly available control point will be the Gateway from the Entry Field to the Main Arena marked on the General Site Map. This will provide 24hr assistance to attendees and a point of contact to the organisers for public attendees and is located between the event area and the campsite.

### **2.2.2 Emergency Vehicles**

There is an alternate route through the business park next door to the private grounds that gains access to the Main Arena on the North side, adjacent to the visible tracks, just next to the First Aid area.

### **2.2.3 Emergency Fallout Zone**

There are a variety of exits in each area of the festival site that will lead to internal, or if necessary, external fall out zones that will be marshalled by our security and steward team.

### **2.2.4 Fencing and Barriers**

Anti-climb heras fencing will be used to cordon off the house grounds from the main event and these will be covered in scrim to keep them in touch with the countryside feel of the festival. All entrances to the house grounds will be monitored by SIA accredited security personnel.

Suitable safety barriers will be used in front of stages and to cordon off nonpublic areas, such as around generators, trip hazards and to form queue lanes.

The outside perimeter of the licensed area as well as the camping area will be secured by heras fencing as well that will be covered with sound absorption barriers as noted in **2.16.2**.

## **2.3 Temporary Demountable Structures**

Temporary demountable structures will be used to house the bar, traders as well as some production facilities

### **2.3.1 Erection and Maintenance of Structures**

The responsibility for the safe erection and maintenance of structures rests with the contractor supplying the structure. They are expected to produce and work to their own risk assessments and method statements and maintain their own liability insurance cover and MUTA documentation. A representative from each contractor is required to remain on call throughout the event in order to deal with any instances of maintenance or respond to any prevailing weather conditions. All documentation of this nature collated will be included in the appendices to this document.

### **2.3.2 Structural Safety & Wind**

Structural calculations relating to imposed loads from production infrastructure and wind loading will be obtained from contractors in advance of the event and a note made of the wind speeds at which action must be taken.

The site manager will monitor wind speeds throughout the event and ensure that any required action is taken should the prevailing, or forecasted conditions require.

### **2.3.3 Fire Safety of Materials**

Marquee and lining fabrics will comply with fire safety standards BS5438. Flame retardancy certificates will be obtained from contractors in advance of the event and be filed in this document.

## **2.4 Power Supply and Electrical Equipment**

### **2.4.1 Generators**



Generators will be installed and managed by an experienced electrical contractor. Generators will run on diesel or from renewable sources such as solar. No petrol generators will be used and no other generators will be allowed onsite. Generators will be fenced off and inaccessible to attendees.

### **2.4.2 Electrical Installation and Appliances**

Electrical installations will be managed and signed off by experienced electrical contractors with the relevant qualifications and will comply with all statutory provisions and will be of adequate capacity, reliability and durability in accordance with the requirements set out in the Electricity At Work Regulations (1989).

Most appliances brought on site are hired from reputable companies, from whom we can obtain PAT test certification. Any other appliances brought onto site will be PAT tested by an onsite electrician, who currently resides in the house grounds, before their use is permitted.

All electrical equipment exposed to weather will be suitably waterproofed and fitted with circuit breakers. Cables will be flown or buried where necessary and cable ramps used.

### **2.4.3 Site Lighting**

Site lighting will be positioned in suitable areas around the event site. Two sets of lighting will be maintained, one for general use and another for emergency use in the instance that the generator, electrical systems or general use lighting fail or have to be switched off. These will be battery operated and fully charged at all times before the festival is to commence.

Most site lighting will only be used in an emergency, however, the areas listed below will be lit at all times after sundown:

Toilets and showers, First Aid, Control Point, Campsites, Emergency Exits and Security Positions.

An electrical and lighting plan has been attached depicting generator and lighting positions. All generators will be fenced off from public access.

## **2.5 Fire Safety**

A full fire risk assessment will be completed and sent to the Local Authority and Local Fire Authority by the end of July as agreed with SAG.

### **2.5.1 Fire Fighting Equipment**

All concessions present at the event must be carrying a 2kg dry powder extinguisher and one fire blanket as part of their set up. Any deep fat fryers that will be arriving on site will also require the vendor to hold an additional 9l wet chemical extinguisher along with proof of training on how to use it.

We will be providing, maintaining and distributing a schedule of fire fighting equipment around the site for use by staff in tackling the early stages of a fire outbreak, this is of course currently tbc.

### **2.5.2 Fire Safety Checks**

We will be making checks on all fire safety aspects of the event at regular intervals in the day

1st Sept - 08:00, 15:00, 20:00,  
2nd Sept - 01:00 08:00, 15:00, 20:00  
3rd Sept - 01:00, 08:00

These will include ensuring all exits and gateways are unlocked, that they are clearly signposted and illuminated and that the exit leads to a place of safety and the place of safety is clear.

### **2.5.3 Raising The Alarm**

If a fire is spotted by staff or by an attendee, direct contact with the Site Manager will be established over radio and to the control point. The Site manager can then release fully briefed response teams to deal with the incident, telephone the fire brigade and begin a partial evacuation of the area whilst the incident is dealt with, or a full one if necessary.

### **2.5.3 Preventative Measures**

Attendees will not be allowed to bring in any campfires, gas cookers or bbq's of any kind.

Cigarette Butt bins will be provided at multiple points in the festival.

All grass will also be cut short prior to public access.

### **2.5.5 Fireworks and Sparklers**

Attendees will not be allowed to bring in any Fireworks and Sparklers of any kind.

### **2.5.6 Emergency Services Rendezvous Point**

This is at a separate driveway to the main house grounds away from the public areas that one of the emergency services routes starts at, marked on the Emergency Services Site Map.

## 2.6 Provisions For Disabled People

2 disabled access toilets will be provided in line with guidance explained in **2.12.4**.

As the land is flat and access is easy, no special routes through the event are expected to be made for wheelchair users or those that otherwise find it difficult to walk.

Plenty of adequate signage will be positioned throughout the event to help those with impaired vision and hearing, help will be on offer from our stewards, security and welfare team from various marked locations.

Anyone purchasing a parking ticket stating the need for disabled parking space will have a priority spot reserved closest to the event with good access. We will also offer free tickets for any carers a disabled person requires.

## 2.7 Crowd Management

Our stewards and SIA security accredited personnel will be running the efficient and safe management of our attendees and will be providing a crowd management prior to the festival.

In the early hours between 02:00 and 09:00 we will have a security team patrolling main entrances and exits as well as the campsite. The wider management team will also be on hand to assist with any situations that may arise.

Steward and Security team shift patterns are presented in the table below.

		SIA Security	Stewards
Friday	14:00 - 02:00	16	35
Saturday	02:00 - 09:00	8	0
	09:00 - 12:00	16	20
	12:00 - 02:00	16	35
Sunday	02:00 - 09:00	8	0
	09:00-14:00	16	35

### 2.7.1 Audience Number Control

Tickets will be available for purchase online up until 3:59pm on Friday before the entertainment starts. The entirety of tickets will be sold prior to this time, on the door tickets will not be made available to the public and this is to reduce the risk of any crowds descending through Rusper to get to the festival in the hope tickets are available to walk-ups - this will be communicated online.

We will have a digital ticket scanning system which will be in operation alongside exit channels to give an accurate measurement of how many attendees are inside the festival at any given time.

### **2.7.2 Police**

Regular contact with the police will be upheld during further planning of the event to make sure they are in agreement with the Event Management Plan and any developments.

We do not believe a police presence at the event will be needed as we'd like to promote our friendly, boutique and intimate atmosphere as much as possible, however it is always welcomed where the police see necessary. We also have our own private security arrangements in place as well.

### **2.7.3 SIA Licensed Security Team**

SIA Licensed security will be used in any positions where searching, refusal of entry, patrolling or intervention may be required and at the sites of all licensable activities.

We'll be operating a challenge 25 scheme on the entrance gate and anyone not passing this in the first instance will be required to prove they are over the age of 21 via a valid form of ID including a driver's license and/or passport.

A detailed Crowd Management plan will be produced following a risk assessment by a security specialist contractor and will be provided by the end of July as agreed.

### **2.7.4 Stewards**

Stewards as well as volunteers will be used for general info on site to any attendees in need of it, directions etc. The stewards are completely separate from the SIA accredited personnel and are just there for general information, keeping the site clean and operational, as well being eyes and ears for the core event management team.

### **2.7.5 Accreditation**

All attendees, staff and performers will be issued with a cloth wristband for identification purposes. Staff and Performer passes will be produced onto large

badges via lanyards with their name and role printed on, these will signed out with proof of ID at the start of the festival upon their arrival.

### **2.7.6 Security Searches**

Every attendee will be searched upon entry to the event site. Any prohibited items found will be confiscated and appropriate action will be taken by the SIA security team. Prohibited items include drugs, weapons, glass bottles, fireworks, sparklers, legal highs, excess alcohol, gas canisters, campfires and bbq's of any sorts, professional photography/videography equipment and excessively large sound systems. There will be a locked amnesty bin for voluntary disposal and there will be a zero tolerance policy to any of the items listed above.

### **2.7.7 Missing Persons or Property**

Lost property is able to be handed in to any point in the festival with a staff member, in most cases it will be direct to the control point and this will be communicated to attendees as the lost property point. If something is not collected, we will hold the items for a reasonable amount of time post event in case someone wants to collect or have it posted to them.

Lost persons are able to be reported to any point within the festival to a staff member and this information will be relayed to the Site Manager. In the case of a missing person that is deemed to be vulnerable, only persons with a valid DBS check, most likely on the Welfare, SIA team or First Aid team will be able to handle the case

## **2.8 Alcohol and Bars**

The bars on site will be managed in accordance with The Licensing Act 2003 and all Mandatory Licensing Conditions will be met. The bars will stock a range of beers, seltzers, fruit ciders and pre-made cocktails. No pouring spirits will be available on the bar whatsoever.

### **2.8.1 Designated Premises Supervisor**

Our Designated Premises Supervisor will be Harley Tusler. Licence number 176/22/2063/PERS Personal licence issued by Horsham District Council.

### **2.8.2 Bar Operating Times**

The times below show when the bar will be open, but we will not be serving or supplying alcohol outside of our licensed hours. The bar will be open only for attendees to get soft drinks and water. Drinking water will of course also be available 24/7 elsewhere.

Date	Start	Finish
1st Sept	14:00	00:00
2nd Sept	09:00	00:00

### **2.8.3 Challenge 25**

We will operate a 'Challenge 25' policy at the entrance gate to the event. Anybody without valid identification that they are 21 and over will be refused entry. A further challenge will be made at the point of sale if there is any further doubt about the attendees age.

## **2.9 Communications**

### **2.9.1 Digital Comms and Social Media**

The main Instagram account will provide attendees with all relevant information on the event relating to transport, terms and conditions of entry and general safety advice prior to and during the event.

### **2.9.2 Radio**

All key staff members will be issued with a radio.

A contact sheet will be provided containing a list of frequencies for specific teams to use, along with key phone numbers for use in case of radio failure, will be distributed.

### **2.9.3 PA Systems**

Information and emergency directions can be broadcasted to the public using the PA system in the Main Arena.

### **2.9.4 Megaphones**

The SIA security accredited team will provide themselves with megaphones for use during any partial or full evacuation.

### **2.9.5 Signage**

All emergency exits will be clearly denoted using the standard form of white lettering on a green background, and suitably illuminated and displayed at height.

Other points of interest will be clearly signposted such as the main entrance, first aid, water taps and control point, as well as delivering safety advice.

A large site map will feature at the main entrance for all attendees to review and physical site maps will be available for free to all attendees at the bar, welfare and control points of the festival, as well as from stewards directly.

## **2.10 Medical First Aid and Welfare**

First Aid and Welfare care will be provided at the event in accordance with the guidance set out in the HSE Event Safety Guide.

For First Aid team, our unconfirmed contractor is St.John's ambulance along with some First Aid trained dedicated members of our own team.

For Welfare, our contractor is the National Event Welfare Service.

The onsite medical team will be the first responders in any medical emergencies and will be responsible for telephoning the local ambulance service if required.

### **2.10.1 Medical Equipment & Staff Provisions**

We will have 24/7 medical cover alongside our welfare services, the below is indicative of our scheduled medical staff provisions and will be confirmed by St.John's in due course. We are happy to comply with whatever suggested schedule they would like to have to feel they are servicing the event as necessary.

#### **Friday 1st September**

14:00 - 20:00 - 2 x first aiders and 1 x Emergency medical technician  
20:00 - 02:00 - 3 first aiders and 2 x emergency medical technician

#### **Saturday 2nd September**

02:00 - 09:00 - 1 Emergency medical technician and 1 emergency care assistant  
09:00 - 20:00 - 2 x first aiders and 1 x Emergency medical technician  
20:00 - 02:00 - 3 first aiders and 2 x emergency medical technician

#### **Sunday 3rd September**

02:00 - 09:00 - 1 Emergency medical technician and 1 emergency care assistant  
09:00 - 12:00 - 2 x first aiders and 1 x Emergency medical technician

There will be a fully equipped ambulance from St.John's ambulance complete with any drug provisions on site at all times which are licensed to transport patients to hospital.

### **2.10.2 Nearest Hospitals**

**Nearest A&E Department (28mins by road. 24 Hrs.)**

East Surrey Hospital, Canada Ave, Redhill RH1 5RH

**Alternative A&E Department (30mins by road. 24 Hrs.)**

Princess Royal Hospital, Lewes Rd, Haywards Heath RH16 4EX

**Alternative A&E Department (34mins by road. 24 Hrs.)**

Queen Victoria Hospital, Holtye Rd, East Grinstead RH19 3DZ

**Alternative A&E Department (40mins by road. 24 Hrs.)**

Worthing Hospital, Lyndhurst Rd, Worthing BN11 2DH

**Nearest Urgent Care Unit (14 mins by road. Not 24 Hrs.)**

W Green Dr, Crawley RH11 7DH

Helicopter landing zones have been depicted in the attached diagram appendices.

## **2.11 Refuse and Recycling**

No glass will be allowed into the event. Concessions will be required to use recyclable serving plates and cutlery, no single use plastic will be permitted to be used across the event. A reusable cup scheme will be put in place and run by Evrywhre.

### **2.11.1 Attendee Waste**

Bins will be provided across the event for us by attendees.

The stewards and bar staff will be responsible for keeping their sites areas clean and the bins regularly emptied.

Attendees won't be able to leave with any litter, plastic bottles, serving plates etc to help reduce the amount of waste discarded outside the event site.

A full litter sweep will be performed by the entire steward, bar and event management team of the site and immediate surrounding area.

### **2.11.2 Concession and Production Waste**

Larger industrial bins will be provided for the safe disposal of any waste generated from the bar or food trucks etc.

### **2.11.3 Waste Transfer Licence**



We are planning on using the council's service for the event's waste disposal, we have received quotations from Rachael Channon to this end and will be booking the services in due course.

We currently have provision for 10 x 1100l bins and these will be emptied once on the Saturday morning if necessary before entertainment starts.

The bar will only be stocking canned drinks and we have a solar powered can crusher to clear empties from the bar that can be offloaded by us directly to the council's recycling plant.

## **2.12 Water and Sanitation**

### **2.12.1 Water Supply**

A mains water supply will be available at various water points round the event detailed in the general site plan. These will be installed, tested and maintained in accordance with the guidance set out in BS 8551.

### **2.12.2 Handwashing**

Sanitising hand gel stations will be available outside all toilet facilities as well as sink units. Concessions and bars will be expected to maintain a hand-washing station with hot running water for staff use.

### **2.12.3 Showers**

20 showers will be available in the campsite for attendee and staff use.

### **2.12.4 Toilets**

40 unisex chemical toilet units will be used along with additional urinal provisions as well as suitable hand washing facilities.

The quantity and locations of units have been decided in accordance with the toilet contractors recommendations and guidance given in the Event Safety Guide. Assuming a 50:50 male to female split as per the purple guide's recommendation, with a capacity of 3,000, and males requiring 1 toilet per 150 and females needing 1 toilet per 75, we have gone above the required amount by 10 toilets.

Included in the 40 will also be an allowance for 2 disabled toilet units in accordance with the required amount being 1 per 40, to expect more than 80 people in need of these with our expected demographic has been said to be extremely unlikely by our contractor with their experience of past events.

Our contractor will be emptying and cleaning the toilet units early on Saturday morning before any entertainment begins. They will also be monitored throughout the duration of the event by our steward team for restocking and cleaning. A schedule will be created nearer the time to ensure this.

### **2.12.5 Grey Water & Sewerage**

Grey waste water from any hand washing, showers and concessions will be collected in containers and collected once during the event and again at the end of the event by a sewerage truck. The toilet contractor will remove sewerage waste material.

## **2.13 Inclement Weather**

The Site Manager will monitor weather predictions and prevailing conditions in the build week and during the live event.

### **2.13.1 Wind**

Safe working wind loads for each Temporary Demountable Structure will be provided by the supplying contractors to the Site Manager.

If at any point the safe wind speed is likely to be exceeded the Site Manager will ensure appropriate action is taken.

This could include evacuating and dismantling the structure if necessary.

### **2.13.2 Flooding & Wet Weather**

Shelter for all attendees is available in various places across the site. In the event of localised flooding areas will be closed off. The ground is clay topped and has a slight lean off to the East side of the site helping water run off. Signage will be available to warn of any wet and muddy areas.

Main ingress and egress routes, and key areas such as near to the toilets will be monitored and if necessary made safe through the use of straw, woodchip or temporary pathway and trackway.

In the event of a wet weather forecast causing a risk of mud being taken out of the car park and onto the roads by attendee's cars, we will ensure we have a washer bowser at the exit point and a steward operating it during crowd egress. We also have traction mats available to place at the exits to aid in this.

### **2.13.3 Extreme Heat & Cold**

In the case of extreme heat (above 27C) staff will be briefed to verbally remind

attendees of the need to keep hydrated, remain clothed and wear sunscreen. There will be plenty of shade around the festival site and in the event of an extreme heat weather forecast, more temporary canopies will be obtained to use if necessary to offer more shaded areas.

Sunscreen will be available in the first aid tent and welfare tent for anyone without their own.

In extreme cold (below 10C) staff will be briefed to verbally remind attendees of the need to keep warm. Blankets will be available in the first aid tent for anyone who does not have enough clothing.

## **2.14 Concessions**

There will be a number of concession facilities on the event site serving hot and cold food and drink to attendees and staff. No concessions will be permitted to sell alcohol.

We currently have 1 pizza van confirmed and have spaces for 3 other food concessions.

Conversations have been had with the pizza van and they are able to provide 50 pizzas per hour from their stall. On Friday this means providing 500 pizzas from 4pm till 2am and on Saturday this equates to 700.

The other 3 concessions will be able to cater for more as we are going for options that are able to be pre-cooked, unlike made to order pizzas, such as noodle dishes, curries and paella's. This will mean everyone is covered for being able to eat throughout either day on top of their own personal food they bring into camping.

All staff will be catered for by the event organisers.

Copies of food safety & hygiene certificates, gas safety certificates, public liability insurance and risk assessments for all concessions will be retained by the event organisers and made available to local authorities by the end of July as agreed with SAG.

## **2.15 Traffic & Transport**

### **2.15.1 Vehicle Access**

There is one entrance and one exit made available to the public and staff located at the main entrance in between the house grounds areas.

This begins as a tarmac drive and then turns to gravel before entering through a wide gate suitable for large vehicles into the Drop off/pick up field. This area can

be used as potential stacking room to keep traffic off the road. Due to the relatively low number of cars we expect to have arriving at the site, we aren't expecting to have any issues regarding traffic queueing.

The route for cars then flows through the Drop off/pick up area and out a different exit in the corner of Car Park 2 where a channel will be kept clear and be marshalled.

### **2.15.2 Car Parking**

There is ample space for cars to be parked in the site as outlined in **2.1.3**. All Car Park areas will be marshalled and be used efficiently and safely.

We also have provisions for an overflow car park that can fit a further 60 cars in, this will not be advised to attendees. The overflow car park will be used in the event that an attendee arrives in a car and has not purchased a car parking space, this is to stop the need for anyone parking on verges or streets surrounding the festival causing a nuisance to the locals. Stewards will be doing regular patrols of the surrounding areas making sure this is not happening and there will also be signage and online communication that it is strictly forbidden.

Considering the ethos of the event and the profile and age of audience we attract, we do not believe following instructions around this will be an issue for our audience, they are very compliant and helpful.

### **2.15.3 Speed of Vehicles**

A 5mph speed limit will be signposted for any cars entering the site to adhere to at all times. This will aid in the prevention any accidents/collisions including cars and pedestrians attending the event.

### **2.15.4 Traffic Signage**

There will be further signage in the surrounding areas of the festival instructing cars there is an event taking place. The immediate road used to turn into the festival, Horsham Road, will have signs warning of possible pedestrians or queues and to slow to 5mph.

Further surrounding areas will also have road directions leading cars from various routes to the festival.

### **2.15.5 Shuttle Bus Service**

There will be a shuttle bus service running during the main hours of the festival from Horsham Station minimising cars and other traffic that need to arrive at the festival site.

Our car parking capacity will provide space for for 750 attendees as mentioned in **2.1.3**, this leaves a further 2,250 people to get to the festival if we are to hit capacity.

We have hired an external shuttle service provider that will be operating between 14:00 - 18:00 on the Friday, 10:00 -14:00 on the Saturday and 08:00 - 12:00 on the Sunday.

We will be staggering the crowd arrivals that are using the minibus on the Friday and Saturday through time slot specific tickets on our ticketing platform. We will be using the number of attendees in each time slot to give us an indication on how to balance our service resources at different times to make sure we have adequate transport ready.

Each time slot is 2 hours and using 5x 50 person coaches, we are able to take 250 people from the station in each journey. The journey time is only 10 minutes from Horsham station but allowing for traffic and unloading times, this could get closer to 20 minutes. Therefore, we will be able to complete 3x 40 minute journeys in each 2 hour time slot, totalling 750 people per time slot. We've got 3 time slots on the Friday meaning we are able to fulfil the full 2,250 audience capacity if required. The Saturday service is there for the audience that won't be able to arrive on the Friday.

For Sunday, we only have 2 time slots available however we will increase the number of coaches in service and have a much more controlled egress during the morning, filling each coach up methodically and efficiently. Our stewards and security will be on hand to coordinate this.

Details of the service will be available at the point of an attendee purchasing their festival ticket and it will also be heavily advertised and encouraged through our social channels.

A number of local taxi providers will also be approached prior to the event to ensure they are aware of the event timings and location so they can make any necessary adjustments to the number of staff they have running that night if they see fit. We will communicate any outcomes of the discussion through our social channels.

There should not be any issues with crowding at the train station due to the shuttle bus service's large capacity of people per hour and journey times are very small so all numbers should be catered for within a suitable timeframe.

## **2.16 Noise**

### **2.16.1 Noise Sensitive Properties**

The site is in a secluded piece of land outside the main village of Rusper with no immediate residential neighbours. The West side of the site is clear by over 900m in all areas whilst the East side of the site has some closer residential properties, but none that we believe will have an issue still being nearly 400m away. Last year's event yielded no complaints from any local residents, in fact it garnered some compliments on how well it went without any disturbances for them. Below is a table denoting the nearest residential property in any direction from the stage and the distance from it. It's worth noting that the residential properties within these distances are good friends of the landowner who has been living here for more than 15 years, we will be making the event know to all of them well in advance and offer an invitation to the house grounds to meet with the landowner should they wish to take a look at what we have planned.

<b>Residential Property</b>	<b>Distance to Stage</b>
North	1.08km
North East	450m
South East	375m
South	450m
South West	700m
West	1.15km
North West	996m

### **2.16.2 Noise Management Conditions**

In accordance with the 1995 Noise Council Code Of Practice on Environmental Noise Control at Concerts, a noise assessment and management plan will be produced in order to consider and reduce the nuisance effects of noise arising from the event, taking into account the size, type and direction of the stage's sound system. The following conditions will be adhered to in managing noise created by the event:

Between the hours of 09:00 and 00:00 the music noise level arising from the event will not exceed 65 dB(A) (15Min) at 1m from the façade of the nearest residential noise sensitive premises, unless by prior written agreement with the occupant.

The music noise level arising from the event shall not exceed a C-weighted limit of up to 70dB in either of the 63Hz or 125Hz Octave frequency band at 2km and beyond.

We are also making use of sound absorption barriers around the external perimeter of the licensable area. These are Class A rated barriers that have an aw of 0.9. The absorption values range between 0 and 1, with zero being lower absorption and 1 being highest. They also have an NRC (Noise Reduction Coefficient) rating of 0.95, which means that 95% of sound in the space is absorbed, while the other 5% is

reflected. This will dramatically help reduce the noise emittance coming from the main arena.

The noise assessment and management plan, undertaken to ensure compliance with the above conditions, will be shared with the local authority by the end of July as agreed with SAG.

A noise propagation test will be undertaken before the start of the event to ascertain the maximum noise levels at the mixing position of the stage that can be achieved whilst remaining compliant with the conditions at the nearest residential premises.

Hawk Event Production, who are taking care of the sound systems and stage production, will have a noise management engineer to be responsible for the regular monitoring and control of noise levels during the event.

Records of monitoring and any action taken to will be maintained and made available to the local authority for inspection during the event. Records will be submitted to the local authority following the event.

## **2.17 Build and Break Procedures**

The physical build and break of the site will be carried out by some of Evrywhre's dedicated crew plus some specialist contractors for services such as staging, technical production, provision of power, marquees and provision of toilets.

All contractors will be thoroughly vetted and their documentation assessed and kept on file in this document.

All crew working directly for Evrywhre will again be fully vetted by the Event Director and each day, the crew will be fully briefed on the day's tasks. There will be no lone working and every one will be in contact via radios.

Every personnel to work for Evrywhre, directly or indirectly, will be subjected to a thorough Site Induction on arrival until the first public access day.

A first aid trained manager will be on site at all times coordinating the build and take down with the wider management team. A first aid risk assessment will be provided for this by the first aid trained manager prior to the build commencing.

We will also be making the main house available for toilet and sanitary provisions. All working staff will be catered for by Evrywhre from the main house as well.

Perimeter fencing will already be in place when the build starts to keep the site secure during the entirety of the build and during take down.

## **3 Emergency Procedures**

### 3.1 Event Site Status

At all times the event site will be given a status by the sit manager who will be responsible for monitoring radio communications and escalating or de-escalating this.

#### Green - Operating as normal

The event site is operating under normal circumstances.

A green status incident may involve a refusal of entry due to being under 21 and just require the assistance of an on-site team member such as security.

#### Amber - Emergency Response

The event site is operating to resolve an actual or potential emergency situation.

Amber status incidents may involve emergency services being required to attend in addition to the assistance of on-site teams. The site manager will make the decision to seek their advice and/or assistance.

The site manager, or head of security will be responsible for making the decision to conduct a partial or full evacuation as part of the emergency response.

If the situation can be resolved, the site status will be reverted back to green, however if it cannot be resolved, a decision will need to be made by the event organisers as to whether it requires the curtailment of the event.

#### Red - Major Incident

The event site is operating to resolve a major incident.

Red status incidents are those that; involve the treatment and rescue of a large number of severe casualties, require a joint response from two or more of the emergency services, or require the support of the local authority and emergency services to cater for the threat of death, serious injury or homelessness of a large number of people.

The chain of command changes. A transfer of authority form will be used to hand control of the event and available resources to the Senior Police or Fire Officer. The Site Manager will be responsible for supporting the controlling officer's decisions by; coordinating onsite staff and resources, providing information, recording incident details and assisting in an evacuation as necessary.

If the situation can be resolved and the event can continue, control of the event will be transferred back to the Site Manager. If the situation requires the curtailment of



the event, the decision is to be taken by the Event Organisers with the guidance of the controlling officer and the Site Manager.

### **3.2 Emergency Radio Codes**

Pyramids of Giza: Bomb Threat  
Great Wall of China: Crowd Control Problem  
Petra: Fire  
Christ the Redeemer: Medical Emergency  
Colosseum: Structural Problem  
Taj Mahal: Extreme Weather  
Chichen Itza: Organiser Required At Scene  
Machu Picchu: Electrical Storm

### **3.3 Emergency Vehicle Rendezvous Point**

The designated rendezvous point for emergency vehicles is through a secondary drive way to the house grounds. This entrance will be blocked by fencing to the public however is easily removed if it's use is required. A map of it's exact location will be made available to local authorities before the event commencement.

### **3.4 Temporary Showstop**

A situation may need to be resolved by using a temporary show stop to assist with the response, this is not an order to evacuate.

A showstop can be ordered by the Site Manager, Head of Security or Event Director at any time. The performers will be required to leave the stage and all sound will be cut except for one microphone for use by the site manager who will make the announcement to the audience.

No more than is necessary will be let on to the crowd about the situation, keeping the details brief and then further details about whether or not the show will restart will be given as soon as possible.

### **3.5 Evacuation**

Under an Amber site status, the Site Manager, or head of security in their absence, will be responsible for making the decision to conduct a partial or full evacuation of the site.

The purpose of a full or partial evacuation is to move people away from actual or potential dangers to a place of safety. A full or partial evacuation will be co-ordinated by the Head of Security following the procedures that will be set out in a

Crowd Management Plan. The Site Manager will assist by coordinating other event staff and resources as needed.

Calm statements can be read out over the site's PA system if required clearly stating where the incident is and which exits to use to evacuate to a place of safety.

### **3.5.1 PEEP for disabled people**

Included in the crowd management plan provided by our SIA security provider will be provisions for a PEEP for disabled people. This will be relayed with all necessary staff members and included in the training that will be provided prior to the commencement of the festival.

## **3.6 Cancellation and Curtailment**

The event organisers will make the final decision to cancel or curtail the event, after consultation with onsite teams, emergency services and local authorities.

### **Cancellation (Event not yet commenced)**

Following a decision to cancel the event the following will happen; the police and local authority will be informed of the decision, a written statement will be circulated via emails, social media channels and the press, notices will be erected around the site, security will secure the site until after the due commencement time.

### **Curtailment (Event commenced)**

Curtailment will usually follow an emergency incident as outlined in the event status section above. Following a decision to curtail the event, the Head Of Security will instigate the event egress procedure and secure the site against re-entry. The police and local authority will be informed of the decision and a written statement will be circulated via emails, social media channels and the press.

## **3.7 Bomb Threats**

A bomb threat is usually in the form of verbal or written threat to detonate an explosive or incendiary device. The device may or may not actually exist. If it does not exist then the motivations of the threat are more likely to be to induce a state of panic and confusion and to interrupt business operations.

After any bomb threat is received a thorough inspection should be undertaken to establish the true motivations of the threat, and establish whether an evacuation is necessary. The police should be informed of all bomb threats by the head of security. The head of security and Site Manager should jointly coordinate the search, briefing staff to question the items found around them;

Should the item be there?  
Can it be accounted for?  
Is it out of place?

If any suspicious items are identified then the head of security should initiate a cordon until the police arrive. Cordon distances should be as follows. Letter sized item; 100 meters. Suitcase sized item; 200 meters. Vehicle sized item; 400 meters.

### **3.8 Staff Training in Emergency Procedures**

Time shall be set aside during the build period to fully train our stewards, security and other necessary staff members in our emergency procedures and how to respond to them. This will include practise runs of all the major alerts that could occur during the festival period.

The management team will be responsible for carrying this out and a log will be kept of this will all staff signing off that they understand the procedures entirely and are confident that they can perform them inline with our guidelines.

All emergency procedures will be clearly signposted in staff-only accessed areas and anyone wishing to have a copy of them on their person will be provided with one upon request.

## **4 The Licensing Objectives**

### **4.1 Statement of Intentions**

As organisers we intend to build on the success from last year's event and maximise the positive benefits we offer to music, culture and the community whilst minimising any disruption or disturbance.

To satisfy the four main licensing objectives we intend:

- To provide a safe, enjoyable, and successful event of leading standards.
- To provide a high standard of planning, organisation, and management.
- To listen and respond to the needs of local residents and communities.
- To work in partnership with Horsham District Council, Police, Fire, and Ambulance services, and to involve the authorities in agreeing priorities and setting standards.

### **4.2 Prevention of Public Nuisance**

We do not consider any areas to be particularly vulnerable to public nuisance surrounding the event that haven't already been discussed, as the site is situated away from houses and towns.

#### **4.2.1 Event Sound**

The event will meet the guidelines of the Noise Council Code Of Practice on Environmental Noise Control at Concerts (1995). An event Noise Assessment & Noise Management Plan will be produced to ensure compliance with the guidance of the code by the end of July as agreed with SAG.

#### **4.2.2 Crowd Noise**

Crowd noise is not expected to be a problem during the event as the nearest residential premises are more than 400m away and the main outdoor stage finishes at 2am with a switch to a silent disco.

The silent disco gained us some compliments at last year's event as it showed the intent to respect the locals and have the event kept quiet after late hours.

For anyone choosing to leave the event mid weekend, posters will be displayed at the main exit asking attendees to leave quietly, stewards and the security team will amplify this message verbally as well.

#### **4.2.3 Publicity**

At last year's event, we found that publicising the event and communicating well with the locals worked very well to minimise any public nuisance. We will be taking the same approach this year and using the Landowner's 15 year strong relationship with many of the locals including all the nearest residential properties listed in **2.16.1**.

There is a very prominent Facebook group in the village of Rusper with many active users, typically the ones who'd be likely to make a public nuisance report, and we had great feedback publicising in this channel last year and will be using this channel again this year.

#### **4.2.4 Lights**

All effects lighting will be contained by the marquees and surrounding trees.

### **4.3 Prevention of Crime and Disorder**

#### **4.3.1 Drugs**

We operate a strict zero tolerance policy on drug use and possession. All guests to the event will be searched upon entry, any drugs found will be confiscated, the offending patron detained and the police informed.

Locked amnesty bins previously mentioned will also be provided at the entrance to the campsite and the entrance to the arena to encourage any attendees carrying drugs to hand them in. Welfare councillors will be onsite to offer information on the dangers of drugs and support to any drugs users.

We are also a cashless festival with no ATM's aimed at reducing the amount of any drug dealing that can take place.

The festival's strict zero tolerance policy on drugs will be advertised on the festival's Instagram page with our guidelines post, last year's is still visible.

### **4.3.2 Violence**

As our event is 21 and over, we have greatly minimised the amount of 'young' offenders of violence who maybe get carried away with the event. Any sort of violence it is not expected from our guest profile and is very much frowned upon in the ethos of the event.

Measures will still be in place to prevent and/or deal with any incidents effectively.

All guests will be searched on entry, any weapons found will be confiscated and the police called. Violent persons will not be admitted to the site. A licensed security team will be available for easy deployment to any incident on or off site.

### **4.3.3 Egress Dispersion**

The SIA security team will carry out post event crowd dispersion. A dispersion plan will be available as part of a Crowd Management Plan to be produced.

## **4.4 Protection of Children from Harm**

### **4.4.1 Age Restrictions**

The event is strictly 21 and over so no persons under the age of 18 should be present on site.

If a child gains unlawful access to the event somehow, once they are identified without a wristband, the security team will be notified and they will be removed immediately and the police informed.

## **4.5 Public Safety**

The event management plans have been developed in accordance with the guidance given by the Event Safety Guide, and are continually being developed as part of the consultation between with local authorities.

All activities and installations necessary for the running of the event are fully risk assessed by the event organisers or the supplying contractors, and will meet any relevant regulations, standards and guidance necessary.