

To Members of the Licensing Sub-Committee

Cllr. Nick Chapman
Cllr. Roger Stead (Reserve)

Cllr. Susan Findlay

Cllr. Janet Forey

Dear Councillor,

A meeting of the **LICENSING SUB-COMMITTEE** will be held in the Council Chamber - Council Offices, Narborough on **MONDAY, 7 APRIL 2025** at **12.00 p.m.** Please find attached a number of supplemental items that are required for the meeting and are in addition to the agenda and report pack that has already been circulated.

Yours faithfully



Gemma Dennis
Corporate Services Group Manager

SUPPLEMENTAL ITEMS

4. Application to Vary a Premises Licence- Leicester Lions Rugby Football Club, Lutterworth Road, Blaby LE8 4DY (Pages 3 - 28)

To consider the report of the Licensing Team Leader (enclosed).

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Control Measures to address concerns re event

- Traffic Cones situated from 161 Lutterworth Road Blaby to Roundabout with A426, unlike on Match Days
- Club Marshall on Westfield Close to ensure no festival parking
- Club Marshall on Blaby Golf to ensure no festival parking
- All people attending leave site at 11.00pm prompt
- Taxi Pick up located at Blaby Golf Marshalled by club officials, not affecting Westfield Close.
- Employ professional security company to ensure zero tolerance on potential disorder and maintain a great family event (as per 7 previous years organizing Festival on the Pitch pre Covid without any incidents or disorder)
- Firework Display lasts 10 mins at the end of the evening.
- Everything finishes at 11.00pm prompt

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APPENDIX A

Leicester Lions RFC, Blaby

BRIEFING PACK FOR SECURITY GUARDS & VOLUNTEERS

Volunteers have been allocated specific areas to work throughout the event. Everyone must ensure they comply with risk assessments and job descriptions, remain visible at all times to assist the public and help with the site evacuation (if necessary).

EVENT MANAGER – James Stanley – [REDACTED]

EVENT SECURITY Manager – Adam Booth – [REDACTED]

ASSISTANT EVENT MANAGER – Gary Reeves – [REDACTED]

Job descriptions, emergency procedures and contact numbers will be issued to all security guards and volunteers.

Emergency Procedure

If an emergency situation arises, please contact EVENT MANAGER – [REDACTED] or the ASSISTANT EVENT MANAGER – 07557 686527 via mobile phone giving clear details of the nature of the incident. If a decision is taken to evacuate the site, an announcement will be made and all volunteers and security guards will be notified.

Depending on the nature and location of the incident, a decision will be made by the Event Manager to evacuate through all exits - signposted by EMERGENCY EXIT signs. All security guards and volunteers will be responsible for helping with site evacuation.

Managers and Security Guards are responsible for using volunteers to direct the public to the appropriate evacuation exit. Following the evacuation of the site, volunteers will be instructed to report to the designated Assembly Points - MAIN CAR PARK near to the main entrance - to receive further instructions or to assist the emergency services. In the event of an evacuation, the appropriate emergency exits are: Evacuation Exit VA1 main gate – for use by **EMERGENCY VEHICLES ONLY**.

Evacuation Exit 1

Evacuation Exit 2

Exit via the Pedestrian only access to rear field

Exit via the Pedestrian only access to Lutterworth Road

FIRST AID AREA will be used as the **EVACUATION WELFARE CENTRE** for children and parents who become separated to enable them to meet up. Event volunteers will co-ordinate this arrangement and accompany children if necessary.

Lost Children Procedure

- The designated **FIRST AID AREA** will be the meeting and collection point for lost children
- The **FIRST AID AREA** will be staffed at all times by CRB volunteers.
- When a lost child situation arises, contact the Event Manager / Assistant Event Manager to inform them that there is a lost child situation.

- **DO NOT NAME THE CHILD OVER THE P.A.**

Lost Child

- All lost children incidents to be logged with the designated INFORMATION HANDLER at the **FIRST AID AREA** located within the Clubhouse.
- CRB Volunteers to accompany lost children to the **FIRST AID AREA**.
- If the child is particularly upset and it is not appropriate to take them to the **FIRST AID TENT** The PA Address System can be used to contact all volunteers to inform them that a child has been found and is being looked after at the **FIRST AID AREA** or in a particular area.
- If after a short period of time the child has not been reunited with a parent, the PA Address System will be used to announce identification details of the child **not using their name** - i.e: colour and type of clothing, height, hair colour etc. with details asking the parent to come to the **FIRST AID AREA**.
- If after 30 minutes the child has not been reunited with a parent/guardian, the INFORMATION HANDLER will notify the Police.

Parent who has lost a child

- After an initial search of the immediate area, a volunteer to accompany the parent/guardian to the **FIRST AID AREA** where details will be taken.
- An EVENT STAFF RADIO can be used to contact all stewards and volunteers to make them aware that a child has been separated from a parent.
- If a steward or volunteer finds the child, please contact the INFORMATION HANDLER immediately.
- The parent will then be directed to the appropriate area where the child is being looked after in order to reunite them.

First Aid

will provide First Aid. They will be situated in a private room within the clubhouse. All accidents / incidents will be logged on an accident report form.

No member of the Team shall be left on their own with an ill / injured person.

Risk Assessment

A full risk assessment of the event has been carried out and is at Appendix B.

Plan and Layout

A site plan can be found in Appendix E/F.

Risk Assessment Form/1

Appendix B

Activity: Festival In The Den 21 st June 2025				Assessment Date: 04/02/2025	Review Date: TBC	
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
People Movement - Unauthorised access to stage area	Access only allowed to designated people	Segregated stage area. Security Guards in attendance. Clearly identifiable & have mobile phone and 2-way radio communication.	Security Guards in attendance. Clearly identifiable.& have radio / mobile phone communication.		LOW	
People Movement -Emergency Evacuation	Festiva Team / Public / Performers	Security Guards & volunteers advised of emergency procedures prior to event. Communication available between Event Manager & Assistant Event Manager & Police. PA system on site to advise public & workers of situation. Security guards and Festival staff clear fencing area and barriers for rapid crowd dispersal. Layout of activities/events pre- determined to avoid bottle necks Written emergency procedures drawn up, including.... How to deal with reported accident Event Manager under direction of Police in control in event of emergency	Security Guards & volunteers advised of emergency procedures prior to event. Communication available between Event Manager & Assistant Event Manager & Police. PA system on site to advise public & workers of situation. Security guards and Festival Staff clear fencing area and barriers for rapid crowd dispersal. Layout of activities/events pre-determined to avoid bottle necks Written emergency procedures drawn up, including.... How to deal with reported accident Event Manager under direction of Police in control in event of emergency		MEDIUM	
Stalls - Incorrect installation	Festival Team / Public	Stalls only erected by 'competent'/trained staff. Canopies securely fixed.	Erected by stall holder Stewards to check	Erected by stall holder Stewards to check	LOW	

Risk Assessment (continued)/2						
Activity: Festival In The Den 21 st June 2025			Assessment Date: 04/02/2025		Review Date: TBC	
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Stalls - Merchandise blowing from stalls	Festival Team Public	Stalls not erected if windy conditions prevail on day of event Stall holders to secure goods.	Stalls not erected if windy conditions prevail on day of event Stall holders to secure goods. Event Stewards to check		LOW	
Fairground Attractions - Incorrect use	Public	Attractions installed and operated by reputable company who also provides trained supervisory staff. Min and max age of users clearly identified. Inappropriate use results in user removed from attraction and/or event. First Aid facility nearby. Mobile phones available to call for assistance. Generator inaccessible to public. Fire extinguisher available.	Attractions provided and operated by Showmen's Guild member First Aid facility nearby. Communications available to call for assistance Generator inaccessible to public Fire extinguisher available		LOW	
Fairground Attractions, Sound Desk and Outdoor Bars -Use of Generators	Public	Generators secured away from main public area and behind fencing. Fire extinguisher immediately to hand. Cables on ground covered or placed overhead where appropriate.	None to be used.		N/A	

Risk Assessment (continued)/3

Activity: **Festival In The Den** 21st June 2025

Assessment Date: 04/02/2025

Review Date: TBC

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Food Outlet Vans - Ill health	Festival Team Public	Only licensed outlet permitted. Hygiene certificates obtained. Advice sought from Environmental Health dept.	Hygiene certificates obtained. Advice sought from Environmental Health dept.		LOW	
Food Outlet Vans - Fire	Festival Team / Public	Fire fighting equipment available Staff have radio and mobile phone communications. Emergency procedures in place.	Fire fighting equipment in vans Emergency procedures in place		LOW	
Food Outlet Vans - Rubbish	Festival Team Public	Extra rubbish bins available and a skip. Event Staff volunteers to collect rubbish around facility at regular periods.	Extra rubbish bins available plus a skip. Outlet collects rubbish around facility at regular periods. Skip supplier to remove		LOW	
Entertainers Performers - Injury to Public	Public	Only professional entertainers used. Show requirements assessed and provided for before event held. PL insurance checked	Not applicable		LOW	
Access/Egress - Slips/trips - Vehicle accident	Festival Team / Public	Event area inspected prior to event and defects repaired (record). If muddy conditions, additional hardcore (or similar) used at main entrances. Cables covered or overhead. Additional lighting provided for evening events Car parking clearly signed. Car park area pre-inspected for surface defects. Arrangements made for wet weather. Fairground can operate a winch to remove vehicles	Cables covered Event area inspected prior to event and defects repaired (record). If muddy conditions, additional hardcore (or similar) used at main entrances. Car park area pre-inspected for surface defects. Arrangements made for wet weather if field used i.e. land rover available.		LOW	

Rubbish - Slips/trips	Festival Team / Public	Extra rubbish bins and a skip provided and emptied regularly. Event volunteers provided by Rugby Club to litter pick during event and in very windy conditions.	Extra rubbish bins and a skip provided. Event volunteers provided by Rugby Club to litter pick during event and in very windy conditions.		LOW	
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Risk Assessment (continued)/4

Activity: Festival In The Den 21 st June 2025				Assessment Date: 04/02/2025		Review Date: TBC
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Temporary Stage - Collapse	Festival Team / Public / Performers	Competent contractor erect stage to appropriate safety/British standard. Contractor to inspect stages prior to use particularly if wet/windy conditions prevail	Competent contractor erect stage to appropriate safety/British standard. Contractor to inspect stages prior to use particularly if wet/windy conditions prevail		LOW	
Temporary Stage - Power Supply	Festival Team / Public / Performers	Armoured cable used to supply electrical power. Work carried out by professional electrical contractor. Cable to be buried to prevent trip hazard/placed overhead.	Generator used to supply electrical power. Work carried out by professional electrical contractor. Cable to be covered to prevent trip hazard.		LOW	
Temporary Stage - Fire	Festival Team / Public / Performers	Fire extinguishers to be to hand Use of PA (if operational) to advise of evacuation routes. Stewards to direct public from danger area. Stewards to be advised of pre arranged emergency evacuation plan.	Fire extinguishers to be to hand Use of PA to advise of evacuation routes. Stewards to direct public from danger area. Stewards to be advised of pre-arranged emergency evacuation plan.		LOW	
Temporary Stage - Performers falling	Public / Performers	Performance area demarcated with white line or similar, 1m from edge.	Performance area demarcated with white line or similar, 1m from edge.	-	LOW	

Marquees etc. – Fire - Collapse	Festival Team / Public / Performers	Equipment provided by reputable supplier. Structure erected by supplier. Inspection made of fixings if extreme weather conditions. Fire extinguishers available. No Smoking permitted in marquee etc. Emergency exits identified and kept clear.	Marquees responsibility of supplier and supervised by supplier. Emergency exits identified and signed/identified Inspection made of fixings if extreme weather conditions. Fire extinguishers available. No Smoking permitted in marquees etc.		LOW	
Firework Display	Festival Team / Public / Performers	Located in a separate field adjacent to Event. Launch area erected by supplier and display managed by a professional company. Fire extinguishers available, no smoking permitted in the launch area.	Competent contractor set up launch area to appropriate safety/British standard. Contractor to inspect site prior to use particularly if windy conditions prevail.		LOW	
Assessor's signature: Date: 04/02/2025			Signature on behalf of Festival In The Den: Date:			
James Stanley, Event Manager						

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SATURDAY 21st June 2025 at Leicester Lions RFC, Blaby

RESPONSIBILITIES OF EVENT STEWARDS & VOLUNTEERS

1. Attend to customer needs in a friendly, helpful and responsible manner
2. Supervise all customers, attending the event in a professional and considerate way ensuring their safety at all times
3. To set up/dismantle equipment and other duties under the direction of the Event Manager or Assistant Event Manager
4. Demonstrate a high visibility throughout the event (stewards and volunteers will be issued with Purple T-Shirts)
5. To attend event briefing as requested
6. Ensure ALL issues/problems evolving from the event are communicated to the Event Manager or Assistant Event Manager and recorded in Event Log held at the **INFORMATION POINT**
7. Be aware of the EMERGENCY ACTION PLAN and follow procedures to evacuate the site i.e. Assist Emergency Services as instructed
8. Comply with all Health and Safety legislation and documentation for the event (Briefing pack)

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Leicester Lions RFC, Blaby

EMERGENCY ACTION PLANS/MAJOR EMERGENCY

EVENT MANAGER, in the event of a major emergency, will stop all On-Stage performances and take over the Public Address System on stage.

POLICE to summon Emergency Services if needed.

EVENT MANAGER to give information and instructions, as advised by Police, to everyone present over main Public Address System.

ASSISTANT EVENT MANAGER to check that main gate to Lutterworth Road is kept **CLEAR** for **EMERGENCY SERVICES ONLY** to use and to delegate two security personnel to be in attendance at that gate until emergency recedes.

TOTAL EVACUATION OF SITE

In the event of EVACUATION OF SITE, Event manager will assess situation and take charge, directing security guards and volunteers to necessary duties.

Everyone on site including stallholders will be directed to leave immediately.

No vehicles can be taken off site at this stage as **EMERGENCY VEHICLES WILL HAVE PRIORITY TO ENTER AND EXIT AS NECESSARY**. Designated Security Guards will **OPEN ALL EMERGENCY EXITS AS SIGNPOSTED BY GREEN NOTICES** and each such exit will be manned by two security guards to help people leave the site.

All **SECURITY GATE MARSHALL'S** will help the evacuation by overseeing and helping the public leave through the original gates.

MINOR EMERGENCY

PA System to be used to instruct relevant volunteers to help where necessary.

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Event Management Plan

Saturday 21st June 2025

**Leicester Lions R.F.C.
Blaby, Leicester, LE8 4DY**

Document Control			
Issue Number	Version 1	Issue Date	February 2025
Comments			
Prepared by	Jim Stanley, Event Organiser, 8 ThirtyOne Promotions		
Distribution	Festival In The Den Planning Team Leicester Lions R.F.C. Executive Committee Representative Authorities *if required		

Event Management Plan
<p>This Event Management Plan is a live document and will be under continual review during the planning of Festival In The Den at Leicester Lions R.F.C.</p> <p>Full revisions of the document will be recorded with a Version No * and dated, this version of the plan will be circulated to all on the distribution list. Any previous versions of the plan should be destroyed.</p> <p>The final revision of the Plan will be recorded as Version * Final and dated</p>

	Event Management Plan Festival In The Den	Version No 1.0	February 2025
-----------------------------------------------------------------------------------	----------------------------------------------	-------------------	---------------

1 Overview and Management Arrangements

Introduction
Programme
Organisation and Management

2 Venue

Location
Venue Capacity Assessment

3 Premises Licence

Licence details

4 Infrastructure

Structures
Electricity
Lighting and FX
WC
Waste Management

5 Food, Trading and Bars

Catering and concessions
Alcohol, bars and bar management

6 Transport and traffic Management

Traffic Management Plan
Parking

7 Management of the Event

The audience
Admission
Security and Stewarding
Training and briefing

8 Incidents, Emergencies and Contingencies

First Aid
Fire
Emergency Service Routes
Evacuation
Adverse Weather

9 Build and Breakdown

Site Rules
Site Access

Appendices

1. Risk Assessment
2. Running order/Production plan
3. Concession stalls/plan
4. Site plan

	Event Management Plan Festival In The Den	Version No 1.0	February 2025
-----------------------------------------------------------------------------------	----------------------------------------------	-------------------	---------------

1 Overview and Management Arrangements

Introduction

This document is the backbone of our Event Management Plan and its purpose is to provide a general overview of all the considerations and detailed planning required for staging our event.

As a standalone document it will contain all prevalent details and will reference other documents that may be found as appendices. It is intended that it is a 'working document' that will evolve with ongoing liaison between the event organisers, the local licensing authority and other responsible authorities.

The event organisers are an experienced team who successfully ran Festival On The Pitch for 7 years prior to Covid 19 preventing events happening in the immediate future thereafter. The original venue was held at Saffron Dynamo F.C on the Cambridge Road in Cosby, Leicestershire.

The team are committed to responsible event management practices and have gained an impeccable reputation for providing a well-run family event.

Our work is conducted to the highest standard and trusted subcontractors are utilised to help facilitate the event. The aim is to raise funds to help develop local sports facilities like the Leicester Lions RFC and provide a first-class local community event, at the same time minimising any adverse effects to local residents, public safety and the environment.

We believe good communication with local authorities, the general public and community groups, is vital to the success of our event and hope collaborative documents like this aid such communication.

The former Festival On The Pitch event had a 7 year track record without any site safety, public safety or public disturbance incidents.

Programme

The event is a family-friendly music festival with a focus on raising money to support a local sports club, allowing the local community and surrounds to enjoy the outdoors as part of the great British festival experience.

The event programme consists of a wide range of activities including; live music, DJ, fairground rides, licensed bars, food outlets, firework finale. The Firework Finale will run from **22:50 – 23:00** and will bring the event to an end. These will be managed by the award-winning MLE Pyrotechnics from Daventry. These will be launched from a completely separate, isolated area on the adjacent Leicester Lions pitches. This site will not be open to the general public at any time during the day.

Advanced Tickets are priced at £0 (0-4 years), £5 (5-14 years) £15 (15-17 years), £20 (Adults), £60 (VIP)

On the day ticket prices will firstly be subject to availability but will increase by upwards of £5 per ticket with Under 5 years still gaining access for free.

The event will be capped at 4,000 people and monitored via the on-line ticket site Skiddle and by the number of physical tickets available which will be distributed by the Rugby Club themselves.

	Event Management Plan Festival In The Den	Version No 1.0	February 2025
-----------------------------------------------------------------------------------	----------------------------------------------	-------------------	---------------

The event is marketed as a family-friendly festival, featuring a mix of musical genres.

The public are permitted on site from 12:00 on the 21st June 2025 to 23:00 on the same day.

Organisation and Management staff:

Event Manager – Jim Stanley 07870 688898
Assistant Co-ordinator – Gary Reeves – 07557 686527
Leicester Lions Committee – Shane Clarke – 07940 540384
Leicester Lions General Information Line – 01162 771010

2 Venue

Location – Leicester Lions Rugby Club, Lutterworth Road, Blaby, Leicester LE8 4DY

Venue Capacity Assessment 4999

3 Premises Licence

- Premises Licence held by Leicester Lions Rugby Club.
- Premises Licence – a 'Full Variation' is currently being applied for via Blaby District Council to allow more than 1 Live Music Event every year, to change the closing time from 22:00 to 23:00 and to permit events of up to 4,999 capacity (total persons onsite).

4 Infrastructure

Structures/Stages/Generators

As per noise management plan. Structural calculations relating to imposed loads from production infrastructure and wind loading will be obtained from contractors in advance of the event. We will be using a Daytona DC60 lorry for the stage and experienced sound and lighting technicians from Sounds Alive UK who work at outdoor events on a regular basis.

Generators will be installed and managed by an experienced electrical contractor, Robbie Hughes. Generators will run on diesel and no petrol generators will be used. No other generators will be allowed onsite. Generators will be inaccessible to attendees.

Electricity

Electrical installations will be managed 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 will obtain PAT test certification and hold them on file. We will have a qualified PAT testing accredited person on site, to retest any equipment with outdated certification. This will be a Rugby Club representative who can provide several qualified electricians who are affiliated to the club.

	Event Management Plan Festival In The Den	Version No 1.0	February 2025
-----------------------------------------------------------------------------------	----------------------------------------------	-------------------	---------------

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.

Lighting and FX

The rugby club has electricity installed on-site and lighting will be in use to assist with people exiting the event safely at the close of proceedings.

WC

40 portable toilets and 32 Male Urinals

Waste Management

A portable skip will be hired to accommodate all the waste collected by the event and bins will be spread throughout the arena in an effort to keep the area tidy. After each live performance ends, club volunteers will do a sweep of the area to collect rubbish prior to the next act commencing their performance.

5 Food, Trading and Bars

Catering and concessions

1 Indoor bar – Leicester Lions Clubhouse for VIP guests

2 Outdoor bars – Festival guests

6 Food stalls

4 large fairground rides plus some smaller child-friendly ones and some stalls

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

Security & Crowd Management – Adam Booth – Lightning Security and Enforcement

Medical & First Aid – TBC

Sound & Lighting – Ben Staples – Sounds Alive UK

Staging - Daytona Stage Hire

Fairground – Patrick McGeough

Bars – Leicester Lions RFC, James Perry

Toilets – Andy Loos

Noise Control – Managed In-house using noise monitoring equipment

Fireworks – MLE Pyrotechnics Ltd

Food Outlets – Richard Massarella, Kirsty Fletcher, Marie Fullwood, Glyn Iliffe

Alcohol, bars and bar management

2 Bars will operate:

Main Clubhouse Bar – license holder – Stephen Lowe

Outdoor bar – License Holder – Jayne Johnson

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 wide range of products, including beer, cider, spirits and wine.

	Event Management Plan Festival In The Den	Version No 1.0	February 2025
-----------------------------------------------------------------------------------	----------------------------------------------	-------------------	---------------

We will operate a 'Challenge 25' policy at the entrance to the event. Anybody without valid identification will be refused an adult wristband. A further challenge will be made at the point of sale if there is any doubt about the attendee's age. Adult's will wear a Green wristband and Under 18's will be given a Red wristband to denote that no alcohol can be purchased by anybody wearing a red band. Security will be present at the outdoor bar as a further preventative measure for anyone attempting to purchase alcoholic beverages wearing a red band. **Bars to close at 22:30.**

6 Transport and Traffic Management

Traffic and Parking Management Plan

There is ample space at the event site to accommodate event staff and performers. We will also use the premises next door as an agreement has been reached with Graham and Scott Hunt from Ross Electrical.

Parking will be managed by stewards to ensure available space is used effectively and that attendees only park in permitted locations. Disabled parking will also be available within the grounds of the rugby club.

All festival attendees with cars will be guided to the Rose Way Industrial Estate (opposite the rugby club) and permissions have been obtained by the businesses in this area to allow event attendees with cars to park there. They can then walk across the Lutterworth Road in Blaby to the event location. Marshall's representing the event will be on the roadside to traffic and people manage the day and in addition, signs will be visible to guide cars to the parking area. For attendees requiring a taxi service to return to their homes, an agreement has been made with Blaby Golf Course to use their land (immediately opposite the main entrance) as a waiting area. This will be a free-flowing area constructed with barriers within the car park to allow a streamlined movement of vehicles. This area will again be managed by Festival Event Staff.

7 Management of the Event

The audience

Family oriented and estimated to be around 70% of adults, 24% under 18 and 6% under 5.

Admission/ticketing

An all-ticket event. Tickets are available either on-line via Skiddle or from the clubhouse at the rugby club.

VIP - 250

Adult Allocation – 2500

14-17 Year Olds – 500

5-13 Year Olds – 500

Under 5's - 250

Security and Stewarding

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. The owner of Lightning Security and Enforcement (Adam Booth) worked the event in 2018 and 2019 and knows the festival very well. He will plan exact security team numbers and positions based on numbers, but we anticipate 12 badged door staff from 12:00 until 23:00 and a further 4 staff from 18:00 – 23:00.

	Event Management Plan Festival In The Den	Version No 1.0	February 2025
-----------------------------------------------------------------------------------	----------------------------------------------	-------------------	---------------

It is a condition of entry that each attendee is subject to a security search upon entry to the event site. Any contraband material found during searches will be confiscated and appropriate action will be taken by the security team. Contraband material includes drugs, weapons, glass bottles, fireworks, sparklers, alcohol, large sound systems, large gas canisters. There will be a locked amnesty bin on entry for voluntary disposal. There is a zero-tolerance policy to all these items and any unruly behaviour, or anybody caught drinking alcohol under the age of 18. Security dogs will also be present and provided by Adam Booth.

Stewards and volunteers will be used to assist with general information and monitoring of activity around the event site. This team will not replace or replicate the provisions of the SIA Licensed security team; their purpose is to provide information to festival goers and a large network of eyes and ears around the event site. Stewards and volunteers will be briefed of their roles and responsibilities before the event commencement. They will be clearly visible in brightly coloured Purple T-Shirts and will be on hand throughout the day.

Training and briefing

Continual, on-going Festival Committee meetings will be held once a month for updates on the event and a WhatsApp Group has been set up for ease of communication away from these meetings. The meetings will become more frequent as the festival date approaches.

At 11:00 on the morning of the event, a briefing will be held by myself (James Stanley) to all Security and Event Staff to ensure everyone has clear, concise guidance on how the event will be managed and what is to be expected of all festival representatives. Security meetings will be held in advance of the event which will include site-walks and on the day measures that will be enforced.

8 Incidents, Emergencies and Contingencies

First Aid

A First Aid room will be a changing room within the clubhouse manned by qualified First Aiders.

Fire safety

The rugby club has fire extinguishers on-site that are able to tackle small fires. Attendees will not be allowed to bring any gas canisters onto site. BBQ's and small stoves will not be permitted either.

Attendees will not be allowed to bring fireworks or sparklers onsite. Any found during security searches will be disposed of. However, there will be a professional firework display run by MLE Pyrotechnics at 22:50 to 23:00 bringing the event to a close. All Grass will be cut short prior to public access.

Emergency Service Routes

There is on-site access for Emergency Service Vehicles in the event of them being required to attend. This is marked clearly on the event site plan. Vehicle routes will be created and kept clear to provide the best possible access to emergency vehicles in the event of an emergency, this will be at the main gate where performers and staff will gain access.

	Event Management Plan Festival In The Den	Version No 1.0	February 2025
-----------------------------------------------------------------------------------	----------------------------------------------	-------------------	---------------

Evacuation and Emergency Procedures

There are 2 evacuation points within the grounds, one is the main entrance/exit point and the other is at the opposite end of the ground where the toilets will be situated. This gate will be locked but can be opened by club representatives.

Adverse Weather

A decision would be taken as to whether the event could take place in the event of Adverse Weather. We hope by hosting the event in June, it shouldn't be a problem, but a decision would be taken by the Event Committee should the need arise based on public safety.

9 Build and Breakdown

Site Rules – these details will be updated and explained to all personnel.


Site Access

- Build / Break Times – Monday 16 June through until Friday 20 June 2025. Breakdown of event – Sunday 22 June 2025.
- Live – 12pm – 11pm Saturday 21 June 2025.

Heras and Barrier Fencing will be erected by the Festival Committee Team and Rugby Club Volunteers. All sub-contracted staff which include Fairground Staff, Food Vendors, Stage, Sound and Lighting, Toilets, Pyrotechnics etc, will each be responsible for their own areas highlighted on the event site map. The responsibility for the safe erection and maintenance of structures will rest with the contractor supplying the structure. They will be expected to produce and work to their own risk assessments and method statements and maintain their own liability insurance cover and MUTA documentation. Key telephone numbers will be held on the event organisers mobile phone so we can contact them if they need to deal with any instances of maintenance or respond to any prevailing weather conditions.

Heras fencing and barriers will be utilised for crowd safety and organised queuing systems and will be attended and managed by Lightning Security and Enforcement staff. Suitable safety crush barriers will be used in front of stages to ensure crowd safety and to cordon off non-public areas, such as around generators, trip hazards and to form queue lanes.

FESTIVAL IN THE DEN 2025

Noise Management Plan	
Event Details	<p>Date: 21 June 2023</p> <p>Time: 12.00 pm to 23.00 pm</p> <p>Details: 1 large stage playing live and pre-recorded music. A Fairground at the opposite end of the pitch. Firework display from 22:50 pm until 23:00 pm</p>
Statement of intent/key objectives (purpose of NMP)	<ul style="list-style-type: none"> • This event will consist of one stage that will be playing live and recorded music • We will closely monitor the noise levels throughout the day (every hour) and record the DB located on the map provided. The noise levels at these points will not exceed 75db. • We will produce a record of the noise monitoring results that will be available on request • Complaints will be taken seriously. All houses that are close to the event will be sent a letter advising them of the times of the event and who they can contact to complain if necessary • Speakers will point away from any local residences.
Location Plan and Site Plan	<ul style="list-style-type: none"> • See site plan
Inventory of Noise Sources	<p>Back line is 2 x guitar amps, 1 x bass amp and a full Yamaha drum kit</p> 
Noise Controls including noise limits (usually agreed with the Council)	<ul style="list-style-type: none"> • This is the first event of its kind at this location so we have no guidance from previous events • Times of the noise at the event will not exceed 23:00 pm on the day of the event • Noise levels will be monitored 75 db maximum at locations on the map • Speakers will face away from the houses (see plan) • Public will not be allowed closer than 3m to the speakers • Noise will not exceed 107db in any area accessible to the public

Noise Monitoring	<ul style="list-style-type: none"> • Monitoring every hour will be the responsibility of Ben Staples (Sound Engineer) • A log will be kept with all noise recordings taken • Professional noise monitoring equipment will be used by Ben Staples. He owns his own Sound Engineering Company and is used to working at musical festivals and outdoor events.
Communication with the Public	<ul style="list-style-type: none"> • Letters will be sent to all local residents prior to the event listing the details of the event and contact details. 2 Complimentary tickets will also be offered to each resident • The district council has been made aware • The Police have been made aware • Contact James Stanley 07870 688898 or Gary Reeves 07557 686527 who are the event contacts
Action to be taken in the event of complaints or if noise limits are exceeded	<ul style="list-style-type: none"> • All complaints will be dealt with within the hour • All complaints will be logged in an onsite complaint log and the actions taken
Management command and communication structure	<p>James Stanley – Artist Relations and Site Manager [REDACTED]</p> <p>Adam Booth – Site Security [REDACTED]</p> <ul style="list-style-type: none"> •
Schedule of contact details including person with overall control for sound levels	James Stanley [REDACTED] and Gary Reeves [REDACTED] are responsible for noise control at the event
Follow up report/review	An evaluation report will be made available to the Local Authority with recorded readings if required.



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