



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			
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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>

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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.

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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.

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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.

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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.

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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.

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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.